

# **Software Setup Guide**

**for:**  
**Microsoft Dynamics GP v8, v9**  
**Small Business Financials v8**

**Includes support for Canadian Payroll**

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## **What's New?**

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Thank you for purchasing Check Factory for Dynamics GP v8, v9. We have added new functions to Check Factory that we hope you will enjoy.

Please Note:

Some features listed in this guide are not supported in Check Factory if used with Small Business Financials. The installation instructions are for Dynamics GP version 8 but may be used with Small Business Financials as well.

### **Deposit Slips**

You may now print deposit slips for any checking account. Click on the Print Menu, Print Blank Forms, enter the number of pages to print, choose your Company, choose the Deposit Slip form, choose the desired Checking Account. Click on Print to Laser.

Deposit Slips are printed 3 slips to a page along with your account name, account number, and bank name. The forms may be filled out by hand and submitted to your bank.

Please call sales at 800-749-2335 to order the correct blank pre perforated paper for use with Deposit Slips.

### **More AP Check Formats**

Check Factory now supports all the AP check formats that come standard with Dynamics GP. That means you can print checks at the top, middle, or bottom of the page. Please call sales at 800-749-2335 to order the correct blank check forms.

### **Payroll:**

Check Factory now fully supports direct deposit payroll checks.

## **Sales Order Processing**

Check Factory supports regular and history formats of your sales documents. That means that you can use the advanced features of Check Factory to print your company logo on each form, print multiple part forms with different page titles at the bottom of each part. Such as Sales Copy, Original Copy, Shipping Copy. The part titles are user definable.

## Installation

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### 1 Install the Check Factory software.

#### ***Important Note:***

Microsoft Business Solutions changed the name of their Dynamics Great Plains product to Dynamics GP. You may see references to Dynamics or Great Plains. It is all the same product. Many users still use the DYNAMICS directory structure.

#### **Upgrading from a Previous version of Dynamics GP?**

##### **If your Dynamics GP root folder on the sever has not moved:**

Install this version of Check Factory to the top level Dynamics folder. The current Check Factory data files will be upgraded.

Follow steps 3, 4, 5 below ( installing the modified reports).

From each work station run the CFACTORY\WSSETUP program to update the station and install new Start Menu items.

##### **If you have a new folder for Dynamics GP v8, v9:**

Before you install the new Check Factory software, copy the CFACTORY folder and all folders below it from the old Dynamics folder to the new one. Make sure you have "Show hidden files" enabled in folder options.

Next install the new version of Check Factory to the new top level Dynamics folder. It will find and upgrade the files in the CFACTORY folder.

Finally go to each work station. Navigate to the CFACTORY folder on the server via a mapped drive letter. Run WSSETUP.EXE to update the station and install Start Menu items.

## **Citrix / Terminal Services Installations**

Please see the Citrix Notes in the Tech Support section of our web site, <http://www.checkfactory.com>

### **Documentation**

The User Guide and Reference Guides are available in PDF format in the CFACTORY\DOCS folder. They can also be accessed from the Check Factory icon on your Programs Menu.

### **Check Factory Installation**

Please see the “USER GUIDE, Installation and Testing” chapter for detailed installation instructions. It is extremely important that you follow the instructions in the User Guide before going on to step 2!

On a workstation, map a drive to the network server holding your Dynamics data files. If you do not have a DYNAMICS folder on your server, create one. You **MUST** map a drive. The SETUP and Check Factory programs will not work with UNC path names.

Insert the Check Factory CD ROM to autostart the setup program or use the START, RUN, Browse buttons to locate and run the SETUP.EXE program. When prompted for the destination directory, select your top level DYNAMICS directory. ex: F:\DYNAMICS.

If you are sure that you are installing to the DYNAMICS folder on the server and you get a message stating “Can’t find DYNAMICS.EXE”, ignore the message.

Do not install on 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 DYNAMICS directory.

A Check Factory Start menu item will be created.

## Setting up Additional work stations

After you install and configure Check Factory from one station or the server you must setup any additional work stations.

From each work station:

Navigate to the CFACTORY folder on the server via a mapped drive letter. Run WSSETUP.EXE to setup the station and install Start Menu items. You must also install a Check Factory printer on C:\LFECF000 using a HP Laserjet 4 driver. Please see step 2 below.

## 2 Install Windows printers for use with Dynamics and Check Factory

### ***IMPORTANT!***

***There are TWO windows printers involved when using Check Factory. It is important to understand the function of each printer.***

**Printer 1:** This is the printer that your accounting software prints to. We call this the **Check Factory** printer. It will print to the file: C:\LFECF000. This is the printer that you select inside your accounting software when you need to use Check Factory.

**Printer 2:** This is a windows printer that is connected to the physical printer that you want the Check Factory program to print checks and forms to. This is the printer that you select inside the Check Factory program under Define/Align printers.

### **Printer 1**

*Dynamics GP will print to this printer when Check Factory services are required.*

Click on Start, Settings, Printers and Faxes, Add Printer. Add a windows printer. Select the HP LaserJet IV driver ONLY.

Connect this printer to:

C:\LFECF000 <Unknown Local Port>

This port will be in your list of ports if you have previously run the WSSETUP.EXE program on this station.

## **Printer 2**

*The Check Factory program will print to this 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.

**For detailed printer installation instructions see:**

“User Guide”

”Installation”

\* ”3. Add Check Factory printers”

## **3 Install the modified report formats**

Run Dynamics GP

### **GP v8, v9**

Choose Tools, Customize, Customization Maintenance, Import/Export Reports.

### **SBF v8**

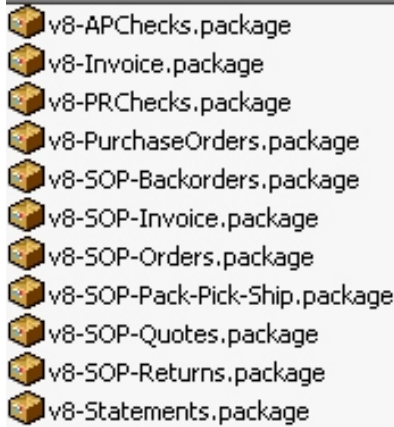
Choose Tools, Import/Export Reports.

Click on Import, click the Browse button, navigate to the Dynamics\CFACORY\REPORTS\v8 folder.

### **Import Specific Modified Reports**

To import specific modified reports select the report and click Open. The reports will be installed in to Dynamics GP.

Available import packages:

- 
- v8-APChecks.package
  - v8-Invoice.package
  - v8-PRChecks.package
  - v8-PurchaseOrders.package
  - v8-SOP-Backorders.package
  - v8-SOP-Invoice.package
  - v8-SOP-Orders.package
  - v8-SOP-Pack-Pick-Ship.package
  - v8-SOP-Quotes.package
  - v8-SOP>Returns.package
  - v8-Statements.package

## **What changes have been made to the modified reports?**

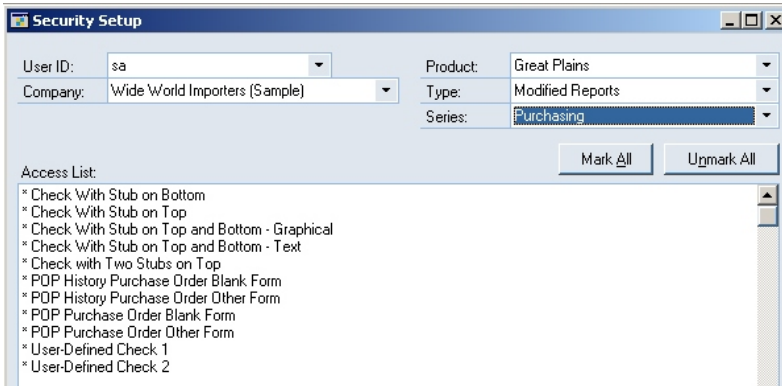
See Appendix A at the end of this document.

## **4 Setup Dynamics GP user security to access modified reports**

### **Not required with Small Business Financials.**

Next you must allow user access to the modified reports through Dynamics GP. If you do not allow user access to the modified reports Check Factory WILL NOT WORK! ( The unmodified reports will be used.)

From the Dynamics GP menu select TOOLS, SETUP, SYSTEM, enter your password, then select SECURITY. You will see a window similar to the one below.



When the Security Setup screen appears select the user whose security you need to modify. Select the following:

Product: Dynamics GP

Type: Modified Reports

Series: Purchasing

**In Access List:**

Mark with all with an “\*”

Type: Modified Reports

Series: Payroll

**In Access List:**

Mark with all with an “\*”

Type: Modified Reports

Series: Sales

**In Access List:**

Mark with all with an “\*”

**Product: Canadian Payroll**

Type: Modified Reports

Series: Projects

**In Access List:**

Mark with all with an ‘\*’

Click on OK to save. Repeat for each user that is to use the modified check reports.

## 5 Verify User Access to Reports

Run Dynamics GP by logging in as each user that you have granted security for the modified reports. Go to payroll and accounts payable, print an alignment to the screen using the report formats installed per above. If proper security has been granted and you have imported the modified the reports correctly, you will see the ‘| |FormID= etc’ delimited text and field information printed on the face of the check alignment.

Do not proceed until you are able to see the Trigger Codes delimited by the two vertical bars(| |FormID= etc.) Check Factory WILL NOT WORK if the modified report information is not sent in the print job.

**NOTE:**

All standard Dynamics GP AP and PR formats are supported with the release of Check Factory for Dynamics GP v8. This includes formats with the check at the top, middle and bottom of the paper. We recommend the check in the middle format as it is the most common type used.

Check Factory does not support the “Short” format forms.

## 6 Run the Check Factory program

Click Start Menu, Programs, Check Factory for Dynamics GP v8.

**Steps 7, 8, 9, 10 do not have to be performed if this is an upgrade.**

## 7 Define / Align a Check Factory printer

If you have upgraded Check Factory the printer alignment does not have to be performed unless you would like to check the alignment accuracy.

Once the 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 **Printer 2** as described above.

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

## 8 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.

## 9 Add Checking Account Control records

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. Each account is linked to a Check Factory company via the Company ID. The PRAPCode determines if the account is an AP or PR type of account. Not linking the account correctly will cause Check Factory to be unable to find the account at print time.

To enter or edit the MICR account numbers you must consult the “Check Factory Addendum” elsewhere in this binder. The Check Factory Addendum is not included with DEMO software.

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.

## **10 Add users to Security Control File (Optional)**

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 elsewhere in the documentation.

## **11 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.

## 12 Test with Dynamics GP and Check Factory

Make sure Check Factory is minimized and running in another task under Windows.

Run Dynamics GP.

### **Change printer driver for use with Check Factory**

From the Dynamics GP File menu select Printer Setup.

Select the Check Factory HP printer driver that is connected to C:\LFECF000

This is the driver that you will print to from Dynamics GP so Check Factory can process it.

### **Print some checks and forms from a test company.**

Make sure that you have selected the Check Factory HP printer driver printing to C:\LFECF000 in the Dynamics GP printer setup

Select Transactions

Select Purchasing

Select Print Checks

Select a batch

Select "Checks with Stub on Top and Bottom"

Click on PRINT

Click on the Printer BOX

Click on OK

Click on OK to print the report

The alignment check will now print to the file C:\LFECF000. When it completes printing Check Factory will detect the presence of the file, popup and process it.

Check Factory will scan the file looking for the '| |' delimited information that you previously included in the report.

When you are satisfied that all is well, start printing from your regular data.

## **Troubleshooting**

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### **Check Factory Prompts for Form or Starting Check Number...**

If Check Factory prompts you to select the Form or Starting Check Number then there is something wrong. Either you have not printed with one of the modified reports or one or more of the || commands are missing or misspelled.

This is a minor inconvenience when printing forms but is very serious when printing checks. With checks you may enter the wrong starting check number, also your signatures will not print because Check Factory was not able to read the check dollar amount via the Trigger Codes..

Verify that you are using a modified form format with the correct Check Factory || commands. To test this simply print the job directly to the printer using a printer driver connected directly to the laser printer. Verify that the correct || commands are printing on the page.

### **Pages are output but Check Factory does not overlay the form lines and boxes on the page...**

You are not printing to a Windows print driver connected to C:\LFECEF000. Instead you are printing directly to the printer bypassing Check Factory.

The “||DBLINK= ” etc. commands are printing on the page but no Check Factory lines and boxes. See above.

### **Accounting application seems to print but nothing comes out at printer.**

Check Factory must be running and minimized.

Change printer drivers to one connected directly to the printer and verify that the application is actually printing. After you are certain that your application is actually printing something, select the Check Factory printer and try it again.

For further trouble shooting tips see: “User Guide”, troubleshooting.

## Appendix A

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### What changes have been made to the modified reports?

Each modified report contains a group of fields that pass information to Check Factory via text delimited by two vertical bars (| |). This information is stripped from the print job before it is printed. We call these codes the “Trigger Codes”.

The following list shows the Trigger Codes for each modified report. Please note that in Graphical reports the Trigger Code fields MUST print in LINEPRINTER font. Lineprinter font is available if the current printer in Dynamics GP is the Check Factory printer or any HP PCL5 driver.

### Trigger Code example for AP Check

First Trigger Code line:

```
| | FormID = APSCS | | DBLINK = [Company Name] | |
```

The fields above are actually made up of THREE fields in the report.

Field 1 is the literal “FORMID=APSCS | |DBLINK=”

Field 2 is “[CompanyName]” (drag from Globals in the field list)

Field 3 is the literal “| |”.

Second Trigger Code line:

```
| | CheckNo = [Document Number] | | CheckAmt = [Check Total] | |
```

The fields above are actually made up of FIVE fields in the report.

Field 1: “| |CHECKNO=” is a literal

Field 2: [Document Number] is a field from PM Payment WORK

Field 3: “| |CHECKAMT=” is a literal

Field 4: [Check Total] is a field from PM Payment WORK

Field 5: “| |” is a literal

## Accounts Payable

### Check With Stub on Bottom

|| FormID = APSCB || DBLINK = [Company Name] ||

|| CheckNo = [Document Number] || CheckAmt = [Check Total] ||

### Check With Stub on Top

|| FormID = APSCB || DBLINK = [Company Name] ||

|| CheckNo = [Document Number] || CheckAmt = [Check Total] ||

### Check With Stub on Top and Bottom - Graphical

|| FormID = APSCS || DBLINK = [Company Name] ||

|| CheckNo = [Document Number] || CheckAmt = [Check Total] ||

### Check With Stub on Top and Bottom - Text

|| FormID = APSCS || DBLINK = [Company Name] ||

|| CheckNo = [Document Number] || CheckAmt = [Check Total] ||

### Check With Two Stubs on Top

|| FormID = APSSC || DBLINK = [Company Name] ||

|| CheckNo = [Document Number] || CheckAmt = [Check Total] ||

### User Defined Check 1

|| FormID = APUSER1 || DBLINK = [Company Name] ||

|| CheckNo = [Document Number] || CheckAmt = [Check Total] ||

## User Defined Check 2

|| FormID = APUSER2 || DBLINK = [Company Name] ||  
|| CheckNo = [Document Number] || CheckAmt = [Check  
Total] ||

## Payroll

### Direct Deposit Employee Checks Other - L

|| FormID = PRCHKOL || DBLINK = [Company Name] ||  
|| CheckNo = [Check Number] || CheckAmt = [Net Wages /  
Pay Run] ||

### Direct Deposit Employee Checks Stub on Top and Bottom - L

|| FormID = PRCHKL || DBLINK = [Company Name] ||  
|| CheckNo = [Check Number] || CheckAmt = [Net Wages /  
Pay Run] ||

### Employee Checks Other - L

|| FormID = PRCHKOL || DBLINK = [Company Name] ||  
|| CheckNo = [Check Number] || CheckAmt = [Net Wages /  
Pay Run] ||

### Employee Check Stub on top and bottom L

|| FormID = PRCHKL || DBLINK = [Company Name] ||  
|| CheckNo = [Check Number] || CheckAmt = [Net Wages /  
Pay Run] ||

## Long Invoice

|| FormID = INVLONG || DBLINK = [Company Name] ||

## RM Statement Long

|| FORMID=STMTLONG || DBLINK = [Company Name] ||

**RM Blank Statement Blank**

|| FORMID=STMTLONGB || DBLINK = [Company Name] ||

**SOP Long Invoice**

**SOP Long History Invoice**

|| FORMID=SOPINVL || DBLINK = [Company Name] ||

**SOP Blank Invoice**

**SOP Blank History Invoice**

|| FORMID=SOPINVB || DBLINK = [Company Name] ||

**SOP Long Order**

**SOP Long History Order**

|| FORMID=SOPINVL || DBLINK = [Company Name] ||

**SOP Blank Order**

**SOP Blank History Order**

|| FORMID=SOPINVB || DBLINK = [Company Name] ||

**SOP Long Return**

**SOP Long History Return**

|| FORMID=SOINVB || DBLINK = [Company Name] ||

**SOP Blank Return**

**SOP Blank History Return**

|| FORMID=SOPINVB || DBLINK = [Company Name] ||

**SOP Long Backorder**

**SOP Long History Backorder**

|| FORMID=SOPINVL || DBLINK = [Company Name] ||

**SOP Blank Backorder**  
**SOP Blank History Backorder**

|| FORMID=SOPINVB || DBLINK = [Company Name] ||

**SOP Long Quote**  
**SOP Long History Quote**

|| FORMID=SOPQTEL || DBLINK = [Company Name] ||

**SOP Blank Quote**  
**SOP Blank History Quote**

|| FORMID=SOPQTEB || DBLINK = [Company Name] ||

**SOP Long Picking Ticket**

|| FORMID=SOPPICKL || DBLINK = [Company Name] ||

**SOP Long PackingList**

|| FORMID=SOPPACKL || DBLINK = [Company Name] ||

**SOP Long Shipping**

|| FORMID=SOPPACKL || DBLINK = [Company Name] ||

**POP Purchase Order Other**  
**POP History Purchase Order Other**

|| FormID = POOTHER || DBLINK = [Company Name] ||

**POP Purchase Order Blank**  
**POP History Purchase Order Blank**

|| FormID = POBLANK || DBLINK = [Company Name] ||