

Software Setup Guide

For DacEasy for Windows v9.x, 10.x, 11.x .
Rev. 12/20/2001

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Installing Check Factory

Hardware Supported

Check Factory requires the following hardware:

Microsoft's Windows 3.1, Windows 95, 98, Windows NT

A Hewlett-Packard LaserJet III or higher compatible laser printer.

Including but not limited to HP III, IIIp, IIIsi IV, 4L, IV plus, 5, 5si, 5p, 6p, 6m

Printer must have PCL5 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 DacEasy for Windows and Check Factory
- 3> Modify DacEasy for Windows
- 4> Run the Check Factory Program
- 5> Define / Align a Check Factory printer.
- 6> Add a Company Control record for each company in DacEasy for Windows
- 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 DacEasy for Windows.

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:\DEA4\LFE

Your current accounting software is located in:

F:\DEA4

Make a folder called:

F:\DEA4\CFACTORY

Copy files from K:\DEA4\LFE to F:\DEA4\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 DacEasy for Windows folder. ex: F:\DEA4

Network:

Using the START button run the SETUP.EXE program. When prompted for the destination directory, select your top level DacEasy for Windows folder on the server. ex: F:\DEA4.

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 DacEasy for Windows directory.

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 DacEasy for Windows 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 DacEasy for Windows.

Printer A: This is the printer that your DacEasy for Windows 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 B: 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 A

Printer that DacEasy for Windows 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.

**Adding a Check Factory printer:
Windows 95/98:**

Click the Windows 95 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 the Fonts tab. All fields should be blank.

Click on OK to exit properties.

Adding a Check Factory printer: Windows 3.1:

Open CONTROL PANEL, PRINTERS

Add a Generic / Text only print driver. Consult your Windows 3.1 documentation on how to ADD a driver. DO NOT change an existing driver!

Highlight the driver and click on CONNECT. Select the C:\LFECF000 port which should be at the bottom of the ports list. If the port is not there see: Adding/Changing a Port (Windows 3.1) in the Appendix.

Close the Window

Printer B

Printer that Check Factory program uses

You must now add another windows printer but this time select the HP Laserjet III or IV driver. Connect this printer to the local LPT port or to the network path for your 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.

3 Modify DacEasy for Windows

Start the DacEasy for Windows program. Some minor changes must be made within DacEasy for Windows to make it compatible with Check Factory forms.

Change System Preferences in DacEasy

In DacEasy click on **Edit, Defaults, System Preferences**

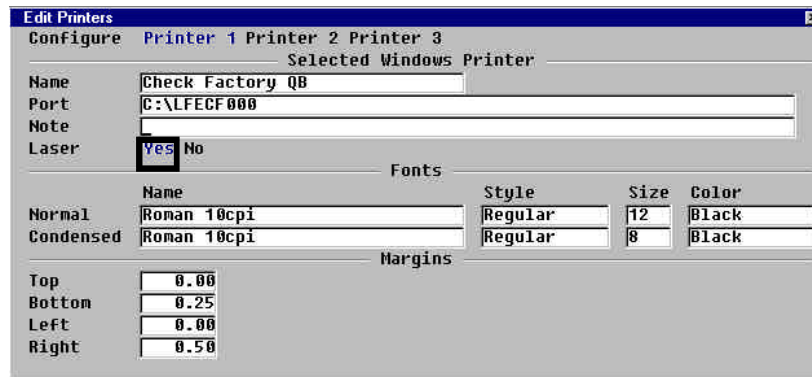
Generic Check Stub should be NO or unchecked

Default Check type should be COMPUTER

Press F10 or click on Process to save.

Add a Check Factory printer in DacEasy

In DacEasy click on **Edit, Defaults, Printers**. Configure a DacEasy printer as displayed in the figure below.



DEA9 -> Make sure Laser = YES

Verify that the margin settings are as shown above.

Check Factory printer on C:\LFECF000

Press F10 or click on Process to save.

Add Modified Report Formats to DacEasy

Check Factory provides slightly modified report formats that must be installed in to DacEasy.

1. Locate the DEA4\CFACTORY\REPORTS folder on your hard disk using windows explorer. Highlight each file in the folder and press Control - C to copy the files to the clipboard.

2. Locate each DacEasy data directory below DEA4 and copy the format files to each data folder by opening the folder and then pressing Control-V to paste the files to the folder. Verify that the modified report formats have been copied to the data folders. All of the modified reports will start with CF.

3. In DacEasy select **EDIT, Defaults, Forms Setup**

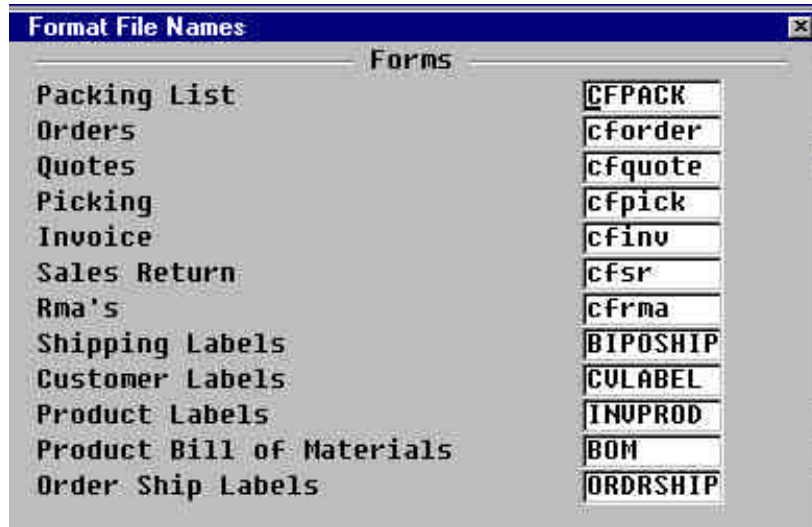
Select any form then click on the NAMES button on the tool bar. Place your cursor in each form format name field and press the F5 function key to get a popup list of format names. Choose the correct format name as displayed in the figure below. The only formats required for Check Factory begin with the letters CF...

Forms	
Purchase Order	CFPO
Merchandise Received	CFMR
Purchase Return	CFPR
Invoice	CFINU
Sales Return	CFSR
Statement	CFSTATE
Statement Balance Due Line	STATEBAL
Billing Packing List	Packlist
Purchasing Check List	PLAINCL
Product Bill of Materials	BOM

Labels	
Billing/Purchasing Product	BIPOPROD
Billing/Purchasing Shipping	BIPOSHIP
Inventory Product	INUPROD
Customer/Vendor	CULABEL

Letters	
Customer	SALE
Vendor	VENDLETT

DacEasy Accounting Form Formats



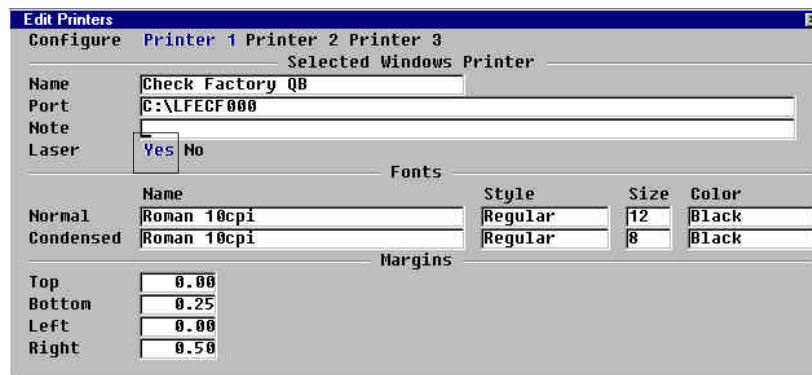
DacEasy Order Entry Form Formats

Press F10 or click on the Process button to save your changes.

Dac Easy Payroll Module

Add a Check Factory printer in DacEasy

In DacEasy Payroll, click on **Edit, Defaults, Printers**. Configure a DacEasy printer as displayed in the figure below.



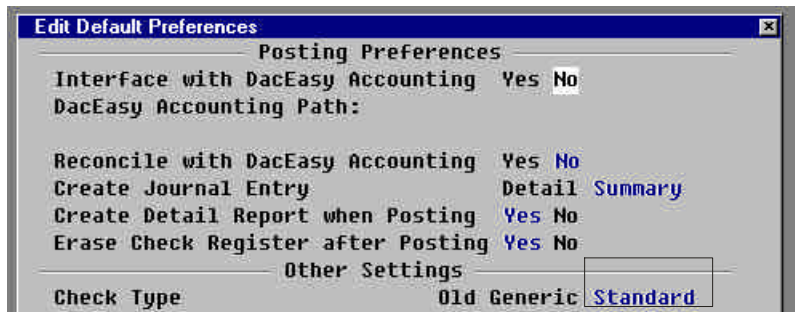
Make sure Laser = YES

Check Factory printer on C:\LFECF000

Press F10 or click on Process to save.

Dac Easy Payroll form type

Select Edit, Defaults, Preferences:



Verify that the Check Type = STANDARD

4 Run the Check Factory program

Windows 95/98: On Start Menu, Programs, Click Check Factory for DacEasy.

Windows 3.1: Click on the Check Factory icon in the Check Factory program group.

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 B as described above.

DO NOT ATTEMPT to select the Check Factory printer (Printer A). Select ONLY a HP compatible PCL5 type laser 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 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

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 DacEasy for Windows:

In DacEasy select **Transactions, Cash Print, Checks**. Print checks as you normally would. When prompted to select a printer select the Check Factory printer on C:\LFECF000.

Report Disposition

Report Disposition Screen Printer File

Printer **Printer 1** Printer 2 Printer 3

Name

Port

Note

File Information

Path & File Name

File Format

Export Type

Text Delimiter

Field Delimiter

Margins

Top

Bottom

Left

Right

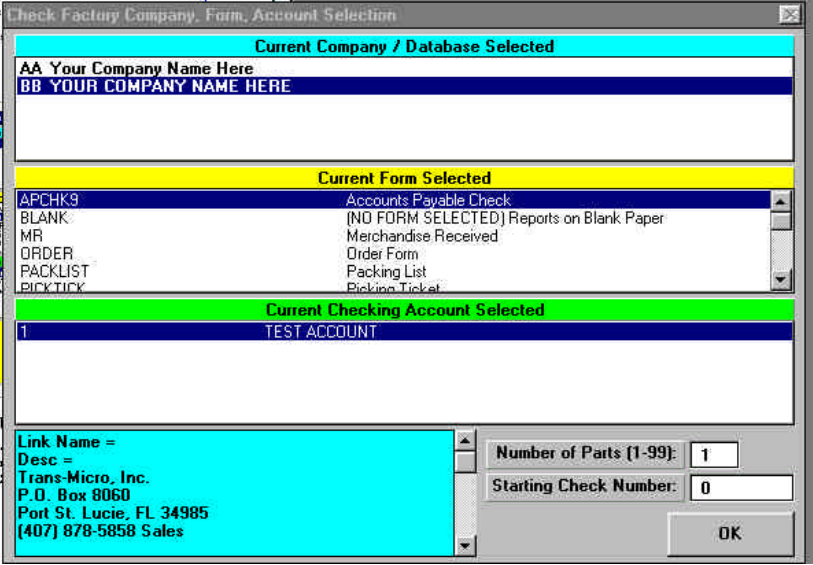
Press OK to initiate the print job.

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 (check forms only).

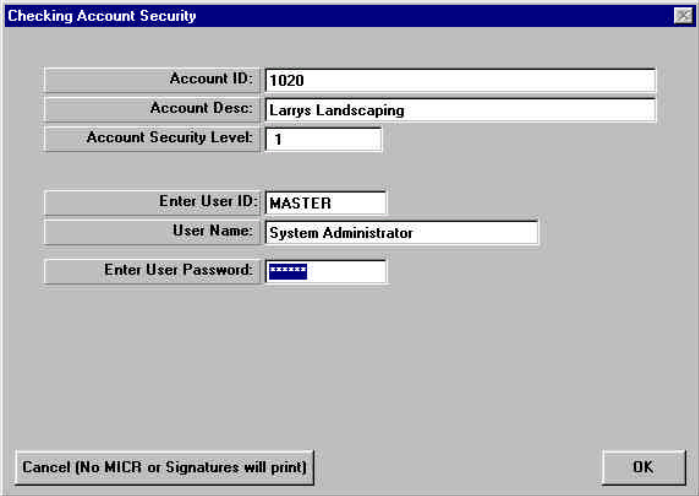
Press OK



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.



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 DacEasy for Windows 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 95)

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

Click the Windows 95 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.

Adding/Changing a Port (Windows 3.1)

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

Open the WIN.INI file in your Windows directory. Locate the [PORTS] section in the file. Add this line to the ports section:

C:\LFECF000=

Save the file.

Note: C:\LFECF is followed by three zeros! Not the letter "O".