

SOFTWARE SETUP GUIDE

**For:
Elliott for Windows**

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Installing Check Factory for Elliott

Quick Start

There is no “quick” way to install Check Factory. Like your accounting software, Check Factory must be installed step by step, methodically paying attention to detail. Most of tech support calls come from people who dive right in and do not bother to follow the instructions. Below is a summary of the steps required to install Check Factory .

Installation Summary

- I** Familiarize yourself with the Check Factory software and what it does. Read the “User Guide” cover to cover.
- I** Open the “Reference Guide” and skim through it, stop and read any points of interest to your specific needs. The Reference Guide gives you detailed information, field by field, on how to configure Check Factory .
- I** Now, and only now, install Check Factory by following the instructions below for installation specific to Elliott.
- I** If you have questions about how to do something in Check Factory, read the “How To Guide”, it follows the “Software Setup Guide” in the binder.

Installation

Note: If you are installing on Windows Terminal Server and/or Citrix Metaframe, please see the Terminal Server/Citrix page on our web site at: www.checkfactory.com

1. Install the Check Factory program

Check Factory must be installed on a server drive so that all users can access the same Check Factory data files.

A. From a workstation, map a drive letter to the server drive that holds your Elliott data files.

B. Click on **START, RUN**. Type in **A:\SETUP** to run the SETUP.EXE program on disk 1. Click **OK**. When asked for a path to install to, please enter or select the Elliott directory path on your server. Check Factory will make its own directory called CFACTORY below your Elliott directory.

Example: F:\Elliott

After the Setup program completes, it will create a Check Factory for Elliott Program Group or Start Menu item.

1a. Workstation Install

The initial workstation must be installed using the original floppy disk set of install disks.

Each additional workstation should be installed by running the WSSETUP.EXE program located in the CFACTORY folder on the server. WSSETUP must be executed from a mapped drive letter to the server drive.

Example:

You map drive letter F: to server \\myserver\d-drive.

Click on **Start, Run**. Next press **Browse**. Navigate to the **WSSETUP** program located in the CFACTORY folder on the server drive. Click **OK** to run the program. Please follow the prompts. Please reboot the workstation after running WSSetup.

2. Add the Check Factory Printer

The following instructions replace the printer setup instructions in: **User Guide, Installation and Testing, 3. Add Check Factory printers.**

The Check Factory printer MUST be added to EACH workstation using Check Factory.

The purpose of the Check Factory printer is to allow your Elliott software to print its' checks to a file instead of the physical printer. Check Factory will find the file, add the form overlay and MICR and then send the print job to the physical printer.

The Check Factory Setup or WSSetup programs installed a printer port on your workstation called C:\LFECF000. You must ADD a CHECK FACTORY printer and connect it to this port. All printing from Elliott must use this printer to use Check Factory. **The Check Factory printer MUST use the Generic Text Only printer, Paper= Continuous - Page Break.**

Adding a printer: WIN9x,ME:

Click the Windows **START, 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 **GENERIC/TEXT ONLY** as the Printer.

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". 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**.

Change the Properties of the CHECK FACTORY printer

In the Printers window right click on the **CHECK FACTORY**
printer, click **Properties**.

Click on the **PAPER tab**.

From the dropdown list select **CONTINUOUS - PAGE BREAK**.

Click **OK** to close the window.

Adding/Changing a Port (Windows 9x, ME)

*This is only required if you were unable to select C:\LFECF000
as the port while adding the Check Factory printer.*

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.

Click **OK** to close the window.

3. Run Check Factory

The Check Factory program **MUST** be running and minimized while Elliott is running in order to process checks.

Click on the **Start Button, Programs, Check Factory for Elliott, Check Factory**. The Check Factory program will start.

If you have not yet set up any companies or accounts you **MUST** do so now otherwise Check Factory will fail to operate.

See:

- “User Guide”
- Installation and Testing
- “Reference Guide”
- Check Factory Menu
- Checking Account Control File

Company Records

Add a Check Factory Company for each company that you have setup in Elliott. The DBLink field is not used. In the Company description field please enter the Elliott company code followed by the company name or description. Ex: ABC - ABC Company, INC.

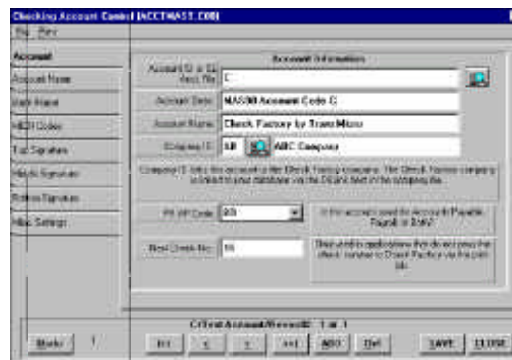
Check Factory for Elliott Accounting



Example of a correctly entered company record.

Checking Account Records

In Check Factory, Checking Account Control, add a checking account control record for each checking account you will use.



Example of a correctly entered Checking Account Control record.

4. Modify Elliott for use with Check Factory

Elliott Module Setup Changes

You must make a few minor changes to the Elliott setup windows to successfully use Check Factory.

AP Setup

Start the Elliott software, click :

Accounting
 Accounts Payable
 Util-setup
 AP Setup
 Change.

Change field# 34: **Print Checks on Laser?** [Y]. Click on Exit.

Click on Exit to return to exit the Accounts Payable module.

PR Setup

Accounting
 Payroll
 Util-setup
 PR Setup
 Change.

On the fifth page of setup data:

Change field# 10: **Print Checks on Laser?** [Y]. Click on Exit.

Click on Exit to return to exit the Payroll module.

5. Printing MICR Checks from Elliott with Check Factory

This section outlines the procedures needed to print Check Factory MICR checks with Elliott.

Please run the Check Factory program from the start menu and MINIMIZE it now.

Check Factory operates as a “middleman” between Elliott and your laser printer. In order for Check Factory to process your print job, you must first print your Elliott print job to the Check Factory printer on C:\LFECF000. This creates a file on your local hard disk that the Check Factory program is constantly looking for. When the file appears, Check Factory will disassemble the file page by page and insert the form overlay, graphics and other Check Factory information. Next Check Factory will prompt you to select a destination printer, and your Elliott print job will appear on your laser printer.

AP Check Printing

In the Accounts Payable Module select:

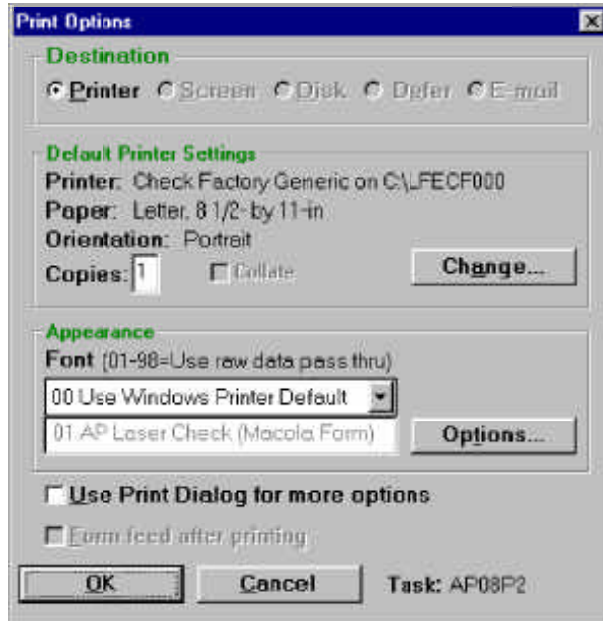
Processing
 Print AP Checks
 Print

When the Print Options screen appears:

Default Printer Settings:
 Check Factory printer on C:\LFECF000.

Click on OPTIONS, Select the AP Laser Check (MACOLA Form)

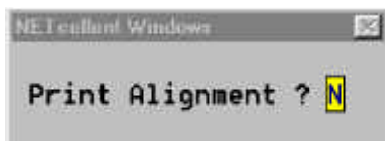
Appearance:
 00 Use Windows Printer Default
 01 AP Laser Check (Macola Form)



Click **OK**

Type DONE when prompted.

DO NOT print an alignment.



Fill out the AP data window.

After the checks are sent to the printer you will see the following prompt.

Are The Checks Just Printed Ok ?

WAIT! DO NOT CONTINUE! Check Factory will pop up in a few seconds. From the **Check Factory Company, Form, Account** selection screen please choose the Company that corresponds to the Elliott company, select the AP Check Form from the Forms list, select the checking account that corresponds to the account you are printing in Elliott.

Click **OK**, enter your User ID (default=MASTER) and Password (default=MASTER), click **OK**.

At the Destination printer screen click on **Print to Laser**.

After you have inspected your checks that have just printed, you may now **CONTINUE** and answer the question: Are The Checks Just Printed OK?.

PAYROLL Check Printing

In the Payroll Module select:

Processing
 Print Payroll Checks
 Print

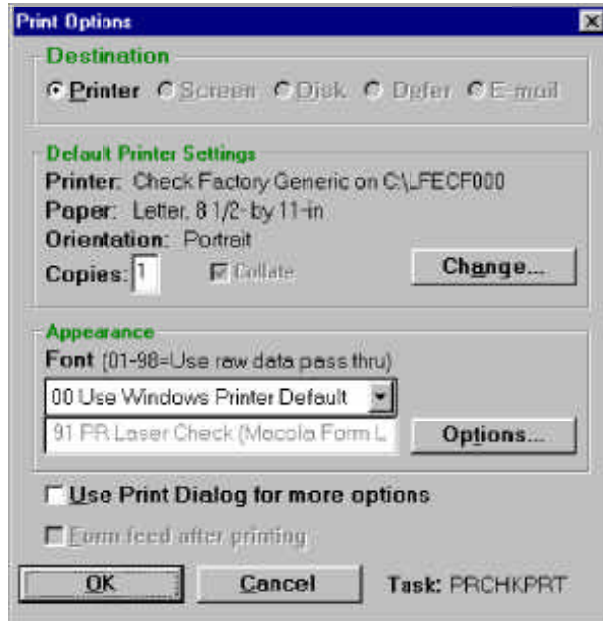
When the Print Options screen appears:

Default Printer Settings:
 Check Factory printer on C:\LFECF000.

Click on OPTIONS, Select PR Laser Check (Macola Form)

Appearance:
 00 Use Windows Printer Default
 91 PR Laser Check (Macola Form)

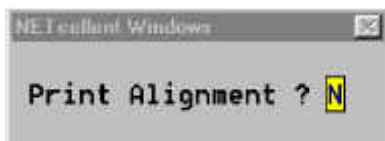
Check Factory for Elliott Accounting



Click **OK**

Type DONE when prompted.

DO NOT print an alignment.



Fill out the PR data window.

After the checks are sent to the printer you will see the following prompt.

Are The Checks Just Printed Ok ?

WAIT! DO NOT CONTINUE! Check Factory will pop up in a few seconds. From the **Check Factory Company, Form, Account** selection screen please choose the Company that corresponds to the Elliott company, select the PR Check Form from the Forms list, select the checking account that corresponds to the account you are printing in Elliott.

Click **OK**, enter your User ID (default=MASTER) and Password (default=MASTER), click **OK**.

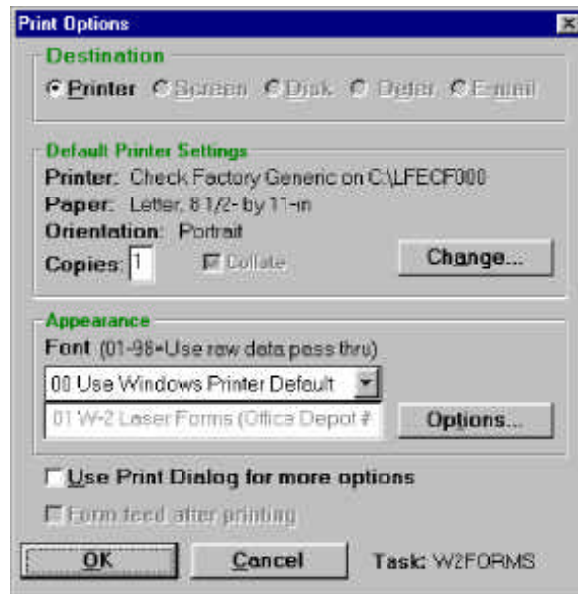
At the Destination printer screen click on **Print to Laser**.

After you have inspected your checks that have just printed, you may now **CONTINUE** and answer the question: Are The Checks Just Printed OK?.

Print W2's to plain paper

In the Payroll Module choose Processing, Print / Create W-2 Forms, Print, Print W2 Forms.

Change the window as shown below. Make sure copies is set to 1. Multiple copies are ALWAYS set in Check Factory.



Check Factory for Elliott Accounting



Do not print the alignment.

Fill out the W2 data window and start the print process.

Wait for Check Factory to pop up, Choose the W2 Laser form from the Forms menu, click OK, click Print to Laser.

Please see the User Guide, Reference Guide, Check Factory Addendum and How to Guide for detailed information regarding Check Factory.