

Software Setup Guide

**for:
Great Plains Dynamics
and
Dynamics C/S + Software**

Revised 02/28/02

Software Setup Guide for Great Plains DYNAMICS

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Fairfield, FL
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Installation

1 Install the Check Factory 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!

On a workstation, map a drive to the network server holding your Dynamics data files. If you do not have a DYNAMICS folder on your server, create one. You MUST map a drive. The SETUP and Check Factory programs do not work with UNC path names.

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

If you are sure that you are installing to the DYNAMICS folder on the server and you get a message stating “Can’t find DYNAMICS.EXE”, ignore the message.

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 DYNAMICS 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 Dynamics and Check Factory

IMPORTANT!

There are TWO windows printers involved when using Check Factory. It is important to understand the function of each printer.

Printer 1: This is the printer that your accounting software prints to. We call this the **Check Factory** printer. It prints to the file: C:\LFECF000. This is the printer that you 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

Dynamics will print to this printer when Check Factory services are required.

Add a windows printer. Select the HP LaserJet III or HP LaserJet IV driver ONLY.

Connect this printer to:

C:\LFECF000 <Unknown Local Port>

Printer 2

The Check Factory program will print to this 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.

For detailed printer installation instructions see:

- "User Guide"
- "Installation"
- * "3. Add Check Factory printers"

3 Create modified report formats

Run the Dynamics Report Writer.

ACCOUNTS PAYABLE CHECKS:

Select Reports

Find “Check with Stub on Top and Bottom” in list of reports.

Insert it in the Modified reports box.

Highlight “Check with Stub on Top and Bottom” and click on Modify.

Under Printing Options check the following boxes:

Printing Options

X First Page Header

X Last Page Footer

X Pre Printed Form

Under Format Options check the following box:

Format Options

X Text Report

Under text report options check the following boxes:

Text Report Options

X 17 characters per inch

X Six lines per inch

Now Click on the LAYOUT button.

The check layout will now appear. Place the following text and field information on the Body of the check. Each on its own line. The bar “|” character is the symbol above the backslash “\” on your keyboard. Items surrounded by a box are a Dynamics field. Do not put spaces between the double bar symbols ||, other spaces are not important. :

Find “Employee Checks Stub on Top and Bottom-L” in list of reports.

Insert it in the Modified reports box.

Highlight “Employee Checks Stub on Top and Bottom-L” and click on Modify.

Under Printing Options check the following boxes:

Printing Options

X Pre Printed Form

Under Format Options check the following box:

Format Options

X Text Report

Under text report options check the following boxes:

Text Report Options

X 17 characters per inch

X Six lines per inch

Now Click on the LAYOUT button.

The check layout will now appear. Place the following text and field information on the Body of the check. Each on its own line. The bar “|” character is the symbol above the backslash “\” on your keyboard. Items surrounded by a box are a Dynamics fields that are dragged on to the screen from the report writers’ field lists. Do not put spaces between the double bar symbols ||, other spaces are not important. :

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Add the following text to the above on your payroll check:

```
||SPELLEDOUT=YES||
```

Then remove the field on the check that spells out the amount. It is a very long field on the face of the check called Amount Spelled.

Check Factory already knows the check amount. With the SPELLEDOUT command it will now spell out the amount in 12 pt Bold Helvetica font as shown below:

***** Three Hundred Forty Dollars and 89 Cents *****

This feature may be added to the AP check in the same fashion.

Save the layout and return to the modified reports screen.

Other Forms:

Long Invoice

Select Reports

Find “Long Invoice Form” in list of reports.

Insert it in the Modified reports box.

Highlight “Long Invoice Form” and click on Modify.

Under Printing Options check the following boxes:

Printing Options

X Pre Printed Form

Under Format Options check the following box:

Format Options

X Text Report

Under text report options check the following boxes:

Text Report Options

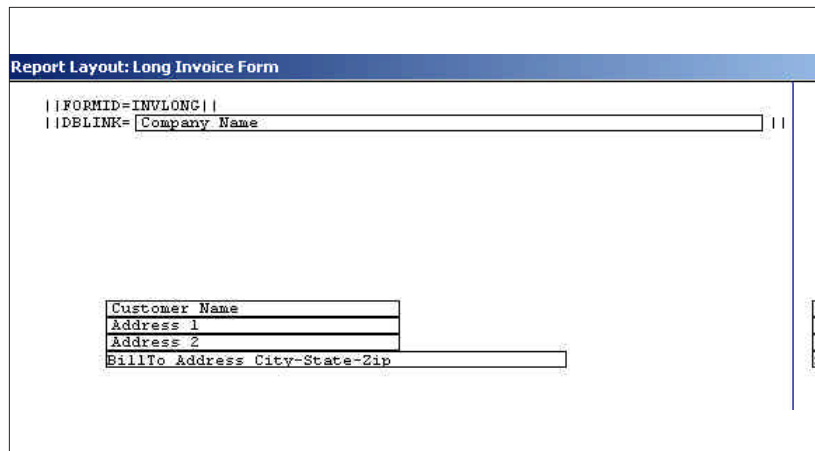
X 17 characters per inch

X Six lines per inch

Now Click on the LAYOUT button.

The check layout will now appear. Place the following text and field information on the Body of the check. Each on its own line. The bar “|” character is the symbol above the backslash “\” on your keyboard. Items surrounded by a box are a Dynamics fields that are dragged on to the screen from the report writers’ field lists. Do not put spaces between the double bar symbols ||, other spaces are not important. :

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Long Invoice

|| FormID = INVLONG ||

|| DBLINK = [Company Name] ||

The field above is actually made up of THREE fields in the report. Field 1 is the literal “||DBLINK=”, Field 2 is “[CompanyName]”, and Field 3 is the literal “||”.

[Company Name] is a field DRAGGED from the Toolbox, Files list box, Globals.

Save the layout and return to the modified reports screen.

Repeat the above steps for the following reports:

RM Statement Long	Use FORMID=STMTLONG
SOP Long Invoice	Use FORMID=SOPINVL
SOP Long Order	Use FORMID=SOPINVL
SOP Long Return	Use FORMID=SOPQTEL
SOP Long Backorder	Use FORMID=SOPQTEL
SOP Long Quote	Use FORMID=SOPQTEL
SOP Long Picking Ticket	Use FORMID=SOPPICKL

SOP Long PackingList Use ||FORMID=SOPPACKL||

4 Setup Dynamics user security to access modified reports

Next you must allow user access to the modified reports through DYNAMICS. If you do not allow user access to the modified reports Check Factory WILL NOT WORK! (The unmodified reports will be used.)

From the Dynamics menu select SETUP, SYSTEM, enter your password, then select SECURITY.

When the Security Setup screen appears select the user whose security you need to modify. Select the following:

Product: DYNAMICS

Type: Modified Reports

Series: Purchasing

In Access List:

Mark with all with an '*'

Type: Modified Reports

Series: Payroll

In Access List:

Mark with all with an '*'

Type: Modified Reports

Series: Sales

In Access List:

Mark with all with an '*'

Click on OK to save. Repeat for each user that is to use the modified check reports.

5 Verify User Access to Reports

Run Dynamics by logging in as each user that you have granted security to, for the modified reports. Go to payroll and accounts payable and print an alignment to the laser printer (do not print to the Check Factory printer at this time) using the report formats modified above. If proper security has been granted and you have modified the reports correctly, you will see the '| |' delimited text and field information printed on the face of the check alignment.

Do not proceed until you are able to print the modified check formats for each user that is going to be using Check Factory. Check Factory WILL NOT WORK if the modified report information is not sent in the print job. Your output will show the double bar commands printed on the page similar to what you saw in the report writer screen.

NOTE:

Only the "Check with Stub on Top and Bottom" and "Employee Check Stub on Top and Bottom" and all forms listed above may be used, all other formats are not supported.

Check Factory does not support SHORT or OTHER format Dynamics reports.

6 Run the Check Factory program

Click Start Menu, Programs, Check Factory for Dynamics.

7 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.

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

8 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.

9 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. Each account is linked to a Check Factory company via the Company ID. The PRAPCode determines if the account is an AP or PR type of account. Not linking the account correctly will cause Check Factory to be unable to find the account at print time.

To enter or edit the MICR account numbers you must consult the “Check Factory Addendum” elsewhere in this binder. The Check Factory Addendum is not included with DEMO software.

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.

10 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 elsewhere in the documentation.

11 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.

12 Test with Dynamics and Check Factory

Make sure Check Factory is minimized and running in another task under Windows.

Run Dynamics.

Change printer driver for use with Check Factory

From the Dynamics File menu select Printer Setup.

Select the Check Factory HP printer driver that is connected to C:\LFECF000

This is the driver that you will print to from Dynamics so Check Factory can process it.

Print some checks and forms from a test company.

Make sure that you have selected the Check Factory HP printer driver printing to C:\LFECF000 in the Dynamics printer setup

Select Transactions

Select Purchasing

Select Print Checks

Select a batch

Select "Checks with Stub on Top and Bottom"

Click on PRINT

Click on the Printer BOX

Click on OK

Click on OK to print the report

The alignment check will now print to the file C:\LFECF000. When it completes printing Check Factory will detect the presence of the file, popup and process it.

Check Factory will scan the file looking for the '|' delimited information that you previously included in the report.

When you are satisfied that all is well, start printing from your regular data.

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 C:\LFECF000. 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!