

# **SOFTWARE SETUP GUIDE**

**For:  
BusinessWorks Gold v2, 3, 4**

**Revised 10/05/2000, 03/30/2004**

Copyright 1990-2004  
Trans-Micro, Inc.  
Fairfield, FL  
All Rights Reserved

No part of this publication may be reproduced, or transmitted in any form or by any means without the written permission of Trans-Micro, Inc. The software described by this publication is furnished under a license agreement, and may be used or copied only in accordance with the terms of that agreement.

Use of this program acknowledges this disclaimer of warranty: This program is supplied as is. Trans-Micro, Inc. disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness of this program for any purpose. Trans-Micro, Inc. assumes no liability for damages direct or consequential, which may result from the use of this program.

# Contents

Installing Check Factory for BusinessWorks Gold . . . . .	1
Quick Start . . . . .	1
Installation Summary . . . . .	1
1. Install the Check Factory program . . . . .	2
Upgrading from a previous version of Check Factory . . . . .	2
Server Install. . . . .	2
Additional Workstation Installation . . . . .	3
2. Setting up the Check Factory Printer . . . . .	4
Adding a Printer: Windows XP, 2000 . . . . .	5
Adding a printer: Win9x . . . . .	6
Adding/Changing a Port . . . . .	7
3. Run Check Factory . . . . .	8
Add Company Records . . . . .	8
Add Checking Account Records. . . . .	9
4. Install Check Factory modified forms. . . . .	11
BusinessWorks Gold v4 . . . . .	11
<b>Warning!</b> Allignment Issues . . . . .	14
BusinessWorks Gold v2, v3 . . . . .	15
5. Printing Forms and Checks with Check Factory. . . . .	16
Check Factory Spooler window . . . . .	16
BusinessWorks Gold Settings . . . . .	16
End of Job Timeout. . . . .	19
Appendix A Trigger Codes . . . . .	20
Automatic Check and Form Printing . . . . .	20
Trigger Codes in BusinessWorks . . . . .	20

# Installing Check Factory for BusinessWorks Gold

---

## Quick Start

There is no “quick” way to install Check Factory. Like your accounting software, Check Factory must be installed step by step, methodically paying attention to detail. Most of tech support calls come from people who dive right in and do not bother to follow the instructions. Below is a summary of the steps required to install Check Factory .

## Installation Summary

- Familiarize yourself with the Check Factory software and what it does. Read the “User Guide” cover to cover.
- Open the “Reference Guide” and skim through it, stop and read any points of interest to your specific needs. The Reference Guide gives you detailed information, field by field, on how to configure Check Factory .
- Now, and only now, install Check Factory by following the steps in the “User Guide”, Installation and Testing section.
- Finally, follow the instructions below for installation specific to BusinessWorks Gold.
- If you have questions about how to do something in Check Factory, read the “How To Guide”, it follows the “Software Setup Guide” in the binder.

# **1. Install the Check Factory program**

---

## **Upgrading from a previous version of Check Factory**

If you have a previous version of Check Factory installed elsewhere and you wish to use your existing Company and Checking Account data from that installation you may simply copy the old CFACTORY folder to your new BusinessWorks Gold folder. Next install the new software from the new CD to the new BusinessWorks Gold folder.

**Also see “User Guide”, Installing and Testing**

## **Server Install**

Check Factory must be installed on a server drive so that all users can access the same Check Factory data files. If you only have one PC using BusinessWorks Gold and Check Factory then you may consider that PC the server. Drive mapping is not required on a single PC installation.

## **Map a drive letter to your server drive**

From a workstation, map a drive letter to the server drive that holds your BusinessWorks Gold data files.

## **Run the Setup program from the CD**

When asked for a path to install to, please enter or select the BusinessWorks Gold directory path on your server. Check Factory will make its own directory called CFACTORY below your BusinessWorks Gold directory.

Example: F:\Program Files\BusinessWorks Gold

After the Setup program completes, it will create a Check Factory for BusinessWorks Gold Program Group or Start Menu item.

## **Additional Workstation Installation**

The initial workstation must be installed using the original install disk(s).

Each additional workstation must be installed by running the WSETUP.EXE program located in the CFACTORY folder on the server. WSETUP must be executed from a mapped drive letter to the server drive.

Example:

You map drive letter F: to server \\myserver\d-drive.

Click on **Start, Run**. Enter F: at the Open: field prompt. Next press **Browse**. Navigate to the **WSETUP** program located in the CFACTORY folder. Click **OK** to run the program. Please follow the prompts. Please reboot the workstation after running WSetup.

## **2. Setting up the Check Factory Printer**

---

***A Check Factory printer **MUST** be added to **EACH** workstation using Check Factory.***

The Check Factory Setup or WSSetup programs installed a printer port on your workstation called C:\LFECF000. You must ADD a CHECK FACTORY printer and connect it to this port. All printing from BusinessWorks Gold must use this printer to use Check Factory.

***The Check Factory printer **MUST** use the:  
HP Laserjet IV driver or HP Laserjet III ONLY.***

Do not use any other driver! (You may use a HP Laserjet III driver if your laser printer is very old and is only laserjet III compatible.)

**Printer 1** (Printer that your accounting software uses for Check Factory)

Check Factory requires you to output your accounting software print jobs to a specially configured Windows printer driver. This driver is setup to print to a special file located in the root directory of your local hard disk drive.

Please verify that your local C: drive has at least 50 megabytes of disk space left.

Verify what type of printer you are going to be printing to.

**If your printer is:**

HP Laserjet IV, 4, 3300 series, 4000, 5, 5000, 6, 8000 or above laser printer(PCL5):

Use **HP Laserjet 4 driver**

HP Laserjet III or compatible(PCL5):

Use HP Laserjet III driver

HP Series II or compatible (PCL4) or Deskjet, Ink jet, Bubble Jet (PCL3):

NOT COMPATIBLE WITH CHECK FACTORY.

**Note:**

Check Factory will not work with DOT MATRIX, DESKJET or BUBBLEJET printers or drivers.

## **Adding a Printer: Windows XP, 2000**

*Not required unless your C:\LFECF000 port did not get installed by WSSETUP.*

Click the Windows **START, SETTINGS, PRINTERS**.

Double click on the **ADD PRINTER** icon.

On the initial screen, Click **Next**.

Select a **LOCAL printer** because this printer is going to print to a file on your LOCAL hard disk. Uncheck the box "Automatically detect and install my Plug and Play printer". Click **Next**.

Next you will be shown a list of available ports. Select: **C:\LFECF000** from the list. If this port is not in the list select FILE, you will have to change it later. See: "Adding / Changing a Port".

Click **Next**

Select **HP** as the Manufacturer. Select **Laserjet IV** .

Click **Next**

Change the Name of this printer to **CHECK FACTORY**. You DO NOT want windows programs to use this as the default printer.

Click **Next**

Enable the radio button "Do not share this printer"

Click **Next**

Do not print a test page.

Click **Next**

Click **Finish**.

## **Adding a printer: Win9x**

Click the Windows **START, SETTINGS, PRINTERS**.

Double click on the **ADD PRINTER** icon.

On the initial screen, Click **Next**.

Select a **LOCAL printer** because this printer is going to print to a file on your LOCAL hard disk.

Click **Next**.

Select **HP** as the Manufacturer. Select **Laserjet IV**.

Click **Next**

Next you will be shown a list of available ports. Select: **C:\LFECFOO** from the list. If this port is not in the list select FILE, you will have to change it later. See: "Adding / Changing a Port".

Click **Next**

Change the Name of this printer to **CHECK FACTORY**. You DO NOT want windows programs to use this as the default printer.

Click **Next**

Do not print a test page. Click **Finish**.

## **Adding/Changing a Port**

Click the Windows **START, SETTINGS, PRINTERS**.

Right click on the **CHECK FACTORY** printer icon.

Click on Properties. Click on the **Details** tab (Win9x) or **Ports** tab (Win XP,2000).

Click on **Add Port**.

Click on Other. Double click on **LOCAL PORT** in the list box.

When prompted for a port name enter: **C:\LFECF000**

**Note:** *C:\LFECF is followed by three zeros not the letter O!*

Click **OK** until you return to the properties window. At the Print to the Following Port: list box you may now select **C:\LFECF000** as the port to print to.

## 3. Run Check Factory

---

The Check Factory program **MUST** be running and minimized while BusinessWorks Gold is running in order to process checks and forms.

Click on **Start, Programs, Check Factory for BusinessWorks Gold, Check Factory**. The Check Factory program will start.

If you have not yet set up any companies or accounts you **MUST** do so now otherwise Check Factory will fail to operate.

### Add Company Records

See:

- “User Guide”
  - Installation and Testing
- “Reference Guide”
  - Company Menu
  - Company Control File

Add a Check Factory Company for each company that you have setup in BusinessWorks Gold. In the DBLink field of the Company record enter the BusinessWorks Gold company name exactly as it appears in BusinessWorks. In the Company description field enter a optional description. Ex: BikeWorks, Inc..

The screenshot shows a window titled "Company Control" with a menu bar containing "File". Below the menu bar, there are two main sections. The first section contains "Company ID" with the value "AA" and "Database Link" with the value "BikeWorks, Inc.". The second section contains "Company Desc." with an empty text box. Below this is a larger box titled "Company Name and Address to Appear on Forms (Not used on Checks)". Inside this box, there are five text input fields. The first three fields contain the text "BikeWorks, Inc.", "PO Box 898", and "Fairfield, FL 32634" respectively. The last two fields are empty. At the bottom of the window, there is a status bar that says "Record#: 2 of 2" and a row of buttons: "Undo", "K<<", "≤", "≥", ">>I", "ADD", "Del", "SAVE", and "CLOSE".

Example of a correctly entered company record.

## Add Checking Account Records

See:

“User Guide”

Installation and Testing

“Reference Guide”


Check Factory Menu

Checking Account Control File

In Check Factory, Checking Account Control, add a checking account control record for each checking account you will use. Use the BusinessWorks Gold Bank Code for the Account ID / GL Account Number.

**Checking Account Control (ACCTMAST.C00)**

File Print

Account	Account Information
Account Name	Account ID or GL Acct. No: <b>1030</b>
Bank Name	Account Desc: <b>BikeWorks AP Account</b>
MICR Codes	Account Name: <b>BikeWorks, Inc.</b>
Top Signature	Company ID: <b>AA</b>  <b>BikeWorks, Inc.</b>
Middle Signature	Company ID links this account to the Check Factory company. The Check Factory company is linked to your database via the DBLink field in the company file.
Bottom Signature	PR AP Code: <b>BO</b> <input type="button" value="v"/> Is this account used for Accounts Payable, Payroll, or Both?
Misc. Settings	Next Check No.: <b>12018</b> Only used in applications that do not pass the check number to Check Factory via the print job.

1030/BikeWorks AP Account/Record#: 1 of 1

1

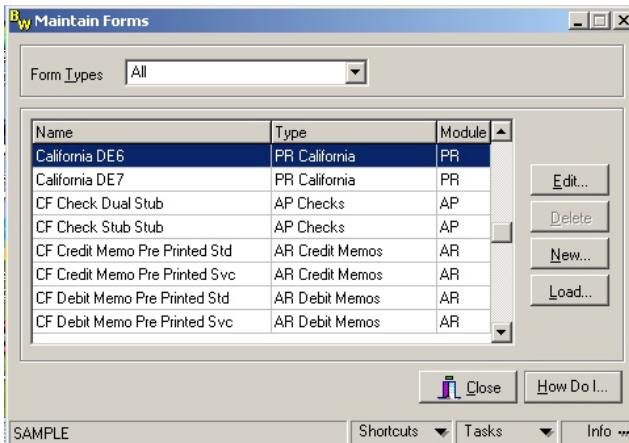
Example of a correctly entered Checking Account Control record.

## 4. Install Check Factory modified forms

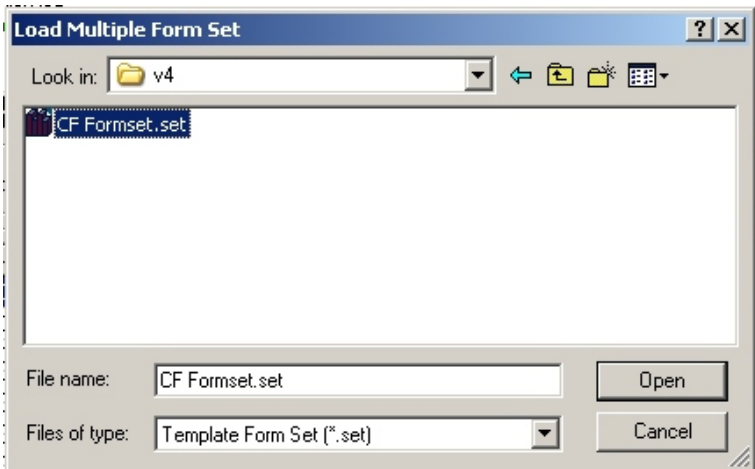
### BusinessWorks Gold v4

Instructions for installing Check Factory modified reports in to BusinessWorks Gold v4 and above. For BW Gold v2,3 see the next section.

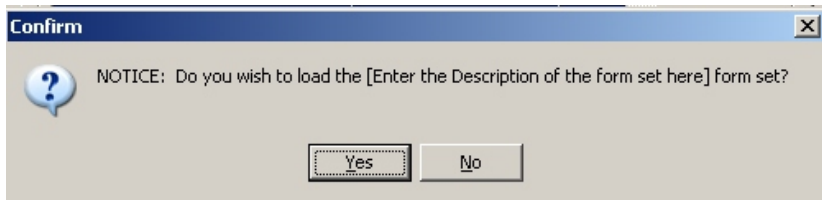
Open BusinessWorks Gold 4.x, click on Utilities, Maintain Forms.



Click the Load button. Navigate to the BusinessWorks Gold\CFACTORY\Reports\v4 folder.



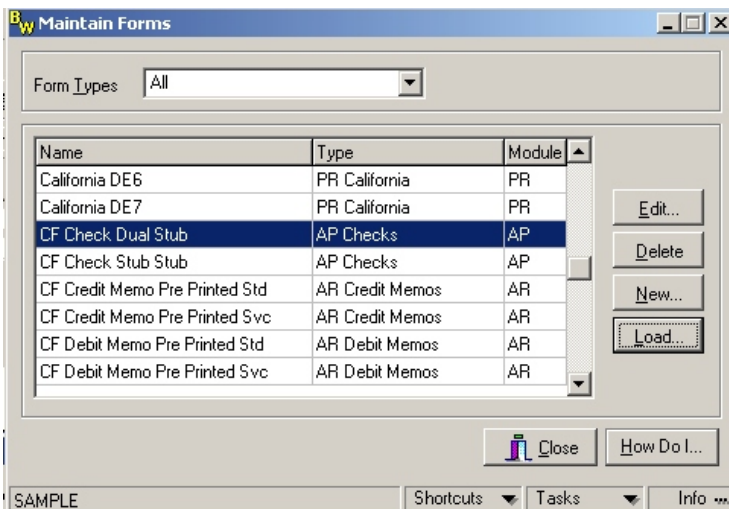
Choose CF Formset.set, click Open.



Click Yes at the Confirm window.

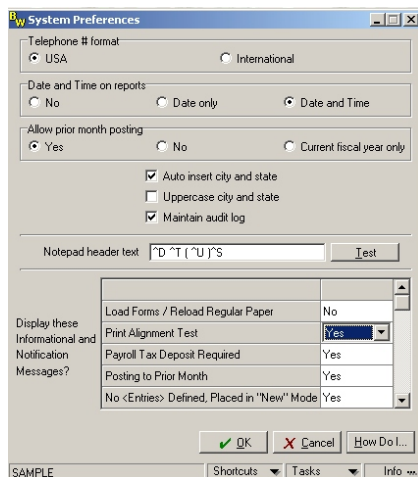
All modified Check Factory / BusinessWorks Gold reports will be installed. You may then use forms marked with the CF prefix with Check Factory. Please remember to run and minimize Check Factory then print to the Check Factory printer in BusinessWorks.

If you are running a network version of BusinessWorks Gold, it may be on your server.



You should see several files with the CF prefix in each module.

Finally click Utilities, System Preferences. Enable “Print Alignment Test”



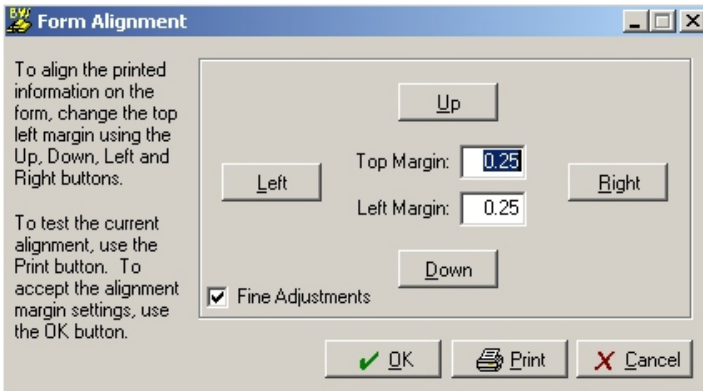
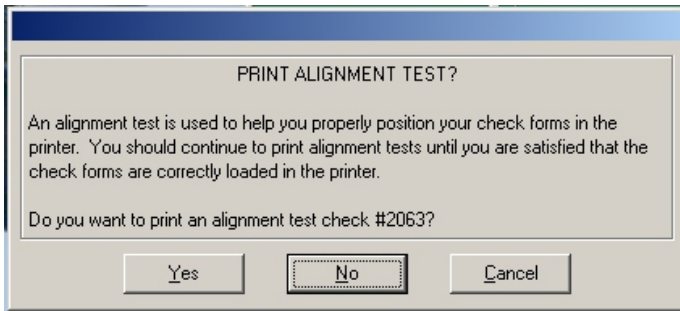
## **Warning! Alignment Issues**

*Each imported form needs to be aligned the first time it is used to .25" Top Margin and .25" Left Margin as the alignment information is not stored in the imported TPL file.*

*If you open the BW Gold form designer and print a test form it will align correctly with Check Factory but IT WILL NOT ALIGN when printed through a BW Gold module. YOU MUST SET THE ALIGNMENT FOR EACH IMPORTED FORM to:*

*.25" Horizontal*

*.25" Vertical .*



## **BusinessWorks Gold v2, v3**

### **Automated Install:**

Run the CFACTORY\REPORTS\BWGModifiedReports.EXE program. This install program assumes that BusinessWorks Gold is installed on the same drive and that it is installed in the default locations.

### **OR**

### **Manually Copy:**

CFACTORY\REPORTS\SMFORM\SMFORM\_FORMS.MKD

to

\Program Files\Common Files\BusinessWorks Gold\System

Next copy:

CFACTORY\REPORTS\TPLS\\*.TPL

to

\Program Files\BusinessWorks Gold\TPL

### ***Warning:***

This will overwrite any BusinessWorks forms that you have already customized. Sorry, there is no other method to install the modified forms at this time.

## 5. Printing Forms and Checks with Check Factory

---

This section outlines the procedures needed to print Check Factory forms with BusinessWorks Gold.

Please run the Check Factory program from the start menu and MINIMIZE it now.

### Check Factory Spooler window

You will notice that a small black window labeled "Check Factory Spooler" appears in addition to the Check Factory window. This window must be running and minimized if Check Factory is to operate correctly with BW Gold. BW Gold, due to a design decision, prints each page of a printout as a separate windows print job. The purpose of the spooler is to catch each page and save it for Check Factory to process. ***Do not close the Check Factory Spooler window.***

Check Factory operates as a "middleman" between BusinessWorks Gold and your laser printer. In order for Check Factory to process your print job, you must first print your BusinessWorks Gold print job to the Check Factory printer on C:\LFECF000. This creates a file on your local hard disk that the Check Factory program is constantly looking for. When the file appears, Check Factory will disassemble the file page by page and insert the form overlay, graphics and other Check Factory information. Next Check Factory will prompt you to select a destination printer, and your BusinessWorks Gold print job will appear on your laser printer.

### BusinessWorks Gold Settings

Printing checks and forms with Check Factory is very simple.

**In BusinessWorks Gold:**

Set the printer to: **Check Factory on C:\LFECF000**

Click on the **Select Form** button and select a form with “CF” in front of the name. See the example windows below.

**Print Checks**

Print Check Factory

Selected form CF AP Check Stub Stub APCSS

Setup...

Select form...

Cash account 1. Sunset Bank 1107-3298

Starting check # 2054

Check printing date 10/ 6/2000

Select the CF form

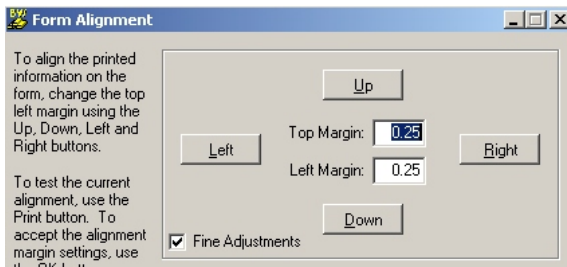
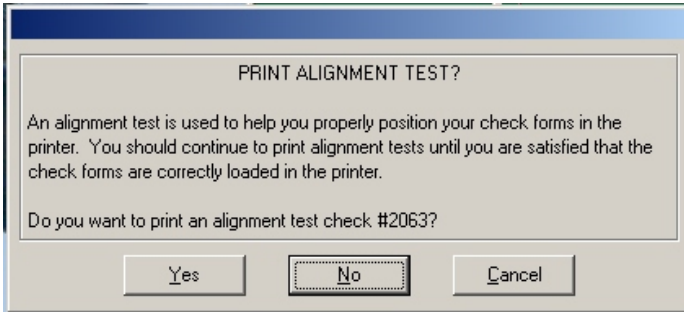
**SM Form Library**

Quick Search | Power Search

Look for

Name	Type
CF AP Check Stub Stub APCSS	AP Checks
CF AP Stub Check Stub APSCS	AP Checks
CF AP Stub Stub Check APSSC	AP Checks

Verify the alignment settings if this is the first time you are using this CF form.



Once you select the Check Factory printer and the CF prefixed form continue to print as you normally would.

After BusinessWorks Gold has finished sending the print job to the Check Factory printer you must wait for the Check Factory window to pop up. This could take up to 30 seconds.

The reason we have a delay is due to how BusinessWorks Gold produces each page of the print job. BusinessWorks Gold prints each page of a print job as a separate windows print job. Check Factory has to wait a certain amount of time to make sure that all pages have been produced by BusinessWorks Gold. The time it takes to produce each page depends on how fast your network connection is and how fast your computer is.

## **End of Job Timeout**

Check Factory has a setting in the Settings window called End of Job Timeout. This number (in seconds) must be larger than the amount time it takes to produce each page of a print job on the slowest machine with the slowest network connection. This allows Check Factory to capture each page of the print job before it pops up to process the job.

If the End of Job timeout is set too small -- Check Factory is likely to come up multiple times for one print job thus confusing the operator and may lose some checks!.

Once the Check Factory window pops up you will be required to respond. Your response depends on what you are printing in BusinessWorks.

If you are printing a Check:

You will be prompted to select a checking account, enter your User ID and Password, and finally select the physical printer that the checks are to be printed on.

If you are printing a form:

You will select the physical printer that the checks are to be printed on.

**For detailed information please see the Check Factory:**

*How To Guide, User Guide, Reference Guide, and Check Factory Addendum*

## Appendix A Trigger Codes

---

### Automatic Check and Form Printing

Using the “CF” modified reports with Check Factory running will result in automatic operation. The Check Factory custom report formats have special formula fields in each report that passes to Check Factory, the BusinessWorks Gold Company Name , the Form ID, and in the case of checks, Check Dollar Amount, and Check Number.

With this information, Check Factory will automatically select and print the correct form without operator intervention. If however Check Factory cannot associate the information passed to it, it will ask the operator to intervene.

The reports contain a built up data string (we call this string the Trigger Codes) which is intercepted by Check Factory and removed before the job is printed to the printer. The data string uses the delimiter “| |” double bar (the symbol above the backslash on your keyboard).

You may open the “CF” modified forms and make changes to them. Please do not alter the Trigger Code information between the | |’s or change the font (it MUST be Lineprinter).

### Trigger Codes in BusinessWorks

The data within the curly braces {} is drawn from DBText fields in the BusinessWorks report designer. The Trigger Code fields MUST use a LINEPRINTER font.

**|| DBLINK** = {BusinessWorks Gold Company Name} ||

**|| FORMID** = {Form ID found in Form ID field of Check Factory Form Control File} ||

**|| CHECKAMT** = {dollar amount of current check being printed} ||

**|| CHECKNO** = {current check number} **||**

Note that each command is separated by (| |) and the line starts and ends with a (| |).

**For more information about Trigger Codes, see:**

“User Guide”

Introduction

How Does the Check Factory

Printing Process Work