

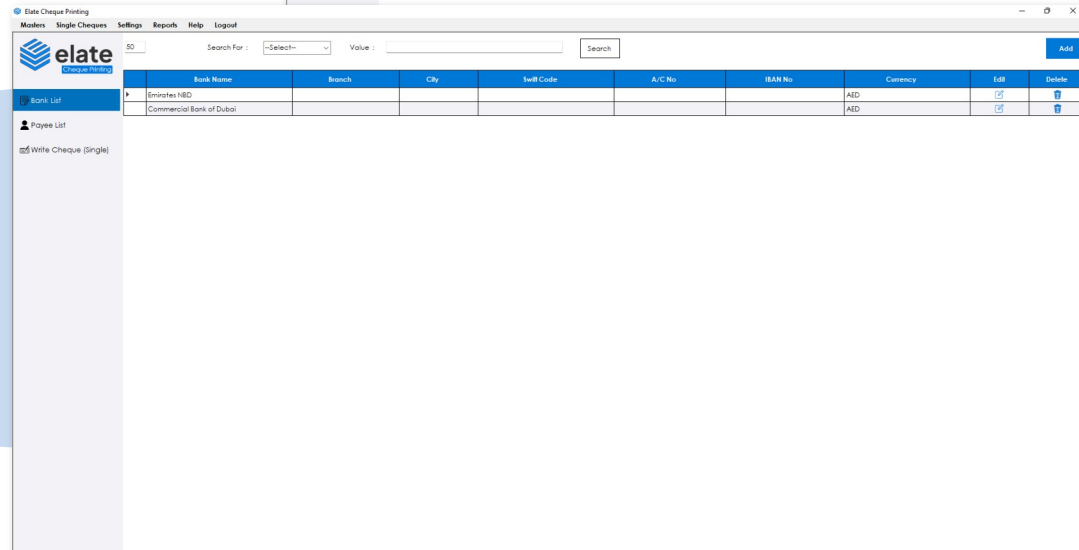
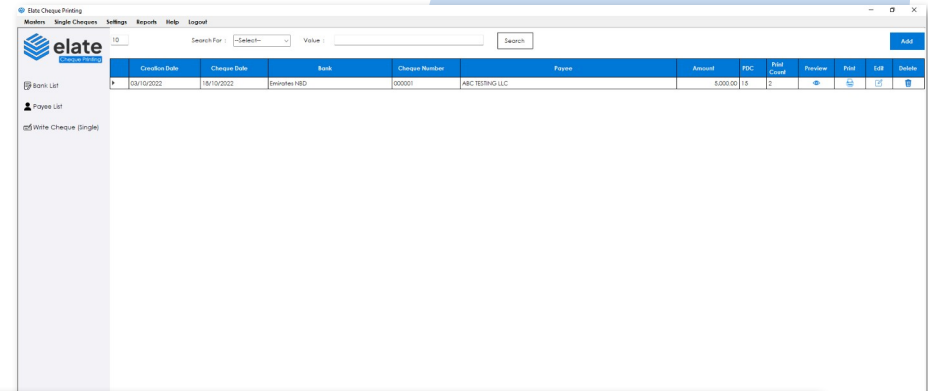


USER GUIDELINE

BASIC

About

elate CHEQUE PRINTING BASIC



- ✓ Single Company
- ✓ Single Entry
- ✓ Unlimited Banks
- ✓ Unlimited Payee
- ✓ Reports

Table Of Contents

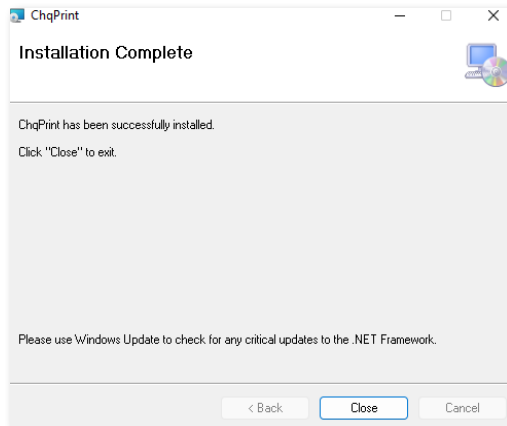
1	How to Install?	4
2	Activation & Registration	5
3	Account Creation	6
4	How to Enter Payee Details?	7
5	How to Design a Cheque?	8
6	How to Add Entries?	9
7	Print Setup	11
8	Settings	12
9	Reports	13
10	Help &	14
	Logout	

1. How to Install?

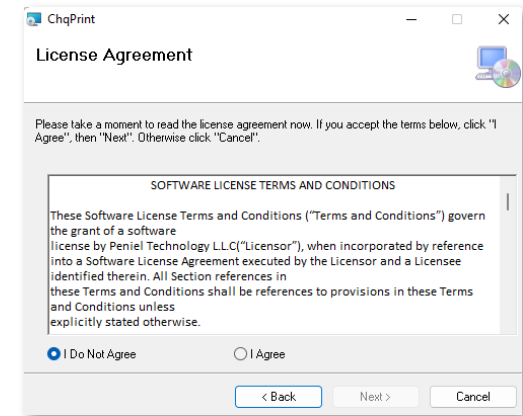
Open the ZIP File that is downloaded



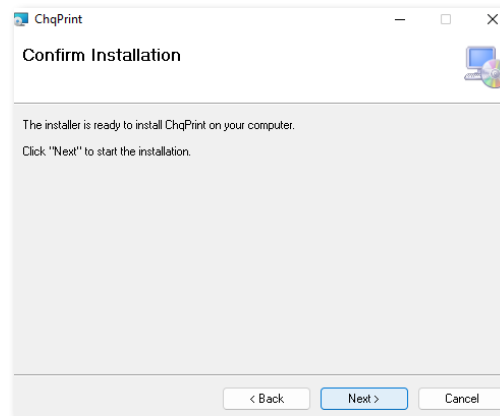
Follow **ChqPrint > Debug > setup.exe**



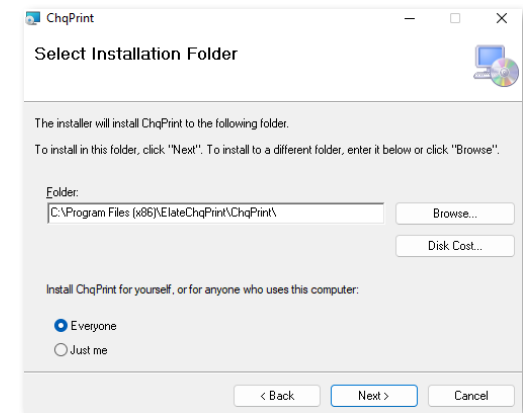
The installation will take place and be completed, Select **Close**



This text box will appear. Select **I Agree** and **Next**



Select **Next** again



As per the requirement, save the software in the desired **Folder** and install it for **Everyone** and select **Next**

2. Activation & Registration



The shortcut file will display as such on the user's DESKTOP



Registration Details

Company Name :

Contact Number :

Email ID :

Contact Person :

Address :

Fill all the empty fields (mandatory) and Select **Submit**



License Activate

Activate License Key

☐ DEMO ☒ ACTIVE

License Key

Select **Active** and Enter the License Key and **Activate**

3. Account Creation

elate
Cheque Printing

User Name

Password

☐ Remember Me

Login

Cancel

Create Company

To create an account,
Select **Create Company**

Company Details

Company Name :

Address :

City :

Post Code :

Country Name :

Phone :

Email :

WebSite :

Currency : --Select--

Upload Logo : Browse

Save Reset

Fill the details and **Save**
Company Name and Currency is mandatory

Bank Settings

Search For : --Select-- Value : Search Close Save

Status	BName
<input type="checkbox"/>	Bank Muscat
<input type="checkbox"/>	Bank of Baroda
<input type="checkbox"/>	Bank of Sharjah
<input type="checkbox"/>	Bank Saderat Iran
<input type="checkbox"/>	Blom Bank France
<input type="checkbox"/>	Citibank
<input type="checkbox"/>	Commercial Bank International
<input checked="" type="checkbox"/>	Commercial Bank of Dubai
<input type="checkbox"/>	Doha Bank
<input type="checkbox"/>	Dubai Islamic Bank
<input type="checkbox"/>	El Nilein Bank
<input type="checkbox"/>	Emirates Islamic Bank
<input checked="" type="checkbox"/>	Emirates NBD
<input type="checkbox"/>	FAB Bank (First Abu Dhabi Bank)
<input type="checkbox"/>	First Gulf Bank
<input type="checkbox"/>	Habib Bank AG Zurich
<input type="checkbox"/>	Habib Bank Limited (HBL)
<input type="checkbox"/>	HSBC Bank

Add the respective banks and
Save

User's Company Details are
successfully entered. User may
enter the below to login:

User Name: Admin
Password: Admin

The password can be changed after login >
Settings > Change Password

elate
Cheque Printing

User Name

Password

☐ Remember Me

Login

Cancel

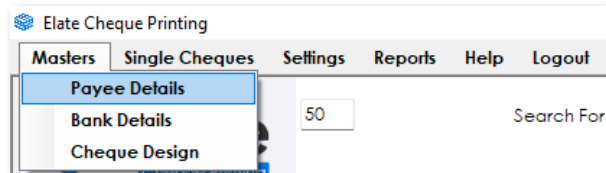
Create Company

Search For : --Select-- Value : Search Close Save

Status	Bank	Layout	Image
<input checked="" type="checkbox"/>	Commercial Bank of Dubai	Layout2	
<input type="checkbox"/>	Commercial Bank of Dubai	Layout1	
<input type="checkbox"/>	Emirates NBD		

As per the selected bank, user may
choose the appropriate layout

4. How to Enter Payee Details?



Masters > Select **Payee Details**

To add a new Payee,
select **Add** on the
top right corner

Enter the Payee's
Account Name and
Print Name

10	Search For : --Select--	Value :	Search	Add
	Account Name	Print Name	Edit	Delete
▶	MNO TESTING LLC	MNO TESTING LLC		
	JKL TETSING LLC	JKL TETSING LLC		
	GHI TESTING LLC	GHI TESTING LLC		
	DEF TESTING LLC	DEF TESTING LLC		
	ABC TESTING LLC	ABC TESTING LLC		

- Create unlimited payee details to the system
- **Search** for a payee or a **Value** from the top search bar
- **Edit** or **Delete** a payee from the respective row by selecting the icon.

5. How to Design a Cheque?

Elate Cheque Printing

Masters Single Cheques Settings Reports Help Logout

Payee Details
Bank Details
Cheque Design

50 Search For

Masters > Select
Cheque Design



Select Bank: --Select-- Width In mm Height In mm

Layout: ☐ Set Default

Margin: Top: Left: Bottom: Right: ☐ Box Date ☐ Decimal Box

Select Bank	Select the Bank from the drop-list
Layout	Select the appropriate Layout wish to design OR Browse if own cheque image is available
Margin	Adjust the Margin as required
Box Date and Decimal Box	Allows the date and decimals in Amount to be captured inside a box shaped area

Narration

Amount In Words Line 3

Cheque No

Print Payee Line 2

Decimal Amount

D D M M Y Y Y Y

X: Y:

Emirates NBD

A/C Payee

Date

Pay against this cheque XXXXXX

Print Payee Line 1

Amount In Words Line 1

Amount In Words Line 2

Dirhams

AED Amount

Signature(s)

Please do not write below this line

بنك الإمارات دبي الوطني

التاريخ

ادفعوا بموجب هذا الشيك

أو إكمالته

دروهم

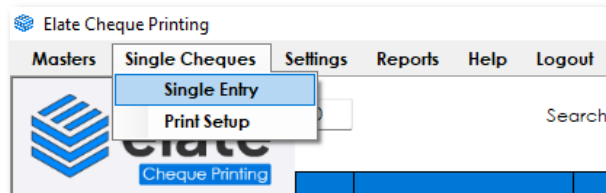
در

التوقيع

يرجى عدم الكتابة تحت هذا الخط

Required details can be pulled from the left and inserted appropriately to design the cheque

6. How to Add Entries?



Single Cheques >
Select **Single Entry**

To add a new entry,
select **Add** on the
top right corner

Bank Name	Select the bank to issue the cheque
Layout	Select the layout appropriate along with the chosen Bank
Account Name	Select the Payee to address the cheque
Cheque Amount	Enter the amount (in numbers)
Cheque Number	Generate a number which will continue in a systematic sequenced manner for the chosen payee
PDC Days	Post Dated Cheque (mention the number days in numbers)
Cheque Date	This will systematically set according to the mentioned PDC Days (works vice versa)
Open Cheque	If the user requires to not mention a specific date
Payee Name	By default the 'Account Name' will appear, if required the user may change it
A/C Payee	If required, user may tick the print 'A/C payee' text
Payment Voucher	Generate a number which will continue in a systematic sequenced manner for the chosen payee
Cancelled	This can be ticked if the cheque is been cancelled along with mentioning the reason
Print	Will allow the user to print the cheque successfully

10

Search For :

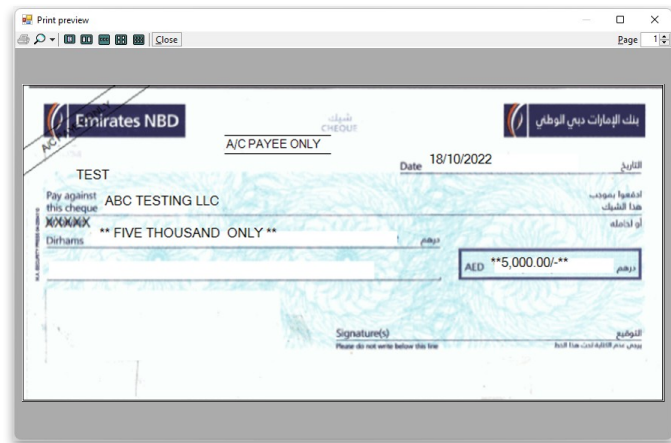
--Select--

Value :

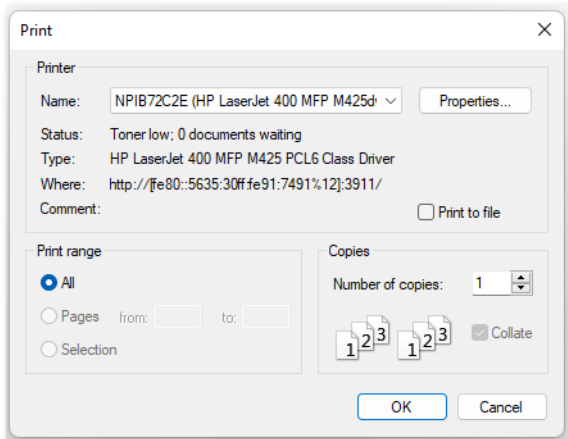
Search

Add

	Creation Date	Cheque Date	Bank	Cheque Number	Payee	Amount	PDC	Print Count	Preview	Print	Edit	Delete
▶	03/10/2022	18/10/2022	Emirates NBD	000001	ABC TESTING LLC	5,000.00	15	1				



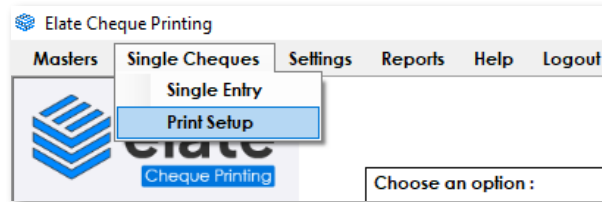
By selecting **Preview** – it will allow the user to have a preview look on the cheque with the provided details



By selecting **Print** – it will allow the user to print the cheque successfully.

By selecting **Edit** – it will allow the user to edit the details entered in the previous stage

7. Print Setup

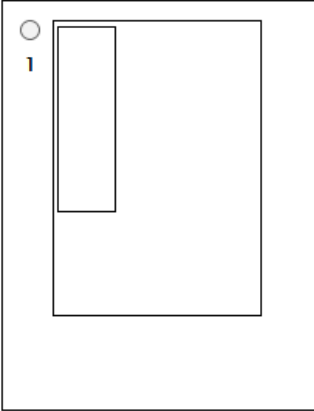


Single Entry >
Print Setup

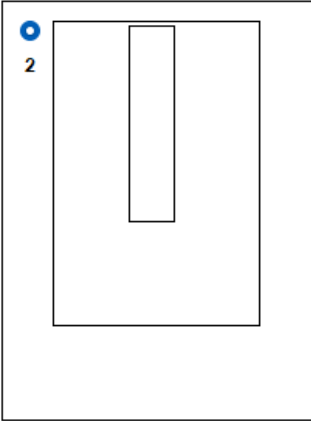


Choose an option :

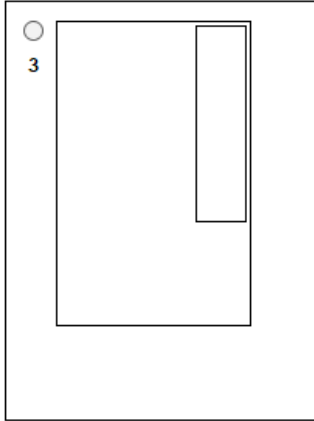
☐ 1



☒ 2



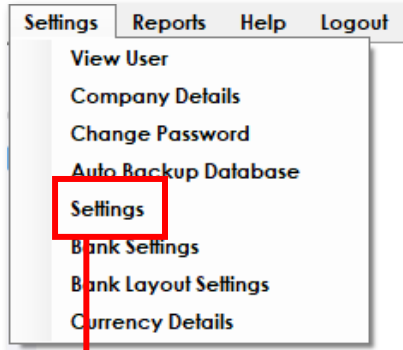
☐ 3



Save Close

Allows the user to select the type of print setup that requires, depending on the user's printer

8. Settings



View User	Allows the user to generate more users
Company Details	Allows the user to edit or update the entered company details
Change Password	Allows the user to change the password
Auto Backup Database	Allows the user to backup the data to the desktop/PC folder
Bank Settings and Bank Layout Settings	Allows the user to choose the bank and layouts
Currency Details	Allows the user to select the currency

Amount : Amount In Words :

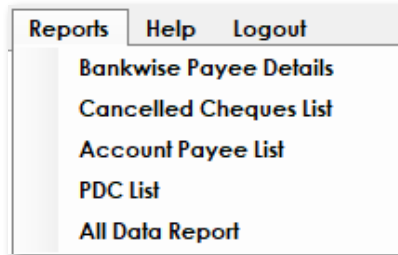
Amount With /- : ☒ Yes ☐ No

Amount In Words : Payee Name Format :

Select Default Printer :

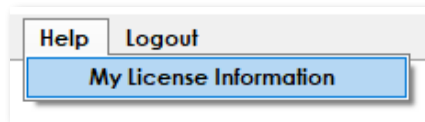
Amount and Amount in Words	Number of stars to be inserted before and after
Amount with /-	If the /- is required or not after the amount
Amount in Words	Whether the words should be in all caps lock or proper manner
Payee Name Format	Whether the words should be in all caps lock or as entered
Select Default Printer	User can select the printer type and keep it as default

9. Reports



Bankwise Payee Details	User can filter according to the required bank, and the date range > and export to XSL. or PDF
Cancelled Cheque List	User can filter the cheques that are closed according to the required date range > and export to XSL. or PDF
Account Payee List	User can filter the Account Payees according to the required date range > and export to XSL. or PDF
PDC List	User can filter the PDC List of payee according to the required date range > and export to XSL. or PDF
All Data Report	User can filter the entire data report of the above features according to the required date range > and export to XSL. or PDF

10. Help & Logout



ElateChqPrint is Registered

This page outlines details about your ElateChqprint license. To view this information at any time, go to the help menu and click on 'My License Information'.

Product Information

This is general information about your product, its license status and your company number.

Product : ElateChqPrint

Telephone Number :

License Information

This is information regarding your ElateChqPrint license.

Status : Registered

License Number : FA71-0C15-6D85-4871-6F79

If the user requires to logout from the system, select **Logout**



**For any further clarifications,
Contact us on:**

+971 4 239 85717

+971 56 336 5701

info@penieltech.com

Address: Office 205, NBQ Building,
16th Street, Khalid Bin Waleed St.,
Bur Dubai, Dubai, UAE.