

Software Setup Guide

**For:
Check Factory v 2.x for windows
and
Champion Software 10.x, 11.x**

Rev. 03/07/2002

© Copyright, 1990-2002
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 Champion Software	1
Hardware Supported	1
Installation	1
Upgrading from a DOS Check Factory or Laser Form Energizer® version?	2
Install the Check Factory software.	3
Install Windows printer for use with Champion Software and Check Factory	4
Modify Champion Software	4
Champion Setup	4
System Administration Setup	5
Printer Control	6
Reports	6
Accounts Payable	7
Payroll	7
Accounts Receivable Invoices	8
Accounts Receivable Orders	9
Accounts Receivable Quotes	9
Purchase Orders	10
Run Champion	11
Define / Align a Check Factory printer	11
Add Company Control Records	11
Add Checking Account Control records	12
Add users to Security Control File (Optional)	12
Print sample checks and/or forms	13
Test Check Factory in operation with Champion Software:	13
Champion Forms	17
Invoice or Service Invoice Form	17

Software Setup Guide for Champion

Sales Order / DR Memo / CR Memo	17
Statement Form	17
Accounts Payable Check	17
Payroll Check	18
Purchase Order Form.	18
Laser W2 Forms	18
W2 Forms Laser Printed.	19

Installing Check Factory for Champion Software

Hardware Supported

Check Factory requires the following hardware:

Windows 9x, ME, Windows NT, Windows 2000, XP

A Hewlett-Packard LaserJet III or higher compatible laser printer. Must be PCL5 or above compatible.

Printer must have PCL5 compatible internal scaleable Helvetica or Universe fonts. All HP III series or above printers have internal scaleable fonts.

HP Series II or HP LaserJet Plus PCL4 type printers are no longer supported.

Installation

Installing Check Factory is a multiple step process. First you must install the Check Factory software, then you must configure your accounting software to work with Check Factory.

Summary of steps required to install Check Factory:

- 1> Install the Check Factory Software.
- 2> Modify Champion Software.
- 3> Run the Check Factory Program.
- 4> Define / Align a Check Factory printer.
- 5> Add a Company Control record for each company in Champion Software.
- 6> Add a Checking Account Control record for each checking account you have.
- 7> (Optional) Add users to the Security Control File.

- 8> Print sample checks or forms in the Check Factory Print Menu, Print Blank Forms.
- 9> Test Check Factory in Operation with Champion Software.

Upgrading from a DOS Check Factory or Laser Form Energizer® version?

If you are upgrading a previous version of Check Factory or Laser Form Energizer whose files are not in the LFE folder below your CHAMPION folder (CHAMPION\LFE), please make a folder below your CHAMPION folder called CFACTORY. Copy the entire contents of your old LFE folder to the new CFACTORY folder then run SETUP.

Example:

Your previous version of Check Factory is located in:

K:\CHAMPION\LFE

Your current accounting software is located in:

F:\CHAMPION

Make a folder called:

F:\CHAMPION\CFACTORY

Copy files from K:\CHAMPION\LFE to F:\CHAMPION\CFACTORY. Your existing files are now in a position to be upgraded by Check Factory v 2.xx.

For the latest information regarding Check Factory and Champion please visit the Trans-Micro web site at:
www.checkfactory.com

Click on Support, Dos Product Support, Software Specific, Champion

1 Install the Check Factory software.

Single User:

Using the START button run the SETUP.EXE program. When prompted for the destination directory, select your top level Champion Software folder. ex: C:\CHAMPION.

Network:

Install from a workstation or from the server if you will be using the server as a workstation.

Using the START button run the SETUP.EXE program. When prompted for the destination directory, select your top level Champion Software folder on the server. ex: F:\CHAMPION.

Do not install to your local workstation hard disk unless you are the only workstation that is going to use the Check Factory.

The SETUP program will create a CFACTORY directory below your top level Champion Software directory.

A Check Factory program group or Start Menu item will be created.

You must reboot the workstation after installing Check Factory.

Setup additional workstations for use with Check Factory.

From the workstation use a mapped drive letter to run the WSETUP.EXE program located in the CFACTORY folder on the server.

This will install the necessary DLL's to the local machine and create START menu items.

2 Install Windows printer for use with Champion Software and Check Factory

The Check Factory program will print to this printer.

If you already have a windows printer installed for your laser printer you may skip to Modify the Printer Properties.

Click on START, SETTINGS, PRINTERS

Click on Add Printer in the printers window.

Select Local or Network depending on where your printer is located.

Select the manufacturer

Select the model of your laser printer.

Connect this printer to the local LPT port or to the network path for your printer.

This is the printer that you will select inside the Check Factory program under Print, Define/Align printer. This is the printer that your checks and forms will be printed on by Check Factory.

3 Modify Champion Software

Champion Setup

Champion must be set up correctly in order for Check Factory to process its' print jobs. You must systematically go through each of the following steps to verify the settings in Champion. *This procedure must be performed initially and anytime you upgrade to a new version of Champion.*

PERFORM THE FOLLOWING ON EACH WORKSTATION

System Administration Setup

From the Champion menu:

Select: MI
 B. System Administration
 General
 G. Printer Control

Maintain system wide control

UNCHECK Maintain system wide control

Select [OK]

Select: MI
 B. System Administration
 Settings
 B. Receivables
 8. Plain Paper

UNCHECK all boxes. You will not be using the Champion plain paper formats.

Select: MI
 B. System Administration
 General
 C. Payables
 2. Check Size

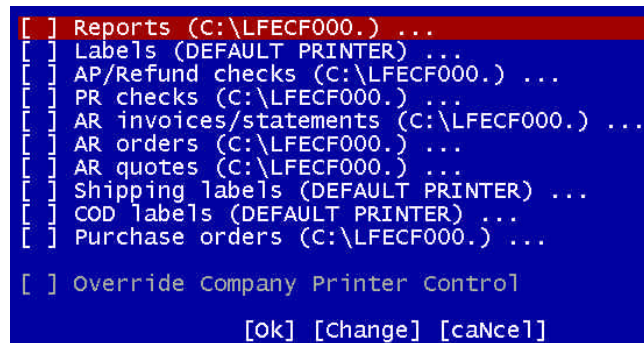
For BOTH Accounts Payable and Payroll
Select 7" pre-printed (Use with 7" pre printed format in Check Factory)

For the best looking checks do not select the LASER format!
Check Factory supports the Champion laser format but you will find that the 7" Preprinted format looks better.

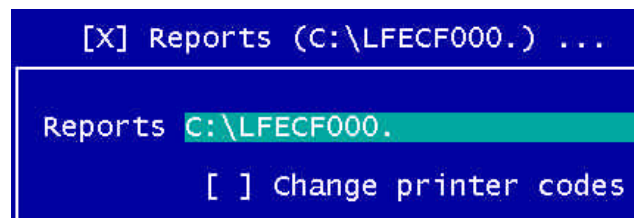
Printer Control

From the Champion menu:

Select: MI
C. Preferences
5.Printer Control



Reports



Highlight [] Reports, press the space bar.

Select [Change]

Enter : C:\LFECF000.
(Make sure you enter the period after 000)

Do not test the printer path.

Press space bar to change printer codes.

Select enter codes manually.

For condensed enter: 27 [ENTER] 38 [ENTER] 107 [ENTER] 50
[ENTER] 83 [ENTER]

Software Setup Guide for Champion

For Normal enter: 27 [ENTER] 38 [ENTER] 107 [ENTER] 48 [ENTER] 83 [ENTER]

Do not test printer codes.

Select [OK] to finish

Accounts Payable

A screenshot of a software setup screen with a dark blue background and light blue text. The text reads: "AP/Refund checks C:\LFECF000." on the first line, and "Printer auto load line 0 (Range 0 - 4)" on the second line. The number "0" is highlighted with a light blue box.

Highlight [] AP Refund Checks, press the space bar.

Select [Change]

Enter : C:\LFECF000.

(VERY IMPORTANT: Make sure you enter the period after 000.)

Do not test the printer path.

Change Printer AutoLoad line to 0

Select [OK] to finish.

Payroll

A screenshot of a software setup screen with a dark blue background and light blue text. The text reads: "PR checks C:\LFECF000." on the first line, and "Printer auto load line 0 (Range 0 - 3)" on the second line. The number "0" is highlighted with a light blue box.

Highlight [] PR Checks, press the space bar.

Select [Change]

Enter : C:\LFECF000.

(Make sure you enter the period after 000)

Do not test the printer path.

Change Printer AutoLoad line to 0

Select [OK] to finish.

Accounts Receivable Invoices



```
AR invoices C:\LFECF000.  
Printer auto load line 0 (Range 0 - 4)  
[ ] 7" invoice form  
[X] Print to laser printer
```

Highlight [] AR Invoices, press the space bar.

Select [Change]

Enter : C:\LFECF000.

(Make sure you enter the period after 000)

Do not test the printer path.

Change Printer AutoLoad line to 0

Uncheck [] 7" Invoice

Highlight [X] Print to laser printer

Press spacebar until a window comes up asking you:

Is the printer a HP Laserjet II or compatible...?

ANSWER YES even if your printer is not HP II compatible.

Select [OK] to finish.

Accounts Receivable Orders

```
AR orders C:\LFECF000.  
Printer auto load line 0 (Range 0 - 4)  
[ ] Force order print [ ] Order version control  
[X] Print to laser printer
```

Highlight [] AR orders, press the space bar.

Select [Change]

Enter : C:\LFECF000.

(Make sure you enter the period after 000)

Do not test the printer path.

Change Printer AutoLoad line to 0

Highlight [X] Print to laser printer.

Press spacebar until a window comes up asking you:

Is the printer a HP Laserjet II or compatible...?

ANSWER YES even if your printer is not HP II compatible.

Select [OK] to finish

Accounts Receivable Quotes

```
AR quotes C:\LFECF000.  
Printer auto load line 0 (Range 0 - 4)  
[ ] Force quote print  
[X] Print to laser printer
```

Highlight [] AR quotes, press the space bar.

Select [Change]

Enter : C:\LFECF000.

(Make sure you enter the period after 000)

Do not test the printer path.

Change Printer AutoLoad line to 0

Highlight [X] Print to laser printer.

Press spacebar until a window comes up asking you:

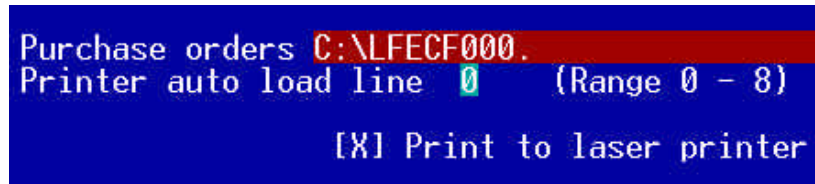
Is the printer a HP Laserjet II or compatible...?

ANSWER YES even if your printer is not HPII compatible.

Select [OK] to finish

We do not support COD labels or Shipping labels

Purchase Orders



```
Purchase orders C:\LFECF000.  
Printer auto load line 0 (Range 0 - 8)  
[X] Print to laser printer
```

Highlight [] Purchase Orders, press the space bar.

Select [Change]

Enter : C:\LFECF000.

(Make sure you enter the period after 000)

Do not test the printer path.

Change Printer AutoLoad line to 0

Highlight [X] Print to laser printer

Press spacebar until a window comes up asking you:

Is the printer a HP Laserjet II or compatible...?

ANSWER YES even if your printer is not HPII compatible.

Select [OK] to finish

Select [OK] to exit the Printers window.

4 Run Champion

Start Champion from the icon or program menu item provided by Champion.

Start Check Factory

Next, click on Start
Programs
 Check Factory for Champion
 Check Factory

This will start the windows Check Factory program. You should then minimize it.

Note:

It does not matter what order you start Champion and Check Factory but they must both be running in order for Check Factory to process your print jobs.

4 Define / Align a Check Factory printer

Once the Check Factory program is running, the first order of business is to define a printer for Check Factory to print to. This is done by clicking on the Print Menu, Define/Align New Printer.

For details see the "Reference Guide", Print Menu, Define/Align New Printer.

You will be selecting your laser printer as described above.

You MUST have at least one printer defined to use Check Factory.

5 Add Company Control Records

From the Check Factory menu select Company, Company Control File.

Add a company record for each company or database in your accounting software. The company address information here is NOT used for MICR checks. It will only appear on invoices, statements etc.

For detailed information see the “Reference Guide”, Company Menu.

6 Add Checking Account Control records

Not available in the Forms only version of Check Factory.

From the Check Factory menu select Check Factory, Checking Account Control File.

Add an account record for each checking account record that you have. Pay special attention to the Company ID and PRAPCode fields, they are extremely important. To enter or edit the MICR account numbers you must consult the “Check Factory Addendum” elsewhere in this binder.

For detailed information see the “Reference Guide”, Check Factory Menu, Checking Account Control File.

Note: Demo software does not allow you to enter Transit and OnUs number fields. Those fields are filled with default numbers.

Also see the Introduction and MICR Check Printing sections in the User Guide.

7 Add users to Security Control File (Optional)

Not available in the Forms only version of Check Factory.

Check Factory comes with a default user called MASTER with a password of MASTER. This user has complete access to all aspects of Check Factory. You may wish to restrict access to some or all portions of Check Factory. You may add users, passwords, and security levels in the Security Control File.

From the Check Factory menu, select Check Factory, Security Control File.

For detailed information see the “Reference Guide”, Check Factory Menu, Security Control File.

Also see the Check Factory, Security issues section in this manual.

8 Print sample checks and/or forms

After adding companies, accounts and users you will want to print some sample checks and forms. From the Check Factory menu select Print, Print Blank Forms. Follow the prompts and select the forms that you wish to print samples of. You can print as few or as many as you would like. You may also print multiple part forms to see how the different parts are printed. This is also a great way to print numerically sequenced checks for handwriting or for sending to your bank for testing.

9 Test Check Factory in operation with Champion Software:

Using Check Factory with Champion requires you to start the Check Factory program, minimize it and then run the Champion program. **BOTH PROGRAMS** must be running in order for Check Factory to process printing from Champion. It does not matter which program you start first.

Start Check Factory and Champion.

Click on the START Button

Select PROGRAMS

Check Factory for Champion v10.x

Check Factory

The Check Factory window will display.

Click on Minimize.

Start your Champion Software.

Testing Accounts Payable check printing.

From the Champion Menu:

Software Setup Guide for Champion

Select AP
Invoices
Print Checks

When prompted to print alignment characters answer, NO

Also, make sure: (Auto load line number is 0) otherwise the checks will not align.

Enter your starting check number and select [print] to initiate the print job. After you initiate the print job please do nothing in Champion until the checks have come out of the printer.

After a few seconds the Check Factory window will pop up and Check Factory will prompt you to select the Company and Form to print.

Current Company / Database Selected	
AA Company AA	

Current Form Selected	
1099	Laser 1099 Forms
APCHK	AP Check (7" Pre-Printed Format)
APCHK-L	AP Check (Laser Format)
BLANK	[NO FORM SELECTED] Reports on Blank Paper
COND	Condensed 130 Column Reports
INVOICE1	Invoice Form (8 Column Format)

Current Checking Account Selected	

AP Check (7" Pre-Printed Format) Use in AP/GL-Cash Disb Modules Set Autoload Line = 0	Number of Parts (1-99): <input type="text" value="1"/>
---	--

OK

Select the Company from the Current Company list box.

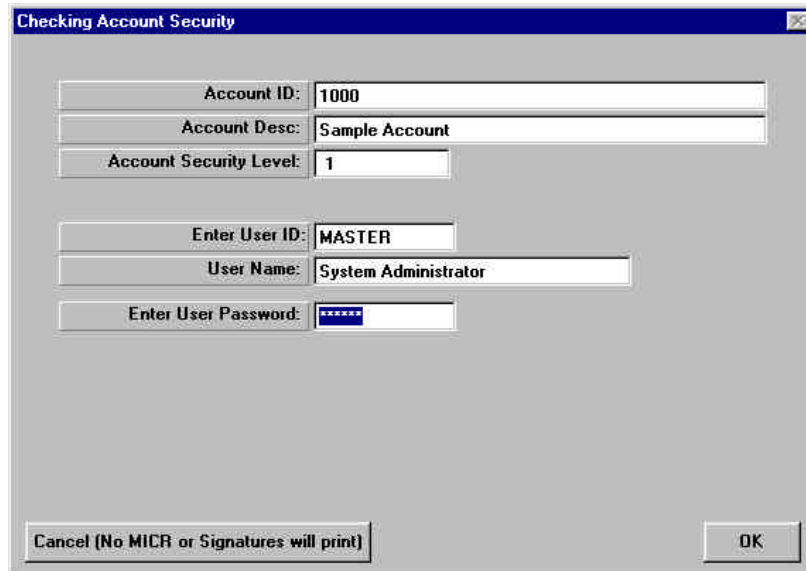
In the Current Form list box select the form that matches the AP check form defined in AP - Control Information.

Select the checking account from the Checking Account list box. (Not available in the Forms Only version)

Enter the number of parts if more than one are required.

Press OK

Checking Account Security



Account ID:	1000
Account Desc:	Sample Account
Account Security Level:	1
Enter User ID:	MASTER
User Name:	System Administrator
Enter User Password:	*****

Cancel (No MICR or Signatures will print) OK

(Not available in the Forms Only version)

Next the “Checking Account Security” window will be displayed. You must enter your user ID and Password. The defaults are **MASTER** and **MASTER**

Click on OK to proceed. Destination Printer

Finally you will be asked to select the laser printer that will ultimately print your checks.



Click on Print to Laser.

Check Factory will then output the print job.

Get the print output from your laser printer. You should now have your Champion Software print data overlaid with an attractive form all printed on plain blank paper.

Check Factory operates in a similar fashion for Payroll Checks, Invoices, Statements and W2 forms etc.

Champion Forms

Invoice or Service Invoice Form

Select this Form when printing or reprinting Champion Invoices. The Service Invoice Form is provided for those who do not need all of the standard fields that the standard invoice provides.

You may turn off the printing of certain fields by Champion in the Miscellaneous Menu (Professional Billing).

Sales Order / DR Memo / CR Memo

Select this Form when printing or reprinting Champion Sales Orders, Credit Memos and Debit Memos.

Statement Form

Select this form when you are ready to print Champion statements.

Accounts Payable Check

Select this form when printing accounts payable checks on Laser Check forms. The Laser Check forms are completely blank except for your COMPANY NAME, BANK NAME and MICR ACCOUNT NUMBERS. The stubs, will be printed by the Laser Form Energizer. This allows you to use the same checking account for payroll and accounts payable while using only one set of checks. You may of course use separate accounts too!

For Laser Check ordering information please read the brochure inside your Laser Form Energizer package.

Do not print alignment characters.

Payroll Check

Select this form when printing payroll checks on Laser Check forms. The Laser Check forms are completely blank except for your COMPANY NAME, BANK NAME and MICR ACCOUNT NUMBERS. The stubs, will be printed by the Laser Form Energizer. This allows you to use the same checking account for payroll and accounts payable while using only one set of checks. You may of course use separate accounts too!

For Laser Check ordering information please read the brochure inside your Laser Form Energizer package.

Do not print alignment characters.

Purchase Order Form

Select this form to print Purchase Orders. Unfortunately Champion makes an attempt to print form graphics on the Purchase Order form. The form we supply will greatly improve the appearance of the form and remove the supplied graphics from Champion.

Answer the Champion prompts as follows:

Print or Display Purchase Orders

[P] For Paper

[] Print Company Name on Purchase Orders

Do not print alignment characters.

Laser W2 Forms

From the LFE menu select: **W2 forms pre-printed**

Use pre-printed laser W2 forms available from major forms suppliers. W2 forms may be purchased in multiple parts as required by the IRS. Because the IRS requires red ink we are not able to print the form graphics.

You will have to collate the forms in the correct sequence depending on how many parts you have purchased. If you are printing a six part W2 and have collated the W2's in groups of six parts each then enter 6 when prompted for the number of copies. You may also print your W2s multiple times.

W2 forms on plain paper:

From the LFE menu select:

W2 Forms Laser Printed.

This option allows you to print the black copies of W2 forms on plain paper. Each part will have the associated part title that corresponds with the printed forms.

How to print W2 forms in Champion:

Select from the Champion menu:

PR, G. W-2 Forms & Magnetic Media

Make sure: Print to laser is checked.

If your W2 menu has a selection [] **Laser Printer** then you must X this selection by highlighting it and pressing the space bar. This will create the correct format for laser printing and you will proceed as usual.