

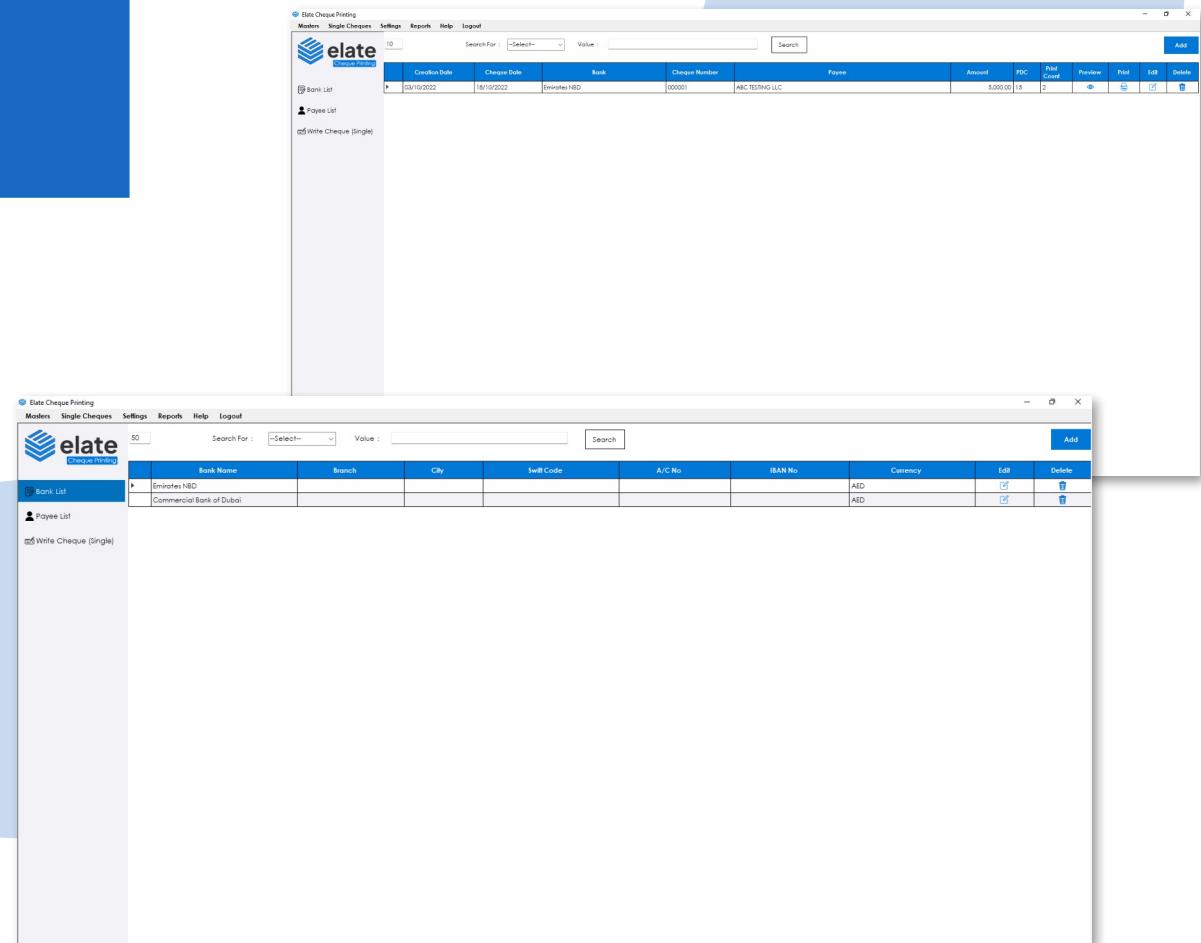


USER GUIDELINE

BASIC

About elate CHEQUE PRINTING BASIC

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



The image displays two screenshots of the elate CHEQUE PRINTING BASIC software. The top screenshot shows the 'Single Cheques' screen with a table for creating a single cheque. The table includes columns for Credit Date, Cheque Date, Bank, Cheque Number, Payee, Amount, PDC, and various action buttons. A single row is visible with the following data: Credit Date: 09/10/2022, Cheque Date: 18/10/2022, Bank: Emirates NBD, Cheque Number: 000001, Payee: ABC TECHNO LLC, Amount: 5,000.00, and PDC: 1. The bottom screenshot shows the 'Bank List' screen with a table of bank details. The table includes columns for Bank Name, Branch, City, Swift Code, A/C No, IBAN No, Currency, and action buttons. Two rows are visible: Emirates NBD and Commercial Bank of Dubai, both with AED as the currency.

Bank Name	Branch	City	Swift Code	A/C No	IBAN No	Currency	Edit	Delete
Emirates NBD						AED	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Bank of Dubai						AED	<input type="checkbox"/>	<input type="checkbox"/>

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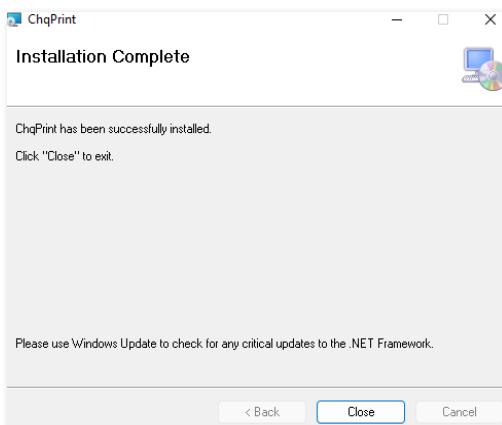
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1. How to Install?

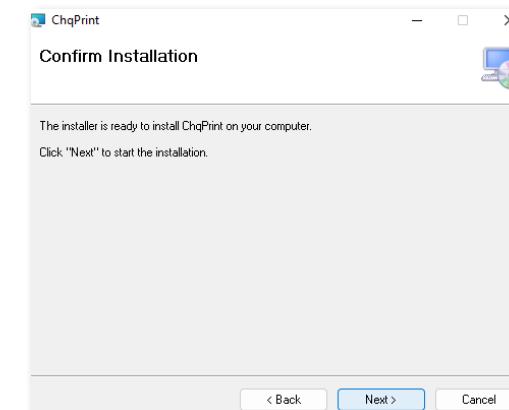
Open the ZIP File that is downloaded



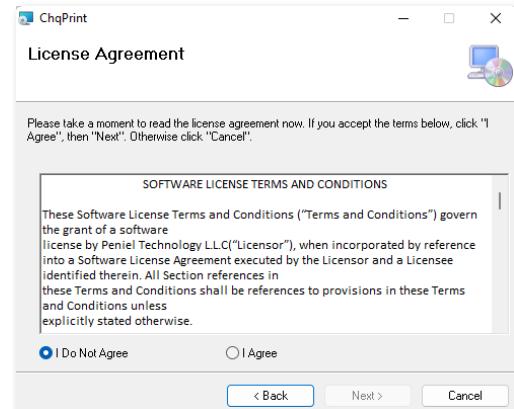
Follow **ChqPrint > Debug > setup.exe**



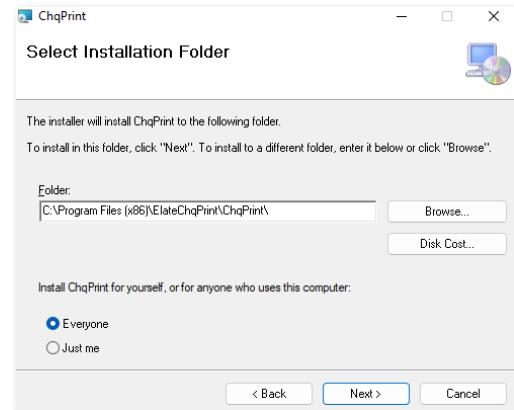
The installation will take place and be completed, Select **Close**



Select **Next** again

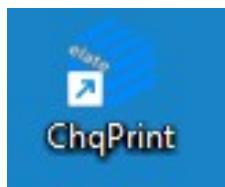


This text box will appear. Select **I Agree** and **Next**



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 :	<input type="text"/>
Contact Number :	<input type="text"/>
Email ID :	<input type="text"/>
Contact Person :	<input type="text"/>
Address :	<input type="text"/>
<input type="button" value="Submit"/>	
<input type="button" value="Reset"/>	

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

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

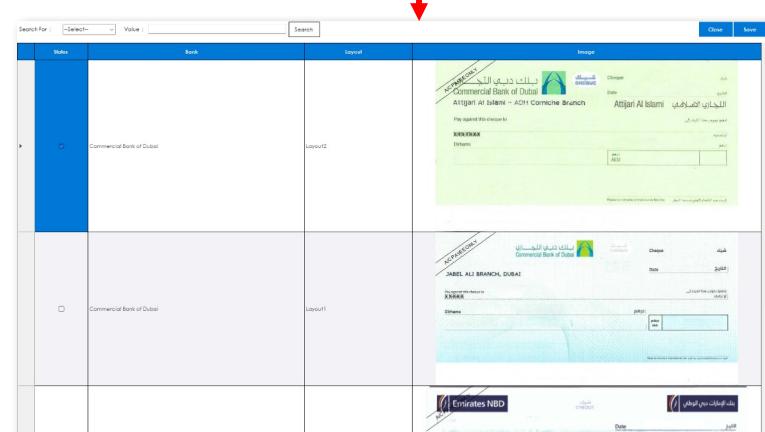
Fill the details and **Save**
Company Name and Currency is mandatory

Add the respective banks and
Save

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

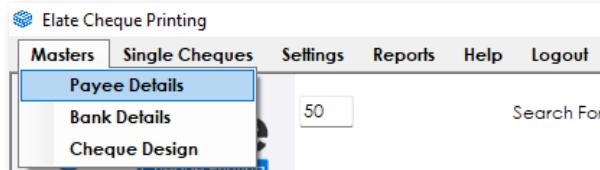
User Name: Admin
Password: Admin

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



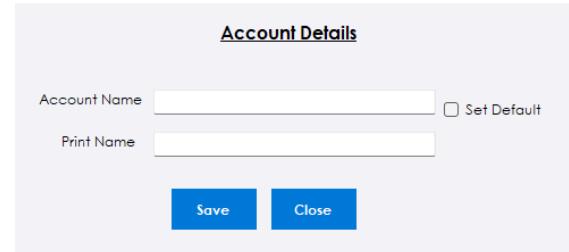
As per the selected bank, user may
choose the appropriate layout

4. How to Enter Payee Details?



Masters > Select Payee Details

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



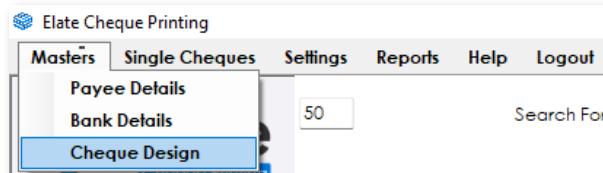
Enter the Payee's
Account Name and
Print Name



	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?



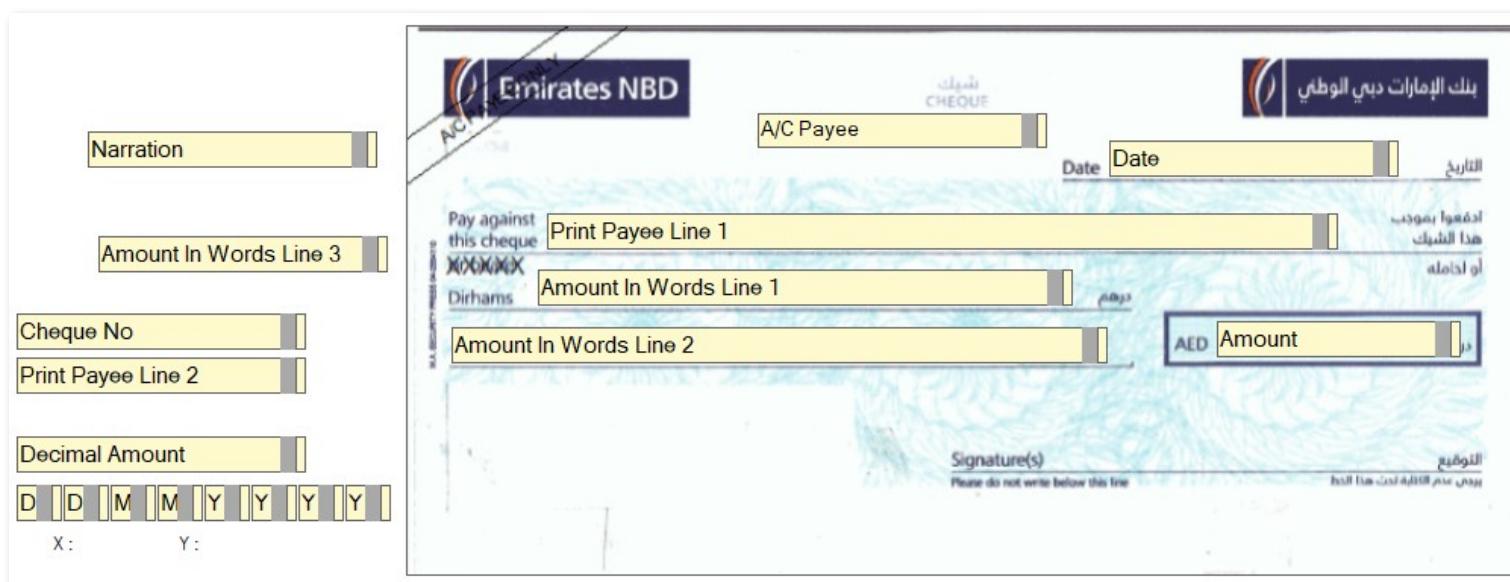
Select Bank :

Layout : Set Default

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

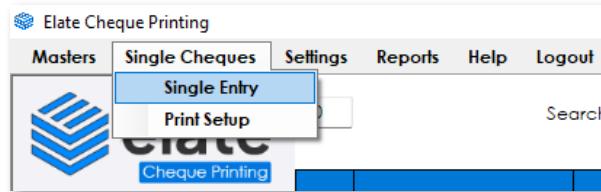
Masters > Select
Cheque Design

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



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

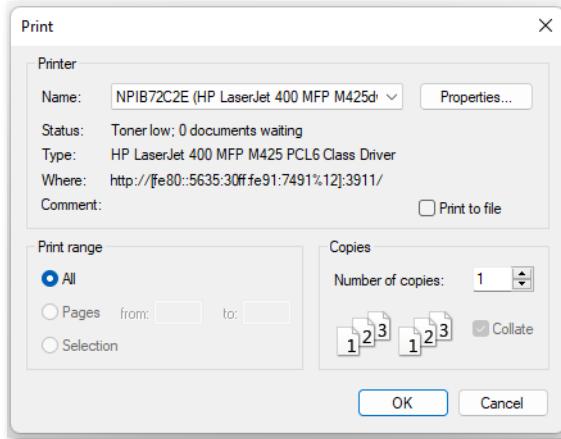
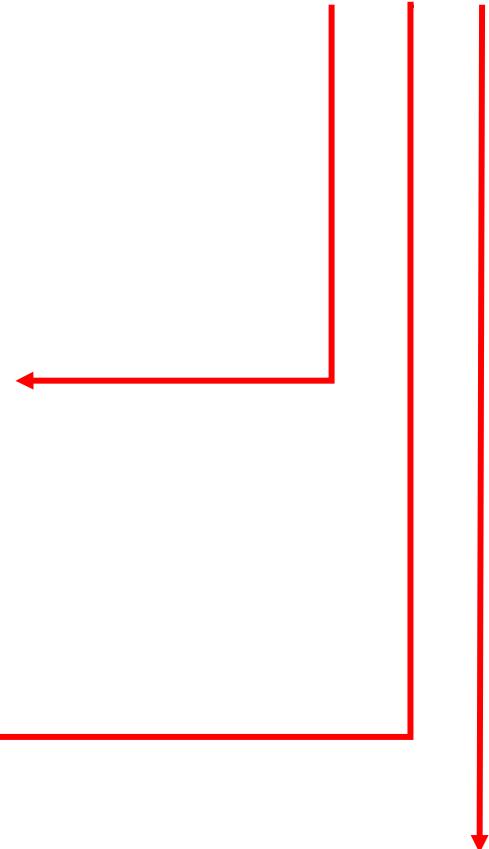
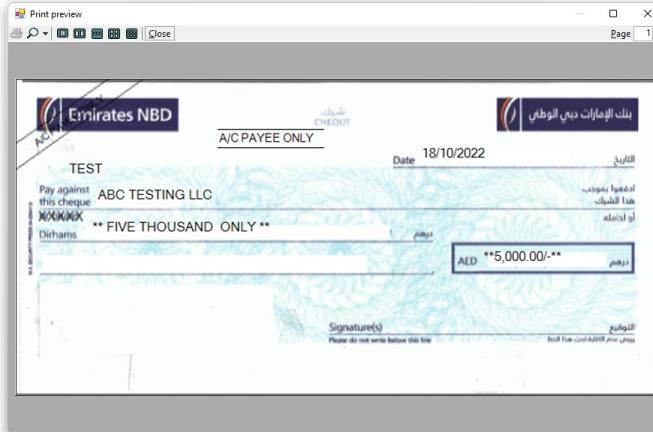
Cheque Printing

Bank Name	Commercial Bank of Dubai
Layout	--Select--
Account Name	--Select--
Cheque Amount	
Cheque No	
PDC Days	0
Cheque Date	03/10/2022 <small>Date format will come as per system Date Format</small>
Open Cheque	<input type="checkbox"/> Tick here to avoid cheque date print
Payee Name	
Print A/C Payee	<input checked="" type="checkbox"/> Tick here for print A/C payee text in cheque
Narration	
Payment Voucher No	1
Cancelled	<input type="checkbox"/> Tick Here for cancelled cheque
<input type="button" value="Print"/> <input type="button" value="Close"/>	

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	00001	ABC TESTING LLC	5,000.00	15	1				

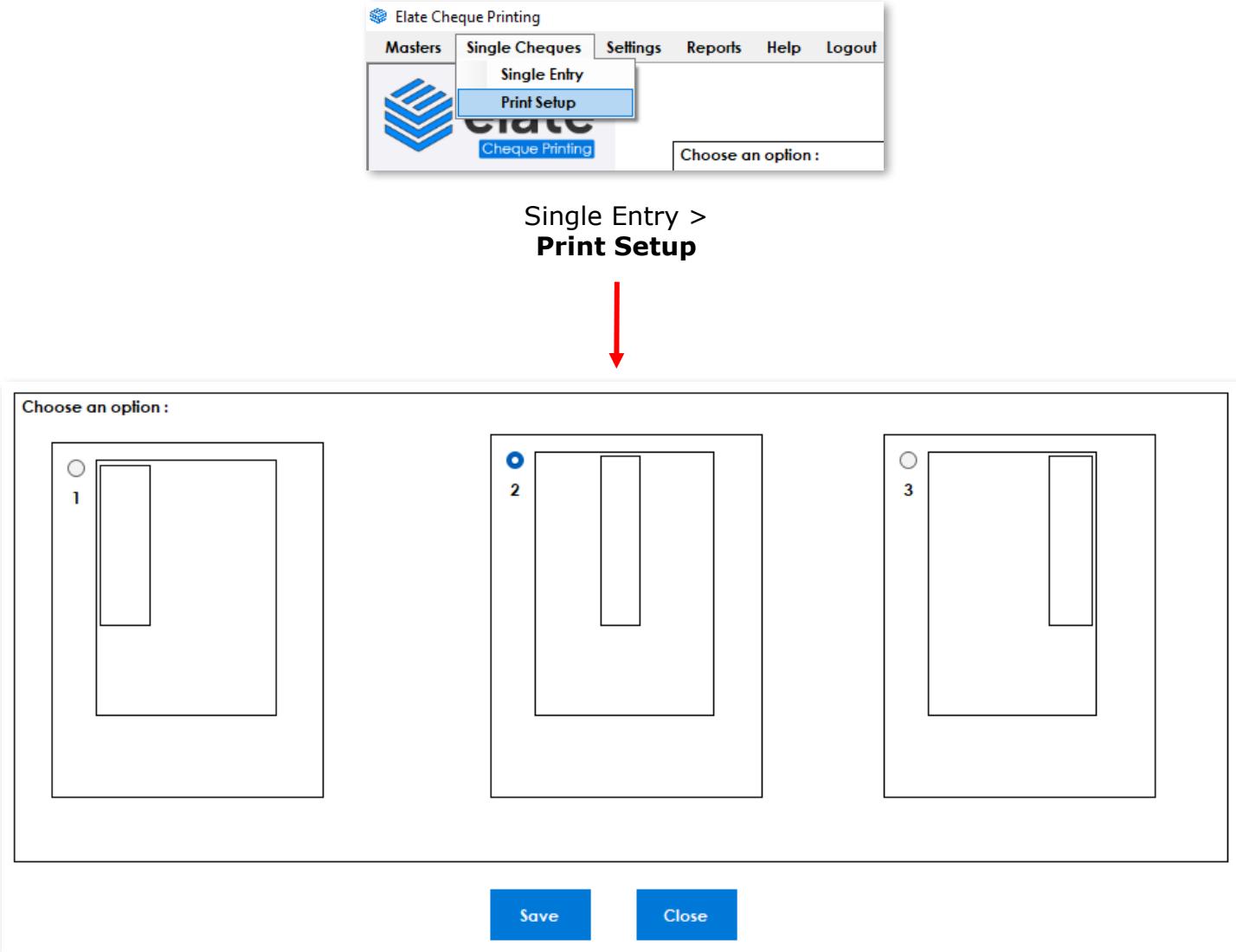


By selecting **Print** – it will allow the user to print the cheque successfully.

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

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

7. Print Setup



The image shows a software interface for 'Elate Cheque Printing'. At the top, there is a navigation bar with links for 'Masters', 'Single Cheques' (which is the active tab), 'Settings', 'Reports', 'Help', and 'Logout'. The 'Single Cheques' tab is highlighted in blue. Below the navigation bar is a logo for 'Elate Cheque Printing' featuring a blue stylized 'E' and the text 'elate Cheque Printing'. To the right of the logo is a dropdown menu with the text 'Choose an option :'. Below this, the text 'Single Entry > Print Setup' is displayed, with a red arrow pointing downwards to the 'Print Setup' section of the main content area. The main content area contains three options labeled 1, 2, and 3, each with a radio button and a preview of the print layout. Option 2 is selected, indicated by a blue radio button. At the bottom of the content area are 'Save' and 'Close' buttons.

Choose an option :

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 : 2 Star

Amount In Words : 2 Star

Amount With /- : Yes No

Amount In Words : All Caps

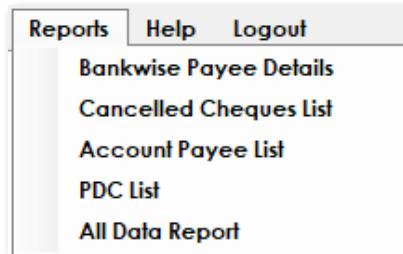
Payee Name Format : All Caps

Select Default Printer :

Save Close

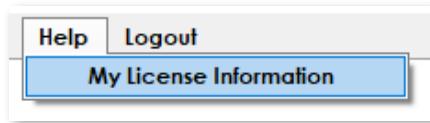
Amount and Amount in Words	Number of stars to be inserted before and after
Amount with /-	If the /- is required or not after the amount
Amount in Words	Whether the words should be in all caps lock or proper manner
Payee Name Format	Whether the words should be in all caps lock or as entered
Select Default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



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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**



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