

# Reference Guide

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# Preface

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# Typographic Conventions

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Data entry field names are displayed in this manual like the sample below:

**Data Field**

Window “Buttons” are either displayed graphically or as shown below:

**Button**

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# Standard Definitions:

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## Positions

### Horizontal Position

Horizontal positions are measured in decimal inches from the left edge of the page to the left edge of the object being positioned. For example ten and one half inches is expressed as 10.50 inches.

### Vertical Position

Vertical positions are measured in decimal inches from the top edge of the page to the top edge of the object being positioned. For example eight and one eighth inches is expressed as 8.125 inches.

## Offsets

Offsets are always optional but sometimes necessary to position graphic objects so that they print in the right place. Since graphic objects vary greatly in size it is impossible to define one position that will work for all sizes of objects.

An offset is a relative position. This means that the final position of the object is comprised of the absolute position (described above) plus the offset position. The offset position can be a positive or negative value.

### Horizontal Offset

A positive horizontal offset will shift the object to the right. A negative horizontal offset will shift the object to the left.

### Vertical Offset

A positive vertical offset will shift the object down the page. A negative vertical offset will shift the object up the page.

A real life example using an offset:

You install a signature graphic in the Check Factory Control File. After doing a test print you find that the signature is printing about one quarter inch down below the line instead of right on the line like it should be. To correct the problem you press the SIGNATURE GRAPHIC button next to the signature field and open the Image Control containing the signature. You want to shift the signature up a quarter of an inch so you enter ... -.25 in the Vertical Offset field. Press Save to return to the Signature line window. When you do a test print you will find the signature is now in the right place!

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# Standard Windows

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Check Factory uses a standard button bar window for navigating records in the various data files that make up the Check Factory database, a standard graphic Image control for importing graphic images, and a standard font selection window for changing font sizes.

## Database Button Bar Window

The Button Bar window allows you to navigate through the records in the Check Factory database. Not all buttons are available on all windows. If the button is not visible it is by design, not omission.



Undo Button

The Undo button brings back the contents of the record you are working on prior to making changes to it. Any changes made to the record on any window tab are lost.



First Record

Causes the record to change to the first record available for this window. Changes made to the current record are validated and saved before moving.



Previous Record

Causes the record to change to the previous record. Changes made to the current record are validated and saved before moving.



Next Record

Causes the record to change to the next record. Changes made to the current record are validated and saved before moving.



Last Record

Causes the record to change to the last record available for this window. Changes made to the current record are validated and saved before moving.



Add

Pressing Add validates and saves the current record. All fields are cleared or set to their default values, ready for entry of data to the new record. A new record is not added to the database until the record is saved.



Delete

The Delete button is a toggle. Pressing it once causes the button window background to turn red, pressing it again changes the background to gray. The red background flags the record for deletion. You may flag as many records for deletion as you wish. The records will not be physically deleted until you press the Close button.



Save

Pressing Save causes the current record to be validated and saved to disk. Pressing save is optional as the record is validated and saved anytime you move off the current record.



Close

Pressing Close exits you from the current window. If you have unsaved changes you will be prompted to save the changes. If there are records flagged for deletion, they will be deleted without further warning.

# Graphic Image Control Window

The Graphic Image Window is the standard control for importing graphics in to Check Factory.



## Get Image Button

**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.

Selecting the Get Image File button displays the Windows browse dialogue window. File types supported by Check Factory can be seen by selecting the down arrow button. Check Factory only supports the listed bit mapped file types. Selecting your graphics file and then OK, returns you to the Check Factory Image Control screen. Your image is now displayed in the screen area with the image's dimensions and resolution at the bottom of the window. The file name is displayed in the Graphic File field.

## Test Print Button

Selecting the Test Print Image button will print the image to the laser printer.

### **Save Button**

Selecting the Save button converts the bit mapped graphic image to a PCL image and exits the window.

This image is now converted and linked with this record.

## **Twain Scanner Support**

If you have a correctly installed Twain compatible scanner, you may scan images directly in to the image window. Select Scanner from the menu bar. Select Acquire Image. Your scanner software should appear. Consult the documentation for your scanner as to how to actually scan the image. You must do your final scan at a resolution of 300 dots per inch. Do not scan in color as this will degrade the image when Check Factory converts it to black and white.

After the image is scanned into the image control press the Test Print Image button. If the image prints to large or to small, you have scanned the image at the wrong resolution. Please consult your scanner documentation about changing resolution.

## **Windows Clipboard Support**

The Image Control menu contains options for Copying images to, and Pasting images from the Windows clipboard, to the image window. Only bitmap images are supported in this process. Other image types will be ignored.

### **Brightness, Gamma, and Dither Method**

Brightness, Gamma, and Dither Method are used in special circumstances where a Color image is the only image available. By adjusting these settings and pressing the Convert to Monochrome button, you may get acceptable results. We do not recommend converting color images to monochrome.

## Offsets

### Horizontal and Vertical Offset

Horizontal and Vertical Offsets are visible when the graphic is associated with the Checking Account Control file. Offsets are used to shift the graphic image up or down, left or right, relative to the default position of the image as set in the Check Format Control File. Because a checking account record may be used with any number of Check Format records, there is no way to be certain that a graphic image, which can be any size, will always print where you expect it.

The Horizontal Offset shifts the image to the right when the value is greater than zero, and to the left when the value is less than zero.

The Vertical Offset shifts the image down when the value is greater than zero and up when the value is less than zero.

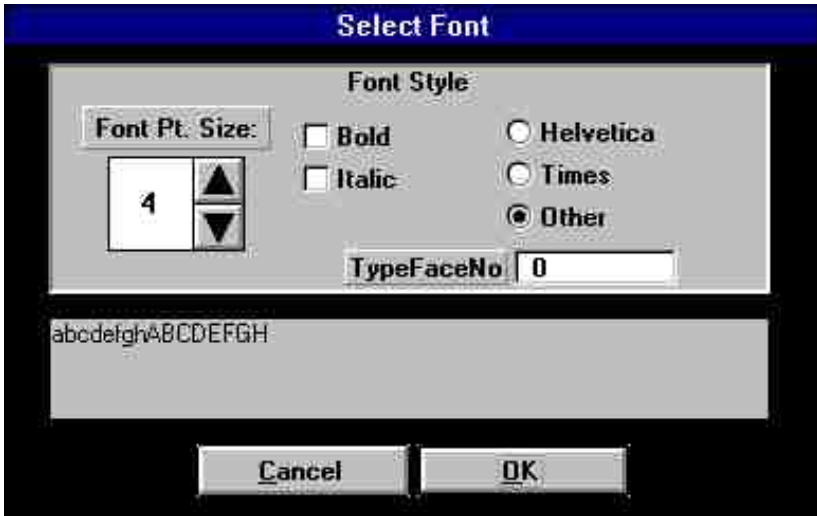
### Printer Resident Graphic Image

Check Factory gives you the ability to access a signature graphic cartridge resident in your laser printer. Consult the documentation for the escape codes required to access the graphics on the printer cartridge. Enter the escape codes in this field exactly as shown, upper and lower case is important. Use the (^) caret character for the escape character.

A **sample** escape sequence might be: “  
^(56K^&s1p12h0s1b1225T ”

## Font Selection Window

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### Font Selection

For maximum printing speed Check Factory uses the internal scaleable fonts of Hewlett Packard PCL4 or above compatible laser printers.

#### Point Size

Selecting the Up and Down arrows of the Point Size field you can change the size of the selected font.

#### Font Style

You may select Bold, Italic, or both.

#### Typeface

Helvetica and Times roman are standard.

If you wish to access another printer resident typeface you must know the typeface number. Click on Other and type in

the typeface number. Please consult your printer documentation for more information.

Press the OK button to save the settings..

Selecting the SAVE button at the bottom of the screen will save any changes you've made.

# Company Menu

# Company Control File

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## About the Company Control File

Selecting the Company menu and then Company Control File displays the Company Control screen. Check Factory is a very powerful database. It stores information about your company, your company's checking accounts, and forms that your company uses in tables. Check Factory links these tables together using logical identifiers such as Company ID.

A single company can have both multiple forms and multiple checking accounts. If you have multiple companies, Check Factory will store and manage a complete set of forms and checking accounts for each company. You can customize each form and checking account for each company. When a company is added to the Company Control File a complete set of forms from the Form Control Master File is added to the Form Control File and linked to that new company.

## Adding a New Company

To add a new company to the Company Control File, first Select the ADD button at the bottom of the screen. This will immediately clear all the fields on the screen and place the cursor in the Company ID field at the top left corner.



## Selecting Records to Work With

Throughout Check Factory you will be selecting specific forms, accounts, and records to work with. Check Factory will always present the last record you worked with in the Company and Form Control Files. By pressing the Lookup button, you will be presented with a list of available options. Clicking on an item in the list box and pressing OK will confirm the selection. Double clicking on an item is the same as pressing OK.

## Modifying a Company

If you need to change a company record, simply change the appropriate fields and Select the SAVE button at the bottom

of the screen. You cannot change the Company ID field once it has been saved.

## Deleting a Company

After Selecting the correct company in the Company Control File, Select the DEL. button at the bottom of the screen. The bottom of the screen will suddenly turn RED indicating that you are flagging the record for deletion. If you have checking accounts linked to this company, Check Factory will not perform the Delete operation until you either delete the linked checking accounts or re-link those checking accounts to another company through the Company ID field in the Checking Account Control File.

## Company Control File Field Reference

The screenshot shows the 'Company Control' window with the following fields and controls:

- File** (Menu)
- Company ID**: AA
- Database Link**: TRANS-MICRO
- Company Desc.**: Our Main Company
- Company Name and Address to Appear on Forms (Not used on Checks)**:
 

Trans-Micro, Inc
P.O. Box 898
Fairfield, FL 32634
7700 NW 135th Street
Reddick, FL 32686
800-749-2335
- Record#**: 2 of 4
- Buttons**: Undo, <<, <, >, >>, ADD, DEL, SAVE, CLOSE



### Company ID

Company IDs must be a unique two digit alpha numeric combination. Valid Company IDs would be AA, BB, AB, A1, C2, etc.

If you inadvertently attempt to add a new company with a Company ID that already exists, Check Factory will warn you and not allow the new company information to be saved.

You cannot change the Company ID field once it has been saved.

The Company ID field is a required field and must be filled in before a new company can be created.

### Database Link

The Database Link field is added at run time and depends on which accounting software you are using. This field is used to uniquely identify the accounting software database that is directly related to this company.

This field is not used with some supported software. See your Software Setup Guide.

### Company Description

The Company Description field displays a description of this company. You may use any description that helps you identify this company. Examples might be:

Our Main Company  
South Street Store, Store #1351

For reference only. Not used on forms or checks.

### Company Name and Address top Appear on Forms

The next 6 lines are the address information lines for this company. This information appears on all the forms. This information is not used on MICR Checks. The first line of the address block is a required field and should contain the full company name.

Once the Company Control screen is filled out, Select the SAVE button. Check Factory will then save the new company record and enter new form control records into the Form Control File for the new company.

# Forms Menu

# Form Control File

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## About the Form Control File

The Form Control File is your management window to all the forms linked to a particular company. When a new company is added to Check Factory, a complete set of forms from the Form Control Master File is added for each new company. If you have 5 companies, and there are 15 different forms in your Form Control Master File, then you will have 75 records in your Form Control File.

Many of your accounting system's forms are represented in the Form Control File.

Upon exploring the Form Control File, you'll notice it also contains Checks. Although Checks require special handling, they are essentially forms. You can customize each form to include graphics and images specific to your company.

**Graphics are added to forms in the Form Control File.**

**Graphics are added to Checks in the Checking Account Control File.**

The Form Control File is organized into 5 screens of information for each record. Selecting the tabs at the top of the screen will move to a different page.

## Form Control File Field Reference

The screenshot shows the 'Form Control File' application window. The title bar reads 'Form Control File'. The menu bar includes 'File' and 'Print'. The main window has several tabs: 'Main', 'Parts / Bins', 'Blackout', 'Company Name Location', and 'Logos and Graphics'. The 'Main' tab is active and contains the following fields and options:

- Company ID / Name:** A text field containing 'CC' and 'CC YOUR COMPANY NAME HERE' with a magnifying glass icon.
- Form ID:** A text field containing 'INVPROD' with a magnifying glass icon.
- Form Description:** A text area containing 'Invoice (Product)' and 'FOR USE WITH R&R #05610'.
- Default Number of Parts:** A text field containing '1' and a tooltip that reads 'Number of duplicate copies of each page. Simulates a multiple part tractor feed form.'
- Print Form Overlay (Lines, Boxes, & Column Headings)**
- Print Form Overlay with Shading**

At the bottom of the window, the status bar displays 'CC\*INVPROD / Invoice [Product] \*\*\* Record#: 33 of 62'. Below the status bar are buttons for 'Undo', navigation arrows (k<<, <, >, >>I), 'Save', and 'Close'.

### Main Tab



#### Company ID / Name

Company ID / Name displays the Selected company. Selecting the Lookup button will present you with a list of available companies. Changing the Company ID will select a new subset of records to work with.



#### Form ID

Form ID displays the Selected Form. Selecting the Lookup button will present you with a list of the available forms linked to the above selected Company ID.

#### Form Description

Form Description displays the form name and other pertinent data about the Selected form.

### Default Number of Parts

Default Number of Parts displays the number of parts or copies of the original form that will be automatically selected when this form is printed. This number can be in the range from 1 to 99. If the form is a 3 part form, then 3 pages are actually printed. The original and 2 copies.

### Print Form Overlay(Lines, Boxes, & Column Headings)

This check box determines whether the form overlay is printed with this form.

You may want to use a pre printed form and use Check Factory to add graphics or just the company name to the form. Disable the form overlay to use pre printed forms.

Some companies use preprinted checks and use Check Factory's engine to add graphic signatures to their checks. By deselecting the check box, the form overlay is not printed.

### Print Form Overlay with Shading

Many forms have shaded areas on them. Although these areas are usually very faint or are composed with low percentages of black, Faxing an Invoice form can be problematic due to this shading as the fax machine attempts to scan these shaded areas. By deselecting the check box, shading for this particular form will be eliminated, creating a form suitable for faxing.

Form Control File

File Print

\*\*\* Main \*\*\* Parts / Bins Blackout Company Name Location Logos and Graphics

Multiple Part Title and Paper Source Bin Control

Part #	Multiple Part Titles	Paper Bin #
Part 1:	ORIGINAL COPY	1
Part 2:	CUSTOMER COPY	2
Part 3:	PACKING LIST	3
Part 4:	part 4	4
Part 5:	part 5	5
Part 6:	part 6	6
Part 7:	part 7	7
Part 8:	part 8	8

For most laser printers:  
Bin# 1 is the main paper tray.  
Bin# 4 is the second paper tray and  
Bin# 5 is the third paper tray

Horiz. Pos.: 0.50 Vert. Pos.: 10.46 Part Title Font

AA\*INVPROD / Invoice [Product] \*\*\* Record#: 19 of 64

Undo << < > >> Save Close

## Parts / Bins Tab

### Multiple Part Titles

Check Factory allows different parts of a multiple part form to have different Titles printed on each page. Additionally, you can determine which Bin of a multiple bin laser printer a particular page is printed from. An example might be a 3-part Invoice printed on different colored paper.

Enter the Titles you want to appear on each part.

### Paper Bin #

Please refer to the on-screen notes regarding bin selection. Generally the Number 1 bin on Hewlett-Packard printers is the Main Paper Tray. Bin 2 is the single sheet feed slot, Bin 3 is the envelope slot, Bin 4 is the Second tray, and Bin 5 is the Third tray.

Enter the number of the Bin you want selected for each part. If you are using plain white paper for each part and printing from a single source tray then enter the same bin number for each part.

## Horizontal Position

## Vertical Position

The Horizontal Position and the Vertical Position fields determine where on the page the Part Titles are printed. Measurements are in decimal inches. The Horizontal position is measured from the left edge of the page and the Vertical position is measured from the top edge of the page.

## Part Title Font

You may select a particular font for Part Titles. Leaving this field blank will use the default font. By Selecting the Part Title Font button, the Select Font screen is displayed.

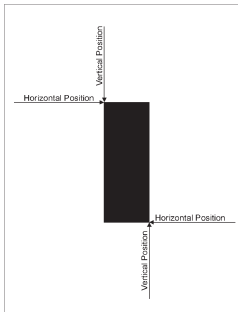
The screenshot shows the 'Form Control File' application window. The title bar reads 'Form Control File'. Below the title bar are menu options: 'File', 'Print', and a set of tabs: '\*\*\* Main \*\*\*', 'Parts / Bins', 'Blackout', 'Company Name Location', and 'Logos and Graphics'. The 'Blackout' tab is selected, displaying the 'Blackout Settings' dialog. This dialog is divided into two main sections: 'Blackout Location' and 'Blackout Pages'.  
 In the 'Blackout Location' section, there are two columns: 'Horizontal Position' and 'Vertical Position'. Under 'Horizontal Position', there are two rows: 'Top Left Corner' with a value of 5.70 and 'Bottom Right Corner' with a value of 8.00. Under 'Vertical Position', there are two rows: 'Top Left Corner' with a value of 3.98 and 'Bottom Right Corner' with a value of 10.46. A text box below these fields reads: 'Use to blackout a rectangular area such as price columns for a packing list. Blackout can be specified to print on certain parts only. See Blackout Pages.'  
 In the 'Blackout Pages' section, there is a list of checkboxes for 'Blackout on Part 1' through 'Blackout on Part 8'. The checkbox for 'Blackout on Part 3' is checked, while all others are unchecked.  
 At the bottom of the window, a status bar displays 'AA\*INVPROD / Invoice (Product) \*\*\* Record#: 19 of 64'. Below the status bar are several buttons: 'Undo', navigation buttons (left arrow, double left arrow, double right arrow, right arrow), and 'Save' and 'Close' buttons.

## Blackout Tab

The Blackout Settings screen allows you to define areas of the form you might want blacked out. This is useful for multiple part forms that serve a dual purpose. An example would be a multiple part Invoice form with a single part or parts serving as a packing slip. You might want the pricing columns blacked out.

## Blackout Location

Defining two points on the page controls blackout positioning on the printed page. Check Factory creates a rectangle filling in those two points. The Top Left Corner is defined from the left edge and top edge of the paper using Horizontal and Vertical positioning. The Bottom Right Corner is also defined using Horizontal and Vertical positioning. Check Factory creates a black rectangle using these two points. All dimensions should be entered using decimal inches.



## Blackout Pages

Selecting one or more of the available 8 check boxes, you can determine which pages the blackouts are actually printed on.

## Company Name / Location Tab

### Print Company Name

The Print Company Name check box should be left unchecked if the selected Form is a MICR check. If you the Company Name printed on this form, then check (X) the Print Company Name box.

### Company Name Position

#### Horizontal Position

#### Vertical Position

By adjusting the Horizontal and Vertical Position you can determine exactly where on the page the Company Name block will begin printing. The Horizontal position is measured from the left edge of the page and the Vertical position is measured from the top edge of the page.

## Company Name Font

You may select a particular font to print the Company Name in. Leaving this field blank will use the default font. By selecting the Font button, the Select Font screen is displayed

	Horizontal Position	Vertical Position	File Name	Select
<input checked="" type="checkbox"/> Logo 1 Enable	0.30	0.30	CF_LOG02.PCL	LOGO
<input type="checkbox"/> Logo 2 Enable	0.00	0.00		LOGO
<input type="checkbox"/> Logo 3 Enable	0.00	0.00		LOGO
<input type="checkbox"/> Logo 4 Enable	0.00	0.00		LOGO

## Logos and Graphics Tab

### Logo 1,2,3,4 Enable

Checking the Logo x Enable box tells Check Factory to print the graphic file on the form at the specified horizontal and vertical coordinates.

### Horizontal Position

The Horizontal Position specifies the distance from the left edge of the paper to the left edge of the graphic image. The value is in decimal inches.

## Vertical Position

The Vertical Position specifies the distance from the top edge of the paper to the top edge of the graphic image. The value is in decimal inches.

## Logo Select

Pressing the Logo Select button brings up the Check Factory Image Control. See the Standard Windows section for how to use the Image Control.

# Form Control Master File

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## About the Form Control Master File

The Form Control Master File contains the form overlays for your system. When a new company record is created in the Company Control File, Check Factory creates a set of records in the Form Control File based on the forms that are stored in the Form Control Master File.

The Form Control Master File is created by Trans-Micro and should not be modified unless directed to do so by Trans-Micro's Technical support personnel. Any changes made to a Master record will affect ALL forms in the system associated with a Master record. Upon entering the Form Control Master File, you will notice that the screen borders are colored Red to indicate that this data should not be changed.

***This file should only be changed by expert users or with direct consultation with Trans-Micro.***

The Form Control Master File is divided into 4 Tabs. Each Tab represents a screen of parameters associated with a particular Form ID.

## Form Control Master File Field Reference

### Desc./Page/Form Overlay Tab



Form ID

Selecting the Lookup button displays the Select Form Control Master Record screen. Selecting a form to work with and Selecting OK brings up that form.

#### Form Description

The Form Description gives a brief synopsis of the selected form.



Form Overlay File Name

When a Form ID is Selected, the Form Overlay File Name displays the Form Overlay that is associated with the displayed Form ID. This file determines the appearance of the form. Changing the file name here changes which overlay (lines, boxes, column headings) are associated with the form.

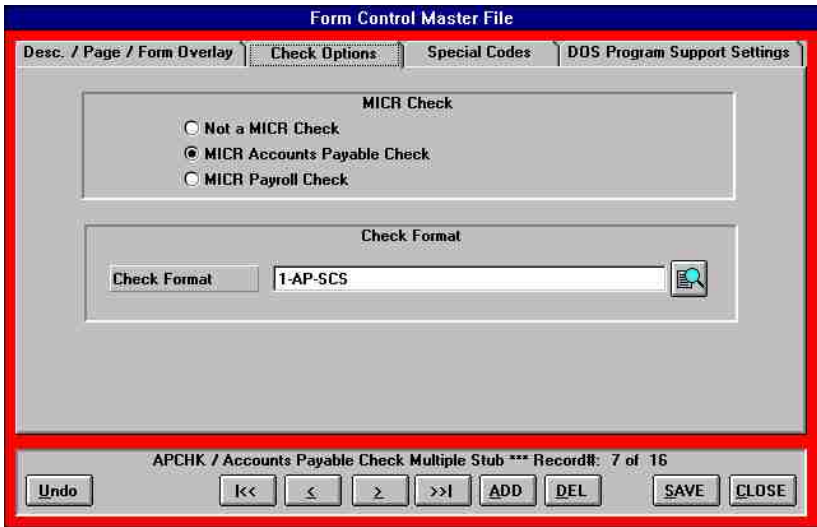
Selecting the Lookup button displays the Windows directory browser defaulting to the form overlay files in the Check Factory Forms directory. If you Select a file from outside the Forms Directory, the file will be copied to the Forms Directory overwriting any existing files with the same name.

### Orientation

Orientation is the physical orientation of the paper to the laser printer whenever this Master form is selected. The options are either Portrait or Landscape. Changing the orientation indicates to the connected laser printer the orientation of the print job. It does not actually change or control the orientation of the Form Overlay.

### Page Size

Page size determines the size of the physical paper used in the laser printer. Check Factory sends this information to the connected laser printer as job information only. If the Master record is flagged as A4 (a common European paper size) and the laser printer only contains Letter size paper, a console message will appear on the laser printer prompting to load A4 size paper. The form overlay is not scaled to fit the page when the page size changes.



## Check Options Tab

### MICR Check MICR

Check fields determine whether this Master record is associated with a MICR Check form or another type of form and if it is a MICR check form, whether it's an Accounts Payable Check or a Payroll Check.



### Check Format

Selecting either the MICR Accounts Payable Check or the MICR Payroll Check displays the Check Format fields. Using the Lookup button, a list of the available MICR Check Formats is displayed. Select the appropriate Check Format for the type of MICR Check selected.

The screenshot displays the 'Form Control Master File' application window. The title bar reads 'Form Control Master File'. Below the title bar are four tabs: 'Desc. / Page / Form Overlay', 'Check Options', 'Special Codes', and 'DOS Program Support Settings'. The 'Special Codes' tab is active, showing a list of eight code fields labeled 'Code1' through 'Code8'. The values are: Code1: |, Code2: MICR, Code3: AP, Code4: (empty), Code5: (empty), Code6: (empty), Code7: (empty), and Code8: (empty). To the right of these fields is a text box that says 'Used for Trans-Micro customizations.' At the bottom of the window, there is a status bar with the text 'APCHK / Accounts Payable Check Multiple Stub \*\*\* Record#: 7 of 15'. Below the status bar are several buttons: 'Undo', '<<', '<', '>', '>>', 'ADD', 'DEL', 'SAVE', and 'CLOSE'.

## Special Codes Tab

### Special Codes

The Special Codes screen fields are used by Trans-Micro for custom form applications. These fields will be explained further with any documentation you receive from Trans-Micro with your custom forms.

Form Control Master File

Desc. / Page / Form Overlay | Check Options | Special Codes | DOS Program Support Settings

Special Settings (For DOS programs only)

Layout File Name

Initialization Codes

Forced Page Length

APCHK / Accounts Payable Check Multiple Stub \*\*\* Record#: 7 of 15

Undo | K<< | < | > | >>I | ADD | DEL | SAVE | CLOSE

## DOS Program Support Settings



Layout File Name

Initialization Codes

Forced Page Length

The DOS program settings are used by Trans-Micro for certain DOS based accounting systems supported by Trans-Micro. These fields should remain blank unless data is otherwise supplied by Trans-Micro.

## **Install Trans-Micro Customization**

---

Trans-Micro offers a form overlay customization service for customers that require modifications to the standard Check Factory forms.

If you receive a Trans-Micro custom form, use this menu option to install it. Please follow the prompts during the installation process.

# **Check Factory Menu**

---

## About the Check Factory Menu

The items on the Check Factory menu control all aspects of MICR check printing. This includes defining new checking accounts, adding new users to the Check Factory security system, controlling the definition of the various check formats that are used, and working with the optional Audit Logging process.

Selecting any item on the Check Factory menu for the first time will pop up the Check Factory Security Check Point. To gain access to the file you must have System Administrator level security clearance.

## Check Factory Security Check Point



The default **USER ID** is: **MASTER**

The default **Password** is: **MASTER**

# **Checking Account Control File**

---

## **About the Checking Account Control File**

Each record in the Checking Account Control File represents a single checking account. There are 8 tabs on the Checking Account Control screen representing 8 screens of settings that define exactly how each checking account is printed.

All print locations are determined by the Check Format Control record used at print time. Since checking accounts may be used with multiple check formats, there is no way to encode absolute positioning information in the checking account control record.

# Checking Account Control File

## Checking Account Control File Field Reference

### Account Tab



Account ID or GL Acct. Number

Account ID or GL Acct. No. defines the account number this checking account is linked to. Generally, the General Ledger Chart of Accounts number is used to identify the checking account.

Selecting the lookup button will display a list of the available checking accounts already defined within the system.

### Account Description

Account Description can be any description that is meaningful to the operator.

### Account Name

This field displays the first line of account address information. (See Account Tab). This field is display only.



### Company ID

Selecting the lookup button displays a list of the available companies. To assign a checking account to a company, the company must already exist in the Company Control File.

**It is extremely important to link your checking accounts to the correct company. If you fail to link the account to the correct company you will not be able to print MICR checks.**

### PR AP Code

Designates the account type as Accounts Payable, Payroll, or Both. Using the drop down arrow, select the entry that describes this checking account type.

This field acts as a selection filter. When a check is to be printed, the Checking Account Control File is scanned. Only accounts with a matching PR/AP Code to the currently selected check type will be displayed for selection

**It is extremely important to identify which type of account this is.**

### Next Check number

Check Factory normally reads the check number from the print job created by your accounting software. Some accounting systems do not have the capability to pass this number to Check Factory for printing. In those cases, when the check printing job is sent to the printer, Check Factory must prompt the user for the next available check number stored in this field.

Checking Account Control [ACCTMAST.C00]

File Print

Account

Account Name

Bank Name

MICR Codes

Top Signature

Middle Signature

Bottom Signature

Misc. Settings

Account Information (Name and Address)

Enabled

AA Check Factory (tm)

by Trans-Micro, Inc.

PO Box 898

Fairfield, FL 32634

(352) 591-1030

Font Override

Horiz. Offset +- 0.00 Vert. Offset +- 0.00

Graphics / Logos

Enabled

CF\_LOGO2.PCL

Graphics / Logos

1030/Check Factory / Union Savings/Record#: 1 of 5

Undo << < > >> ADD DEL SAVE CLOSE

## Account Name Tab

### Account Information (Name and Address)

Selecting the Enable box prints the information stored in the Name and Address fields on the checks. There are 6 lines for account address information.

The first line of the address block is a required field.

The Account Name prints at the Account Name position specified in the Check Format Control record.

If the account name and address is used with a graphic logo enabled below, use the offsets below to shift the name and address to the right to make room for the logo (assuming the logo is to appear to the left of the account name).

Deselecting the Enabled box will print the check without the account name, using the logo defined below instead. These fields are left justified.

The Account Name is distinctly different from the Company Name. A Company may have many Checking Accounts with different account names. A few examples might be appropriate:

A restaurant franchise would be a good example. The franchise company would be the Company Name entered in the Company File. Each individual restaurant would be the Account Name.

Company Name:           Big Clucker Chicken Holding Company

Account Names for above company:

Franchise:    Big Clucker / Chicago Payroll Account  
Franchise:    Big Clucker / New York Payroll Account  
Franchise:    Big Clucker / Memphis Payroll Account  
Franchise:    Big Clucker / San Francisco Payroll Account  
Franchise:    Big Clucker / Dallas Payroll Account

### **Font Override**

Selecting the Font Override button displays the Select Font dialogue box. See Font Selection Window in Standard Window Section.

### **Optional Horizontal Offset**

### **Optional Vertical Offset**

These are offset positions relative to the Account Name Location in the Check Format Control File. If you need to move the account name to make room for a graphic logo, use the offsets.

### **Graphics / Logos Enabled**

Check Factory supports the printing of graphic logos on checks. Checking the Enabled box enables the Graphics/Logos button for selection. Selecting the Graphics/Logo button displays the Check Factory Image Control Window.

The Graphic prints at the Account Name position specified in the Check Format Control record. Use the offsets in the Image Control Window to shift the logo around on the page.

Checking Account Control [ACCTMAST.C00]

File Print

Account

Account Name

Bank Name

MICR Codes

Top Signature

Middle Signature

Bottom Signature

Misc. Settings

Bank Information (Name and Address)

Enabled

Union Savings & Loan

Main Office

400 North Main Street

Derby, Ohio

bank 5

bank 6

Font Override

Horiz. Offset +- 0.00 Vert. Offset +- 0.00

Enabled

Graphics / Logos

UNION.PCL

Graphics / Logos

1030/Check Factory / Union Savings/Record#: 1 of 5

Undo << < > >> ADD DEL SAVE CLOSE

## Bank Name Tab

### Bank Information (Name and Address)

The first field in the Name and Address is required.

The Bank Name prints at the Bank Name position specified in the Check Format Control record.

Selecting the Enable box prints the information stored in the Bank address fields. There are 6 lines for address information. The first line of the bank address block is a required field.

These fields are left justified.

### Font Override

Selecting the Font Override button displays the Select Font dialogue box.

See Font Selection Window in Standard Window Section.

Optional: Horizontal Offset

Optional: Vertical Offset

These are offset positions relative to the Bank Name Location in the Form Control Master File.

See instructions above at Account Name for details.

Graphics / Logos Enabled

The Bank logo will print at the Bank Name location specified in the Check Format Control record. Use offsets to shift the graphic logo.

**MICR Codes Tab**

The MICR Account Number screen stores all the bank routing information for this checking account. Please refer to the Check Factory Addendum for instructions on entering information in these fields.

***YOU MUST HAVE THE Check Factory Addendum IN YOUR POSSESSION TO EDIT THE FIELDS ON THIS SCREEN. FOR***

**SECURITY REASONS Our TECHNICAL SUPPORT WILL NOT TELL YOU HOW TO ENTER THE FIELDS.**

### Transit Number

The Transit Number field stores the Bank routing number. This information is translated by Check Factory at print time into the MICR codes that appear at the bottom of the check.

### On US Number

The On US Number field defines the individual checking account number. There is normally a space between the Transit Number and the OnUS field. Check Factory does not provide this space and you will need to include it here.

### Check Number Format

The Check Number Format field is used for encoding the check serial number. This field is the leftmost field of the MICR line. This field defines the number of digits that make up the check number. The characters in this field are normally all zeros (00000000). For example if you were printing a check with an eight digit check number of 2501, the actual number in the Check Number Format field in the MICR line would be 00002501. The 2501 would be padded with zeros on the left.

In some special circumstances your bank may require a code number to fall in one or more of the first characters of this field. For example your bank may require a 45 in the two leftmost positions of this field. To enable Check Factory to do this you must change the Check Number Format field to reflect this special code. Simply change the Check Number Format from all zeros to 45000000. Now when check number 2501 prints, the MICR line will print 45002510. A separate code may be required for each Checking Account Control record.

### Print Amount Field

Checking this field will cause the check amount to print as part of the MICR line. Do NOT check this box unless directed to do so by your bank.

### Fractional Routing Code

This is a code that is unique to your bank. If the MICR line should become unreadable, the banking system refers to this number to manually process your check. The number is usually expressed as a fraction.

Example: 55-1234/345 or 55-1234/345 03

Sometimes you will see this number expressed differently on preprinted checks as two groups of numbers one above the other separated by a horizontal line. You may freely substitute a slash mark for the horizontal line.

### Security Level

When a Checking Account Control record is created the Security Level defaults to a 1. Raising the Security Level to a higher range will allow only users with that higher security level to print checks using this account.

### Optional Password

If there is an optional password entered in this field, Check Factory will prompt the operator for the password before allowing checks to be printed using this account.

### MICR Line Override

Checking the MICR Line Override box displays a replacement field for formatting the MICR line. In very rare cases there may be circumstances where the standard MICR line formatting does not conform to the above standards. In those cases you may wish to contact Trans-Micro's technical support department for additional information. This box

## Checking Account Control File

---

defaults to unchecked and should remain so unless you have specific reasons to use the MICR override.

The MICR line override field is a completely free format field containing all 58 MICR character positions. Positions 33 and 43 contain the Transit symbols which are fixed in position and cannot be moved or removed.

Check number placeholders are the “#” character. The check amount field place holder is the “A” character.

The “=” character is the OnUs symbol.

The “:” character is the Transit symbol.

The “;” character is the Amount symbol.

The “<” character is the Dash symbol.

An example override MICR line for a check amount of \$100.99 and a check number of 10034:

```
=#####-T123456789T34567890= ;AAAAAAAA;
```

Would print as:

```
⑈0 10034⑈: 1 23456789:34567890⑈ .000 10099⑈
```

## Top, Middle, Bottom, Signature Tab

Check Factory can print up to 3 signature lines per check. Which signature lines actually print with graphic signatures and the words below each signature line can be controlled from each of the three above tab sections.

Checking the Signature Enabled box determines whether a particular signature line and its linked graphic signature prints.

There are four elements to each signature line.

1. The actual line itself.
2. Whether there is a signature graphic.
3. The words below the line.
4. Signature Control Options that act as a filter to determine when the previous three elements are actually printed.

Selecting the Signature Graphics button displays the Check Factory Image Control Window. See Image Control Window in Preface.

### Words Below Signature Line

This field is used to print any words necessary below the actual signature line on the check.

Example:

Authorized Signature  
Comptrollers Signature  
Frank Jones

Selecting the Font button displays the Check Factory Select Font Window.

See Font Selection Window in Standard Window Section.

**Bottom Signature Options**

**Optional: Signature Password**

Signature Password:

Password Prompt:

User will be prompted for password any time this account is accessed.  
Prompt is to tell user what signature password is being asked for.

---

**Optional: Signature Dollar Limit**

Dollar Limit:

Signature graphic will print for check amounts less than or equal to the dollar limit set above.

---

**Optional: Add'l signature required if check amount over Dollar Limit.**

Print signature line and 'Words Below' ONLY if check amount is over Dollar Limit.  
(Disables signature graphic) Example: Set Dollar Limit to: \$500.00, Words Below Line to: A MANUAL signature is required for all checks over \$500.00.

**Close**

## Signature Control Options Button

### Signature Options

Selecting the Signature Control Options button displays the Signature Options Window.

### Signature Password — Optional

The user will be prompted for this password any time this account is used to print checks.

### Password Prompt — (Required if above password is used)

This field should contain information that indicates which password is being asked for. Example:

Enter Comptrollers Signature Password:  
Please enter Treasurers Payroll Password:

**Optional: Signature Dollar Limit Dollar Limit**

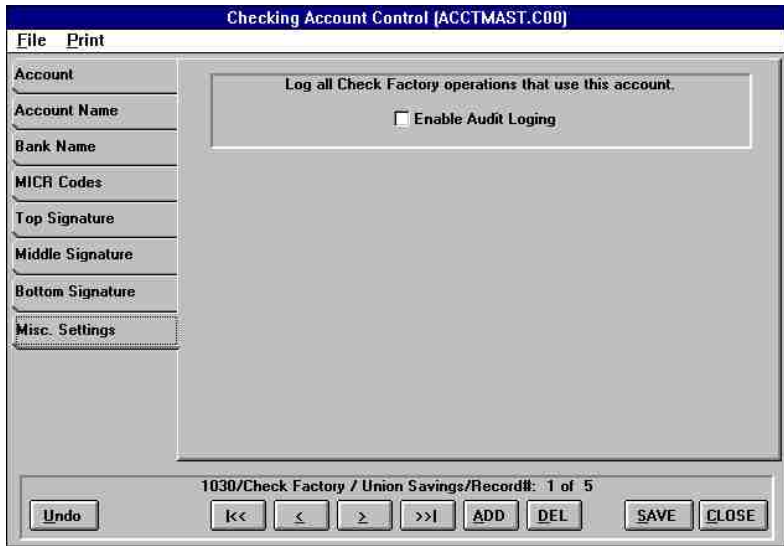
Signature graphics will print for check amounts less than or equal to the dollar limit set in this field. If a very high limit is set, all checks printed will be printed with the signature graphic.

**Optional: Additional Signature required .....**

By checking the Optional Additional Signature box the graphic signature is disabled (this option forces a manual signature) and the Signature line and Words below are only printed if the check amount *exceeds* the Dollar Limit set above.

An example might be: Setting the Dollar Limit to \$500 and the Words Below to say: "A Manual Signature is required for all checks over \$500".

Whenever a check exceeds the \$500 limit, a second signature line is printed. "A Manual Signature is required for all checks over \$500" is printed below the line.



## Misc. Settings Tab

Log All Check Factory operations that use this account. Checking the Enable Audit Logging box forces all operations concerning this account to be logged to the Audit Log.

# Check Format Control File

---

## About the Check Format Control File

The Check Format Control File contains records defining the various types of check layouts. The Check Format Control records have already been entered by Trans-Micro and should only be modified by experienced users or with consultation from Trans-Micro's technical support technicians.

There are 9 tabs that display screens of information affecting the layout of the selected check form.

## Check Format Control File Field Reference

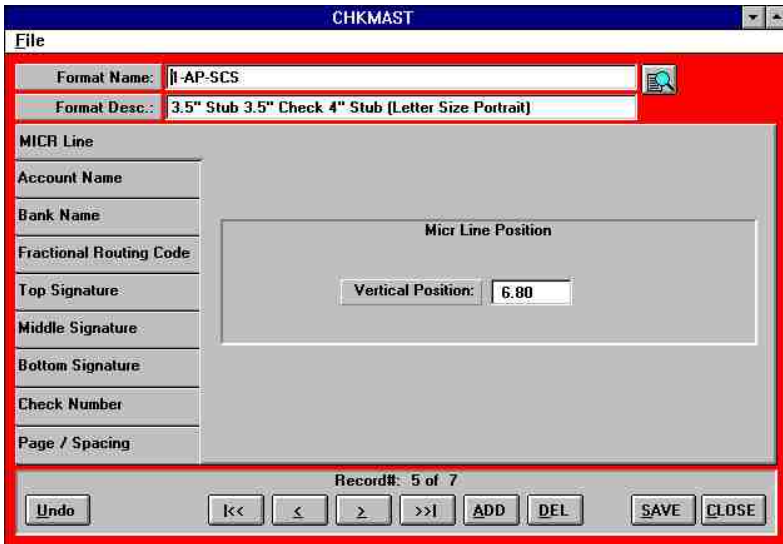


Format Name

Selecting the Format Name lookup button displays a listing of the available check formats.

Format Description

The Format Description is displayed when a Format Name is selected and describes the style of the check displayed.



## MICR Line Tab

### Vertical Position

The MICR Line Position defines the vertical position that the MICR line will print at. The vertical position is measured from the top edge of the page. The Horizontal position is always relative to the right edge of the page and cannot be changed except through the MICR alignment procedure.

CHKMAST

File

Format Name: 1-AP-SCS

Format Desc.: 3.5" Stub 3.5" Check 4" Stub (Letter Size Portrait)

MICR Line

Account Name

Bank Name

Fractional Routing Code

Top Signature

Middle Signature

Bottom Signature

Check Number

Page / Spacing

Account Name Defaults

	Horizontal Position	Vertical Position
Acct. Name / Logo Position:	0.25	4.00

Account Name Font:  Font

Additional Account Name Locations on Check (Line 1 ONLY)

	Horizontal Position	Vertical Position	Font
Acct. Name 1	0.00	0.33	<input type="text"/> Font
Acct. Name 2	0.00	7.33	<input type="text"/> Font

Record#: 5 of 7

Undo    <<    <    >    >>    ADD    DEL    SAVE    CLOSE

## Account Name Tab

The Account Name Defaults screen displays the default horizontal and vertical positions of where the Account Name or graphic logo will print on the checks.

## Account Name / Logo Position

These Horizontal and Vertical positions are relative to the top and left edge of the page.

## Account Name Font

See the Font Selection in the Standard Windows section.

## Additional Account Name Locations on Check

Two additional Account Name fields are provided for printing the Account Name on the check stubs. The Horizontal position is measured from the left edge of the page and the Vertical position is measured from the top edge of the page.

The screenshot shows the CHKMAST software interface. At the top, the title bar reads "CHKMAST". Below it is a "File" menu. The main window has a red border and contains several fields:

- Format Name:** 1-AP-SCS
- Format Desc.:** 3.5" Stub 3.5" Check 4" Stub (Letter Size Portrait)
- MICR Line:** (empty)
- Account Name:** (empty)
- Bank Name:** (empty)
- Fractional Routing Code:** (empty)
- Top Signature:** (empty)
- Middle Signature:** (empty)
- Bottom Signature:** (empty)
- Check Number:** (empty)
- Page / Spacing:** (empty)

The "Bank Name Defaults" section is highlighted in a grey box and contains:

- Horizontal Position:** 4.00
- Vertical Position:** 4.00
- Bank Name / Logo Position:** 4.00
- Bank Name Font:** (empty) with a "Font" button next to it.

At the bottom of the window, there is a status bar that says "Record#: 5 of 7" and a row of buttons: Undo, K<<, <, >, >>I, ADD, DEL, SAVE, and CLOSE.

## Bank Name Tab

### Bank Name/Logo Position

The horizontal and vertical positions define exactly where on the page the Bank Name /Logos begin printing. These positions are relative to the top left edge of the check stock or page.

### Bank Name Font

See the Font Selection in the Standard Windows section.

The screenshot shows the CHKMAST software window. The title bar reads "CHKMAST". The "File" menu is open. The "Format Name:" field contains "1-AP-SCS" and the "Format Desc.:" field contains "3.5\" Stub 3.5\" Check 4\" Stub (Letter Size Portrait)".

On the left side, there is a list of fields: MICR Line, Account Name, Bank Name, Fractional Routing Code, Top Signature, Middle Signature, Bottom Signature, Check Number, and Page / Spacing. The "Fractional Routing Code" field is currently selected.

The main area is titled "Fractional Routing Code Defaults". It contains two input fields: "Horizontal Position" with the value "6.00" and "Vertical Position" with the value "4.00". Below these are two more fields: "FRC" and "FRC Font", with a "Font" button next to the "FRC Font" field.

At the bottom, there is a status bar showing "Record#: 5 of 7" and a row of navigation buttons: Undo, Home, Previous, Next, End, ADD, DEL, SAVE, and CLOSE.

## Fractional Routing Code Tab

The FRC horizontal and vertical positions define where on the page the Bank Fractional Routing codes are printed. These positions are relative to the top and left edge of the check stock or page.

### FRC Font

See the Font Selection in the Standard Windows section.

File

Format Name:

Format Desc.:

MICR Line

Account Name

Bank Name

Fractional Routing Code

Top Signature:

Middle Signature:

Bottom Signature

Check Number

Page / Spacing

Top Signature Position

Signature Line  Horizontal Position  Vertical Position

Signature Line Length

Record#: 1 of 8

Undo     ADD DEL SAVE CLOSE

## Top, Middle, Bottom Signature Tab

### Signature Line

The Signature Line horizontal and vertical positions define where on the page the individual signature lines print. These positions are relative to the top edge of the check stock or page.

### Signature Line Length

The Signature line length defines the actual length of the signature line that is printed. The default length is 3.00 inches.

CHKMAST

File

Format Name: 1-AP-SCS

Format Desc.: 3.5" Stub 3.5" Check 4" Stub (Letter Size Portrait)

MICR Line

Account Name

Bank Name

Fractional Routing Code

Top Signature

Middle Signature

Bottom Signature

Check Number

Page / Spacing

Check Number Locations

	Horiz. Pos.	Vert. Pos.	Font
Check Number 1	7.00	0.30	Font
Check Number 2	7.00	4.00	Font
Check Number 3	7.00	7.30	Font

Record#: 5 of 7

Undo | << | < | > | >> | ADD | DEL | SAVE | CLOSE

## Check Number Tab

Check Number 1

Check Number 2

Check Number 3

Check Factory can print up to 3 additional Check Numbers on the page. Generally at least one is printed on the actual check itself, and repeated on any stubs that might be available.

The horizontal and vertical positions define the exact placement on the page that each defined check number will appear when printed. The Horizontal position is measured from the left edge of the page and the Vertical position is measured from the top edge of the page.

Font

See the Font Selection in the Standard Windows section.

The screenshot shows the CHKMAST software window. At the top, the title bar reads 'CHKMAST'. Below it is a 'File' menu. The main area is divided into several sections. On the left, there is a list of fields: 'Format Name:' (1-AP-SCS), 'Format Desc.:' (3.5" Stub 3.5" Check 4" Stub (Letter Size Portrait)), 'MICR Line', 'Account Name', 'Bank Name', 'Fractional Routing Code', 'Top Signature:', 'Middle Signature:', 'Bottom Signature', 'Check Number', and 'Page / Spacing'. The 'Page / Spacing' tab is selected. This tab contains two sub-sections: 'Page' and 'Orientation'. The 'Page' section has radio buttons for 'Letter' (selected), 'Legal', and 'Legal'. The 'Orientation' section has radio buttons for 'Portrait' (selected) and 'Landscape'. Below these is a 'Spacing' section with a 'Checks per Page' label and four radio button options: '1 Check per page' (selected), '2 Checks per page', '3 Checks per page', and '4 Checks per page'. At the bottom of the window, there is a status bar showing 'Record#: 5 of 7' and a row of buttons: 'Undo', 'K<<', '<', '>', '>>I', 'ADD', 'DEL', 'SAVE', and 'CLOSE'.

## Page / Spacing Tab

The Page defines the paper size for this Format.

### Orientation

Orientation defines whether this is a Portrait or Landscape job.

### Spacing

Defines how many checks per page will be printed using this format.

# Security Control File

## About the Security Control File

The Security Control File maintains security levels and passwords for all users that wish to access or print checks from Check Factory. Users are given a password and a security level range. Only checking accounts that have an assigned security level within the users' security range are accessible to the user.

An unlimited number of security schemes may be developed, if the system administrator desires, to restrict access to checking accounts.

## Security Control File Field Reference

Security Control	
User ID	MASTER
User Name	System Administrator
Password	MASTER
Security Level Lower Limit	1
Security Level Upper Limit	999,999,999

Record#: 1 of 2

Undo    <<    <    >    >>    ADD    DEL    Save    Close



### User ID

The User ID field can be up to 16 characters long. It must be a unique id.

### User Name

The User Name field is generally the user's name. Other descriptive terms may also be used.

Examples might be: System Admin. Accounting Department Treasurer

### Password

Trans-Micro recommends that passwords be made up of two normal words separated by a punctuation character. An example might be “Puzzel?Learn” or “High%Basement”. These types of passwords are difficult to duplicate and easy to remember.

### Security Level Lower Limit

### Security Level Upper Limit

You can define multiple levels of security control. Separating the lower limit and the upper limit in increments of 1000 can produce many levels or ranges of security.

The security level determines which accounts the user has access to. Through the use of security levels and passwords in the actual accounts, a wide range of protection can be achieved.

#### **NOTE:**

***There must be at least one high level user (Usually the System Administrator) with a security level lower limit of 1 and a security upper level limit of 999,999,999 to allow access to the Check Factory configuration screens.***

# Audit Log File

---

## About the Audit Log

The Audit Log tracks each check that is processed. This feature is only active for checking accounts that have the Enable Audit Logging box checked on the Misc. Settings Tab in the Checking Account Control File.

To use the Audit Log tools a user must have system administrator levels for security. The Security Check Point screen is displayed prompting for System Administration User ID and Password before proceeding.

## Audit Log Menu Reference

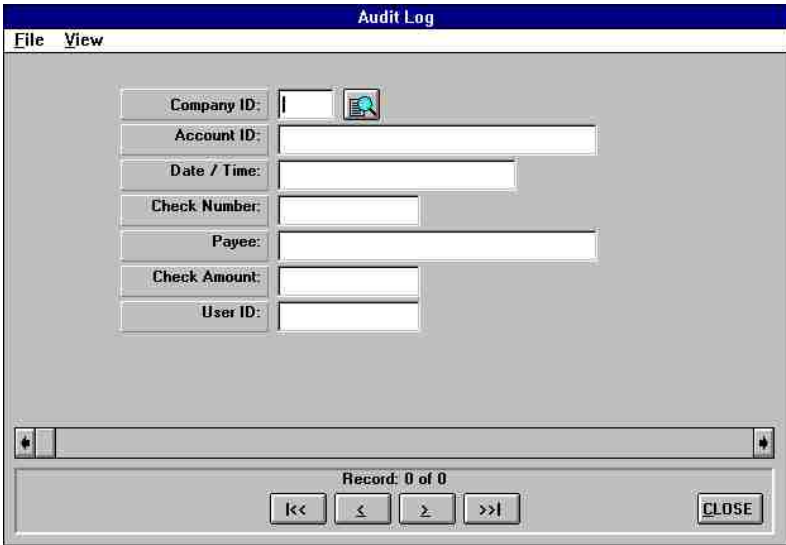
### View Audit Log

The View menu item allows records to be displayed sorted by UserID, Account ID or Company ID. Selecting any of these choices is a toggle. You will notice a check mark next to the selected option.

### Clear Audit Log

Selecting the Clear Audit Log fly out from the Audit Log menu displays a Check Factory Message screen prompting you to verify that this is what you want to do. Selecting OK deletes ALL the records in the Audit Log.

## Audit Log Field Reference



The screenshot shows the 'Audit Log' application window. At the top, there is a menu bar with 'File' and 'View'. Below the menu bar, there are several data entry fields, each with a label and a corresponding input box:

- Company ID: [input box] [magnifying glass icon]
- Account ID: [input box]
- Date / Time: [input box]
- Check Number: [input box]
- Payee: [input box]
- Check Amount: [input box]
- User ID: [input box]

At the bottom of the window, there is a status bar that reads 'Record: 0 of 0'. Below the status bar, there are five navigation buttons: '<<', '<', '>', '>>', and a 'CLOSE' button.



### Company ID

The Company ID field displays the Company ID for the selected audit record.

### Account ID

The Account ID displays the Account ID of the Checking Account Control record that was used to print the check that this audit record refers to..

### Date / Time

The Date / Time field displays the actual date and time the selected record was processed by Check Factory.

### Check Number

Check Number displays the check number that was processed.

## Payee

The Payee field displays who the check was payable to when processed. Not all supported accounting software is able to pass this information to Check Factory.

## Check Amount

The Check Amount displays the Amount the check was processed for. Not all supported accounting software is able to pass this information to Check Factory.

## User ID

The User ID field displays the User ID of the User that was logged in when the check was processed.

# Process Menu

## **Process Last Job**

---

Check Factory captures the last print job from your accounting system. Selecting Process Last Job reprocesses this job just as if the accounting software just sent it. As the job is reprocessed, Check Factory re-prompts the user for all selections again as the job runs the second time. This is useful if a user inadvertently selects the wrong printer, account, or Check Factory form when processing the first time.

If a user selects the wrong printer or the selected printer contains the wrong paper stock, the Check Factory print job can be aborted. After making the necessary printer corrections, processing the last job will allow the print process to be run without making adjustments in the accounting system.

## **Process a Print File**

---

Selecting Process a Print File displays the Windows File Open dialogue box allowing the user to navigate and select a print file for printing. Once a file is selected, the Check Factory Current Company/ Database Selected screen is displayed. After selecting the appropriate Company, Form, and Number of Parts, the Destination Printer dialogue box is displayed. After selecting the correct printer and selecting OK, the job is processed and printed.

This feature is used primarily for custom versions of Check Factory.

# **Print Menu**

## **About the Print Menu**

When you start Check Factory the first time, it needs to initialize some setup files and create links to your printer. This procedure can also be repeated if you later change laser printers or the location of your laser printer changes on your network. .

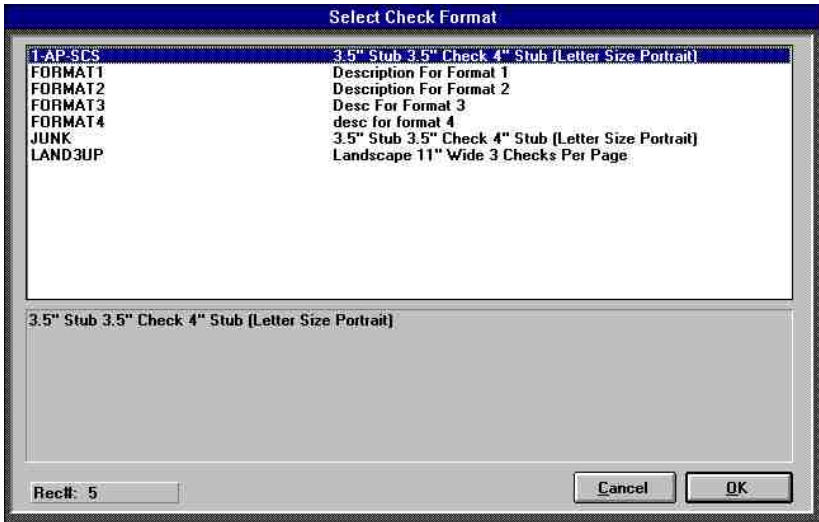
MICR encoded documents and checks have very specific requirements for the exact placement of the MICR line on the document. Due to differences in paper feed registration between different models of laser printers, Check Factory allows an exact alignment for every laser printer you own.

## **Define/Align New Printer**

This procedure must be run for each laser printer that you intend to print to.

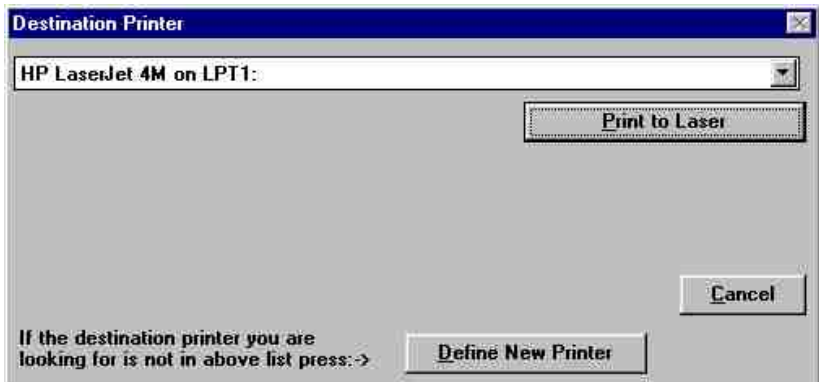
To begin the alignment process:

Select Print, Define/Align New Printer. The following screen will display:



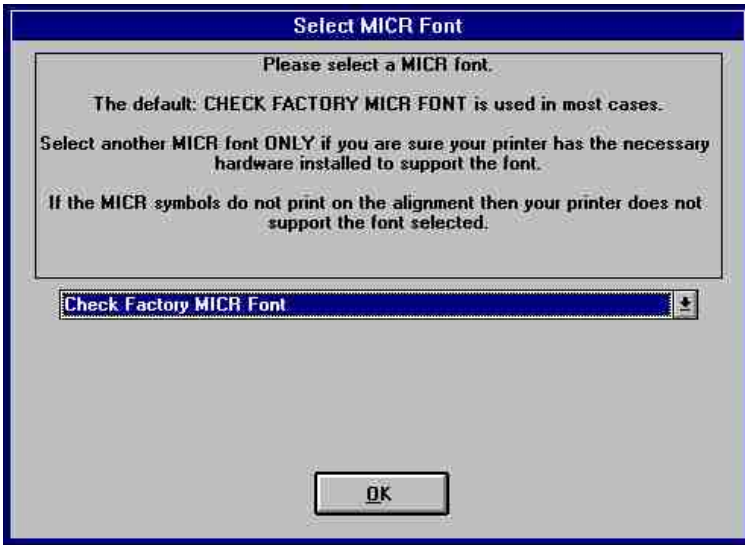
Several check format types will be presented. Select the format that matches the type of check paper you have loaded in the laser printer and select OK .

Next the Destination Printer dialogue box is displayed:



Using the drop down arrow, select your laser printer and then Click on Print to Laser..

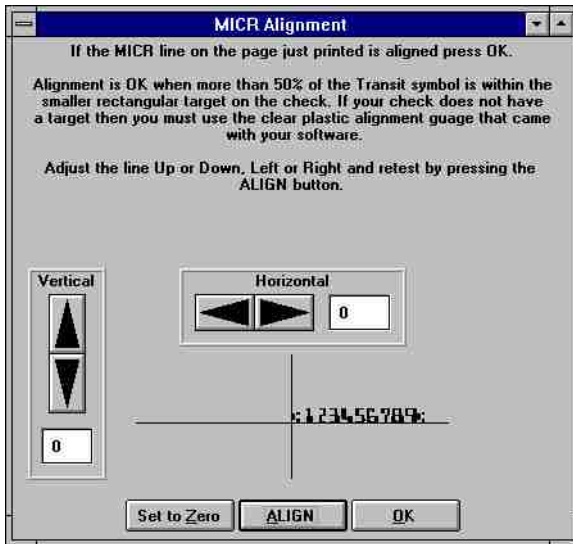
Next the Select MICR Font dialogue box is displayed



MICR fonts are available from various sources. Check Factory includes its' own MICR font. Selecting the drop down arrow gives you choices of available font cartridges that Check Factory supports. **Select the Check Factory MICR Font** unless you have a specific reason to select another font.

Before Selecting OK:

Make sure your laser printer paper tray is loaded with blank check stock in the paper tray that you will always use to print checks from..



Pressing Align will print a test page.

After the check has been printed, tear off the bottom stub.

**Note:** Blank check forms ordered from Trans-Micro, Inc. now come with a MICR alignment target box. The box is located in the MICR line at the position of the leftmost Transit character. If the transit character falls within this box then the alignment is correct. The alignment box offers a great visual indicator for the person who prints your checks.

Inspect your check form for a lightly shaded MICR target located approximately three inches from the left side of the paper in the area where the MICR line would print.

### **If your check form has a MICR target on it:**

If the vertical alignment is off, you must make an adjustment to the Vertical field. Placing the cursor on the UP Vertical arrow and holding the left mouse button down will cause the MICR line to shift upward from its current position. Pressing the on screen DOWN Vertical arrow will shift the MICR line downward.

If the horizontal alignment is off, slide the MICR guide left or right to align the characters in the boxes. If the characters align in the boxes and the paper edge still remains in the Horizontal Tolerance Zone Box then no further action is required.

If the horizontal alignment is off, then make an adjustment to the Horizontal field using the scrolling Left and Right arrows.

Press the Align button to print a new test page reflecting the changes you just made.

Pressing Set to Zero resets the MICR line to the default position.

Pressing OK accepts the current position and returns to the Main Menu screen. The selected check form is now perfectly aligned for use.

### **If your check form does not have a MICR target on it:**

Place the calibration overlay on top of the freshly printed check. Align the "Bottom Edge of Check" line on the alignment guide with the bottom edge of the check. Align the "Right Edge Of Check" line on the alignment guide with the right edge of the check. The MICR characters should fall within the boxes on the calibration overlay both vertically and horizontally.

If the vertical alignment is off then you must make an adjustment to the Vertical field. Placing the cursor on the UP Vertical arrow and holding the left mouse button down will cause the MICR line to scroll upward from its current position. Pressing the DOWN Vertical arrow will scroll the MICR line downward.

If the horizontal alignment is off, then make an adjustment to the Horizontal field using the scrolling Left and Right arrows.

Pressing the Align button a new test page reflecting the changes you just made.

Pressing Set to Zero resets the MICR line to the default position.

Pressing OK accepts the current position and returns to the Main Menu screen. The selected check form is now perfectly aligned for use.

## **Remove Printer from Aligned Printers List**

Selecting Remove Printer from Aligned Printers List displays the Remove Printer dialogue box. By using the drop down arrow, the user can scroll through the list of connected printers, select the printer to delete, and select the Remove Printers from List button at the bottom of the box.

## **Test Destination Printer Connection**

Selecting Test Destination Printer displays the Destination Printer dialogue box. If the displayed printer is not current destination printer or your destination printer is not in the drop down arrow box.

Check Factory allows the user to Define a New Printer by selecting the Define New Printer button at the bottom of the Destination Printer window. Selecting this option then cycles through the Define/Align Destination Printer dialogue.

## **Print Blank Forms or Checks**

Selecting Print Blank Forms or Checks displays a Check Factory Message window prompting for the number of blank forms to print. Enter the number of blank forms you would like printed. The Current Company / Database Selected screen is displayed prompting for a Company selection and a form selection. If the form selected is a multiple part form, entering the number of parts to print and selecting OK will display any Checking Account Security screens necessary if a check form is selected. The Destination Printer dialogue box is now displayed. Selecting OK begins printing your job of blank forms or checks.

## **Check Factory Reports**

Check Factory is a database of information. Selecting the Reports menu and then one of the available reports prints a report of your data for the listed files. Printing this

information and storing it with your original program disks in a safe place is a wise thing to do. If your computer has a fatal disk problem and you ever have to reinstall your Check Factory, having the data for your personal system setup will save you a great deal of time.

# Settings Menu

## About the Settings Menu

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### Settings

Selecting the Settings menu from the Check Factory screen displays the Settings screen. This screen has been set with certain defaults by Trans-Micro for your system and should not need adjustment.

#### Source File Capture Method

Defaults of Spool Event and Timer Event are checked.

#### End of Job Time-out

Check Factory waits this number of seconds to make sure that your accounting software has finished outputting the print job. Sometimes, on slow networks or slow computers, the accounting software pauses longer than the End of Job time-out. This will cause Check Factory to prematurely start processing the print job and the remainder of the print job will be truncated.

If Check Factory pops up before the accounting software is done printing then you must increase the End of Job time-out. Keep adding 5-10 seconds until the print job completes intact.

For most accounting software this is not an issue. Good programming practice dictates that when you are printing something, you open the printer, print, then close the printer. Check Factory will never pop up while the accounting software has the printer open. On the other hand other programmers seem to think that you should open and close the printer for each page of the print job or even in the middle of the page. This is NOT good programming, but it happens. Check Factory is able to deal with whatever they send us.

Default End of Job time-out is set to 5 seconds.

## Workstation Settings

Source File displays in RED and should not be changed unless directed to do so by Trans-Micro's technical support technicians.

If you have a local hard disk on your workstation the Source File **MUST** be located on the local hard disk, usually in the root directory. The source file is connected to a Windows print driver. Some Windows print drivers cannot print to a file outside of the root directory, that is why it is in the root.

If you have a diskless work station please call Trans-Micro support for instructions on how to deal with this situation.

## MICR Aligned Printers

Displays the currently aligned printers for this workstation.

# Appendix A

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# Trigger Code Command Reference

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## About the Trigger Codes

The Trigger Codes are commands that are embedded in to your accounting software report. These commands tell Check Factory what to do. Check Factory is a print file processor. Check Factory looks in a specific location for your print file. When it finds the file, it takes the file apart, looking for Trigger Codes and other information. The trigger codes are removed from the print job prior to being printed at the printer so you will not actually see the trigger codes printed on the page. However, if you want to see the trigger codes (for testing purposes), simply print your report directly to the printer, using a printer other than the Check Factory printer.

## Command descriptions:

### **DBLINK= or COMPANYID=**

This command passes the name of the accounting software database that is being used for this report. The argument to this command must be a unique identifier of the database such as the company name or directory name where the database is located.

Upon encountering this command, Check Factory does a search of the Company Control File, DBLink field for the argument. If the argument is not found, the user is prompted to select a company record to link this argument to.

### **FORMID=**

This command along with the DBLINK/COMPANYID from above identifies the Form Control Record to be used when printing this form.

The argument must be a valid Form ID in the Form Control Master file.

### **PARTS=**

You may hard code the number of parts or copies of each report page to print. Usually the number of parts is read from the Form Control record, Default Number of Parts field.

The argument must be a number from 1 to 99.

**ACCOUNTID or  
GLNO**

This command identifies the checking account to be used. The argument to this command is usually the general ledger account number of the account being printed.

Check Factory looks in the Checking Account Control file for records that match the company found above with a PRAPCode that matches the form type found above. If the account record, ACCOUNTID, matches the argument to this command, we have an exact match and Check Factory proceeds. If the ACCOUNTID is not found, the operator is prompted to choose an account. If there are no accounts linked to this company and form type then the operator will be notified.

**CHECKAMT=**

The argument of this command passes the dollar amount of the check to Check Factory. If signature dollar limits are being used, it enables Check Factory to determine whether a signature graphic will print. It is also used in the audit log.

**CHECKNO**

The argument of this command passes the check serial number to Check Factory so it can MICR encode the check number in to the MICR line. It is also used in the audit log.

## **Placing Trigger Code Commands in your report**

There are many different types of report writers in accounting software so there is no specific way in which we can tell you how to actually insert the Trigger Codes in to your report. Generally there are two methods used. All trigger code commands are enclosed or separated by double vertical bars “||” (ASCII 124).

### *Use a printer resident font*

You must use a printer resident font for the font that this field will print in. The best font to use is 8 point Lineprinter. With a field width of 8 inches wide, this will give you about 130 characters to work with. Printer resident fonts have a printer icon next to the font name in the fonts list. If there are no printer resident fonts listed, go to the File menu of your report writer and select any HP III or above printer as the default printer. This will make printer resident fonts available in your report.

If there is not enough room on one line for all of the commands, it perfectly OK to place commands anywhere on the printable page. Just make sure to enclose each command by double vertical bars “||”.

### **Method 1 (Used in R&R Report Writer and Crystal Reports)**

A calculated field is created where the various components are assembled in one field. This field is then printed in one long string at a particular position on the page. When using this method start printing your field at the extreme left side of the page and make the width of the field 8 inches.

*An example of a calculated field using trigger codes for a check:*

Note: Items enclosed within curly braces “{field}” are fields dragged in from a list elsewhere in the report writer. Literal text is enclosed by double quotes. The individual elements are concatenated together by the “+” signs. Each command is enclosed and separated by double vertical bars “||”.

```
“|| DBLINK = ” + {CompanyName} + “|| FORMID = APCHK || CHECKAMT = ” + {netChkAmt} + “|| CHECKNO = ” + {checkno} + “||”
```

If you print the check containing the above trigger codes directly to the printer bypassing Check Factory, you might see the following line printed somewhere on the check:

```
|| DBLINK= Sample Company || FORMID = APCHK ||  
CHECKAMT = $135.54 || CHECKNO = 600034 ||
```

**Note:**

The fields within the curly braces are replaced with variable data from your accounting software's database.

**Method 2 (Used in some proprietary report writers)**

This method usually uses drag and drop or some variation thereof to place objects directly on to the report format displayed on screen. A simple check example is shown below.

```
|| DBLINK = {CompanyName} || FORMID = APCHK ||  
|| CHECKAMT = {netChkAmt} ||  
|| CHECKNO = {checkno} ||
```

```
{Spelled out amount}  
{netChkAmt}
```

```
{Vendor Address1}  
{Vendor Address2}  
{Vendor Address3}  
{Vendor Address4}
```

See the "Software Setup Guide" elsewhere in this binder for specific instructions on how to use trigger codes in your accounting software reports.