elate Cheque Printing

USER GUIDELINE

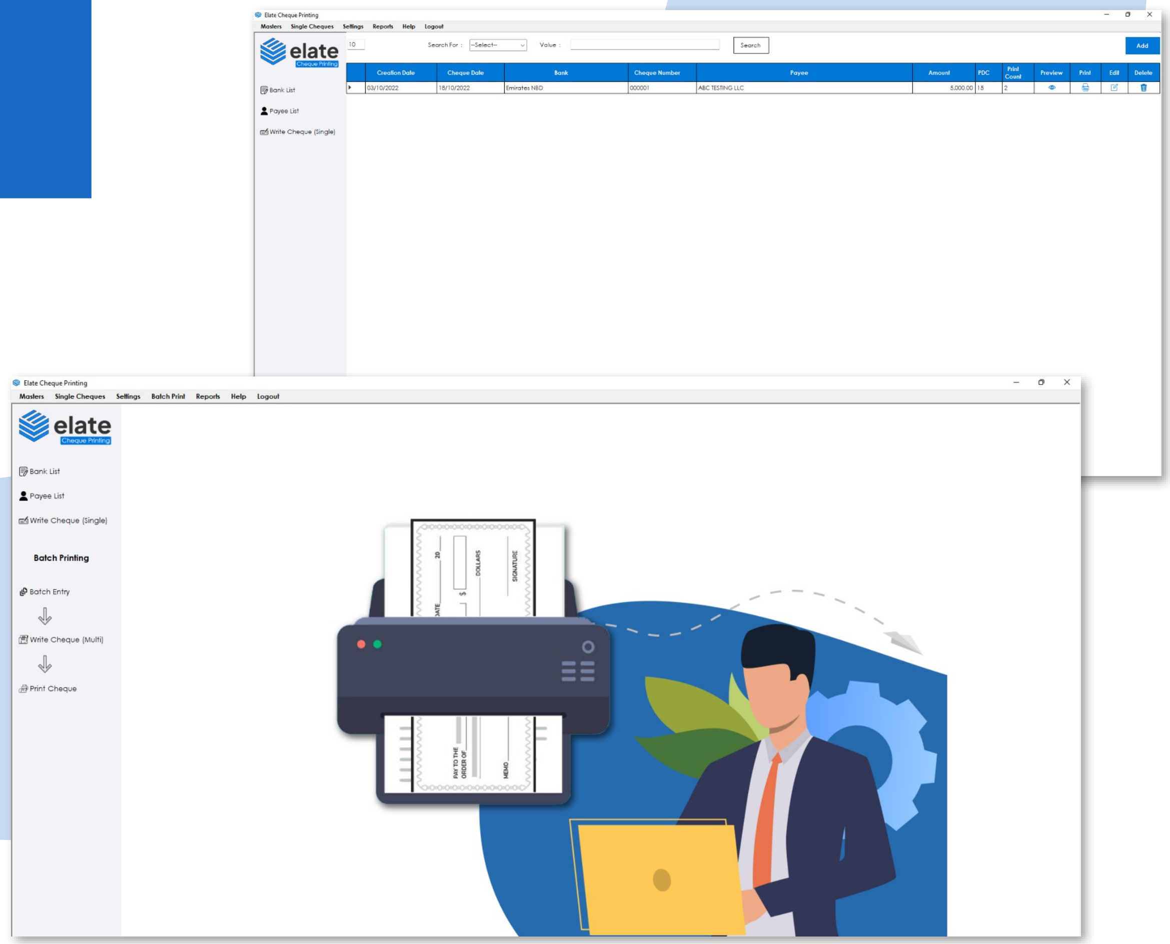
STANDARD

penieltech

About

elate CHEQUE PRINTING

STANDARD



- Single Company
- Single Entry and Batch Entry
- Unlimited Banks
- Unlimited Payee
- Payment Voucher
- Reports
- Backup Database

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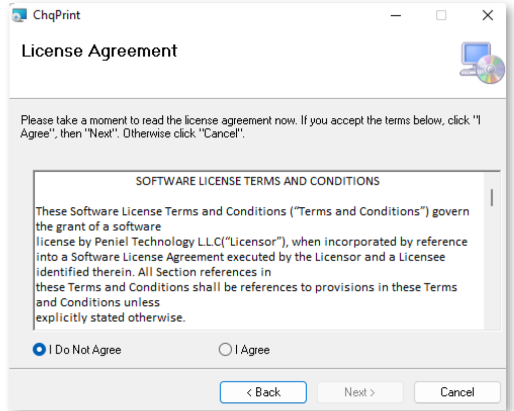
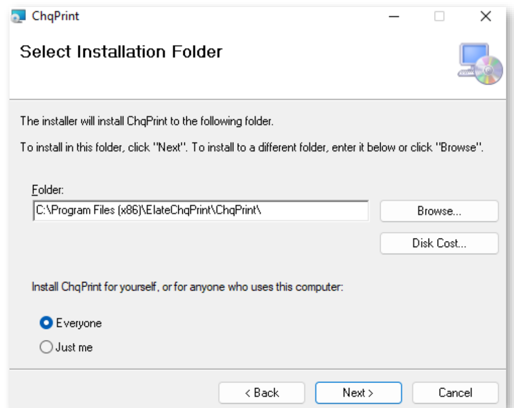
1. How to Install?

Open the ZIP File that is downloaded

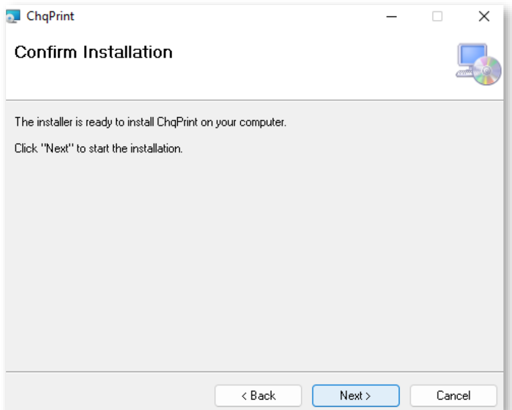
Follow **ChqPrint** > **Debug** > **setup.exe**



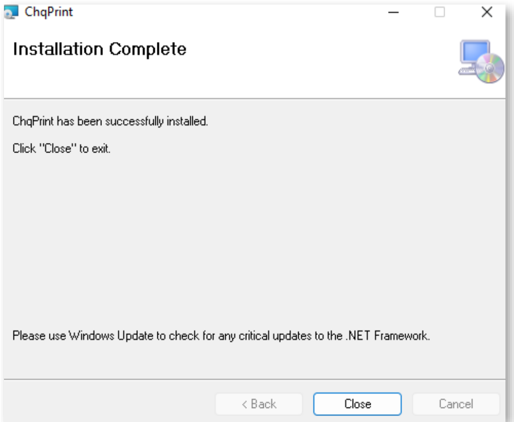
This text box will appear. Select **I Agree** and **Next**



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



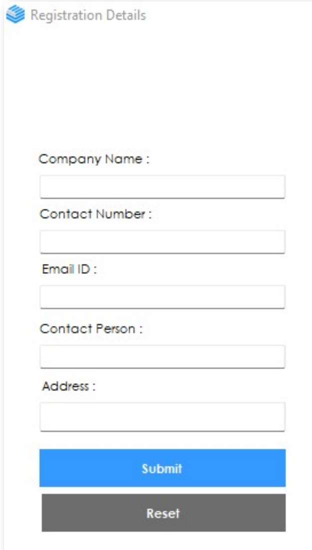
Select **Next** again



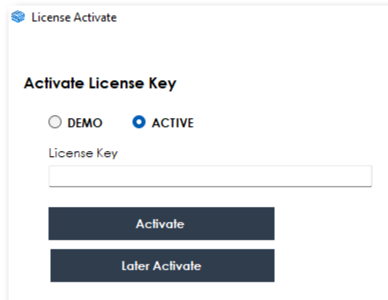
The installation will take place and be completed, Select **Close**

2. Activation & Registration

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

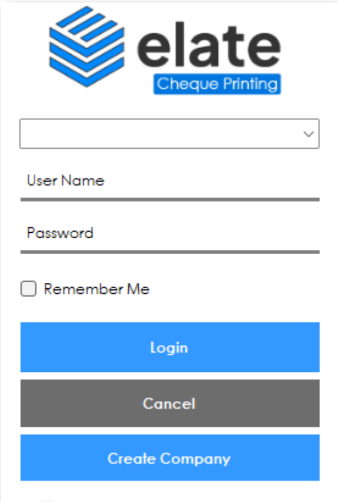


Fill all the empty fields (mandatory) and Select **Submit**

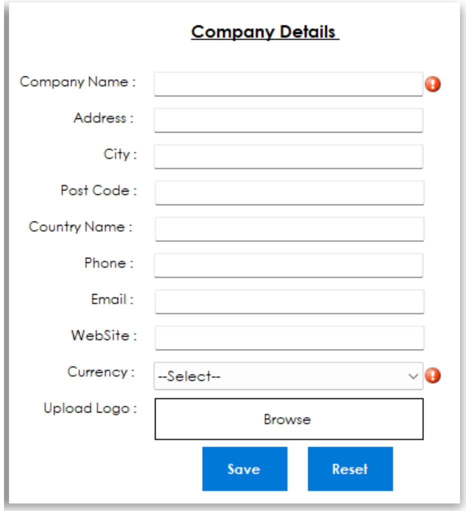


Select **Active** and Enter the License Key and **Activate**

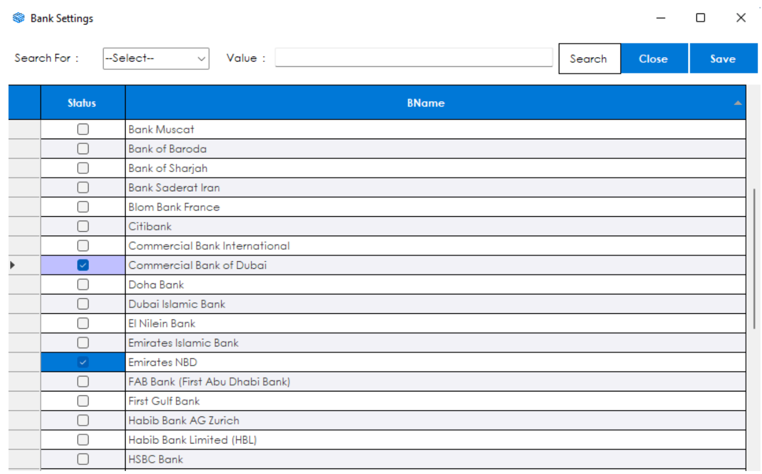
3. Account Creation



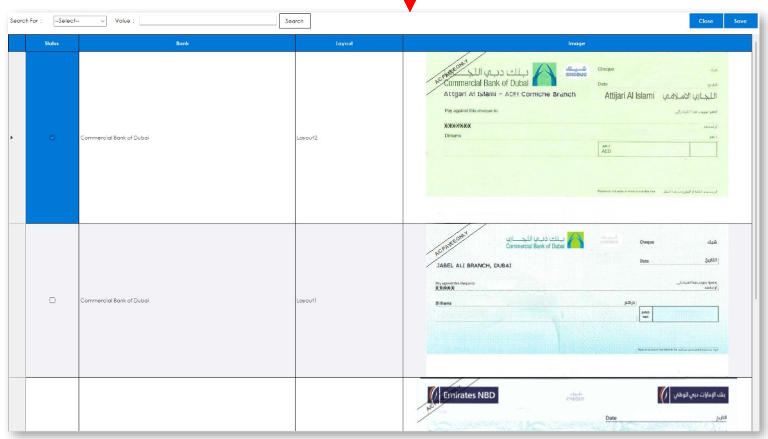
To create an account,
Select **Create Company**



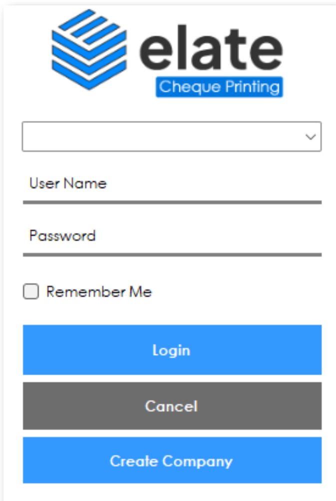
Fill the details and **Save**
Company Name and Currency is mandatory



Add the respective banks and
Save



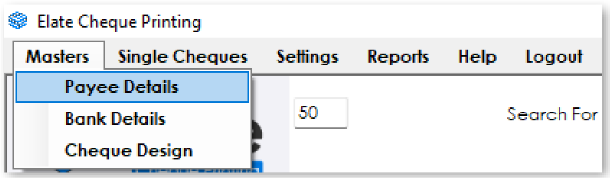
As per the selected bank, user may
choose the appropriate layout



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

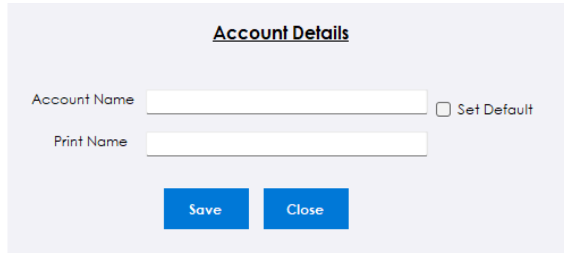
The password can be changed after login >
Settings > Change Password

4. How to Enter Payee Details?

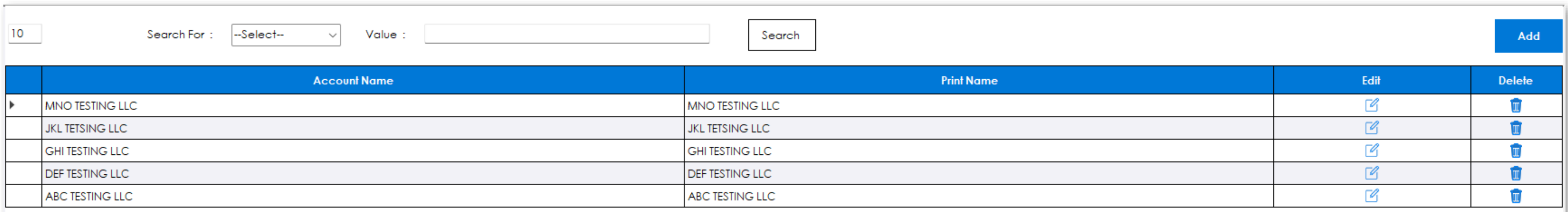


Masters > Select **Payee Details**

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



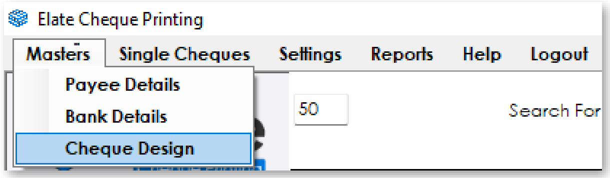
Enter the Payee's **Account Name** and **Print Name**



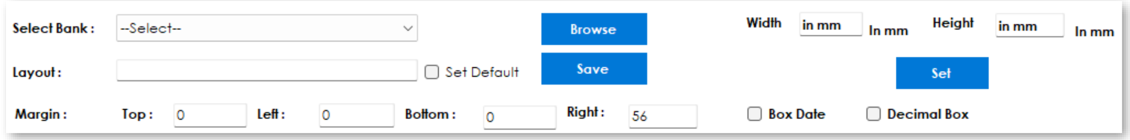
	Account Name	Print Name	Edit	Delete
▸	MNO TESTING LLC	MNO TESTING LLC		
	JKL TETSING LLC	JKL TETSING LLC		
	GHI TESTING LLC	GHI TESTING LLC		
	DEF TESTING LLC	DEF TESTING LLC		
	ABC TESTING LLC	ABC TESTING LLC		

- 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.

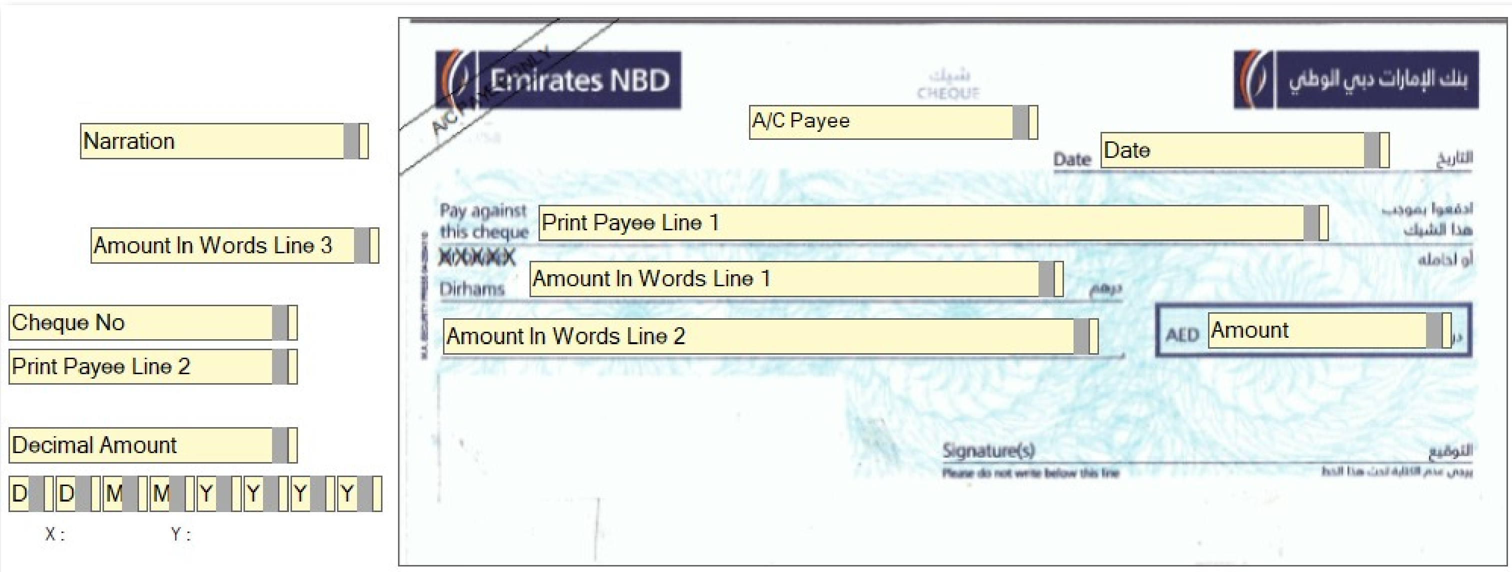
5. How to Design a Cheque?



Masters > Select
Cheque Design

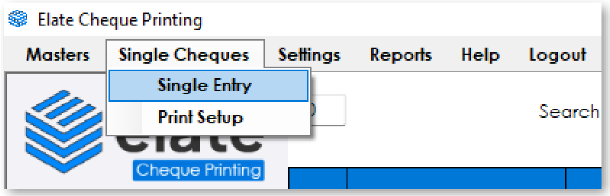


Select Bank	Select the Bank from the drop-list
Layout	Select the appropriate Layout wish to design OR Browse if own cheque image is available
Margin	Adjust the Margin as required
Box Date and Decimal Box	Allows the date and decimals in Amount to be captured inside a box shaped area



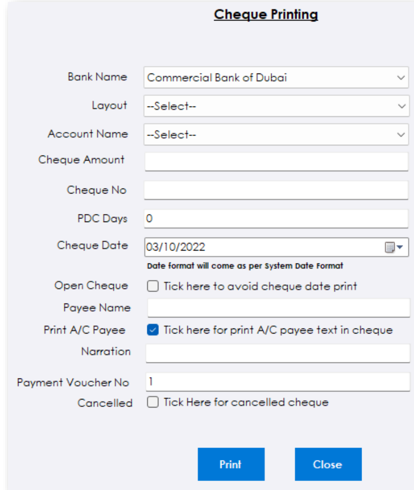
Required details can be pulled from the left and inserted appropriately to design the cheque

6. How to Add Entries?

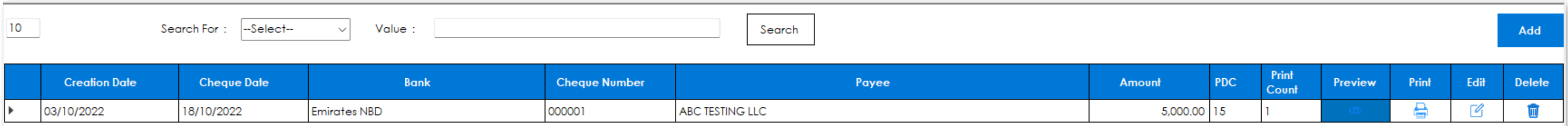


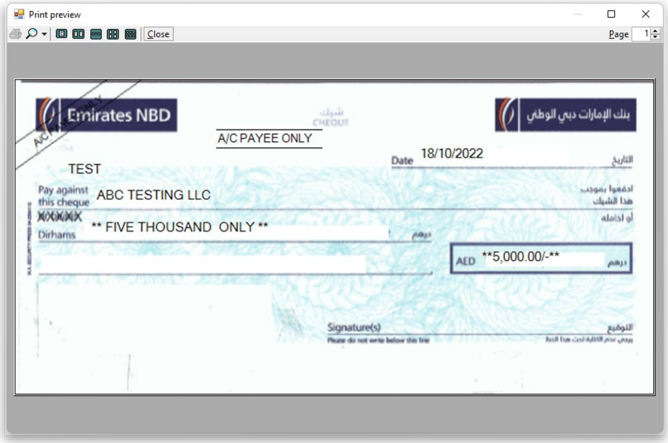
Single Cheques >
Select **Single Entry**

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

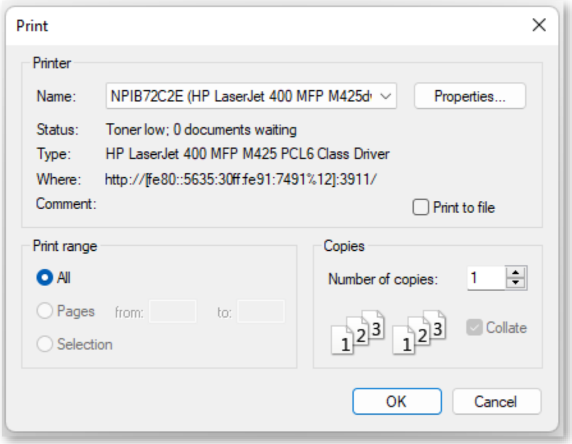


Bank Name	Select the bank to issue the cheque
Layout	Select the layout appropriate along with the chosen Bank
Account Name	Select the Payee to address the cheque
Cheque Amount	Enter the amount (in numbers)
Cheque Number	Generate a number which will continue in a systematic sequenced manner for the chosen 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





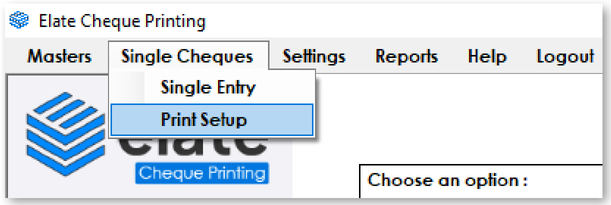
By selecting **Preview** – it will allow the user to have a preview look on the cheque with the provided details



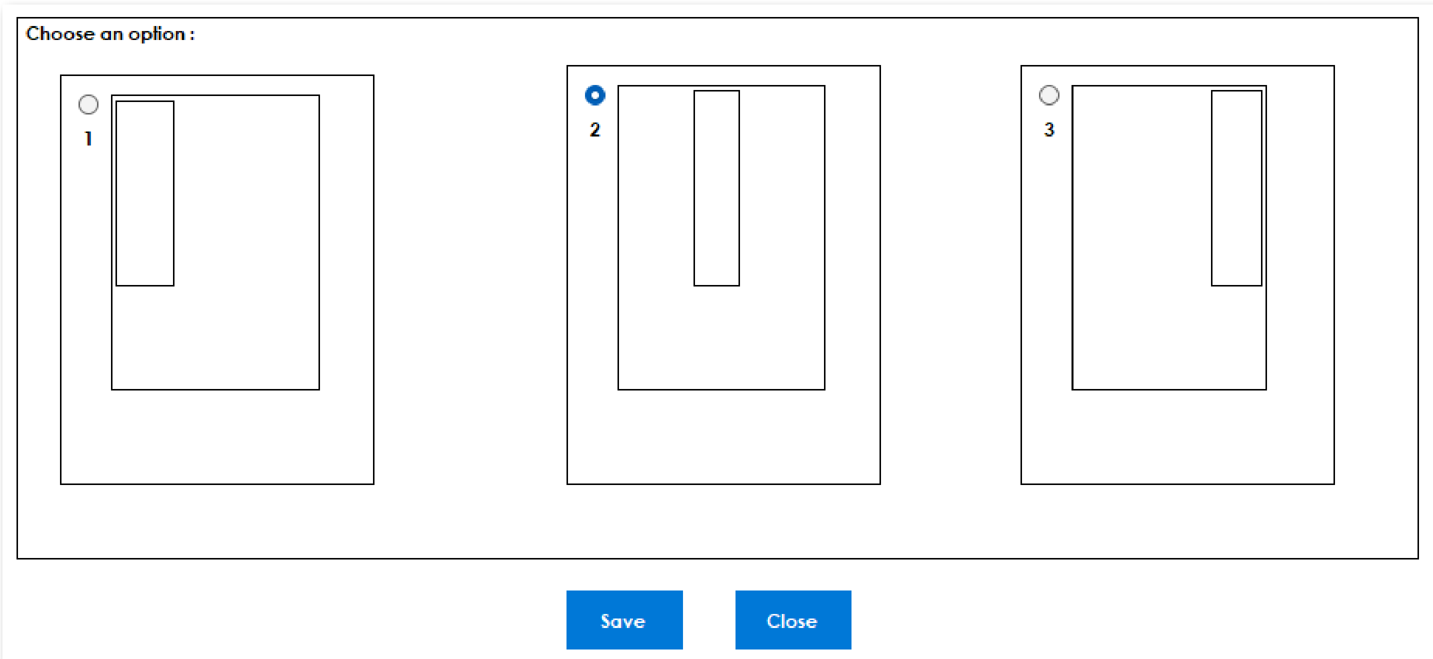
By selecting **Print** – it will allow the user to print the cheque successfully.

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

7. Print Setup

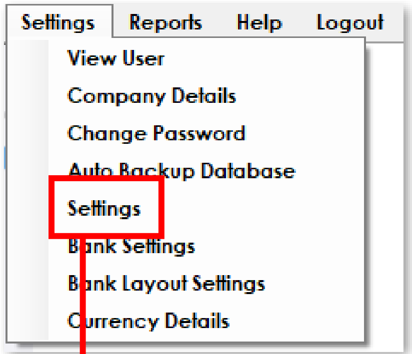


Single Entry >
Print Setup

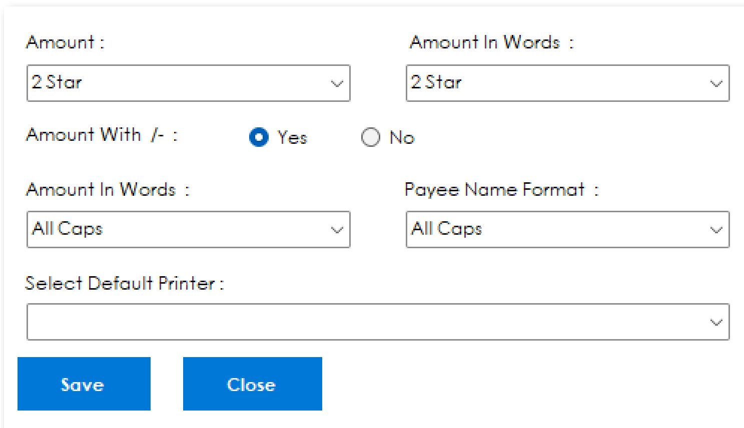


Allows the user to select the type of print setup that requires, depending on the user's printer

8. Settings

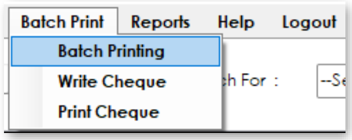


View User	Allows the user to generate more users
Company Details	Allows the user to edit or update the entered company details
Change Password	Allows the user to change the password
Auto Backup Database	Allows the user to backup the data to the desktop/PC folder
Bank Settings and Bank Layout Settings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

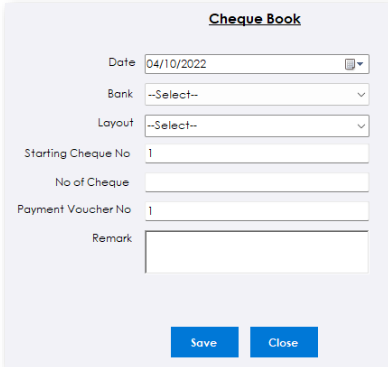


Amount and Amount in Words	Number of stars to be inserted before and after
Amount with /-	If the **/-** is required or not after the amount
Amount in Words	Whether the words should be in all caps lock or proper manner
Payee Name Format	Whether the words should be in all caps lock or as entered
Select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

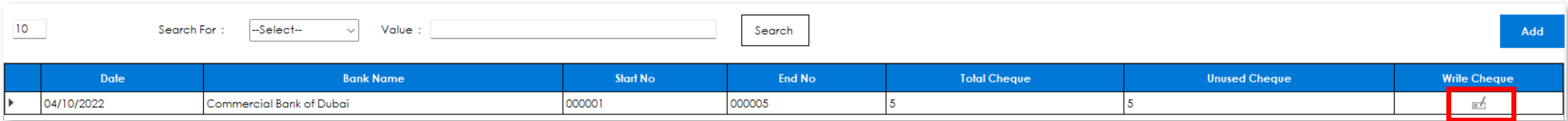
9. Batch Print



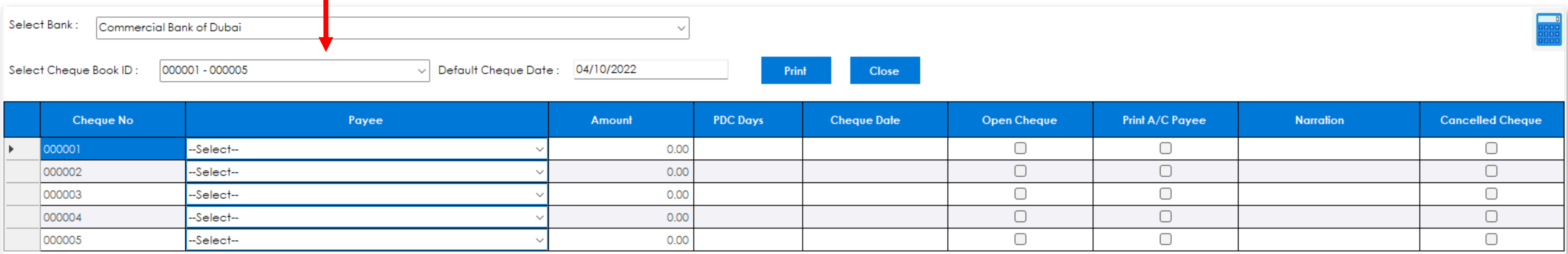
To add a batch of prints, the user can select **Batch Printing** > and select **Add** from the top right corner of the screen



Date	Select the respective date
Bank	Select the respective bank
Layout	Select the layout of the bank
Starting Cheque No.	Mention the starting cheque number
No of Cheque	Mention the number of cheques to be created
Payment Voucher No	Mention the payment voucher number
Remark	As required

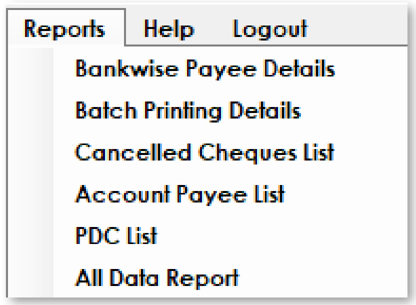


User can filter according to the Cheque Book ID



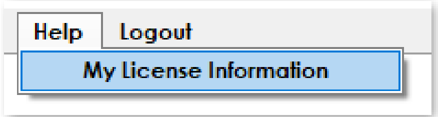
This screen is similar to when the user selects **Batch Print** > **Write Cheque.**
User can enter the details and edit them accordingly. (Similar to the way the details are filled when adding single entries
When required, the user may **Print** the cheque (This will automatically refer to the **Batch Print** > **Print Cheque** screen

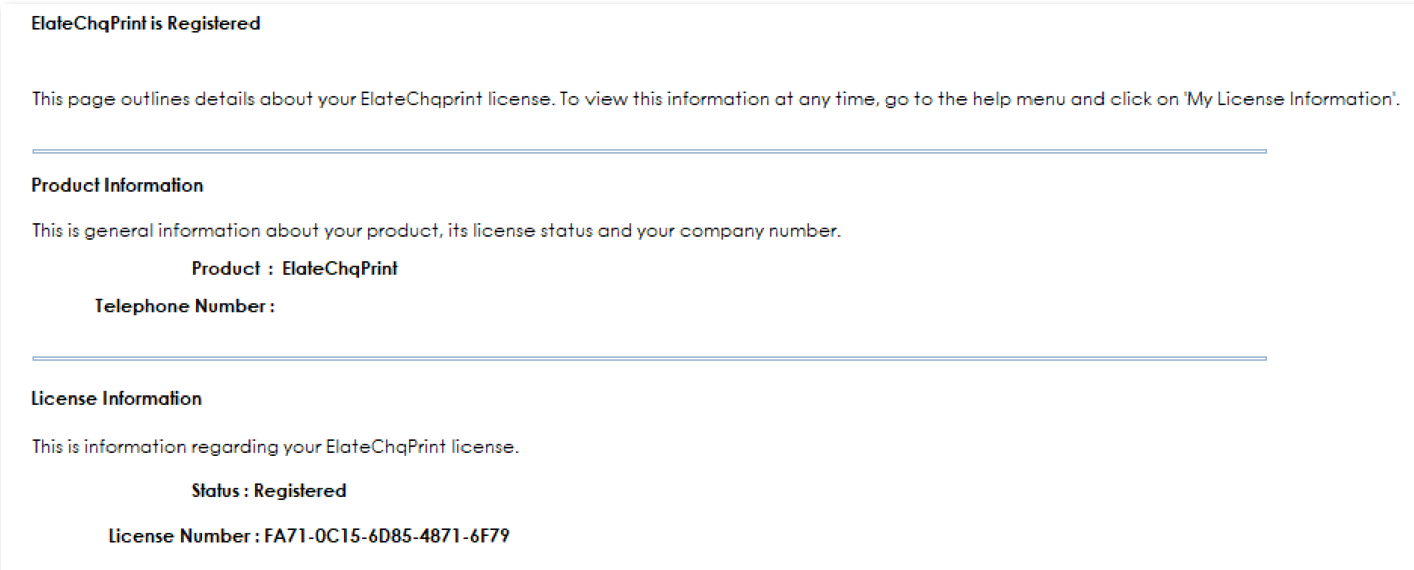
10. Reports



Bankwise Payee Details	User can filter according to the required bank, and the date range > and export to XSL. or PDF
Batch Printing Details	User can filter according to the required bank and the series of cheque book number > 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

11. Help & Logout





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License Information

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Status : Registered

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

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

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+971 56 336 5701
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