

# Software Setup Guide

**For:  
Check Factory v 2.x and  
Realworld / Passport Software**

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## **Installing Check Factory for Realworld / Passport Software**

### **Hardware Supported**

Check Factory requires the following hardware:

Microsoft's Windows 9x, ME, Windows NT, Windows 2000

A Hewlett-Packard LaserJet III (PCL5 or 6) or higher compatible laser printer.

Includes HP III, IIIp, IIIsi IV, 4L, IV plus, 5, 5si, 5p, 6p, 6m, 1000, 2000, 4000, 5000 series printers.

Printer must have PCL5 or PCL6 compatible internal scaleable Helvetica or Universe fonts. All HP III series or above printers have internal scaleable fonts.

3000 series, HP Series II or HP LaserJet Plus 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> Install Windows Printer for use with Check Factory.
- 3> Modify Realworld / Passport Software.
- 4> Run the Check Factory Program.
- 5> Define / Align a Check Factory printer.
- 6> Add a Company Control record for each company in Realworld / Passport Software.

- 7> Add a Checking Account Control record for each checking account you have.
- 8> (Optional) Add users to the Security Control File.
- 9> Print sample checks or forms in the Check Factory Print Menu, Print Blank Forms.
- 10> Test Check Factory in Operation with Realworld / Passport 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 below your top level accounting software folder, please make a folder below your top level accounting software folder called CFACTORY. Copy the entire contents of your old Check Factory directory to the new CFACTORY folder then run SETUP.

Example:

Your previous version of Check Factory is located in:

K:\OLDACCTG\LFE

Your current accounting software is located in:

F:\MYACCTG

Make a folder called:

F:\MYACCTG\CFACTORY

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

## **Upgrading from a version of Check Factory v 2.x installed in another folder?**

Before installing the new Check Factory, copy the old CFACTORY folder to your new accounting software top level folder. Example: Copy F:\MYOLDACCTG\CFACTORY to F:\MYNEWACCTG\CFACTORY. Next install the new Check Factory to the F:\MYNEWACCTG folder. The Check Factory Companies and Accounts will be upgraded and present in the new system.

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

#### **Single User:**

Click START, RUN. Choose the A:\SETUP.EXE program. When prompted for the destination directory, select your top level Realworld / Passport Software folder. ex: C:\RWC80.

#### **Network:**

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

Click START, RUN. Choose the A:\SETUP.EXE program. When prompted for the destination directory, select your top level Realworld / Passport Software folder on the server. ex: F:\RWC80.

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 Realworld / Passport Software directory if it does not already exist.

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 WSSETUP.EXE program located in the X:\RWC80\CFACTORY folder on the server where X is your mapped drive letter.

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

**2 Verify Windows printer for use with Realworld / Passport Software and Check Factory**

**The Check Factory program will print to this printer.**

Click START, SETTINGS, PRINTERS. Verify that you have a windows printer present that is connected to the physical laser printer that you will be printing checks on.

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 Realworld / Passport Software**

**Printer Setup**

**Start Realworld / Passport Software**

Select Company Information from the CTL menu.

Press <Enter> two times to view the printer setup screen.

Add a new printer and name it "Laser Forms".

Device Name MUST be C:\LFECF000 ( L F E C F zero zero zero )

Network Printer: N

80 Col: Y

Type: 12 Other

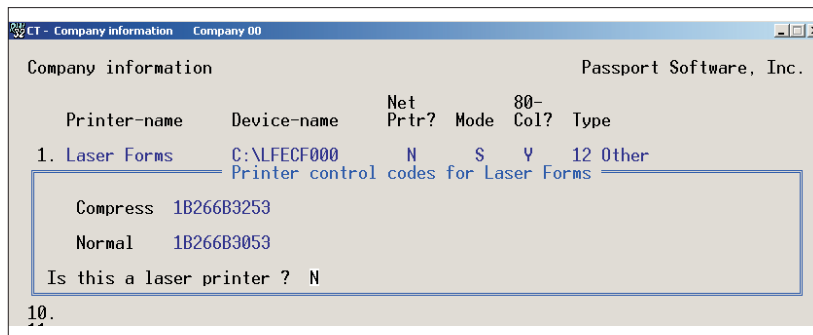
Compress: 1B266B3253

Normal: 1B266B3053

Is this a Laser Printer: N

In Pass-Port v10 please set Printer Mode to "S"

Your screen should be similar to the one below.



### Modify Formats

Check Factory forms are designed to work with the standard form formats shipped with your Realworld / Passport Classic Accounting. Changing the form settings in Realworld / Passport may cause undesirable changes in the formatting of the report. The following changes must be made in each module in order for the forms to align correctly with the Check Factory form overlays.

### Payroll

Select PR - Control Information

Modify the following fields:

- 27. Check format to use            1
- 28. Print comp name on check    N
- 29. Print check # on                Check

**Accounts Payable**

Select AP - Control Information

Modify the following fields:

- 14. Check format to use 1,2,3
- 15. Print comp name on chks? N
- 16. Print check number on ? Both

**AR Invoices**

Change the print positions as shown below:

<b>Format number: 1 Pre-printed Form &lt;Goods&gt;</b>	
1. # of rows on the form <top to bottom>	66
2. # of print columns <left to right>	80
3. Print header data on first page only ?	Y
4. First row # for line item printing	26
5. Last row # for line item printing	56
6. Maximum # of rows per line item	2
7. Skip a row between line items ?	Y
8. Split line items between pages ?	N
9. First row # for totals section	58
10. Order of printing of line items	Sequ
11. Use pre-printed forms ?	Y

**Format number: 4 7.0 Dist Pre-prt invoice**

1. # of rows on the form (top to bottom)	66
2. # of print columns (left to right)	80
3. Print header data on first page only ?	Y
4. First row # for line item printing	19
5. Last row # for line item printing	52
6. Maximum # of rows per line item	12
7. Skip a row between line items ?	Y
8. Split line items between pages ?	N
9. First row # for totals section	54
10. Order of printing of line items	Seq
11. Use pre-printed forms ?	Y

**Format number: 6 7.0 Dist Pre-prt ord ack**

1. # of rows on the form (top to bottom)	66
2. # of print columns (left to right)	80
3. Print header data on first page only ?	Y
4. First row # for line item printing	19
5. Last row # for line item printing	52
6. Maximum # of rows per line item	12
7. Skip a row between line items ?	Y
8. Split line items between pages ?	N
9. First row # for totals section	54
10. Order of printing of line items	Seq
11. Use pre-printed forms ?	Y

**Format number: 8 7.0 Dist Pre-prt RMA**

1. # of rows on the form (top to bottom)	66
2. # of print columns (left to right)	80
3. Print header data on first page only ?	Y
4. First row # for line item printing	19
5. Last row # for line item printing	52
6. Maximum # of rows per line item	12
7. Skip a row between line items ?	Y
8. Split line items between pages ?	N
9. First row # for totals section	54
10. Order of printing of line items	Seq
11. Use pre-printed forms ?	Y

### AR Statements

Check Factory uses the version 6 statements. They must be imported using ARUTIL.BAT after unzipping the FORMATS.ZIP. Please call your RealWorld / Passport support person to perform this procedure.

Change the print positions as shown below:

General appearance /		FORM DATA COM
Format number: 1 v6.X Format 1		
1. # of rows on the page (top to bottom)	51	
2. # of print columns (left to right)	80	
3. Open item format ?	v6 A/R format 1	
4. Starting column for open items	Not applicable	
5. Skip a row between open items ?	N	
6. Start or end open items with a line	None	
What kind of line ?		
7. # of rows in closing area	6	
8. Min # open items to print on last page	1	
----- First page -----		
9. First row # for open item printing	17	
10. Last row # for open item printing	40	
----- Additional pages -----		
11. First row # for open item printing	17	
12. Last row # for open item printing	40	

Format number: 2 v6.X Format 2		
1. # of rows on the page (top to bottom)	51	
2. # of print columns (left to right)	80	
3. Open item format ?	v6 A/R format 2	
4. Starting column for open items	Not applicable	
5. Skip a row between open items ?	N	
6. Start or end open items with a line	None	
What kind of line ?		
7. # of rows in closing area	6	
8. Min # open items to print on last page	1	
----- First page -----		
9. First row # for open item printing	17	
10. Last row # for open item printing	40	
----- Additional pages -----		
11. First row # for open item printing	17	
12. Last row # for open item printing	40	

**OE Invoicing**

Change the print positions as shown below:

nation (Forms)	Demonstration Data Dis
× 1. Form ID	1
× 2. Type	Invoice
3. Description	6.x-LRFS57 Invoice Form
4. Width	80
5. Paginated ?	Y
6. Length	66
7. First line for headers	1
8. Headers 1st page only ?	N
9. First line for line items	29
10. Last line for line items	55
11. First line for totals	58

**Purchase Order**

Change the following in PO, Master, Forms:

Classic -	A/R	I/C	O/E	S/A	A/P	PR	G/L	J/C	[P/O]	C/R	CTL - More 00
Control information											Demo Data Company
1. Use alphanumeric P.O.'s ?							N				
2. Default P.O.# format							<Not applicable>				
3. Next P.O.#							15				
4. Next P.O. worksheet #							1				
5. Next receiver #							11				
6. Last posted P.O.#							14				
7. Last posted receiver #							10				
8. Last P.O.'s issued:							1			to 30	
9. Interface to I/C system ?							Y				
10. Interface to J/C system ?							N				
11. Default F.O.B.							DOCK				
12. Default ship-via							UPS				
13. Purchase price adj acct #							5000-000				
											Purchase price adjustments
14. Use pre-printed P.O.'s ?					Y, 66		18. Dflt confirming order flag				N
15. Using 5.0 or 6.0 P.O. forms					6.0		19. Are multi-drop P.O.'s used ?				N
16. Print company data on P.O. ?					N		20. Are blanket P.O.'s used ?				Y
17. Spacing between P.O. lines					1 line		21. P.O.'s default account # ?				I

Modify the following fields in PO, Master, Control Information:

- 14. Use pre-printed P.O.'s ? Y, 66
- 15. Using 5.0 or 6.0 P.O. forms 6.0
- 16. Print company data on P.O. ? N

## **4 Run the Check Factory program**

Click Start Menu, Programs, Click Check Factory for Realworld / Passport

## **5 Define / Align a Check Factory printer**

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

## **6 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.

## **7 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. 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.

## **8 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 in this manual.

## **9 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.

## **10 Test Check Factory in operation with Realworld / Passport Software:**

Using Check Factory with Realworld / Passport requires you to start the Check Factory program and minimize it, then run your Realworld / Passport program. BOTH PROGRAMS must be running in order for Check Factory to process printing from Realworld / Passport.

### **Start Check Factory and minimize.**

Click START, PROGRAMS, Check Factory for Realworld / Passport.

The Check Factory window will display.

Click on Minimize.

### **Start the Realworld / Passport Software.**

Start the RealWorld / Passport program.

### **Testing Accounts Payable check printing.**

Select the AP from the Realworld / Passport Menu

Select Print Checks and Post

Alignment test:

AP: Select AP - Print Checks and Post

PR: Select PR - Checks

Select your cash account, Type DONE

Select the Laser Forms printer, answer Print Alignment [ Y]  
<enter>

Press the ESCAPE key, Type DONE.

Wait for Check Factory to come up. Select the AP check format that matches the format selected in AP - Control Information.

Verify that the alignment is correct before proceeding to the live check run. If it is not correct make adjustments and run the alignment test again.

### Company, Form, Account Selection

The screenshot shows a dialog box titled "Check Factory Company, Form, Account Selection". It contains three list boxes and two input fields. The first list box, "Current Company / Database Selected", has "AA Sample Company" selected. The second list box, "Current Form Selected", has "8.x Accounts Payable Check - Format 1" selected. The third list box, "Current Checking Account Selected", has "1000 Sample Account" selected. Below the list boxes are two input fields: "Number of Parts (1-99):" with the value "1" and "Starting Check Number:" with the value "0". An "OK" button is located at the bottom right of the dialog.

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.

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

Press OK

### Checking Account Security

The screenshot shows a dialog box titled "Checking Account Security". It has several input fields: "Account ID" with the value "1000", "Account Desc" with "Sample Account", "Account Security Level" with "1", "Enter User ID" with "MASTER", "User Name" with "System Administrator", and "Enter User Password" with a masked password "\*\*\*\*\*". At the bottom, there are two buttons: "Cancel (No MICR or Signatures will print)" on the left and "OK" on the right.

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.

The screenshot shows a dialog box titled "Destination Printer". It features a dropdown menu at the top with "HP LaserJet 4M on LPT1:" selected. Below the dropdown is a button labeled "Print to Laser" which is highlighted with a dotted border. At the bottom right, there is a "Cancel" button. At the bottom center, there is a "Define New Printer" button. At the bottom left, there is a note: "If the destination printer you are looking for is not in above list press:->".

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## Software Setup Guide for RealWorld / Passport

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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 Realworld / Passport 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.