How To Guide

Contents

How To Guide

About the How To Guide

The How To Guide answers the most common questions about how to perform the most common tasks in Check Factory. It is intended as a quick reference and will point you to the sections in the manuals that cover the items in detail.

Add a new Company

Select the Company Control File from the Company drop down menu on the Main Check Factory screen. Click the ADD button at the bottom of the Company Control screen. Refer to the “Reference Guide”, Company Control File documentation for additional information regarding the necessary field information.

When the screen’s fields are all filled in correctly Click the Save button.

Important! There must be one company installed in Check Factory for each company or database in your accounting software.

Refer to:
“Reference Guide”
Company Menu
Company Control File

Delete a Company

Select the Company Control File from the Company drop down menu on the Main Check Factory screen. Using the navigation keys make the company you wish to delete the current record. Press the DEL button. Selecting the Close button will cause the company record(s) to be deleted.

You cannot delete a company if there are Checking Account records linked to that company. A message will be displayed to notify you. You must re-link or delete associated accounts first.

Refer to:
"Reference Guide"
Company Menu
Company Control File

Add a Graphic To a Form

Note: All scanned images imported in to Check Factory MUST have a resolution of 300 x 300 dots per inch. If your image does not print in the size that you expect, it will be because the resolution is not 300x300.

Select the Form Control File from the Forms drop down menu on the Main Check Factory screen. Using the lookup buttons to select the correct company and form. Select the Logos and Graphics Tab.

NOTE:
If the form is a MICR Check, the graphic will print on the check form for all accounts linked to the company that is linked to this form. Graphic images for MICR checks are usually installed in the Checking Account Control record and are specific to an account.

Refer to:
"Reference Guide"
Preface
Graphic Image Control Window
Forms Menu
Form Control File

Add a New Checking Account

Select the Checking Account Control File from the Check Factory drop down menu on the main Check Factory screen. Click the Add button at the bottom of the screen.

When the all 8 tabs for the new account have been filled out, Click the Save button at the bottom of the screen.

Important! For reliable operation, all checking accounts must be correctly linked to the Check Factory company that owns the account. This is done through the Company ID field.

Refer to:
"Reference Guide"
Check Factory Menu
Checking Account Control File
"Check Factory Addendum"
Editing or Adding MICR Account Numbers

Copy an Account

Select the Checking Account Control File from the Check Factory drop down menu on the main Check Factory screen. Select the Add button at the bottom of the screen. Select File from the top left corner of the screen. Select Copy Record. When presented with a list of the installed accounts, Select the account you wish to copy. When you've made the necessary additions and changes, Click the Save button at the bottom of the screen.

Refer to:
"Reference Guide"
Check Factory Menu
Checking Account Control File

Change a MICR Account Number

Select the Checking Account Control File from the Check Factory drop down menu on the main Check Factory screen. Select the Account you wish to work with. Select the MICR Codes tab from the left side of the screen.

Click the Save button at the bottom of the screen.

Refer to:
"Reference Guide"
Check Factory Menu
Checking Account Control File
"Check Factory Addendum"
Editing Or Adding Micr Account Numbers.

Add a Signature Graphic

Note: All scanned images imported in to Check Factory MUST have a resolution of 300 x 300 dots per inch. If your image does not print in the size that you expect, it will be because the resolution is not 300x300.

Select the Checking Account Control File from the Check Factory drop down menu on the main Check Factory screen.

Select the Account you wish to work with. Select the appropriate Signature tab from the left side of the screen. Check the Signature Enable box, and then Select the Signature Graphics button.

Refer to:
"Reference Guide"
Preface
Graphic Image Control Window
Check Factory Menu
Checking Account Control File

Add an Account Logo

Note: All scanned images imported in to Check Factory MUST have a resolution of 300 x 300 dots per inch. If your image does not print in the size that you expect, it will be because the resolution is not 300x300.

Select the Checking Account Control File from the Check Factory drop down menu on the main Check Factory screen. Select the Company and Account you wish to work with. Select the Account Name tab from the left side of the screen. In the Graphics/Logos window at the bottom of the screen, check the Enabled box and Click the Graphics / Logos button. Follow the directions given in the Checking Account Control section of the "Reference Guide".

Refer to:
"Reference Guide"
Preface
Graphic Image Control Window
Check Factory Menu
Checking Account Control File

Add a Bank Logo

Note: All scanned images imported in to Check Factory MUST have a resolution of 300 x 300 dots per inch. If your image does not print in the size that you expect, it will be because the resolution is not 300x300.

Select the Checking Account Control File from the Check Factory drop down menu on the main Check Factory screen. Select the Company and Account you wish to work with. Select the Bank Name tab from the left side of the screen. In the Graphics/Logos window at the bottom of the screen, check the Enabled box and Select the Graphics / Logos button. Follow the directions given in the Graphic Image Control section of the manual.

Refer to:
"Reference Guide"
Preface
Graphic Image Control Window
Check Factory Menu
Checking Account Control File

Use Check Factory as a check signer to SIGN preprinted checks ONLY.

To use Check Factory as a check signer only, there are two main steps to perform.

1> Add a Checking Account Control record for the account. This must be done event though you are not printing a MICR line. The signatures are controlled in this record.

Enter the Account ID, Account Description, Company ID, PRAPCode, Account Name and Bank Name.

Disable the Account Name, Bank Name, Transit Number, On Us Number, Check Number, Amount Field. Do not enter Starting Check Number or Fractional Routing Code.

Enable any signatures that you want to print on the checks.

2> Since you are using preprinted checks, the form overlay (lines and boxes) must be disabled in Form Control Record for the form and company that owns the above account. Select Forms from the Check Factory drop down menu. Select Form Control File. Select the check form and the company. Make the above changes.

"Reference Guide"
Preface
Graphic Image Control Window
Check Factory Menu
Checking Account Control File

Use a Laser Printer Signature Cartridge

Select the Checking Account Control File from the Check Factory drop down main Check Factory screen. Select the Account you wish to work with. Select a Signature tab from the left side of the screen. Check the Signature Enable box. Select the Signature Graphic button. Type the Signature Cartridge's Escape code sequence in the lower left field on the screen. Your Signature Cartridge's vendor will supply these codes. Select Save.

Refer to:
"Reference Guide"
Preface
Graphic Image Control Window
Check Factory Menu
Checking Account Control File
Cartridge Codes

Add a Check Factory User. (Security Control)

Select the Security Control File from the Check Factory drop down menu on the main Check Factory screen. Select the Add button at the bottom of the screen. Follow the directions given in the Security Control section of the manual regarding field information. When the screen is correctly filled out, Select the Save button at the bottom of the screen.

Refer to:
"Reference Guide"
Check Factory Menu
Security Control File

Define and Align additional MICR printers

Select the Define/Align New Printer from the Print drop down menu on the main Check Factory screen. Select the correct printer from the list of available printers. Select the correct check form from the list of available Check Formats. Select the correct cartridge or font using the down arrow on the Select MICR Font screen. Proceed to the Alignment process referring to the MICR Alignment section of the manual.

Refer to:
"Reference Guide"
Print Menu
Define / Align New Printer

Install a custom form from Trans-Micro

See the instruction sheet that came with your custom form.