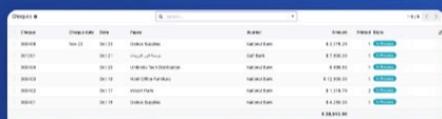


Cheque Printing

A guide to cheque printing: layouts, cheque books, printing from payments, the amount in words, the register, reprint and void.

1. Start here

In plain words: The payment is in Odoo, then somebody writes the cheque by hand, or types it in Word, and the number in the cheque book is noted nowhere. **Cheque Printing** prints the cheque **from the payment**, on your pre-printed stock: the **payee**, the **date**, the **amount in figures and in words** (English or Arabic) and the **number** taken from your **cheque book**. A **register** keeps track of every cheque.



Check	Check Number	Date	Payee	Amount	Status
00001	00001	2026-10-23	Sample Payee Co.	\$ 1,234.50	✓
00002	00002	2026-10-23	Sample Payee Co.	\$ 1,234.50	✓
00003	00003	2026-10-23	Sample Payee Co.	\$ 1,234.50	✓
00004	00004	2026-10-23	Sample Payee Co.	\$ 1,234.50	✓
00005	00005	2026-10-23	Sample Payee Co.	\$ 1,234.50	✓
00006	00006	2026-10-23	Sample Payee Co.	\$ 1,234.50	✓
00007	00007	2026-10-23	Sample Payee Co.	\$ 1,234.50	✓
00008	00008	2026-10-23	Sample Payee Co.	\$ 1,234.50	✓
00009	00009	2026-10-23	Sample Payee Co.	\$ 1,234.50	✓
00010	00010	2026-10-23	Sample Payee Co.	\$ 1,234.50	✓

The cheque register



ACCOUNT PAID ONLY

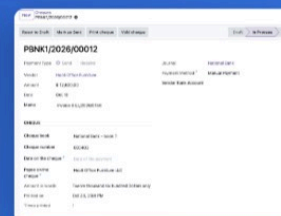
23/10/2026

Sample Payee Co.

One thousand two hundred and thirty-four Dollars and 50/100 only

Invoice INV/2026/0001

Test print with outline



PAYEE: Sample Payee Co.

DATE: 23/10/2026

AMOUNT: \$ 1,234.50

INVOICE: INV/2026/0001

Print from a payment

The cheque register, a test print with its outline and a payment with its cheque.

Tip: Print a test cheque on plain paper first, hold it against a real cheque and adjust the positions in millimetres.

2. What you get

Feature	What it does
Cheque books	A book for each bank journal with its first and last number. The numbers are given one after the other; the book is closed when it is used up and the next book takes over.
Print	Print cheque on a payment to a vendor, or select many payments and print them all.
Amount in words	In English or Arabic, or in the language of the payee. Cents as 50/100 or in words.
Layouts	One layout for each bank: the position of the date, the payee, the amount in words and in figures and the memo, the font size, the date format, "account payee only" crossing and stars around the amount.
Test print	A sample cheque with the outline and the names of the fields to align the printout.
Post-dated cheques	A date on the cheque apart from the date of the payment.
Reprint and void	Printing again keeps the number and is logged. Voiding a spoiled cheque keeps a trace and the number is not used again.
Register	All the cheques with number, payee, amount, date and how many times they were printed.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Invoicing (account) and wkhtmltopdf for the PDF, as for any Odoo report
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_cheque_printing.zip` ; unzip it to get the folder `taqnix_cheque_printing` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Cheque Printing** and press **Install**.

```
# or from the command line  
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_cheque_printing --stop-after-init
```

5. A layout for your bank

In plain words: Invoicing → Configuration → Cheques → Cheque layouts. A standard layout is there. Open it, or create one for each bank, and give the positions of each field in millimetres from the left and from the top of the cheque.

Invoicing

Customers

Vendors

Reporting

Configuration

4

3

My Company

A

New

Cheque layouts

National Bank cheque (180 × 85 mm)

1 / 1

<

>

Test print

Name

National Bank cheque (180 × 85 mm)

CHEQUE

Width (mm) ?

180.00

Height (mm)

85.00

Font size (pt)

11.00

Date format

DD/MM/YYYY

Amount in words

English

Cents

50/100

OPTIONS

Account payee only ?

☒

Fill with stars ?

☒

Print the memo

☒

POSITIONS ON THE CHEQUE, IN MILLIMETRES

Date: from the left (mm)

128.00

Date: from the top (mm)

14.00

Payee: from the left (mm)

28.00

Payee: from the top (mm)

30.00

Amount in words: from the left (mm)

28.00

Amount in words: from the top (mm)

42.00

Amount in words: width (mm)

110.00

Amount: from the left (mm)

138.00

Amount: from the top (mm)

48.00

Memo: from the left

28.00

A layout: the options and the positions on the cheque.

Setting	What it does
Width, Height	The size of the cheque, used for the outline of the test print.
Date format	DD/MM/YYYY, MM/DD/YYYY, YYYY-MM-DD or DDMMYYYY.
Amount in words	English, Arabic or the language of the payee.
Cents	50/100 or in words.
Account payee only	Draws the two crossing lines with the words at the top left.
Fill with stars	**\$ 1,234.50** so that nothing can be added.
Print the memo	Prints the memo of the payment at the position you give.

ACCOUNT PAYEE ONLY

date

23/10/2026

payee

Sample Payee Co.

amount in words

One thousand two hundred and thirty-four Dollars and 50/100
only

amount

\$ 1,234.50

Invoice INV/2026/0001

The test print: the outline of the cheque and the name of each field.

Tip: Press **Test print** on the layout. The paper size of the printout is the paper format *Cheque* (180 × 85 mm). For another size, change it in Settings → Technical → Paper Formats.

6. Cheque books

In plain words: Invoicing → Configuration → Cheques → Cheque books: choose the bank journal, the layout, the number of the first and the last cheque and how many digits the numbers have.

Invoicing

Customers

Vendors

Reporting

Configuration

4

3

My Company

A

New

Cheque books

Search...

1-3 / 3

<

>

☐	Name	Bank journal	Layout	First che...	Last che...	Next che...	Used	Left	State
☐	National Bank – book 6	National Bank	National Bank cheque (180 × 85 mm)	351	400	401	50	0	Finished
☐	National Bank – book 7	National Bank	National Bank cheque (180 × 85 mm)	401	450	407	6	44	In use
☐	Gulf Bank – book 1	Gulf Bank	Gulf Bank cheque (Arabic)	1001	1050	1002	1	49	In use

The books: one finished, one in use for each bank.

Invoicing

Customers

Vendors

Reporting

Configuration

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3

My Company

A

New

Cheque books

National Bank – book 7

1 / 1

<

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Name

National Bank – book 7

Bank journal

National Bank

Layout

National Bank cheque (180 × 85 mm)

Digits ?

6

First cheque

401

Last cheque

450

Next cheque

407

Used

6

Left

44

A cheque book: 6 used, 44 left.

Rule	Detail
Numbers in order	The next cheque is given when you print; nothing to type.
Finished	When the last number is used the book is finished and the next book of the journal is used.
No overlap	Two books of the same journal cannot share numbers.

7. Print a cheque

In plain words: Open a payment **to a vendor** and press **Print cheque**. The number comes from the cheque book of the journal. To print many, select the payments in the list and choose **Print cheques** in the Action menu: the numbers are given in the order of the payments.

Invoicing
Customers
Vendors
Reporting
Configuration

4
3
My Company
A

New
Cheques
PBNK1/2026/00012
1/1
<
>

Reset to Draft
Mark as Sent
Print cheque
Void cheque
Draft
In Process
Paid
Send message
Log note
Activity

PBNK1/2026/00012

Payment Type
☒ Send
☐ Receive

Vendor
Hooli Office Furniture

Amount
\$ 12,600.00

Date
Oct 19

Memo
Invoice BILL/2026/0158

Journal
National Bank

Payment Method
Manual Payment

Vendor Bank Account

CHEQUE

Cheque book
National Bank – book 7

Cheque number
000403

Date on the cheque
Date of the payment

Payee on the cheque
Hooli Office Furniture LLC

Amount in words
Twelve thousand six hundred Dollars only

Printed on
Oct 23, 2:58 PM

Times printed
1

The conversation is empty.

A payment with its cheque: book, number, payee and amount in words.

ACCOUNT PAYEE ONLY

19/10/2026

Hooli Office Furniture LLC

Twelve thousand six hundred Dollars only

****\$ 12,600.00****

Invoice BILL/2026/0158

The printed cheque (the paper is pre-printed with the bank's text).

Field	Meaning
Cheque book	Filled with the book in use for the journal; choose another if needed.
Date on the cheque	Empty: the date of the payment. A later date makes a post-dated cheque.
Payee on the cheque	Empty: the name of the partner. Fill it when the cheque is to another name.

2026-10-21

مؤسسة النور للتوريدات

سبعة آلاف و ثمانمائة دولار فقط لا غير

****\$ 7,800.00****

A cheque with the payee, the amount in words and the date in Arabic.

8. The register

In plain words: Invoicing → Vendors → Cheques lists every cheque printed, with its number, date, payee, bank, amount and how many times it was printed. Filters: post-dated and printed again.

Invoicing Customers Vendors Reporting Configuration							4 3 My Company A	
Cheques ⚙							1-6 / 6 < >	
Q Search...								
☐ Cheque	Cheque date	Date	Payee	Journal	Amount	Printed	State	
☐ 000405	Nov 22	Oct 23	Globex Supplies	National Bank	\$ 2,075.25	1	In Process	
☐ 001001		Oct 21	مؤسسة النور للتوريدات	Gulf Bank	\$ 7,800.00	1	In Process	
☐ 000404		Oct 20	Umbrella Tech Distribution	National Bank	\$ 899.50	1	In Process	
☐ 000403		Oct 19	Hooli Office Furniture	National Bank	\$ 12,600.00	1	In Process	
☐ 000402		Oct 17	Initech Parts	National Bank	\$ 1,318.75	2	In Process	
☐ 000401		Oct 15	Globex Supplies	National Bank	\$ 4,250.00	1	In Process	
					\$ 28,943.50			

The register: a post-dated cheque, an Arabic one and one printed twice.

In plain words: Void cheque (advisors) on the payment is for a spoiled cheque: a note is written in the chatter and the number is not used again.

9. Who can do what

Who	Can
Billing users	Print cheques, reprint them, see the books and layouts.
Accounting advisors	Create and change cheque books and layouts; void a cheque.

10. Arabic and right to left

S

My Company

3

12

الهيئة

إعداد التقارير

الموردين

الملاء

الفوترة

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6 / 1-6

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يبحث...

Q

الشيكات

الشيك	تاريخ الشيك	التاريخ	المستفيد	دفتر اليومية	مبلغ	المطوع	المحافظة	حذف
000405	٢٢ نوفمبر	٢٣ أكتوبر	Globex Supplies	البنك	\$ 2,075.25	1	أحد الشيكات	
001001	٢١ أكتوبر	٢١ أكتوبر	مؤسسة النور للتوريدات	Gulf Bank	\$ 7,800.00	1	أحد الشيكات	
000404	٢٠ أكتوبر	٢٠ أكتوبر	Umbrella Tech Distribution	البنك	\$ 899.50	1	أحد الشيكات	
000403	١٩ أكتوبر	١٩ أكتوبر	Hooli Office Furniture	البنك	\$ 12,600.00	1	أحد الشيكات	
000402	١٧ أكتوبر	١٧ أكتوبر	Initech Parts	البنك	\$ 1,318.75	2	أحد الشيكات	
000401	١٥ أكتوبر	١٥ أكتوبر	Globex Supplies	البنك	\$ 4,250.00	1	أحد الشيكات	
					\$ 28,943.50			

The register in an Arabic interface.

11. Limits

Limit	Detail
Paper format	One paper format (180 × 85 mm) comes with the module; change it for other sizes.
Vendor payments	Only payments to vendors have cheques.
Numbers in words	Spelled by the <code>num2words</code> library that Odoo uses; very large amounts follow its rules.
Positions	Fields are placed in millimetres from the top left; no drag and drop.

12. For developers

In plain words: Skip this chapter if you only use the module.

```
payments.action_print_cheque()      # gives the numbers and returns the report action
payment.action_void_cheque()        # for a spoiled cheque
payment._tx_words(layout)           # 'One thousand ... Dollars only'
```

13. Troubleshooting

Problem	What to do
"There is no cheque book in use for the journal"	Create a cheque book for the journal, or a new one if the last is finished.
"The cheque book is finished"	Create the next book with its numbers.
The printout is shifted	Use Test print and adjust the positions; check that your printer prints at 100% without "fit to page".
Accents or Arabic look wrong	Check that wkhtmltopdf is installed with its fonts; the module sets the UTF-8 encoding.
The number is already used	A number is used once per journal; void the cheque to free the payment.

14. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_cheque_printing`. Books, layouts and the cheque numbers of the payments are kept.

15. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Cheque books per bank journal with automatic numbers
- Print the cheque of a payment or of many payments
- Amount in words in English or Arabic, cents as 50/100 or in words
- Layouts in millimetres with test print, date format, crossing and stars
- Post-dated cheques, reprint, void and a register
- Arabic translation, automated tests

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