

Software Setup Guide

For BusinessWorks for Windows

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Installing Check Factory for BusinessWorks

Hardware Supported

Check Factory requires the following hardware:

Microsoft's Windows 3.1, Windows 95, Windows NT

A Hewlett-Packard LaserJet III or higher compatible laser printer. HP 3000 series fax printers are not compatible (they are PCL4).

Printer must have PCL5 or PCL6 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 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.

Installation Summary:

- 1> Install the Check Factory Software
- 2> Install Windows Printers for use with BusinessWorks and Check Factory
- 3> Modify BusinessWorks Modules
- 4> Run the Check Factory Program
- 5> Define / Align a Check Factory printer.
- 6> Add a Company Control record for each company in BusinessWorks
- 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 BusinessWorks.

Upgrading from 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 CFACTORY then run SETUP.

Example:

Your previous version of Check Factory is located in:

K:\BW\LFE

Your current accounting software is located in:

F:\BW12

Make a folder called:

F:\BW12\CFACTORY

Copy files from K:\BW\LFE to F:\BW12\CFACTORY. Your existing files are now in a position to be upgraded by Check Factory v 2.xx.

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 BusinessWorks folder. ex: C:\BW

Network:

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

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 BusinessWorks directory on your server..

A Check Factory program group or menu item will be created.

You must reboot the workstation after installing Check Factory.

2 Install Windows printers for use with BusinessWorks and Check Factory

IMPORTANT!

There are TWO windows printers involved when using Check Factory.

Please Note:

Ignore all references to "Printers" and "Trigger Codes" in the "User Guide" and "Reference Guide", they are not applicable to BusinessWorks.

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

Printer that BusinessWorks uses only for Check Factory

Check Factory requires you to output your accounting software print jobs to a specially configured Windows printer driver. This driver is setup to print to a special file located in the root directory of your local hard disk drive.

Please verify that your local C: drive has at least 50 megabytes of disk space left.

Verify what type of printer you are going to be printing to. Check Factory is compatible with PCL5 type LASER printers only. HP III and above compatible printers are PCL5 type printers.

If your printer is:

Ink Jet or Bubble Jet

IT IS NOT COMPATIBLE WITH CHECK FACTORY.

HP Series II or compatible: (PCL4)

IT IS NOT COMPATIBLE WITH CHECK FACTORY.

HP LASERJET not recommended (old 1985 vintage first laserjet)

IT IS NOT COMPATIBLE WITH CHECK FACTORY.

Check Factory will not work with DOT MATRIX, DESKJET or BUBBLEJET printers or drivers.

**Adding a Check Factory printer:
Windows 9x:**

Click the Windows START button, SETTINGS, PRINTERS.

Double click on the ADD PRINTER icon.

On the initial screen, Click Next.

Select a LOCAL printer because this printer is going to print to a file on your LOCAL hard disk. Click Next.

Select **Generic** as the Manufacturer.

Select the Printer: **Generic /Text Only**.

Click Next

Next you will be shown a list of available ports.

Select: C:\LFECF000 from the list. If this port is not in the list select FILE, you will have to change it later. See: "Adding / Changing a Port" in the Appendix.

Click Next

Change the Name of this printer to CHECK FACTORY. You DO NOT want windows programs to use this as the default printer.

Click Next.

Do not print a test page.

Click Finish.

Verify the Check Factory printer properties.

Once you have added the "Check Factory" printer right click on the Check Factory printer icon. Click on properties.

Click on the Details Tab.

Print using the following driver should be: Generic Text Only

Print to the following port should be: C:\LFECF000

Click on the Paper Tab.

The LETTER page should be selected.

Paper Source should be: Cut Sheet

Click on OK to exit properties.

Printer 2

Printer that Check Factory program uses

This is the “physical” 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. Check Factory supports almost all laser printers that use HP PCL 5 or PCL 6 printer control language. You should already have a Windows printer connected to this printer.

3 Modify BusinessWorks

Start the BusinessWorks program. Some minor changes must be made within BusinessWorks to make it compatible with Check Factory forms. Check Factory supports the *Version 11 style forms*. It does not support the forms generated through the report writer.

In summary, the changes that need to be made are:

- 1> Enable the use of Version 11 forms.
- 2> Use the default print positions for the data that fills out the check or forms.
- 3> Disable printing of the company name at the top of the form.

Accounts Payable

Select Accounts Payable, Utilities, Maintain A/P Parameters

Enable: Use version 11 style forms.

Software Setup Guide for BusinessWorks

Months to keep history: 24
Last month of fiscal year: December
Length of aging periods: 30 30 30
 Reconcile checks
 Show credit detail on stub
 Invoice reference to G/L
 Use version 11 style forms
Accounts Payable: 3010.00
Trade Payables:
A/P Discounts: 7098.00
Purchases Discounts:
Cash Accounts... Form Setup...

Click Form Setup, verify the Column and Row values as shown below. Setting the Company Name and Address location to 0 and 0 allows Check Factory to print the Account Name from the Check Factory, Checking Account Control record.

Check amount (text) justification: Left Center Right
Blank lines preceding check: 0 1 2
Blank lines following check body: 0 1 2
Reset
Example
Accept
Clear
Edit

Description	Column	Row	Width
Vendor comment #2	10	16	32
Company name & address	0	0	25
Check #	72	3	6
Check amount (text)	0	5	79
Check amount (numeric)	66	9	14
Check date	51	9	8

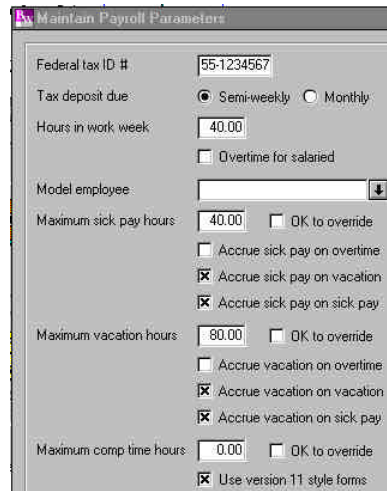
Click OK on each window to save changes and exit.

Payroll

Select Payroll, Utilities, Maintain Payroll Parameters

Enable: Use Version 11 Style Forms.

Press Ok



The screenshot shows a dialog box titled "Maintain Payroll Parameters". It contains the following fields and options:

- Federal tax ID #: 55-1234567
- Tax deposit due: Semi-weekly Monthly
- Hours in work week: 40.00
- Overtime for salaried
- Model employee: [Dropdown menu]
- Maximum sick pay hours: 40.00 OK to override
 - Accrue sick pay on overtime
 - Accrue sick pay on vacation
 - Accrue sick pay on sick pay
- Maximum vacation hours: 80.00 OK to override
 - Accrue vacation on overtime
 - Accrue vacation on vacation
 - Accrue vacation on sick pay
- Maximum comp time hours: 0.00 OK to override
 - Use version 11 style forms

Accounts Receivable

Select Accounts Receivable, Utilities, Maintain A/R Parameters

Enable: Use Version 11 Style Forms

Statements

Enable: Pre Printed Forms

Disable: Print Company Heading

Press OK

Maintain A/R Parameters

Months to keep history: 3

Last month of fiscal year: December

Length of aging periods: 30 30 30

Model customer: [Empty]

Allow future posting: Warning

Use version 11 style forms

Calculate early pay discounts on freight

Calculate early pay discounts on tax

Multiple cash accounts

Statements

Preprinted forms

Print company heading

Print aging information

Print contact name

Print page numbers: Yes

Invoices

Select Accounts Receivable, Utilities, Maintain Invoice Preferences.

Invoice Type: Select Standard 11" or Service 11"

Disable: Print Company Heading on forms

Press OK

Maintain Invoice Preferences

Invoice type: Service, 11"
Number of invoice copies to print: 1
Invoice setup...

Print company heading on forms
 Print invoice # on forms
 Print contact name on forms
 Print page numbers on forms

Check for duplicate invoice numbers
 Invoice customers on credit hold
 Double-space line items
 Allow multi-line invoice descriptions

Select information to enter on invoices

Sales rep: No
 F.O.B.
 Order quantity
 Ship to information
 Note
 Order date
 Shipping instructions
 Discount
 Our order #
 P.O. #
 Customer sales tax ID

Order Entry

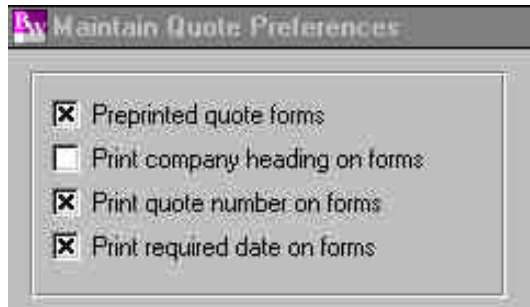
Quotes

Select Order Entry, Utilities, Maintain Quote Preferences.

Enable: Preprinted quote forms

Disable: Print Company Heading on forms

Press OK.



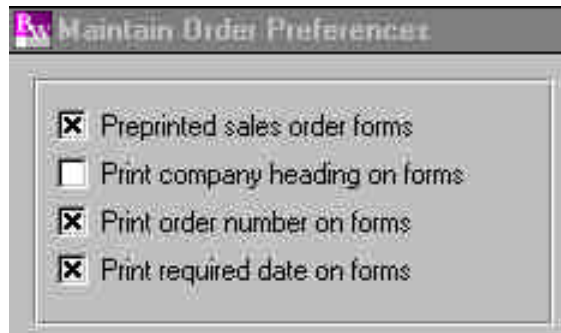
Sales order

Select Order Entry, Utilities, Maintain Order Preferences.

Enable: Preprinted Sales Order forms

Disable: Print Company Heading on forms

Press OK.



Inventory

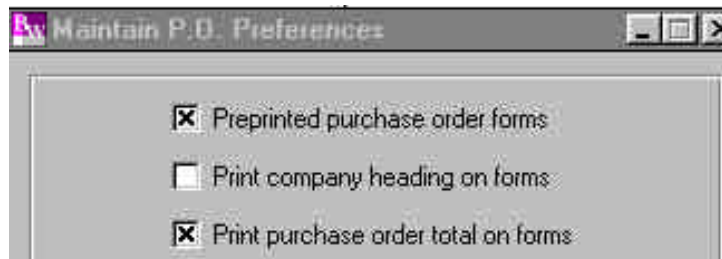
Purchase Order

Select Inventory, Utilities, Maintain P.O. Preferences.

Enable: Preprinted purchase order forms

Disable: Print Company Heading on forms

Press OK.



4 Run the Check Factory program

On Start Menu, Programs, Click Check Factory for BusinessWorks.

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 will be selecting Printer 2 as described above.

DO NOT ATTEMPT to select the Check Factory printer (Printer 1).

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 (Optional) Add users to Security Control File

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.

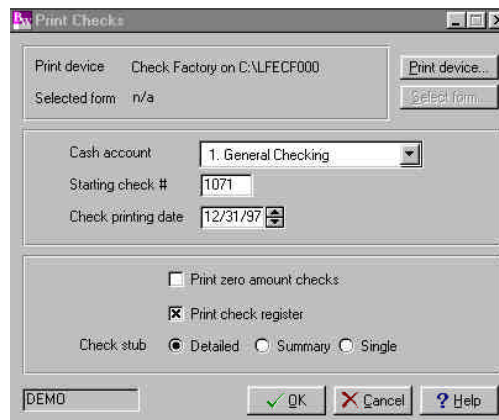
9 Print sample checks and/or forms

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 BusinessWorks:

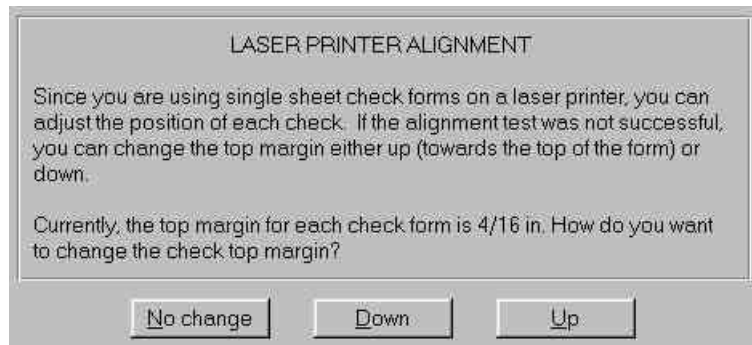
In BusinessWorks select Accounts Payable, Checks, Print Checks.

Verify that the Check Factory printer is selected. If not select the Print Device button and select the Check Factory printer.



Press OK to initiate the print job.

Click on the Alignment button. Print an alignment. You should see the following screen. Adjust the UP and Down buttons to set the top margin to 4/16".



Press No Change and repeat the alignment process with a 4/16" top margin.

BusinessWorks will print the alignment. After the print job has been completed there will be a ten second pause before Check Factory pops up with the following screen.

Company, Form, Account Selection

Please select the correct company, form, and account from the screen shown below. (check forms only).

Please note:

There may be separate forms for Windows 9x and Windows 2000. The print drivers on Windows 2000 do not print the same as Windows 9x.

Press OK

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The screenshot shows a dialog box titled "Check Factory Company, Form, Account Selection". It is divided into several sections:

- Current Company / Database Selected:** Contains two lines: "AA YOUR COMPANY NAME HERE" and "BB YOUR COMPANY NAME HERE".
- Current Form Selected:** A list box with the following items: "ADDRLABL Address Label 3 across", "APCHK Accounts Payable Check", "BLANK (NO FORM SELECTED) Reports on Blank Paper", "CM_DM Credit, Debit Memo & Quote Forms", "COND Condensed 130 Column Reports", and "INVESS Standard Invoice Form". "APCHK" is selected.
- Current Checking Account Selected:** A list box with the following items: "1 Check Factory / Union Savings", "2 The Malt Shoppe / Mellon Bank", "4 TMI / Third National", and "99 Pre Printed Check". "1" is selected.
- Accounts Payable Check:** A large empty yellow box.
- Number of Parts [1-99]:** A text box containing the value "1".
- OK:** A button at the bottom right.

Checking Account Security

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.

The screenshot shows a dialog box titled "Checking Account Security". It contains the following fields and controls:

- Account ID:** Text box with value "1020".
- Account Desc:** Text box with value "Larrys Landscaping".
- Account Security Level:** Text box with value "1".
- Enter User ID:** Text box with value "MASTER".
- User Name:** Text box with value "System Administrator".
- Enter User Password:** Password field with masked characters "*****".
- Cancel (No MICR or Signatures will print):** Button at the bottom left.
- OK:** Button at the bottom right.

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 BusinessWorks 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.

Appendix

Adding/Changing a Port (Windows 9x)

Use only if C:\LFECF000 did not show up in the list of ports.

Click the Windows START button, SETTINGS, PRINTERS.

Right click on the CHECK FACTORY printer icon.

Click on Properties. Click on the Details tab.

Click on Add Port.

Click on Other. Double click on LOCAL PORT in the list box.

When prompted for a port name enter: C:\LFECF000

Note: C:\LFECF is followed by three zeros not the letter O!

Click OK until you return to the properties window. At the Print to the Following Port: list box you may now select C:\LFECF000 as the port to print to.

