

SOFTWARE SETUP GUIDE

**For:
MAS 90 for Windows**

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Installing Check Factory for MAS 90

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

- ┌ Familiarize yourself with the Check Factory software and what it does. Read the “User Guide” cover to cover.
- ┌ 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 .
- ┌ Now, and only now, install Check Factory by following the steps in the “User Guide”, Installation and Testing section.
- ┌ Finally, follow the instructions below for installation specific to MAS 90.
- ┌ 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

1. Install the Check Factory program

Follow the instructions in the “User Guide”, Installing and Testing section before proceeding to step 2!

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 MAS 90 data files.

B. When asked for a path to install to, please enter or select the MAS90 directory path on your server. Check Factory will make its own directory called CFACTORY below your MAS90 directory.

Example: F:\MAS90

After the Setup program completes, it will create a Check Factory for MAS 90 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. Enter F: at the Open: field prompt. Next press Browse. Navigate to the WSSETUP program located in the CFACTORY folder. Click OK to run the program. Please follow the prompts. Please reboot the workstation after running WSSetup.

2. Setting up the Check Factory Printer

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

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 MAS 90 must use this printer to use Check Factory. The Check Factory printer MUST use the HP Laserjet IV driver. Do not use any other driver! (You may use a HP Laserjet III driver if your laser printer is not HP IV compatible).

See:

- “User Guide”
- Installation and Testing
- Add a Check Factory Printer

3. Run Check Factory

The Check Factory program MUST be running and minimized while MAS 90 is running in order to process checks and forms.

Click on the Start Button, Programs, Check Factory for MAS90, Check Factory. The Check Factory program will start.

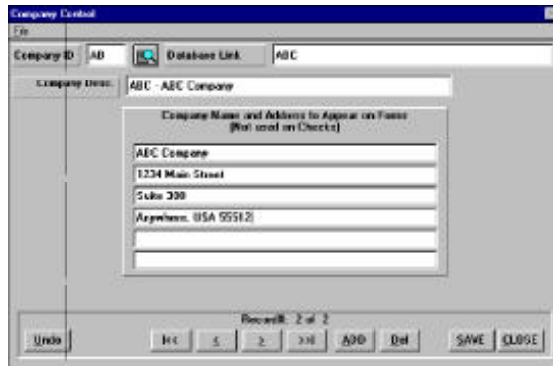
If you have not yet set up any companies or accounts you MUST do so now otherwise Check Factory will fail to operate.

See:

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

Company Records

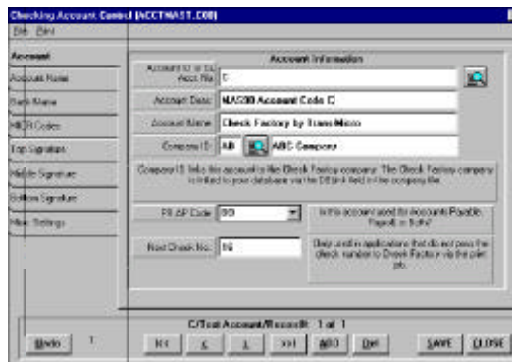
Add a Check Factory Company for each company that you have setup in MAS 90. In the DBLink field of the Company record enter the three-letter MAS90 company code. In the Company description field please enter the MAS90 company code followed by the company name or description. Ex: ABC - ABC Company, INC.



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. Use the MAS90 Bank Code for the Account ID / GL Account Number.



Example of a correctly entered Checking Account Control record.

4. Run MAS90

MAS90 Module Setup Changes

Check Factory uses modified MAS90 Crystal reports. Please enable Graphical Reports in any modules that you will be using Check Factory with.

AP, Setup, Accounts Payable Options, 1. Main

Use Graphical Forms [X]

PR, Setup, Payroll Options, 1. Main

Use Graphical Forms [X]

AR, Setup, Accounts Receivable Options, 3. Integrate

Use Graphical Forms [X]

PO, Setup, Purchase Order Options, 1. Main

Use Graphical Forms [X]

SO, Setup, Sales Order Options, 2. Additional

Use Graphical Forms [X]

5. Run MAS 90 Report Manager

Check Factory replaces Preprinted format #1 for each module in the REPORTS folder and in the REPORTS\###-### folder. The modified Crystal reports contain formula fields that pass specific information to Check Factory. The information passed in the formula fields may be the Form ID, Company ID, Check Number, Check Amount and the Checking Account ID. Please see the appendix at the end of the Software Setup Guide for details.

To be certain that MAS90 uses the Check Factory modified report, you must delete any company specific custom formats for the following:

Application	Report Name	Installed Forms
Accounts Payable	A/P Checks	1 - A/P Checks Preprinted
Accounts Receivable	A/R Customer Statements	1-A/R Customer Statements - Preprinted
Accounts Receivable	A/R Invoice	1-A/R Invoice - Preprinted
Payroll	P/R Checks	1 - P/R Checks - Preprinted
Purchase Order	P/O Purchase Order	1 - P/O Purchase Order - Preprinted
Purchase Order	P/O Return Order	1 - P/O Return Order - Preprinted
Sales Order	S/O Invoices	1 - S/O Invoices - Preprinted
Sales Order	S/O Sales Order	1 - S/O Sales Order - Preprinted

6. Replace MAS 90 Report Formats

You must replace the MAS90 Format 1 Preprinted crystal reports for each MAS90 module with Check Factory modified reports.

Please run the program **REPLRPTS.EXE** in the **MAS90\CFACORY** folder. It will replace the following reports in the REPORTS folder and the REPORTS\###-### folder:

Form Name	MAS90 Crystal report	Check Factory name
AP Check	APWFJA1.rpt	CFAP.rpt
PR Check	PRWFQA1.rpt	CFPR.rpt
Statement	ARWFGA1.rpt	CFStmt.rpt
AR Invoice	ARWFHA1.rpt	CFARInv.rpt
Purchase Order	POWFAA1.rpt	CFPO.rpt
PO Return	POWFBA1.rpt	CFPORet.rpt

Form Name	MAS90 Crystal report	Check Factory name
SO Invoice	SOWFEA1.rpt	CFSOInv.rpt
Sales Order	SOWFAA1.rpt	CFSO.rpt

7. Printing Forms with Check Factory

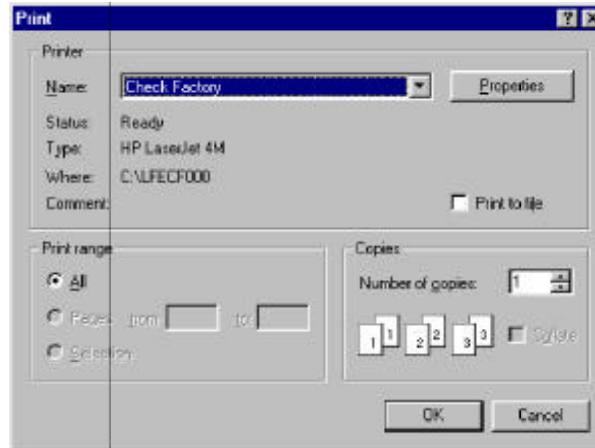
This section outlines the procedures needed to print Check Factory forms with MAS90.

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

Check Factory operates as a “middleman” between MAS90 and your laser printer. In order for Check Factory to process your print job, you must first print your MAS90 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 MAS90 print job will appear on your laser printer.

In your MAS90 print window, verify that Check Factory appears at the lower left corner of the window. If another printer is listed please click on the **Print Setup** button and select the Check Factory printer from the dialog. See below:

Printer Setup



AP / PR, Check Printing, Check Printing

Verify:

The Check Factory printer is selected.

Accounts Payable:

Verify:

Form Code# 1 - A/P Checks - Preprinted is selected.

Multi-Part Enable is Disabled (Check Factory controls multiple parts)

Payroll:

Verify:

Form Code# 1 - A/P Checks - Preprinted is selected.

Multi-Part Enable is Disabled (Check Factory controls multiple parts)

Selection	All	Starting	Ending
Vendor Number	<input checked="" type="checkbox"/>	00-	99- ZZZZ
Check Entry No.	<input checked="" type="checkbox"/>	001	999

Click on the Print button to print your checks. The next screen you see will be the Check Factory, Checking Account Security screen. Enter your user ID and Password. The default is **MASTER** and **MASTER**. Press OK

Next you will select the printer that the checks will actually print to. Press Print to Laser.

HP LaserJet 4M on LPT1:

Print to Laser

Cancel

Forms printing in AR, PO, SO

The forms printing process is similar to printing checks except that you are not prompted for Check Factory security. The following is an example of printing the AR Invoice form.

Accounts Receivable, Main, Invoice Printing

Verify:

Form Code# = 1 A/R Invoice - Preprinted

Printer = Check Factory

Multi Part Enable is not selected.

Press the Print button. After MAS90 outputs the print job to the Check Factory printer you will see the Check Factory Destination printer window pop up. Verify the correct destination printer is selected. Press Print to Laser.

Appendix A Trigger Codes

Automatic Check and Form Printing

Using the above reports with Check Factory running will result in completely automatic operation. The Check Factory custom report formats have special formula fields in each report that passes to Check Factory, the MAS90 Company Code , the Form ID, and in the case of checks, the Checking Account CODE, Check Dollar Amount, and Check Number.

With this information, Check Factory will automatically select and print the correct form without operator intervention. If however Check Factory cannot associate the information passed to it, it will ask the operator to intervene.

The formula field creates a data string (we call this string the Trigger Codes) which is intercepted by Check Factory and removed before the job is printed to the printer. The data string uses the delimiter “| |” double bar (the symbol above the backslash on your keyboard).

Trigger Code formula fields:

The following formula fields have been added to the Crystal reports shipped with MAS 90 . The modified reports are provided by Check Factory. NO OTHER PROGRAMMING CHANGES HAVE BEEN MADE IN THE REPORTS.

This information is provided in case you wish to add the trigger information to reports that you have already modified and do not wish to use the reports provided by Trans-Micro.

AP Check (apwfja1.rpt)

Field Name: CF

Formula:

```
StringVar array CFData :=  
[ "SC", "CSS", "SCS", "SSC", "SCSC", "CSCS", "CS" ] ;
```

```
" || FORMID= AP" + CFData [{"@Format"}] +  
" || DBLINK=" + {SY0_CompanyParameters.CompanyCode} +  
" || CHECKNO=" + {AP_20CrystalCheckHeader.CheckNumber} +  
" || CHECKAMT=" + ToText({AP_20CrystalCheckHeader.CheckAmount}) +  
" || ACCOUNTID=" + {AP_20CrystalCheckHeader.BankCode} + " || " ;
```

PR Check (prwfga1.rpt)

```
StringVar array CFData :=  
["SC", "CSS", "SCS", "SSC", "BLANK", "BLANK", "BLANK"] ;  
" || FORMID= PR" + CFData [{"@Format"}] +  
" || DBLINK=" + {SY0_CompanyParameters.CompanyCode} +  
" || CHECKNO=" + {PR_31CrystalCheckHeader.CheckNumber} +  
" || CHECKAMT=" + {@Amount Field} +  
" || ACCOUNTID=" + {PR_31CrystalCheckHeader.BankCode} + " || " ;
```

AR Statement (arwfga1.rpt)

Field Name: CF

Formula:

```
" || FORMID=STMT || DBLINK=" + {SY0_CompanyParameters.CompanyCode}  
+ " || "
```

AR Invoice (arwfha1.rpt)

Field Name: CF

Formula:

```
" || FORMID=ARINV || DBLINK=" + {SY0_CompanyParameters.CompanyCode}  
+ " || "
```

PO Purchase Order (powfaa1.rpt)

Field Name: CF

Formula:

```
" || FORMID=PO || DBLINK=" + {SY0_CompanyParameters.CompanyCode} +  
" || "
```

PO Purchase Order Return (powfba1.rpt)

Field Name: CF

Formula:

```
" || FORMID=PORET || DBLINK=" + {SY0_CompanyParameters.CompanyCode}
+ " || "
```

SO Invoice (sowfea1.rpt)

Field Name: CF

Formula:

```
" || FORMID=SOINV || DBLINK=" + {SY0_CompanyParameters.CompanyCode}
+ " || "
```

SO Sales Order (sowfaa1.rpt)

Field Name: CF

Formula:

```
" || FORMID=SO || DBLINK=" + {SY0_CompanyParameters.CompanyCode} +
" || "
```

Appendix B Trigger Code explanation

DBLINK = {MAS90 Company Code}

FORMID = {Form ID found in Form ID field of Check Factory Form Control File}

ACCOUNTNO = {Checking Account ID (MAS90 Account Code) found in Checking Account Control File}

NOTE:

Check Factory passes the MAS90 checking account code in this field. You should enter the checking account code in the Account ID field of the Checking Account Master file record for this account. This way the checking account will be automatically selected at print time. Duplicate Account ID's are allowed in the Checking Account Master file because we only select from accounts that belong to the current company code.

CHECKAMT = {dollar amount of current check being printed}

CHECKNO = {current check number}

Note that each command is separated by (| |) and the line starts and ends with a (| |).

Trigger Code Fonts:

Trigger Codes embedded in the Crystal reports MUST be in a **printer resident font** such as **LINEPRINTER**.

To make printer resident fonts available in Crystal Reports:

Open a report.

Click on File, Printer Setup.
Disable the [] No Printer check box.
Select any HP PCL printer driver from the drop down list of printers.
Enable the [X] Default Properties check box.
Click OK .

LINEPRINTER font will now be available.

For more information about Trigger Codes, see:

“User Guide”
Introduction
How Does the Check Factory
Printing Process Work