

# **Software Setup Guide**

**For: RealWorld Expertise v 5.x**

**Rev. 1/27/99**

## Software Setup Guide for RW Visual Accounting

---

Copyright © Trans-Micro, Inc., 1988-1999. 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.

The manual and associated software is sold with no warranties, either express or implied regarding its merchantability or fitness for any particular purpose. The information in this manual is subject to change without notice and does not represent a commitment on the part of Trans-Micro, Inc.

Trans-Micro, Inc.  
PO Box 898  
Fairfield, FL 32634  
(352) 591-1030

## **Installation procedure for Check Factory and RealWorld Expertise v 5.x.**

Follow installation steps in the following order:

### **1 Install the software.**

***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!***

Using the START button run the SETUP.EXE program. When prompted for the destination directory, select your top level RealWorld Visual Accounting directory. ex: F:\RVA32WIN.

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 RWVA directory.

SETUP will also copy report formats, CF\*.RW to your DATA\RPT directory. Several VBX's and DLL's will be copied to your windows SYSTEM directory and a Check Factory program group will be created.

You must reboot the workstation after installing Check Factory.

## 2 Run Expertise

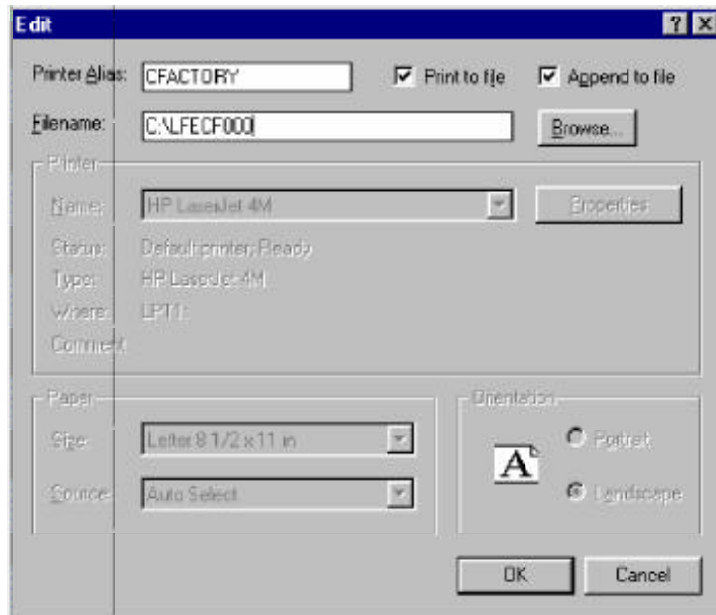
Open a RWVA company. We must create a printer alias so we can link each Check Factory form to the alias.

### **Add a Printer Alias:**

---

Click on FILE, Print Setup, ADD

Enter settings per screen shot below:



Click on OK to exit Printer Setup.

### **3 Installing Check Factory forms:**

First we have to update the Report List to reflect the new Check Factory forms that were installed during setup.

Click on EDIT, EDIT REPORTS

Click on FILE, UPDATE REPORT LIST, OK

Now each form must be associated with a printer alias.

#### **Accounts Payable:**

---

Click on File, Open

Enter CFAP30 for Report Name. Press ENTER, Click on OK.

Click on Report, Attributes.

Enter CFACTORY in the Printer: field. Click on OK

Click on File, Save.

Exit the Report Editor.

#### **Link Check Factory AP Check Form to Expertise accounts:**

Click on Maintenance, Accounts (GL), Checking/Journals.

Enter 01 Primary Checking Account

Enter CFAP30 in the Check Form field.

Click on Save.

Click on Cancel to Exit.

#### **Payroll:**

---

Click on File, Open

Enter CFPRCHK for Report Name. Press ENTER, Click on OK.

Click on Report, Attributes.

Enter CFACTORY in the Printer: field. Click on OK

---

## Software Setup Guide for RW Visual Accounting

---

Click on File, Save.

Exit the Report Editor.

### **Link Check Factory PR Check Form to Expertise accounts:**

Click on Maintenance, Accounts (GL), Checking/Journals.

Enter 02 Payroll Checking Account

Enter CFPRCHK in the Check Form field.

Click on Save.

Click on Cancel to Exit.

### **Purchase Order:**

---

Click on File, Open

Enter CFPO for Report Name. Press ENTER, Click on OK.

Click on Report, Attributes.

Enter CFACTORY in the Printer: field. Click on OK

Click on File, Save.

Exit the Report Editor.

### **Link Check Factory Purchase Order Form to Expertise :**

Click on Maintenance, Purchase Orders (PO), Preferences.

Click on Auto No.'s...

Standard PO No. —> Report Form = CFPO

Blanket PO No. —> Report Form = CFPO

Click on OK.

Click on SAVE to Exit.

### **Invoice:**

---

Click on File, Open

---

## Software Setup Guide for RW Visual Accounting

---

Enter CFINV1 for Report Name. Press ENTER, Click on OK.

Click on Report, Attributes.

Enter CFACTORY in the Printer: field. Click on OK

Click on File, Save.

Exit the Report Editor.

### **Link Check Factory Invoice Form to Expertise :**

Click on Maintenance, Customers (AR), Preferences.

Click on Invoicing.

For each item under the FORM column enter: CFINV1

Click on OK.

Click on SAVE to Exit.

### **Statements:**

---

Click on File, Open

Enter CFSTMT for Report Name. Press ENTER, Click on OK.

Click on Report, Attributes.

Enter CFACTORY in the Printer: field. Click on OK

Click on File, Save.

Exit the Report Editor.

### **Link Check Factory Statement Form to Expertise :**

Click on Maintenance, Customers (AR), Preferences.

Click on STATEMENTS.

For Regular Statement Enter: CFSTMT

For Past Due Statement Enter: CFSTMT

Click on OK.

---

## Software Setup Guide for RW Visual Accounting

---

Click on SAVE to Exit.

### **Sales Orders:**

---

There are no Check Factory forms for Sales Orders.

## **4 Print SAMPLE checks OR Forms from RealWorld Visual Accounting via Check Factory**

Make sure that Check Factory is running and minimized.

Click on Transactions, Vendor Checks, Batch Check Run, Create Pay File.

Place a check in all records, Click on Select.

Click on Transactions, Vendor Checks, Batch Check Run, Edit/Print Checks.

Press enter at Vendor Number.

Click on Select

Click on Print Checks

The check run will be output from RealWorld VA to the Check Factory Printer.

Ten seconds after the print job completes, Check Factory will pop up.

If Check Factory beeps and says it can't find "Sample Company" this is normal. Press a key and select the first company on the pop up list. When asked if you want to add this company to the company file, Answer Yes.

Next you will be prompted for a User ID and Password. They are MASTER and MASTER.

Check Factory will now upload the check run to the printer. You should have a perfect set of laser printed checks.

You should also test print any other forms (Invoices, Statements etc.) that you will use with Check Factory to verify that they print as expected.

## **Troubleshooting**

### **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 probably not able to read the check dollar amount.

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 the file name. 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.**

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***

***Happy Printing!***