

User Guide

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Preface

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Welcome!

Your purchase of Trans-Micro's Check Factory gives you the latest cutting edge laser printer technology. Your company is now able to completely free itself from the burden of preprinted check forms. With Check Factory, one box of blank check forms lets you print checks for hundreds of checking accounts. With plain blank paper you are able to print typeset quality forms, like invoices, statements, etc., with your laser printer.

TradeMarks

Check Factory is a registered trademark of Trans-Micro, Incorporated, Fairfield, Florida

Hewlett-Packard is a registered trademark of the Hewlett-Packard Company.

Microsoft and Windows are U.S. Registered trademarks of Microsoft Corporation.

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Registration

In order to receive technical support you must fax in your completed registration form. Please click on the About menu when in Check Factory.

Technical support will not be provided unless a valid registration is on file at Trans-Micro.

Update and Upgrade Policy

Updates and upgrades are available periodically from Trans-Micro. Only registered users are eligible to receive updates and upgrades.

Updates are minor improvements and bug fixes to the current release of Check Factory. There is usually no charge for an update unless the update is required because of changes made by your accounting software vendor, over which we have no control. Example: Your accounting software company changed its' statement format so that it no longer aligns with your Check Factory statement form. This is an example of an update that you would be charged for.

Please check the What's New and Download page of the Check Factory website periodically for updates.

www.checkfactory.com

Upgrades are released from time to time. They include new features and or major changes to the software. There is always a nominal charge for upgrades.

Custom Versions

Trans-Micro offers a customization service for Check Factory. We will modify existing forms or create completely new form overlays to your specifications.

If you are a software developer or you are using an application that we do not currently support, Trans-Micro will create completely custom versions for accounting software that we do not currently support.

Please call our customization manager for more information about custom services. There is a charge for customization services.

Technical Support

Before you call Trans-Micro support....

See the “How To Guide”

We have provided a comprehensive “How To Guide” that gives you quick information on how to do the most frequently used operations in Check Factory. See the “How To Guide” elsewhere in the Check Factory documentation.

See the “Trouble Shooting” Section

Located at the end of the User Guide

Read the Manuals

Most support questions can be answered by simply opening the manuals and finding the section that pertains to your question. Please keep the manuals in a location easily accessible to all users. You may also wish to assign a system administrator for Check Factory who can assist other users.

Call your dealer

If you had a dealer install Check Factory, please call your dealer first. He or she is probably most familiar with your system and will be able to solve your problem quickly. Also many calls to support involve issues that are not related to Check Factory in any way. Only your accounting software dealer can solve those problems for you.

Trans-Micro Support Policy

Our support technicians are available for those users who have read our manuals and technical notes and are still not able to resolve a problem with Trans-Micro software. We assume that the caller is familiar with the operating system and network system that is running on their machine.

If your dealer installed your accounting software and/or Trans-Micro software, call your dealer first. If your dealer cannot solve the problem, have the dealer call us.

If you do not understand computers, and do not wish to call in a local support person for help, expect to be charged for support from Trans-Micro.

If you have a network computer system with more than two users, and are having printing problems, please call your network support person. If they cannot resolve the problem, have them call us.

Paid Support Services

Due to the escalating abuse of Trans-Micros' free technical support policy we have been forced to charge for the following support services:

Standard Support rate (as of 01/01/02) is \$80.00 per hour, billed in one hour increments.

Please call 1-800-749-2335 to purchase support time.

1> "I am new here and I don't understand this software..."

Calls from "new" employees of existing customers who are unfamiliar with the Trans-Micro product. We will no longer offer "free training services" for new employees. Calls will be charged at the standard rate.

2> "Just walk me through it, I don't have time to read the manual..."

Calls from users that do not have the Trans-Micro manuals or do not feel that it is necessary to read the manuals will be charged at the standard rate.

3> "Just got a new machine..."

Calls from users where the Trans-Micro software has been working just fine and now it doesn't because you just

installed a new computer, will be charged at the standard rate.

4> “Just got new software...”

Calls from users where the Trans-Micro software has been working just fine and now it doesn't because you just installed a new software or operating system upgrade, will be charged at the standard rate.

5> Calls from users regarding the operation of their accounting software.

The user is expected to be familiar with the underlying accounting software. If we know the answer you will be charged at the standard rate.

Free Support Services

New Installations

Calls from registered users up to one year from date of original purchase. (Excluding “New Employees...” see #1 above)

Upgrade Installations

Users that have purchased updates are entitled to 15 minutes of support during the first 30 days after purchase of the update.

General Questions

Calls regarding legitimate program errors on the part of Trans-Micro.

Calls from users that have clearly defined questions about a particular feature or operation. Such as: “What types of graphic file formats does your software support?” or “What is the purpose of the Account ID field, it is not clear in the manual?”

Calls that the support technician determines will take less than five minutes.

Calls about the capabilities of Trans-Micro software.

Calls from registered Trans-Micro software dealers who purchase more than one Trans-Micro product per year.

Trans-Micro technical support:

E-Mail: tech@trans-micro.com

Technical Support

Phone: (352) 591-1015 9-5 Eastern Time M-F

Introduction

What is Check Factory?

Check Factory allows you to print forms and checks from inside your accounting system on plain paper without the need for expensive preprinted forms and checks. You may also integrate your company's logos and graphic images along with Check Factory's forms and checks giving your documents a finished, polished, inexpensive replacement of preprinted forms. Check Factory supports unlimited companies with unlimited forms and checking accounts. Printing and managing custom forms and checks is reduced to selecting forms from within your existing accounting software, rather than spending time loading various unwieldy preprinted forms.

Check Factory will let you print multiple part forms, pulling paper from different paper bins if you choose. You can even assign different titles to each part. You can install your own logos and graphics on checks and forms as well as change your company name and address for any company at any time. You can turn the shading on or off for any form and you can route that form to any laser printer on your network.

With Check Factory, dealing with preprinted forms is ancient history, all you need is inexpensive blank paper and a supply of completely blank check paper to print forms and checks from an unlimited number of companies.

How does the Check Factory printing process work?

The accounting software application prints to a special (Check Factory) laser printer driver that is connected to the file: C:\LFECHF000 on the hard disk of the local workstation.

Check Factory is running and minimized on the local workstation.

The report writer in the accounting application is used to print a Check or Form report to the Check Factory printer.

When the accounting software is finished outputting the print job to the Check Factory printer, Check Factory jumps in to action.

The accounting software report is slightly modified to print additional information on the face of each page generated. The extra information printed is used by Check Factory to

determine what Form Overlay and/or Checking Account is required to be printed by Check Factory. This extra information is called the "Trigger Codes" and may be printed anywhere on the page. Check Factory will strip the codes from the print job before it is actually printed at the printer.

Check Example

Trigger codes contained in check print job (Remember, you will never see the trigger codes actually print on the page):

```
||DBLINK = My Company, Inc.||FORMID=APCHK||  
||CHECKNO=20004||CHECKAMT=$12,345.55||ACCOUNTID=1030||
```

All values on the right side of the equal sign come from a database field in the report writer. The values will change with each page printed. The FORMID is an exception, the FormID specific to this report so we hard code it into the report.

The print job is generated by the accounting application and sent to a Windows Printer connected to port: C:\LFECF000

When the accounting application is finished printing the job to C:\LFECF000, Check Factory picks up the file and starts processing it. Check Factory will prompt the user to select the actual physical Laser printer to send the job to.

Check Factory parses the print job looking for "Trigger Codes". When it finds one, it removes it from the print job and performs the function.

Example for a check:

```
||DBLINK = My Company, Inc.||FORMID=APCHK||  
||ACCOUNTID=1030-12345||||CHECKNO=20004||CHECKAMT=$12,  
345.55||
```

Check Factory does a lookup in the Company Control File, DBLINK field, for "My Company, Inc."

Next Check Factory looks in the Form Control file for a FormID equal to APCHK and a Company ID that matches the company record just located above. If the Form Control record found has MICR check enabled, we select all records in the Checking Account Control file that have a matching Company ID. Then we look at that group for records that have a PRAPCode equal to AP, since this is an AP check. Finally we look for a match on the AccountID equal to 1030-12345 in the Account ID field (the Account ID is the GL account number passed by the accounting software.)

The CHECKNO (check number) is passed to Check Factory so it can MICR encode the check number into the MICR line. The CHECKAMT (check dollar amount) is used when a dollar limit is assigned to signature graphics or if the dollar amount is to be MICR encoded.

If there is any missing information required by Check Factory, the final selection screen is presented. (See below) Highlighted items in the greyed out lists have been selected by “Trigger Code” values passed in the print file and are not changeable.

Final Selection Screen...

Check Factory Company, Form, Account Selection

Current Company / Database Selected

AA Trans-Micro, Inc
BB Bonnies' Bridal Shoppe
CC California Car Company

Current Form Selected

1099LASER	Laser 1099 Forms	↑
APCHK	Accounts Payable Check Multiple Stub	
APCHKL	Accounts Payable Laser Check	
APCHKR	Accounts Payable Laser Check w/Sep Remittance	
BLANK	Reports or NON Check Factory Forms	
INV/PROD	Invoice (Product)	↓

Current Checking Account Selected

1030 Accounts Payable Account

Link Name = CALIFORNIA CAR
Desc =
423 Seaside Street
P.O. Box 8060
Carmel, CA 92344
(555) 555-5555 Sales

Number of Parts (1-99): 1
Starting Check Number: 0
OK

Active list boxes require the user to select an item before proceeding.

Finally, if this is a MICR check, the Checking Account Security screen is presented. The user is prompted for his/her User ID and Password. If there are any passwords associated with the account and/or signatures, they will be prompted for at this time.

Check Factory Company, Form, Account Selection

Current Company / Database Selected

AA Trans-Micro, Inc
BB Bonnies' Bridal Shoppe
CC California Car Company

Current Form Selected

1099LASER	Laser 1099 Forms	↑
APCHK	Accounts Payable Check Multiple Stub	↓
APCHKL	Accounts Payable Laser Check	↑
APCHKR	Accounts Payable Laser Check w/Sep Remittance	↓
BLANK	Reports or NON Check Factory Forms	↑
INVPRDD	Invoice (Product)	↓

Current Checking Account Selected

1030 Accounts Payable Account

Link Name = CALIFORNIA CAR Desc = 423 Seaside Street P.O. Box 8060 Carmel, CA 92344 (555) 555-5555 Sales	Number of Parts (1-99): <input type="text" value="1"/>
	Starting Check Number: <input type="text" value="0"/>

The number of visible fields depend on what passwords have been enabled. The user must complete all visible fields.

The print job is now sent to the printer and the form overlay, graphics, and MICR encoding is printed on the check forms.

Printing forms and non MICR checks is similar to the above process without the MICR check specific routines.

Check Factory Features

Check Factory® is a complete electronic check and forms printing software program, designed to completely replace the need to purchase preprinted checks and forms. Check Factory® works inside your accounting software and takes only a few minutes to install.

- ✓ One step process prints your checks and MICR encoding at the same time on blank check stock
- ✓ Unlimited number of checking accounts at no extra charge
- ✓ Automatic check signing
- ✓ Up to three signatures each may be assigned a dollar limit.
- ✓ Multiple part checks and forms. Each part assigned a laser printer paper source bin.
- ✓ 999 million levels of security
- ✓ Scan in up to three graphic signatures per account.
- ✓ Print W2's on blank paper (except for government required red copy)
- ✓ Typeset quality forms print on blank paper (Statements, Invoices etc.)
- ✓ Print forms for unlimited number of companies
- ✓ Multi-part forms with up to 8 different titles (Original, Customer Copy etc.)
- ✓ Packing list blackout, blacks out prices on certain parts of invoice, etc.
- ✓ Create your own form overlays using ANY form design, publishing, graphics or word processing program. No learning curve!
- ✓ Last job reprint feature. Stores the last print job so that it can be reprinted without having to reprint via your accounting software.

Check Printing Features

Easily access printer resident signature/graphic cartridges or SIMMs.

Assign a password to each of three graphic signatures on a check.

Require multiple signatures only if the dollar amount of the check is over a certain amount. (Signature line will print only if dollar amount exceeds limit set)

AUDIT TRAIL:

Creates an audit report for any or all checking accounts. Reports activity each time a checking account is accessed. Reports date, check number, payee amount, time, account, user name etc.

SECURITY

Design an unlimited number of security schemes with flexibility offered by no other product

999 million levels of security

A User ID and Password is required to access any checking account, plus you may also assign an additional password to EACH checking account. Additionally you may also password protect each individual graphic signature on the check.

Assign a security range for each user.

Example: Account is assigned a security level of 1500. Only users with a security range between 1000 and 2000 would have access to this account.

Assign a password to each signature on an check.

GRAPHICS

Import virtually any bitmap graphic format for logos and signatures. Visually see the graphic on screen.

Scan images directly into Check Factory using a TWAIN compatible scanner.

DEPOSIT TICKETS

Print blank deposit tickets for filling out by hand.

PRINTERS

Works with PCL5 type Hewlett Packard or compatible MICR laser printers.

Each workstation may use a different type of MICR printer, the MICR alignment is now linked to the printer.

Single printer and workstation setup.

Station numbers no longer used.

DOS captures are no longer used.

Ability to use a wide variety of MICR printers at one site.

Installation and Testing

Hardware Supported

Check Factory requires the following hardware:

Microsoft Windows 9x, Windows NT, Windows 2000, XP

A Hewlett-Packard LaserJet III or higher compatible laser printer.

Includes HP III, IIIp, IIIsi IV, 4L, IV plus, 5, 5si, 5p, 6p, 6m, 4000, 5000, 6000, 8000 series

Printer must have PCL5 compatible internal scaleable Helvetica or Universe fonts. All HP III series or above printers have internal scaleable fonts.

HP Series II or HP LaserJet Plus type printers are no longer supported.

Installation

Installing Check Factory is a multiple step process. First you must install the Check Factory software, then you must configure your accounting software to work with Check Factory. Detailed instructions for configuring your accounting software to work with Check Factory are found in the “Software Setup Guide” located elsewhere in the three ring binder.

Summary of steps required to install Check Factory:

- 1> Run SETUP.EXE from floppy or the CFACTORY folder.
- 2> Follow the specific on screen instructions for your accounting software in the SETUP program.
- 3> From the Printers window, ADD two HP III or IV printers. One prints to the file C:\LFECF000 and the other is connected to a physical local or network printer.
- 4> Run the Check Factory Software
- 5> Define / Align a Check Factory printer.
- 6> Add a Company Control record for each company or database in your accounting software.
- 7> Add a Checking Account Control record for each checking account you have.
- 8> Add users to the Security Control File
- 9> Print sample checks or forms in the Check Factory Print Menu, Print Blank Forms.
- 10> Perform the accounting software specific instructions found in the “Software Setup Guide” located elsewhere in this binder.

Upgrading from DOS Check Factory version?

If you are upgrading a previous version of Check Factory or Laser Form Energizer whose files are not below your top level accounting software folder, please make a folder below your

top level accounting software folder called CFactory. Copy the entire contents of your old Check Factory directory to CFactory then run SETUP.

Example:

Your previous version of Check Factory is located in:

K:\OLDACCTG\LFEBWIN

Your current accounting software is located in:

F:\MYACCTG

Make a folder called:

F:\MYACCTG\CFACTORY

Copy files from K:\OLDACCTG\LFEBWIN to F:\MYACCTG\CFACTORY. Your existing files are now in a position to be upgraded by Check Factory v 2.xx.

Run SETUP per 1a in next section.

1a. Running SETUP (Must run from one workstation)

Check Factory is distributed on one or more floppy disks. Locate disk number (1) and insert it in to the floppy drive.

Windows 9x, NT 4.0, Windows 2000, XP

From the START menu click RUN. Enter d:\SETUP where d is your floppy drive letter.

1b. Running WSSETUP (Adding a new workstation)

If you are going to use Check Factory on multiple workstations, you must run WSSETUP.EXE located on the server CFACTORY folder.

From the START menu click RUN. Enter d:\MYACCTG\CFACTORY\WSSETUP where d:\MYACCTG is your accounting software folder.

WSSETUP does not need to be run if you have already run SETUP on this workstation.

You will never overwrite or loose any of your existing data or setup files by installing Check Factory to the same place multiple times.

2. Follow the on screen instructions.

The installation program options will depend on what brand accounting software you use. Please see the “Software Setup Guide” located elsewhere in the three ring binder for software specific instructions.

3. Add Check Factory printers

IMPORTANT!

There are TWO windows printers involved when using Check Factory.

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

Printer 2: This is a windows printer that is connected to the physical printer that you want the Check Factory program to print checks and forms to. This is the printer that you select inside the Check Factory program under Define/Align printers.

Printer 1 (Printer that your accounting software uses for Check Factory)

Check Factory requires you to output your accounting software print jobs to a specially configured Windows printer driver. This driver is setup to print to a special file located in the root directory of your local hard disk drive.

Please verify that your local C: drive has at least 50 megabytes of disk space left.

Verify what type of printer you are going to be printing to.

If your printer is:

HP LaserJet 4 or above laser printer:

Use the HP LaserJet 4 driver

HP LaserJet III or compatible:

Use the HP LaserJet III printer driver.

HP Series II or compatible:

NOT COMPATIBLE WITH CHECK FACTORY.

HP LASERJET (old 1985 vintage first laserjet)

NOT COMPATIBLE WITH CHECK FACTORY.

Note:

Always use the HP Laserjet 4 driver or HP LaserJet III unless the “Software Setup Guide” that came with Check Factory specifies otherwise (some accounting software requires the use of the Generic Text only printer driver).

You can print to later model printers, however you must use the HP LaserJet 4 or HP LaserJet III driver for the Check Factory Windows printer.

Check Factory will not work with DOT MATRIX, DESKJET or BUBBLEJET printers or drivers.

Adding a printer: WIN9x:

Click the Windows 9x START button, SETTINGS, PRINTERS.

Double click on the ADD PRINTER icon.

On the initial screen, Click Next.

Select a LOCAL printer because this printer is going to print to a file on your LOCAL hard disk. Click Next.

Select HP as the Manufacturer.

Select LaserJet 4 from the list of printers (Unless specified otherwise in the “Software Setup Guide”).

Click Next

Next you will be shown a list of available ports. Select: C:\LFECF000 from the list. If this port is not in the list select FILE, you will have to change it later. See: “Adding / Changing a Port”. Click Next

Change the Name of this printer to CHECK FACTORY. You DO NOT want windows programs to use this as the default printer. Click Next

Do not print a test page. Click Finish.

Adding/Changing a Port (Windows 9x)

Click the Windows 95 START button, SETTINGS, PRINTERS.

Right click on the CHECK FACTORY printer icon.

Click on Properties. Click on the Details tab.

Click on Add Port.

Click on Other. Double click on LOCAL PORT in the list box.

When prompted for a port name enter: C:\LFECF000

Note: C:\LFECF is followed by three zeros not the letter O!

Click OK until you return to the properties window. At the Print to the Following Port: list box you may now select C:\LFECF000 as the port to print to.

Note: C:\LFECF is followed by three zeros! Not the letter "O".

Adding a printer: Windows 2000, XP:

Click START button, SETTINGS, PRINTERS.

Double click on the ADD PRINTER icon.

On the initial screen, Click Next.

Select a LOCAL printer because this printer is going to print to a file on your LOCAL hard disk. Uncheck the "Scan for Plug and Play printers" box. Click Next.

Look in the list of Ports for C:\LFECF000. Check the box next to C:\LFECF000. If this port does not show up in the list click on Create a New Port. Choose Local Port from the TYPE list. Click Next

Enter C:\LFECF000 when prompted for the port name. Make sure you type in zero zero zero for 000. Click OK

Choose HP from the list of Manufacturers.

Choose LaserJet 4 from the list of printers (Unless specified otherwise in the "Software Setup Guide").

Click Next.

If asked, Keep the Existing Driver. Click Next.

Enter “Check Factory” for the printer name. Click Next

Do Not Share the printer. Click Next.

Do Not Print a Test Page. Click Next.

Click Finish.

Printer 2 (Printer that Check Factory program uses.)

Add another windows printer. Connect this printer to the local LPT port or network path for your printer.

DO NOT INCLUDE the words “Check Factory” in the name of this printer. Check Factory will NOT allow you to select a destination printer with the words “Check Factory” in the name.

This is the printer that you will select inside the Check Factory program under Print, Define/Align printer. This is the printer that your checks and forms will be printed on by Check Factory.

4. Run the Check Factory program

On Start Menu, Programs, Click Check Factory for XXXXXX where XXXXXX is the name of your accounting software.

5. Define / Align a Check Factory printer

Once the program is running the first order of business is to define a printer for Check Factory to print to. This is done by clicking on the Print Menu, Define/Align New Printer. For details see the “Reference Guide”, Print Menu, Define/Align New Printer.

You will be selecting **Printer 2** as described above.

DO NOT ATTEMPT to select the Check Factory printer (Printer 1).

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

6. Add Company Control Records

From the Check Factory menu select Company, Company Control File.

Add a company record for each company or database in your accounting software. The company address information here is **NOT** used for MICR checks. It will only appear on invoices, statements etc.

For detailed information see the “Reference Guide”, Company Menu.

7. Add Checking Account Control records

From the Check Factory menu select Check Factory, Checking Account Control File.

Add an account record for each checking account record that you have. Pay special attention to the Company ID and PRAPCode fields, they are extremely important. To enter or edit the MICR account numbers you must consult the “Check Factory Addendum” elsewhere in this binder.

For detailed information see the “Reference Guide”, Check Factory Menu, Checking Account Control File.

Also see the Introduction and MICR Check Printing sections in this manual.

8. Add users to Security Control File

Check Factory comes with a default user called MASTER. This user has complete access to all aspects of Check Factory. You may wish to restrict access to some or all portions of Check Factory. You may add users, passwords, and security levels in the Security Control File.

From the Check Factory menu, select Check Factory, Security Control File.

For detailed information see the “Reference Guide”, Check Factory Menu, Security Control File.

Also see the Check Factory, Security issues section in this manual.

9. Print sample checks and/or forms

After adding companies, accounts and users you will want to print some sample checks and forms. From the Check Factory menu select Print, Print Blank Forms. Follow the prompts and select the forms that you wish to print samples of. You can print as few or as many as you would like. You may also print multiple part forms to see how the different parts are printed. This is also a great way to print numerically sequenced checks for handwriting or for sending to your bank for testing.

10. Configuring your accounting software to integrate with Check Factory

Please see the “Software Setup Guide” located elsewhere in the binder for software specific instructions.

MICR Check Printing

What is a MICR Check?

Simply speaking, a MICR check is a negotiable banking instrument. In this case the check is printed in its' entirety on a laser printer. MICR is an acronym for "Magnetic Ink Character Recognition" The MICR portion of a check is the line of odd looking characters about one fourth of an inch from the bottom of the check. The MICR characters are called the E-13B character set as defined by the banking industry.

Why is the MICR line so important?

When a check is processed by the banking system it is subjected to being read by up to 30 high speed reader/sorter machines. The placement and alignment of the MICR line is absolutely critical if the check is to be read accurately by these machines. Also the shape and density of the MICR characters must be up to the stringent standards set down by the banking industry. Misreads by the scanning equipment cost the banking industry time and money which eventually filters down to people who actually write the checks. Misread checks can be identified by looking through your checks when they come back from the bank. Generally a bank will attach a thin strip of paper to the bottom of a returned check with your MICR account numbers printed on it. This indicates that the check could not be read by the high speed sorters. Please note that misreads may be caused by a variety of mechanical problems and are not always caused by the printing of the MICR number.

The design of Check Factory incorporates the stringent specifications laid down by the banking industry. Following these instructions will assure adherence to MICR printing standards.

How does Check Factory organize checking accounts

Check Factory is designed to maintain an unlimited number of companies which may be linked to an unlimited number of checking accounts. Check Factory expects you to install one company in Check Factory for each company or database that you have in your accounting software. There is a one to one relationship between a Check Factory company and the companies (databases) in your accounting software.

Your accounting software maintains a chart of accounts for each company. In that chart of accounts you will or have assigned your checking accounts to particular general ledger account numbers. This is standard for all accounting software.

Check Factory operates in a similar fashion. Checking accounts are linked to your Check Factory company through the Company ID field. You may have any number of accounts for a particular company. Each account must have an Account ID that corresponds to the general ledger account / sub-account number for that account. Furthermore you also have to tell Check Factory what type of account it is, accounts payable or payroll, via the PRAPCode field.

With this information Check Factory is able to accurately select the correct account for printing. If for some reason your accounting software fails to provide enough information to automatically select an account, Check Factory will prompt the user to select any missing information.

MICR alignment and calibration.

Each laser printer that you intend to use with Check Factory must be DEFINED ahead of time. If you intend to print MICR checks with the printer, you must ALIGN it so that the MICR line prints in the correct place on the check paper. This Define / Align procedure must be performed on each workstation and for each laser printer that you use Check Factory with.

Please see the “Reference Guide”, Print Menu, Define/Align New Printer for details on this procedure.

Quality control issues.

There is a certain amount of quality control that must be performed by yourself or a supervisor when using Check Factory.

The density of the characters of the MICR line is very important. The characters should be fully formed, clear and crisp around the edges. There should be very little if any extraneous specs of toner in the vicinity of the MICR characters. Use a magnifying glass or loupe’ to view the characters closely.

The amount of toner left in your toner cartridge is also very important. If the “Toner Low” message on the front panel of your laser printer is on, you must STOP now and replace the toner. Letting your toner run out until exhausted will cause read problems and may incur extra charges from your bank.

The moisture content of the paper is critical. If you are experiencing characters that are too light, your paper may be either too moist or too dry. Always store your paper in a temperature and humidity controlled environment. One of the best ways to store paper after it has been opened is in a plastic box with a tight fitting cover. Inexpensive plastic sweater boxes sold at discount stores are perfect for storing paper and toner cartridges..

Most laser printers have adjustable density settings inside the unit. Consult your printer manual for its location. The density dial should be normally set close to the lightest setting. If the MICR characters appear to dark then increase the setting to a higher number. If to light then decrease the setting. The results will not change immediately but only after printing about 20 pages.

If you are using a HP LaserJet printer with “Resolution Enhancement”, please set the resolution enhancement mode to MEDIUM. Consult the HP user guide for details.

Laser printer toner is applied to the paper differently than printing ink. It is applied to the surface of the paper and does not soak in to any extent. Therefore it is important that the recipients of laser printed checks be discouraged from folding or spindling their checks. Folding a check across a MICR character may cause the toner to crack or flake off of the paper, causing a condition in which the check may be misread by the banking system.

If you have other questions regarding quality control please contact our technical support department.

Check Factory Security

How to use Security Levels

Check Factory may be set up for a wide variety of security schemes, from almost no security, to extremely tight, almost tedious security.

Simple Security

A simple security scheme would be to add one user to the Security Control File that everyone on the system will use. We will call him CheckUser and give him a password of CheckUser. We will assign him a security level lower limit of one (1) and an upper limit of four thousand (4000). This will keep him out of the Check Factory configuration files but allow him to print any checks.

As we set up checking accounts we will assign a security level to each account of one hundred (100). This level is within CheckUsers' range of 1 to 4000.

We will not assign any passwords to the individual checking accounts nor will we assign passwords to individual signatures.

Anyone logging in as CheckUser will be able to print any accounts with a security level of 4000 or less.

More Complex Security

A more complex security system allows certain users to access only some accounts.

In this example we will set up three users with three different security level ranges.

User1 is defined with a security level range of 1 to 1000.

User2 is defined with a security level range of 1001 to 2000.

User3 is defined with a security level range of 2001 to 3000.

One group of checking accounts will be defined with an account security level of 500, another group with a level of 1500, and the last group with a level of 2500. User1 will only have access to the first group, User2 will only have access to the second group and User3 will only have access to the third group. On the other hand CheckUser (see above) will have

access to all groups because his security range encompasses all groups.

At print time, if the current user does not have the necessary security to access the account he is attempting to print, Check Factory will inform him and allow him to find someone who does.

Extremely Complex Security

To enable extremely tight security you will want to use the above examples plus assign an individual password to each checking account, plus assign a password to each signature (assuming you are printing a signature graphic).

By tightening the security level range you have the capability to assign one user to one account or anything in-between.

Trouble Shooting

Troubleshooting

Please answer the following questions and skip to the sections indicated by your answers.

I printed a check from my accounting software and I did not get the check or form that I expected. What do I do?

Follow these steps in order. Do not skip any steps.

- 1. Go back to your accounting software and get set to print another check. Make sure there is something to print. Remember, if your accounting software does not output anything to the Check Factory printer, Check Factory will not print anything!
- 2. Return here when you are ready to print in your accounting software.
- 3. Verify that Check Factory is running and minimized. Look for the Check Factory icon at the bottom of your screen or on the task bar.
- 4. Verify that you have the correct report format selected in your accounting software.
- 5. Select the “Check Factory printer on C:\LFECF000” or verify that it is the default printer in your accounting software. Your accounting software must print to this printer in order for Check Factory to process the job.
- 6. Print the check from your accounting software. Once you have sent the print job to the Check Factory printer DO NOTHING until the Check Factory window pops up.
If the Check Factory window does not pop up after one minute has passed then one of three things are wrong.
 - A. Check Factory is not running and minimized.
 - B. You did not print to the Check Factory printer.
 - C. The Check Factory printer is not connected to port: C:\LFECF000
- 7. Did the Check Factory prompt you to select a Company?

YES

If this is the first time you are printing something for this company this is normal. You will be asked if you want to link this company to Check Factory. Answer yes. If you are continually prompted to select a company see below.

If NO then proceed.

8. Did Check Factory prompt you to select a form?

YES

For most accounting software that Check Factory supports, this is not normal. See your “Software Setup Guide” for instructions regarding the installation of modified report formats for use with Check Factory. We provide modified report formats that essentially tell Check Factory what company, form and sometimes what account to use. Some accounting software programs do not provide a report writer. If your software does not have a report writer then you will always be prompted for the company, form and account.

If you are prompted to select a form, make sure that the form you select matches the type of form your accounting software is expecting to print to.

If NO then proceed.

9. Did Check Factory prompt you to select a checking account?

YES

See above regarding modified reports. Note: Some accounting software is not able to pass the general ledger account number in its report writer. In this case you will always be prompted to select a checking account.

If you are printing a MICR check and there are no accounts listed in the Checking Account list box, this means that you do not have any accounts linked to the Company highlighted in the Company list box. You will have to select another company or go to the Checking Account Control file and either add and/or link accounts to this company. See the “Reference Guide” for details.

If NO then proceed.

- 10. When Check Factory prompts you to select a printer to send the print job to, be sure that you are selecting the correct printer. Many times people complain that their print job did not print when they actually sent it to the printer down the hall!

- 11. If you are printing a check the Checking Account Security window will be displayed.

You MUST correctly answer each visible field. If you fail to answer any fields, your check will print without any MICR codes or signatures.

- 12. If you have followed the above steps and still do not have satisfactory output you will need to call your support person. If you intend to call Trans-Micro support please review the Trans-Micro support policy in this manual.