

# **SOFTWARE SETUP GUIDE**

**Check Factory for Peachtree Complete  
Accounting v2003,4,5,6,7**

**Revised 10/10/2002, 7/18/2003, 01/25/2005, 06/01/2006, 09/15/2006**

Copyright 1990-2006  
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 Peachtree Complete Accounting          | 1 |
| Quick Start . . . . .   | 1 |
| Installation Summary . . . . .                                      | 1 |
| Upgrading from a previous version of Check Factory. . . . .         | 2 |
| Installation . . . . .  | 3 |
| 1. Install the Check Factory program . . . . .                      | 3 |
| 2. Install Modified Reports for use with Check Factory              | 3 |
| Peachtree Reports supplied with Check Factory: . . . . .            | 5 |
| Accounts Payable . . . . .  | 5 |
| Payroll . . . . .   | 5 |
| Purchase Order. . . . .   | 5 |
| Accounts Receivable. . . . .  | 5 |
| Automatic Operation. . . . .  | 6 |
| Running Check Factory from Windows . . . . .                        | 8 |
| Setting up the Check Factory Printer . . . . .                      | 8 |
| Run Check Factory . . . . .   | 8 |
| Printing Check Factory Documents<br>from Inside Peachtree . . . . . | 9 |

# Installing Check Factory for Peachtree Complete Accounting

---

## 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 Peachtree.
- 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.

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

---

Before you install your new Check Factory version:

If your previous version of Check Factory is located in a different folder than your current Peachtree installation simply copy the entire old CFACTORY folder from the old Peachtree folder to the new Peachtree folder.

Next install your new Check Factory version to your new PEACHTREE root folder. **Do not** install to the PEACHTREE\CFACTORY folder.

## **Installation**

---

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

**Follow the instructions in the “User Guide”, Installing and Testing section before proceeding to step 2!**

#### **Network Installations of Peachtree:**

Check Factory must be installed below the top level PEACHTREE folder on the network drive.

#### **Additional Workstation Installation:**

On each additional station, navigate to the PEACHTREE\CFACTORY folder on the server. Run the WSSETUP program to setup the station. Next install the Check Factory See section 3 below.

Finally, if your PEACHTREE programs reside on your local C drive, navigate to the PEACHTREE\CFACTORY\PTFORMS folder on your server and run the InstallReports.exe program. See section 2 below.

#### **Single User Installations:**

Check Factory must be installed below the top level PEACHTREE folder on the local drive.

### **2. Install Modified Reports for use with Check Factory**

Check Factory provides modified reports to be used with Peachtree. The reports are located in the CFACTORY\PTFORMS folder. Please use the InstallReports program to copy the reports to the correct Peachtree folder location.

Using Explorer or My Computer, open the PEACHTREE\CFACTORY\PTFORMS folder.

Locate the **InstallReports** program. Double click on it to run it. You will be prompted to select the drive and folder containing you Peachtree program files.

On a Single User installation the folder will usually be  
C:\PROGRAM FILES\SAGE SOFTWARE\PEACHTREE

On a Network instalation it may be in the F:\PEACHTREE folder or it may be on your network drive if all users access the Peachtree program files from the network drive.

Once the modified reports are installed you may open the modified reports in the Peachtree form designer to make minor changes. Please do not attempt to change the fonts in the fields containg the “trigger code” fields (| |COMPANYID=COMMANDS ) etc.

### **3. Install Check Factory printer**

The Check Factory Setup program installed a printer port on your workstation called C:\LFECF000. You must ADD a CHECK FACTORY printer using the HP Laserjet 4 driver and connect it to this port. You must name this printer “Check Factory”

See:

“User Guide”  
Installation and Testing  
Add a Check Factory Printer

## **Peachtree Reports supplied with Check Factory:**

---

### **Accounts Payable**

Check Factory Accounts Payable Check . . . APC00090.FRM

### **Payroll**

Check Factory Payroll Check. . . . . PRC00090.FRM

### **Purchase Order**

Check Factory Purchase Order. . . . . PO000090.FRM

### **Accounts Receivable**

Check Factory Product Invoice . . . . . INV00091.FRM

Check Factory Service Invoice . . . . . INV00090.FRM

Check Factory Statement . . . . . SMT00090.FRM

***Other Forms on the Peachtree Forms List are NOT supported***

## Automatic Operation

---

Using the above reports with Check Factory running will result in completely automatic operation. The Check Factory custom report formats have a special calculated field in each report that passes to Check Factory the Company Name, the Form ID, number of Parts, and in the case of checks, Check Amount, and Check Number.

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

The calculated field creates a data string 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).

The commands are:

|| COMPANYID={company name} ||

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

|| ACCOUNTID={Checking account ID found in the Check Factory Checking Account Control File} || (Not used in Peachtree)

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

|| CHECKNO={current check number} ||

Calculated expressions are found in each special Check Factory report. Just open up a Check Factory report in the Peachtree report designer and look at the properties for the Check Factory calculated field. Just remember that the double bar (||) must be before and after the special Check Factory commands.

Example:

```
||FORMID=APCHK||  
||COMPANYID= $(Company Name:1)$ ||  
||CHECKNO= $(CheckNbr:xxx)$ ||  
||CHECKAMT= $(Amount:xxx)$ ||
```

Note that each command is separated by || and the line starts and end with ||.

## **Running Check Factory from Windows**

---

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

From the Start Menu or Program manager click on Check Factory for Peachtree to start the Check Factory program.

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

See:

- “User Guide”
  - Installation and Testing
- “Reference Guide”
  - Check Factory Menu
  - Checking Account Control File

## **Printing Check Factory Documents from Inside Peachtree**

---

### **Run the Check Factory program and minimize.**

Run Check Factory from the Program Menu then minimize it. Check Factory MUST be running and minimized prior to printing reports in Peachtree.

### **Run Peachtree Complete Accounting**

When Peachtree asks you to select a report, please be sure to select a Check Factory report. It will say “Check Factory” in front of the report name in the Peachtree report list. If you do not find any Check Factory Reports then you must return to the “Install Modified Reports” section of this manual and follow the instructions for installing the special Check Factory reports in to the PEACHTREE folder.

The modified Check Factory reports have the printer name “Check Factory” embedded in the report. The report will be printed to the Check Factory printer automatically, Check Factory will automatically pop up, process the report and send it to your laser printer.