Check Factory VS Software Setup Guide

Trans-Micro, Inc.

For:

Macola ES

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Specifications

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64/32 bit .NET Framework 3.5 SP1 managed code application.

Does not use the registry or any files out side of the Check Factory VS folder and the (All Users or user) \Application data folder.

Object based graphical interface allows you to modify or design all elements of forms and checks. All graphic elements are PDF based.

Forms may be created/modified within Check Factory or outside Check Factory as PDF documents.

Supports a wide variety of standard graphic file formats. JPG, BMP, TIF, PNG. Color or black and white.

Supports color documents, graphics and fonts.

Print to any windows printer. Laser, color laser, inkjet etc.

Print to multiple printers in a group. Send parts of a multiple part page to different printers.

Print to PDF and print to EMAIL is supported.

MICR checks require a magnetic MICR toner cartridge to meet American Bankers Association X9 ANSI standards.

Prerequisites

32 bit or 64 bit Windows XP or above operating system.

This software **will not work** on Windows NT, 2000, 98, ME

.NET Framework 3.5 SP1 (will be installed if not present) (Requires an internet connection)

Visual C++ 2005 SP1 (will be installed if not present)

1 Ghz or faster processor. This is a very graphics oriented program. Faster is better!

2 gigabytes or more of RAM memory.

60 megabytes of hard disk space.

Online registration requires an internet connection.

Compatibility with previous versions of Check Factory

Check Factory VS can run parallel with previous versions of Check Factory. Please remember that Check Factory VS is triggered by printing to the ***Check Factory VS printer*** from your accounting application while older versions of Check Factory are triggered by the *Check Factory* printer. A subtle but important difference.

Migrating existing Check Factory data

Check Factory VS has an "Import Check Factory version 2 data" feature in the Utility Menu. All Company and Account data will be imported including account logos and signature graphics. Customized forms will not be imported as Check Factory VS uses PDF file formats.

Installation

Installation - Single User (one PC only)

Verify you have local administrator rights to the PC.

Close all running applications. A reboot during the install may be required.

Download and run the Check Factory setup executable. You may install to the default folder which is C:\Check Factory VS for [your accounting software].   Do not install to the Program Files folder.

The main install process creates the Check Factory VS folders and installs all files necessary for the operation of Check Factory. Check Factory is a .NET managed code application. It does not use the registry or any files out side of the Check Factory VS folder and the (All Users or User) \Application data folder.

After the main install is complete you will be prompted to run the Work Station setup. Answer Yes to run Workstation setup.

Workstation Setup will do the following:

If .NET Framework 3.5 SP1 is not installed on your machine the workstation setup installer will install it. You may have to reboot your PC during the install process. Windows 7 has .NET 3.5 SP1 pre installed.

Visual C++ 2005 SP1 will also be installed if not present.

The Check Factory VS printer driver will be installed. You must have local Administrator rights to perform this operation.

Finally it will install Program Menu items and an icon on your desktop.

Installation - Multi User (server based)

Verify you have local administrator rights to the PC.

Close all running applications. A reboot during the install may be required.

Locate or create a shared folder that is accessible by all workstations that will be using Check Factory. We recommend that you install Check Factory below your accounting software data folder. The exact location is not critical as long as all workstations can access it via a share. Do not install to the Program Files folder.

Download and run the Check Factory setup executable. When prompted, install to the shared folder described above.

The main install process creates the Check Factory VS folders and installs all files necessary for the operation of Check Factory. Check Factory is a .NET managed code application. It does not use the registry or any files out side of the Check Factory VS folder and the (All Users or User) \Application data folder.

After the main install is complete you will be prompted to run the Work Station setup.

If you will be using the server as a Check Factory workstation Answer Yes to run Workstation setup otherwise answer NO.

Work Station Setup

In a multi user environment Check Factory must be setup on each station by running the **WorkstationSetupVS.exe** program.

How to install a workstation

Verify that you have local Administrator rights on the work station.

Navigate to the shared Check Factory folder on the server via a mapped drive letter or UNC path. Run WorkstationSetupVS.exe. You must run it from within the Check Factory folder so it can find the files that it needs.

Workstation Setup will do the following:

If .NET Framework 3.5 SP1 is not installed on your machine the workstation setup installer will install it. You may have to reboot your PC during the install process. Windows 7 has .NET 3.5 SP1 pre installed.

Visual C++ 2005 SP1 will also be installed if not present.

The Check Factory VS printer driver will be installed. You must have local Administrator rights to perform this operation.

Finally it will install Program Menu items and an icon on your desktop.

WorkstationSetupVS.exe must be run on each station that is to be used with Check Factory.

Installation - Multi User (Terminal Services or Citrix)

If you are not well versed in Terminal Server / Citrix technology please contact your network administrator to do the install.

VERY IMPORTANT... Check Factory and your accounting application MUST run in the same memory space, i.e. in a desktop session environment. When your application uses the Check Factory VS printer driver it will send Windows messages out to all running applications. Check Factory listens for these messages so that it can communicate with the driver. If the driver is not able to communicate with Check Factory it will return an ERROR 30. You cannot run your application in one TS or Citrix session and Check Factory in another session. They will not be able to talk to each other.

Verify you have local administrator rights to the Server.

Installation must be done from the Server console or remoted in to the server console. Installation cannot be done as a terminal server user.

Place the Server into Install Mode or install Check Factory via Add/Remove Programs.

Close all running applications. A reboot during the install may be required if .NET Framework 3.5 SP1 has to be installed.

Locate or create a shared folder that is accessible by all users that will be using Check Factory. We recommend that you install Check Factory below your accounting software data folder. The exact location is not critical as long as all user sessions can access it. Do not install to the Program Files folder.

The main install process creates the Check Factory VS folders and installs all files necessary for the operation of Check Factory. Check Factory is a .NET managed code application. It does not use the registry or any files out side of the Check Factory VS folder and the (All Users or User) \Application data folder.

After the main install is complete you will be prompted to run the Work Station setup. Answer Yes to run Workstation setup.

Workstation Setup will do the following:

If .NET Framework 3.5 SP1 is not installed on your machine the workstation setup installer will install it. You may have to reboot your PC during the install process. Windows 7 has .NET 3.5 SP1 pre installed.

Visual C++ 2005 SP1 will also be installed if not present.

The Check Factory VS printer driver will be installed. You must have local Administrator rights to perform this operation.

Finally it will install Program Menu items and an icon on your desktop.

Installation Troubleshooting

99% of all installation issues are related to not having Administrator rights on the machine when running the Check Factory setup programs. If you cannot resolve your setup issues please contact Trans-Micro support at tech@trans-micro.com.

Missing Check Factory VS printer in windows list of printers:

Open the Check Factory VS for [your accounting software]\WorkstationSetupFiles\Install Check Factory Printer

Verify you have Administrator rights on the machine.

Run the InstallCheckFactoryPrinter.exe program.

Trouble installing .NET 3.5 SP1

Verify you have Administrator rights on the machine.

Open the Check Factory VS for [your accounting software]\WorkstationSetupFiles\DotNet35SP1

Run DotNet35SP1.msi to install the .NET 3.5 sp1 framework. (Requires an internet connection)

Trouble Installing Visual C++ 2005 SP1

Verify you have Administrator rights on the machine.

Open the Check Factory VS for [your accounting software]\WorkstationSetupFiles\CPP2005

Run VCREDIST.MSI

Interfacing Check Factory to your Accounting Software

Check Factory is designed to process print jobs generated by your accounting software. This is done by printing to the Check Factory VS printer from within your accounting software. Check Factory must be running and Minimized prior to initiating a print job from within your software.

There is usually some initial setup required to allow your accounting software to communicate with Check Factory. This is usually done by installing slightly modified report formats in to your accounting software. These formats pass information to Check Factory via trigger codes that are embedded within each page generated by the print job. See specific instructions for your software following the Specifications and Installation section.

Running Check Factory VS for the first time.

Open the Windows list of printers and verify the Check Factory VS printer has been installed. Do not try to print a test page as the printer is only activated when Check Factory VS is running.

Start the Check Factory VS program from the Desktop icon or Programs Menu

Check Factory Help File

There is a Help Menu at the top of virtually every window in Check Factory. The help file is the primary documentation for Check Factory. We no longer provide printed manuals. Updated versions of the help file will be available online. Look for the Download link under the main Check Factory Help menu.

Please use the help file to obtain detailed instructions.

Initial Program Setup

Registration

Check Factory will be in demo mode until registered. All functions are enabled but a diagonal stripe will be printed on each page.

To register online open Check Factory, Help, Registration. Fill out the form. You are only allowed to register one time. Please be certain all fields are filled out accurately.

Press the Register Online button.

Destination Printer

You must define at least one printer in Check Factory that determines where your printed output will appear. Open Check Factory, Printers, Define / Align Printers. Check Factory printers are defined in groups. You may have one or more Windows printers in each group. You may also have a print to PDF and/or Print to Email printer in the group. Multiple printer groups may be defined. Printer groups may be assigned to a specific form.

Email Setup

Prior to using the email features of Check Factory you must define the email settings. Check Factory does not use your email client.

Open Check Factory, Email, SMTP Server settings.

Fill out the form. You may need your network administrator to help you.

Open Check Factory, Email, Email Job settings.

Fill out the form.

Security

Check Factory has an extensive Security model. It is disabled upon first installation for ease of use.

To enable security simply add one or more Security User records in addition to the default master record. If you change the default User ID and/or Password in the master record be sure to record this information and notify managers of where it is located. It cannot be reset with out written authorization form an officer of your company.

Security may be disabled by deleting all Security User records except the master record (which cannot be deleted).

Program Access Restrictions

By default all new users are given Administator Permissions. If you wish to restrict access to portions of the program you must create a new Permissions record, edit the permissions and then assign it to a user in the Manuage Users record. The permissions options are self explanatory.

You may not edit the Administrator Permissions nor may you change the permissions of the Master user record.

Account Security

By default all checking accounts are un restricted. If you wish to restrict users to certain accounts you may create Account Groups in Security, Maintain Account Groups. Simply name the group and give it a description. Make the user a member of the Account Group in Maintain Users, Make the checking account a member of the Account Group in Checking Account Control. A user and a checking account must both belong to the same group in order for the account to be sucessfully printed.

Signature Security

Signature security options are available in Checking Account Control. You may place up to three signatures on a check for each account. Each signature has its own security settings available by clicking on the Print Options button next to the signature.

Companies and Accounts

Import Companies and Accounts from Check Factory version 2

If you have an existing version of Check Factory version 2, you may import the Company and Account records. You must know where the previous version is located on your system. An easy way to find it is to look at the properties of the link used to start the old version of Check Factory.

How to import:

Close Check Factory on all stations except the one you are using for importing.

Run Check Factory, Utility, Import CF V2 Companies and Accounts.

Use the browse window to navigate to the previous version Check Factory (CFACTORY folder). Locate the Company.C00 data file. Click Open. You will be presented with a data grid showing the company records in the previous installation. Verify that this is the data that you wish to import. Choose whether you want to replace or merge the data. Press OK to Import.

If you have a lot of records to import it may take some time. Please watch the message window for progress. A message will be displayed when complete.

Initial Company and Account Setup

Most features of Check Factory will be disabled until at least one Company record is added.

Add Companies

Check Factory is designed to parallel the Company file in your accounting software. You must add one Company record in Check Factory for each and every company installed in your accounting software.

Please note that Company records are different than Checking Account records! You may have any number of Checking Account records linked to a particular Company record.

Add Checking Accounts

Checking Accounts are added from within the Company control window. Select the company record that you will be adding an account to. Choose the Accounts menu at the top of the window. This will bring up the Checking Account Control window. Your accounts are added here.

How to Process Forms and Checks with Check Factory

Verify that you have performed the "Initial Program Setup" as described above.

Verify that you have Companies and Accounts installed.

Verify that you have performed the "Software Specific Setup" detailed elsewhere in this document.

Start Check Factory and minimize.

Open your accounting software and prepare a form or check for printing.

Choose the Check Factory VS printer from within your accounting software as the printer for this document.

Initiate the print job. A few seconds after the print job is sent to the Check Factory VS printer, Check Factory will pop up. Please read the prompts carefully. You may be asked to select a Company. Make sure it is the correct company for this document.

You may be prompted to link this company to the company in your accounting software. Once linked it will not prompt you again. Check Factory will automatically link to this company in the future. Some accounting software cannot be linked in this fashion. (Quick Books)

Finally you will be asked to choose a Destination Printer. This window allows you to select or modify the printer(s) that will be printing your documents.

Macola ES Setup Instructions

Install modified MACOLA ES report formats

This can be a little complicated due to the design of Macola ES. It uses three different types of reports and form designers depending on which module you are using.

1> The AP check reports are designed and modified in a new forms designer that is similar to the Progression forms designer but very different in the way the reports are imported and exported.

2> The AR, OE and PO forms are designed and modified in a Progression style form designer and are imported and exported similar to Progression.

3> The payroll check is still hard coded and is not modifiable.

4> The statement form now uses a Crystal report. Check Factory does not currently support the statement form.

Please follow the procedures below to install the various modified reports in to Macola ES.

AP modified check forms

Copy the reports

This must be done on EACH workstation. There is no method of installing reprts globally for all users.

Copy CFAP.pdl and CFAPLONG.pdl from the Check Factory for Macola ES\ESREPORTS folder to the Program Files\Exact Software\USR folder on the workstation.

Install the reports

From the MACOLA ES menu system click on System, Company Settings, (Double Click) Documents
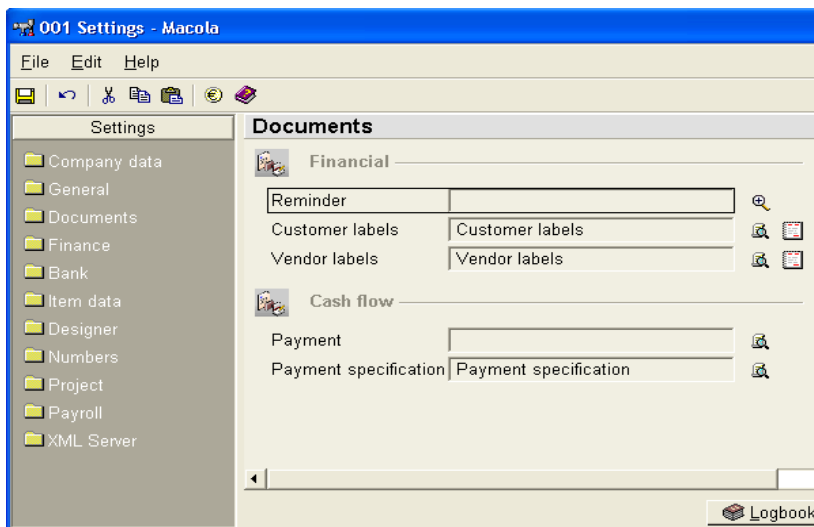
Click on the spyglass icon next to the Payment field.

Choose any check format and click the EDIT button.

USEXACT1	Cheque Layout
USEXACT2	Laser AP Check "A"
USEXACT3	Laser AP Check Long Stub
USEXACT4	Laser AP Check Pressure-Seal
USEXACT5	Continuous AP Check "A"
USEXACT6	Macola ES AP Check "MC"
USEXACT7	Continuous AP Check "MC"
USEXACT8	Payroll Check

Immediately close the format window of the check selected.

Click on File, Import from the 001 Layout - Macola screen. Choose CFAP.pdl from the dialog. Click OPEN

Repeat for CFAPLONG.pdl

Close the CFAP and CFAPLONG windows. Click SAVE when prompted.

Close the 001-Layout window.

The imported forms will not show up in the 001-Layout drop down list of formats until you close it. Click CANCEL to close.

Finally click the spyglass icon next to the Payment field once again to bring up the list of check formats. You should now see CFAP and CFAPLONG as choices. Please select one of the CF check formats.

CFAP will print stub, check, stub.

CFAPLONG will print one large stub and the check at the bottom of the page.
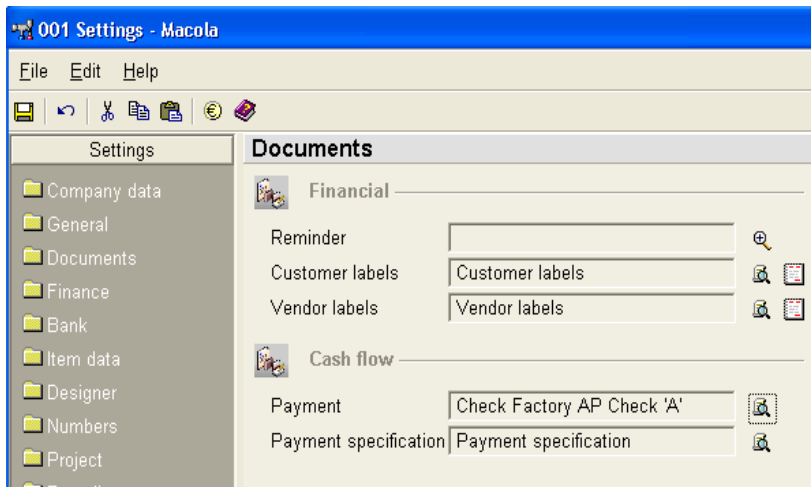
Click Save and then Close to exit the 001-Settings window.

AR, OE, PO modified forms.

Copy the reports

This must be done on EACH workstation. There is no method of installing reprts globally for all users.

Copy all the files ending in TXT from the Check Factory for Macola ES\ESREPORTS folder to the Program Files\Exact Software on the workstation. ES does not use separate data folders so you only have to copy the files one time for each workstation.

Install the reports

The modified form formats are:

Export File Name	Form No.
POORDFRM.TXT	20
PORTNFRM.TXT	20
OEQTEFRM.TXT	20
OEINVFRM.TXT	20
OEPIKFRM.TXT	20
OEPAKFRM.TXT	20
ARINVFRM.TXT	20

Please follow this procedure to import the modified Check Factory compatible reports.

TXT file import procedure (AR, OE, PO) :

Click System, Utilities, General, Form Maintenence, Export / Import Forms

Check the boxes as noted below:
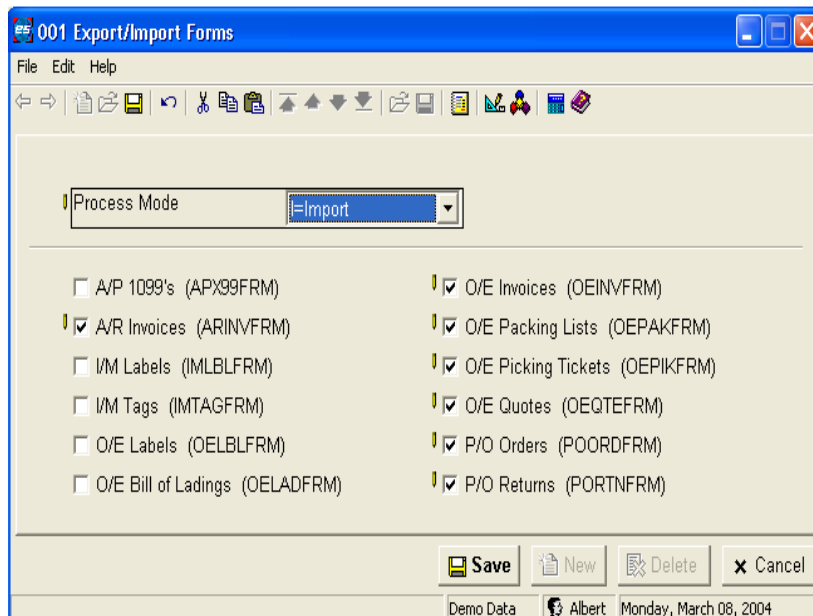
Click SAVE.
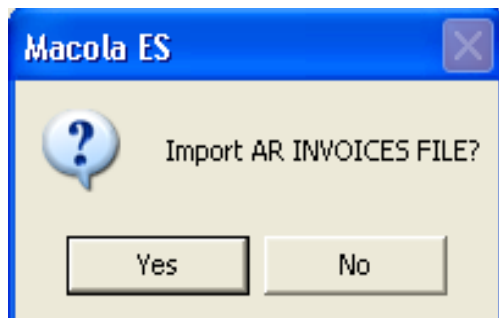
Click Yes

Enter 20 for the form number to import. Click OK
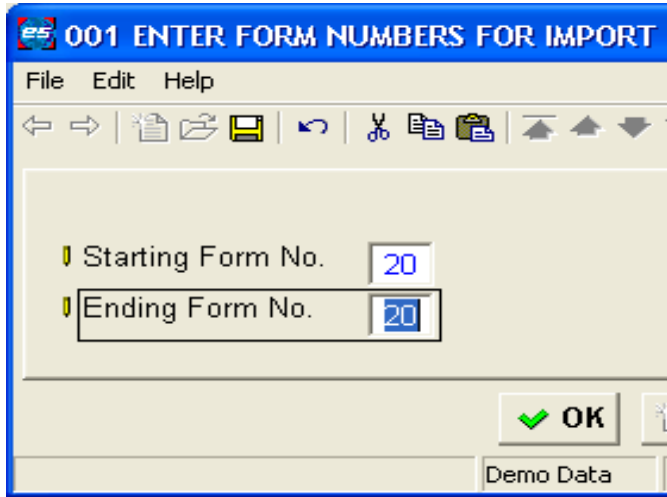
Repeat the procedure for each additional format.

Click CANCEL on the Export / Import Forms window to close the window.

Payroll Check Formats

There are no payroll check or advice slip formats to copy or import.

Statement Formats

Statements are not currently supported.

OE Acknowledgements

Acknowledgements are not currently supported.

Test Check Factory in operation with Macola ES

Start Check Factory VS and then minimize it.

Start MACOLA ES.

Go to each MACOLA ES module and print one of the above supported forms. The basic Macola ES printing procedures are outlined below.

Make sure that you select the report format called "Check Factory (or CF) xxxxxxxxxx", where xxxxxxxxx is the report format.

If there is no "Check Factory" report format then you have either not installed the formats in your data directory OR Check Factory does not support the format. Check Factory only supports formats that normally require a preprinted form such as invoices, checks etc.

NOTE:

Only report formats marked as: Check Factory xxxxxxxxxxx reports will operate correctly.

Payroll checks and Advice slips do not have a Check Factory specific form but will still work with Check Factory.

AP Form Printer Setup

From the ES Menu choose File, Form Printer. On the Printers window double click on Cheques/Bills of exchange. Verify the settings are as shown below.
Printer should be Check Factory VS.
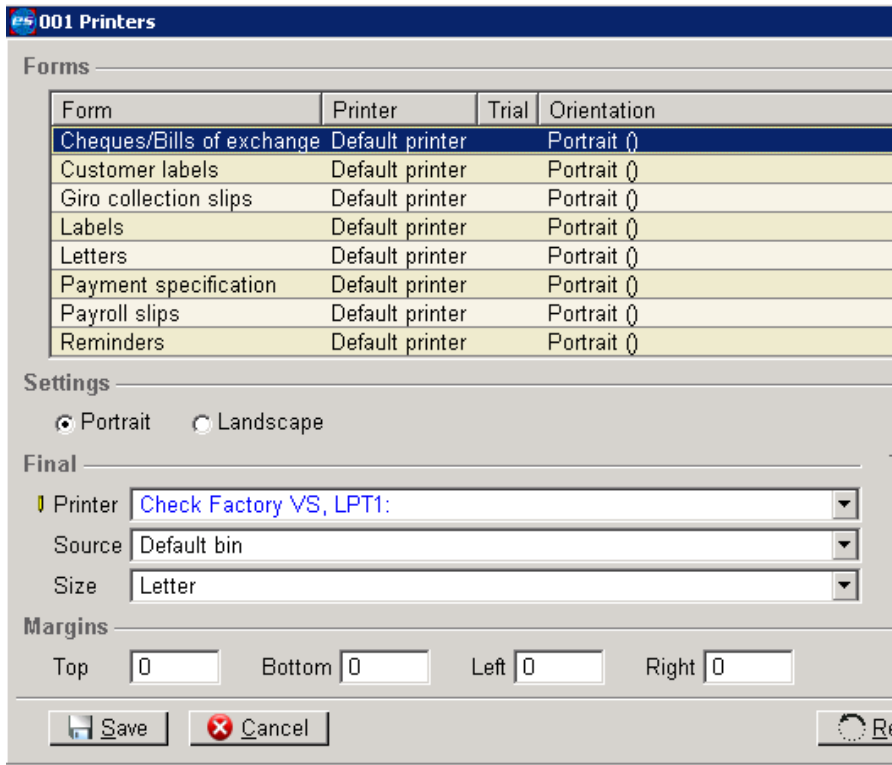
Press Save.

Press Save to save your changes.

Payroll / Payroll Slips Form Printer Setup

Verify the settings are as shown below.
Printer should be Check Factory VS.

Press Save then Cancel to exit the window
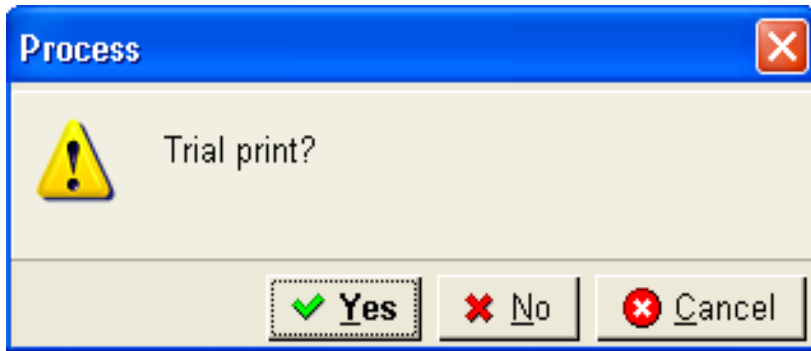
AP Check Printing Procedure

Choose checks to be printed via Macola ES procedures. When presented with the Enter: Document Number window choose the Layout Name. Either the CFAP or CFAPLONG formats.

Click OK.

You may choose to do a Trial print. Choose No to print a live check. You may be presented with a print to screen of the check print job. Press the printer icon at the top left of the screen to print the job.
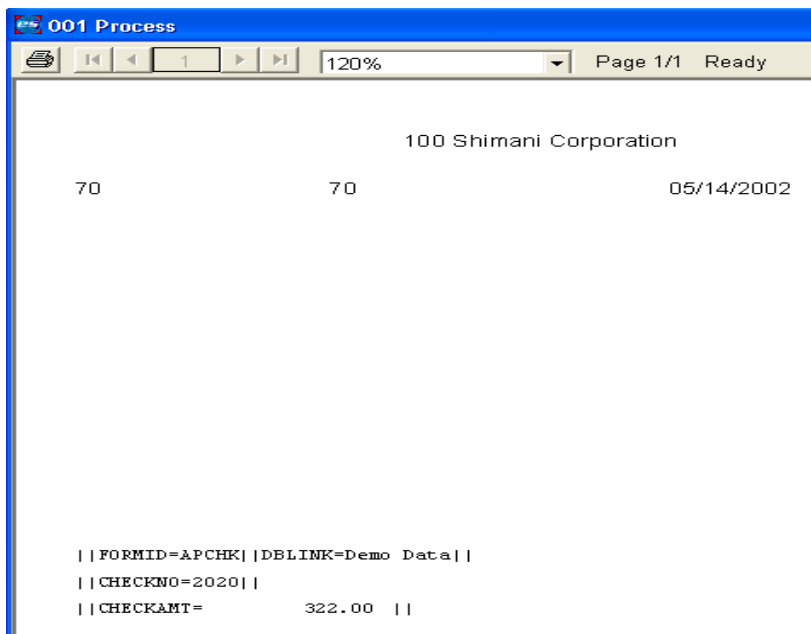
You will then see the Printer window. The **Check Factory VS** printer should be pre selected. Press OK to proceed.
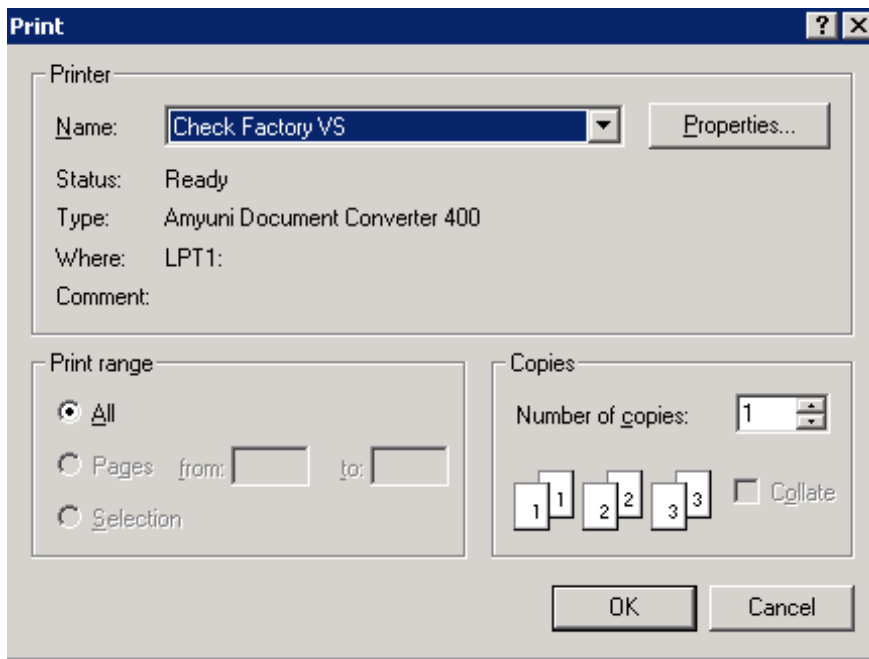
Review all checks after they have been removed from the laser printer. Do not answer the following screen until you have reviewed all checks printed.
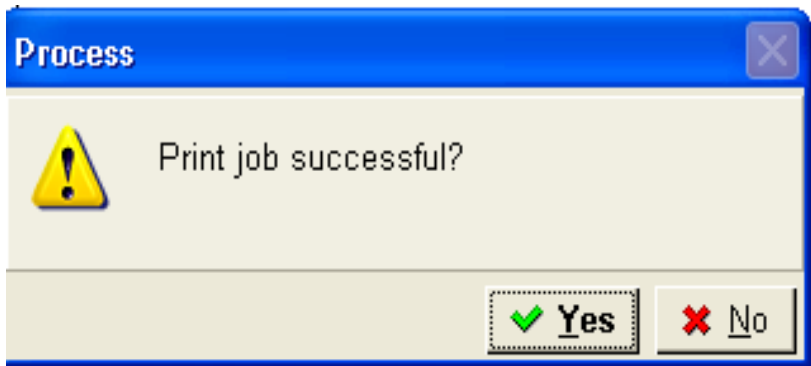
When Macola ES is finished sending the print job, a few seconds will pass and then Check Factory will pop up and process the print file. You may be prompted to make a few selections by Check Factory. Please READ THE PROMPTS. Check Factory will then output the print job.
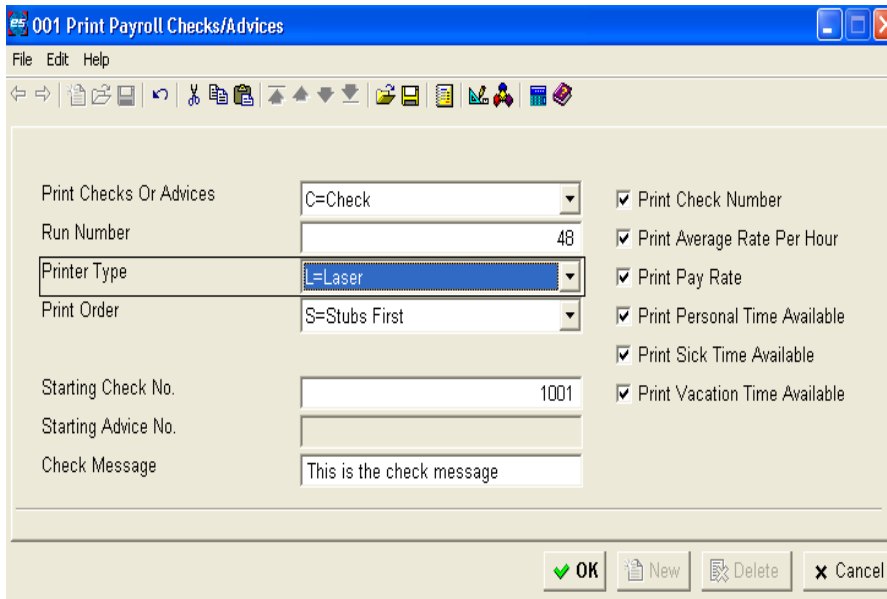
Get the print output from your laser printer. You should now have your Macola print data overlaid with an attractive form all printed on plain blank paper.

If you are satisfied that all checks have printed correctly press Yes otherwise press NO and void your checks.
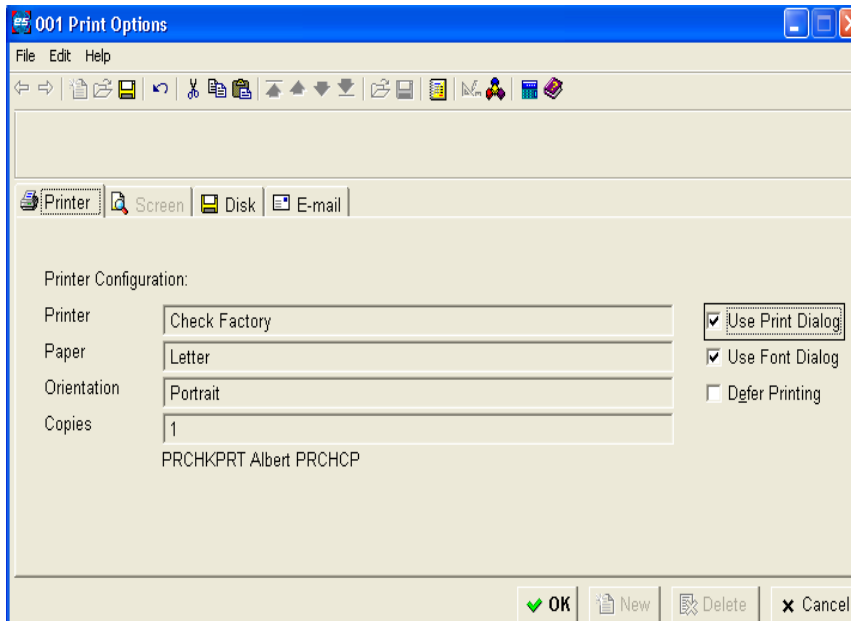
Payroll Check / Advice Slip Printing Procedure

Prepare to print Payroll Checks by choosing PR & HRM, Payment Processing, Print Payroll Checks and Advices. Choose either Checks OR Advices. Check Factory supports both.
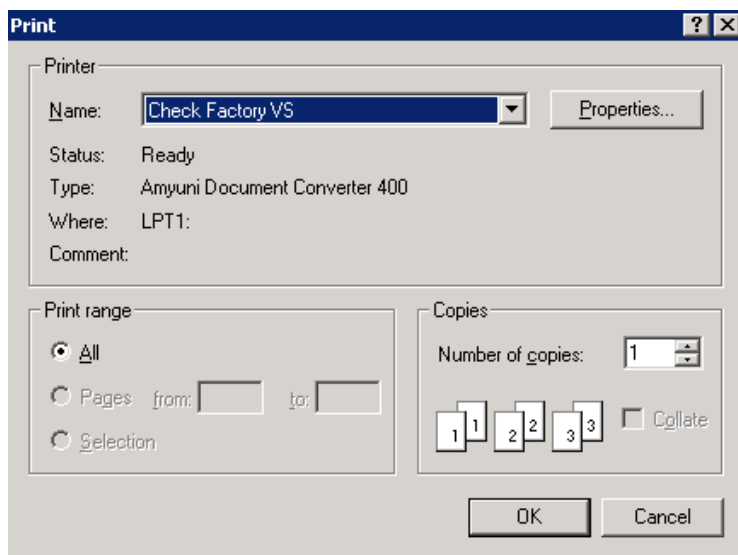
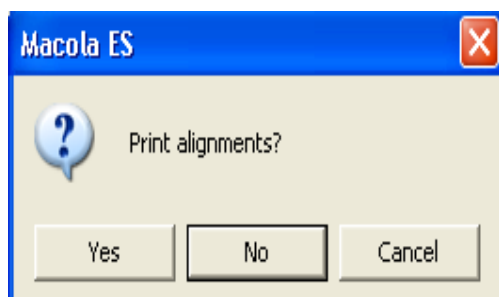Printer type is Laser, Stubs first. Click OK to proceed.

When the Print Options window comes up, enable Use Print Dialog. Press OK

Verify that the **Check Factory VS** printer is selected. Click OK

You may choose to print an alignment.

Press NO to print checks.

When Macola ES is finished sending the print job, a few seconds will pass and then Check Factory will pop up and process the print file. You may be prompted to make a few selections by Check Factory. Please READ THE PROMPTS. Check Factory will then output the print job.

Get the print output from your laser printer. You should now have your Macola print data overlaid with an attractive form all printed on plain blank paper.

Verify that all checks have printed correctly before affirming to Macola ES that the checks have printed correctly.
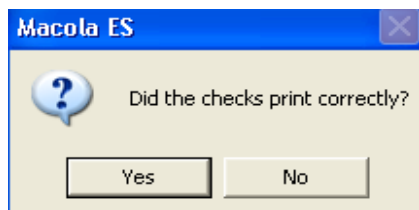
OE, AR, PO Printing Proceedure

The following printing procedure is the same or similar for OE Invoices, OE Orders, OE Quotes, OE Packing Lists, OE Picking Tickets, Purchase Orders, Purchase Returns and AR Invoices.

In the Print Invoices window choose the Check Factory Invoice Form No. 20.

Enable Use Print Dialog. Click OK

Verify that the **Check Factory VS** printer is selected. Click OK
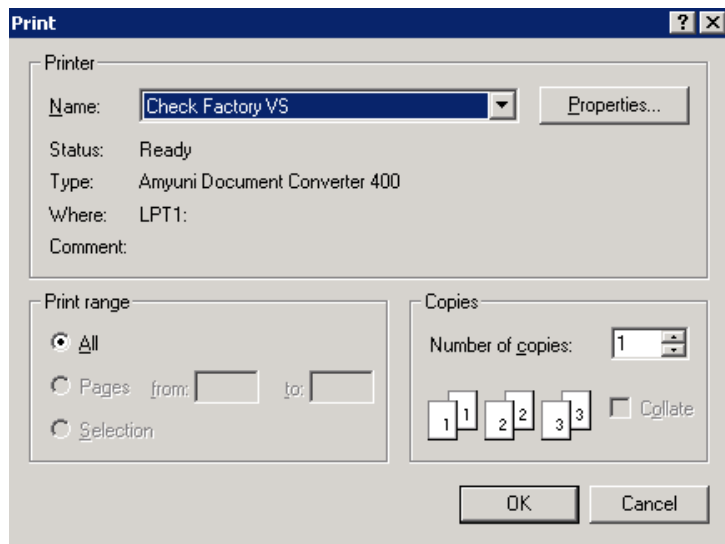
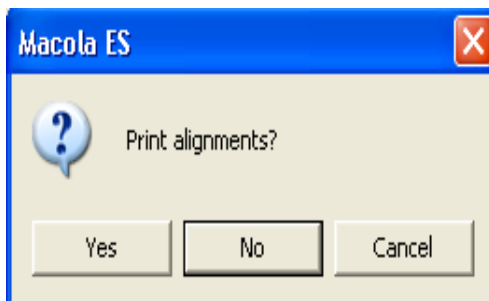 You may choose to print an alignment. Click No to print live checks.

When Macola ES is finished sending the print job, a few seconds will pass and then Check Factory will pop up and process the print file. You may be prompted to make a few selections by Check Factory. Please READ THE PROMPTS. Check Factory will then output the print job.

Get the print output from your printer. You should now have your Macola print data overlaid with an attractive form all printed on plain blank paper.

Verify that the Invoices printed correctly before affirming to Macola ES.
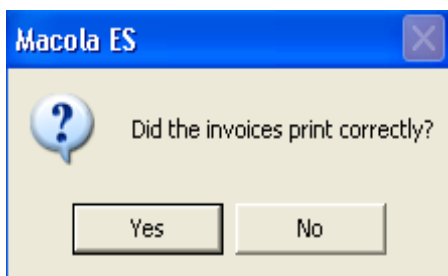
Trigger Codes

Trigger codes are lines of embedded text that are placed somewhere on each page of the print job generated by your application. The codes pass critical information to Check Factory that allows it to automatically select the correct Company, Form and Account for processing. The codes may also pass the dollar amount, check number and email addresses of the recipients.

Not all application software is alike. There are many ways that the codes can be placed on the page. Many applications use the Crystal Report Writer. Crystal provides many simple ways to place codes on the page. They range from dragging and dropping text and fields on to the page to creating formula fields. We recommend formula fields when using Crystal. There are many other report designers included with applications. Please consult your application specific documentation.

Arguments in curly brackets { xxx } come from the accounting software database.

||DBLINK = { Company ID } **||**
Causes automatic selection of the Check Factory company.

|| FORMID = { Form ID found in Form ID field of Check Factory Form Control Master File } **||**
Causes automatic selection of the correct Check Factory form.

|| ACCOUNTNO = {Checking Account ID found in Checking Account Control File} **||**
Causes automatic selection of the Check Factory checking account.

|| CHECKAMT = { dollar amount of current check being printed } **||**
Amount is used for determining when to print automatic signatures.

|| CHECKNO = { current check number } **||**
Check Number is used to MICR encode the check number on the check.

|| EMAIL = { email address } **||**

|| EMAIL2 = { CC email address } **||**

Note that each command is separated by two vertical bars (||) and the line starts and ends with a (||). The vertical bar character is shift-\ on your keyboard. ASCII(124). Spaces and case of the codes is not critical. Codes my be placed anywhere on the page but codes and their || delimiters must be on the exact same line.

An example of a page generated with trigger codes on it:

	FormID=APCHK		DBLNK= XYZ Company	
	AccountNo=1030		CheckNo=124700	
	Email1=joe@bigcompany.com	
	Email2=donna@XYZCompany.com	

Codes and argument must be on the same line. This may not work:
||FormID=
        APCHK||

Trigger Code Fonts:

Any font may be used for the trigger codes. Fonts are no longer restricted to printer resident fonts.