Check Factory VS
Software Setup Guide

Trans-Micro, Inc.

For:

Dynamics SL v5.0, v6.0, v7.0, v2011 and above

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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.

Citrix - Check Factory VS AND your accounting application MUST share the same ICA TS connection. It is a client side setting in the PN Agent.

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.

Software Specific Setup - Dynamics SL

What's NEW?

Everything is new! The new Check Factory is a complete rewrite of our original product. It has the same look and feel so you won't feel lost the first time you use it. You now have the ability to modify and/or create new forms using our Forms Designer. We automatically install a new windows printer driver (Check Factory VS) which allows you to use any font in your Crystal reports. You can even use color fonts and graphics. Crystal reports are no longer limited to {report font}. Our embedded "trigger code" formula fields are also no longer limited to printer resident fonts.

Interfacing Check Factory VS to Dynamics SL (Solomon) v6.0 - v7.0

For a seamless automatic interface to Check Factory you must install slightly modified reports in to the SL USR_RPTS folder. These reports pass critical information to Check Factory that enables it to automatically select the correct company and account.

PLEASE NOTE:

Due to the installation of .NET Framework 3.5 SP1 you must upgrade earlier versions of SL 7.0 to Service Pack 2 otherwise it will refuse to run on clients with .NET 3.5 SP1.

Upgrading from SL v5.0, 5.5 to v6.x, 7.x ?

If you are upgrading from a previous version of Check Factory used with SL v 5.x please see Appendix A. Check Factory now uses the SL CompanyID to link to Check Factory companies. It previously used the SL Database name. There are serious implications associated with this change. See Appendix A

Copy Modified Crystal Reports to USR_RPTS folder.

Each release of Solomon has a matching set of Crystal reports. These reports contain program code which may affect the operation of Solomon. Failure to use the Crystal reports that match the version of Solomon that you are using may result in unexpected behavior.

There are several modified reports that must be installed in order for Check Factory to know what Dynamics SL is going to be printing. The modified reports are exactly the same as shipped with Solomon, except we have added one or two calculated fields that print “Trigger Codes” on the face of the forms. These trigger codes are never actually printed because Check Factory removes them while it is processing the print job.

For Trigger Code information see:
“Reference Guide”
Trigger Codes
”User Guide”
Introduction

Copy Reports

Using Explorer, My Computer, or a Command prompt, copy the modified Crystal reports (files with extension .RPT) from the:

Solomon v5.0

Check Factory for Dynamics SL\Crystal\V50 folder to the:

...\Solomon\Usr_Rpts folder.

Solomon v5.5

Check Factory for Dynamics SL\Crystal\V55 folder to the:

...\Solomon\Usr_Rpts folder.

Solomon v6.0, v6.5

Check Factory for Dynamics SL\Crystal\V60 folder to the:

...\Solomon\Usr_Rpts folder.

Solomon v7.0

\Check Factory for Dynamics SL\Crystal\V70 folder to the:

...\SL\Usr_Rpts folder.

Solomon / Crystal Reports supplied with Check Factory:

SOLOMON IV v5.0, 5.5, v6.0, v6.5, v7.0

Accounts Payable

Multiple Stub	03620S.RPT
Multiple Stub Project	03620SP.RPT
Laser Check	03620L.RPT
Remittance Check	03620SR.RPT

Purchasing

Purchase Orders	04600.RPT
Purchase Orders	04600pp.RPT
Change Orders	04610.RPT
Change Orders	04610pp.RPT

Order Management

Order Confirmation	40610.RPT, 40610pp.RPT
Quote	40620.RPT, 40620pp.RPT
Picking List	40630.RPT, 40630bin.RPT
Packing Slip	40660.RPT, 40660bin.RPT
Invoice	40680.RPT

Accounts Receivable

Statements SOL IV	08600.RPT, 08600mc.RPT
AR Invoice	08760.RPT

Payroll

Laser Check by Emp. ID	02630.RPT
Multi-Stub by-Emp ID	02630S.RPT
Laser Check by Pay Group	02630PG.RPT
Multi-Stub by Pay Group	02630SPG.RPT

Direct Deposit - Solomon v6 and above

Laser Advice Slip by Emp ID	02635.rpt
Adv Slip Stubs Only - Emp ID	02635DSO
Multi Stub Adv Slip by Pay Group	02635PG
Adv Slip Stubs Only - Pay Group	02635DPG
Multi Stub Adv Slip - Pay Group	02635PG

Automatic Check and Form Printing

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

With this information, Check Factory will automatically select and print the correct form without operator intervention. If however Check Factory cannot associate the information passed to it, it will ask the operator to intervene by displaying the multi colored Company, Form, Account selection screen.

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

Trigger Code formula fields:

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

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

02630.RPT ,02630PG.RPT, 02630S.RPT, 02630SPG.RPT

Field Name: CF

```
"||FORMID=PRCHK" +
"||DBLINK=" + RIPARAM("RI_DATADIR") +
//"||DBLINK=" + RIPARAM("CpnyID") + //Solomon 6,7
"||CHECKNO=" + {@ChkNbr} +
"||CHECKAMT=" + {@ChkAmt} +
"||ACCOUNTNO=" + RIPARAM("ACCT") +
"||"
```

To pass the SubAccount modify CF to read:

```
"||FORMID=PRCHK" +
"||DBLINK=" + RIPARAM("RI_DATADIR") +
//"||DBLINK=" + RIPARAM("CpnyID") + //Solomon 6,7
"||CHECKNO=" + {@ChkNbr} +
"||CHECKAMT=" + {@ChkAmt} +
"||ACCOUNTNO=" + + RIPARAM("ACCT") + "-" + RIPARAM("SUB")  +
"||"
```

036200L.RPT, 036200S.RPT, 036200SR.RPT, 03620SP.RPT

Field Name: CF

Formula:

```
“||FORMID=APCHK” +
// "||DBLINK=" + RIPARAM("RI_DATADIR") +
"||DBLINK=" + RIPARAM("CpnyID") + //Solomon 6,7
“||CHECKNO=” + {@CheckNbr} +
“||CHECKAMT=” + {@PrtAmt} +
“||ACCOUNTNO=” + RIPARAM(“ACCT”) +
“||”
```

To pass the SubAccount modify CF to read:

```
“||FORMID=APCHK” +
// "||DBLINK=" + RIPARAM("RI_DATADIR") +
"||DBLINK=" + RIPARAM("CpnyID") + //Solomon 6,7
“||CHECKNO=” + {@CheckNbr} +
“||CHECKAMT=” + {@PrtAmt} +
“||ACCOUNTNO=” + + RIPARAM(”ACCT”) + “-” + RIPARAM(“SUB”)  +
“||”
```

04600.RPT, 04610.RPT

Field Name: CF

Formula:

```
“||FORMID=POCOF1” +
// "||DBLINK=" + RIPARAM("RI_DATADIR") +
"||DBLINK=" + RIPARAM("CpnyID") + //Solomon 6,7
“||”
```

04600pp.RPT, 04610pp.RPT

Field Name: CF

Formula:

```
“||FORMID=POCOF2” +
// "||DBLINK=" + RIPARAM("RI_DATADIR") +
"||DBLINK=" + RIPARAM("CpnyID") + //Solomon 6,7
”||”
```

08600.RPT, 08600MC.RPT

Field Name: CF

Formula:

```
“||FORMID=STMT” +
// "||DBLINK=" + RIPARAM("RI_DATADIR") +
"||DBLINK=" + RIPARAM("CpnyID") + //Solomon 6,7
”||”
```

08670.RPT

Field Name: CF

Formula:

“||FORMID=ARINV” +
// "||DBLINK=" + RIPARAM("RI_DATADIR") +
"||DBLINK=" + RIPARAM("CpnyID") + //Solomon 6,7
”||”

Order Management reports are included with Check Factory but the formulas are not listed here. Please open the specific report if you wish to look at the formulas. The formula can be found in the CF formula field in each report.

Trigger Code (Dynamics SL)

Solomon v5.x

DBLINK = {database name}
(Passed by Crystal via the RIPARAM("RI_DATADIR") function.

Solomon v6.x, v6.5, v7.0

||DBLINK = {Company ID} ||

Causes automatic selection of the Check Factory company.

With Solomon v6 the DBLINK field now uses the Solomon Company ID as the link. The ID is passed via the RIPARAM("CpnyID") function. ***Please see Appendix A*** for conversion instructions.

|| **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} ||

Passed by Crystal via RIPARAM("ACCT") function.

Causes automatic selection of the Check Factory checking account.

NOTE:
Check Factory passes the GL account number in this field. You should enter the GL account number in the Checking Account Master file record for this account. This way the checking account will be automatically selected at print time. Duplicate Account ID's are allowed in the Checking Account Master file because we only select from accounts that are linked to the database in use via the DBLINK field.

|| **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.

|| **EMAIL1** = {email address} ||

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

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

Trigger Code Fonts:

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

Printing Check Factory Documents from Inside Solomon IV

Use the Solomon menu system to select the Check Factory report that you want to print.

Select Print Options

Select Setup

Select the **Check Factory VS** printer

Select OK twice.

Select the supported form format as listed above. Click on the print button.

The report will be printed to the Check Factory VS printer, Check Factory will automatically activate and process the report.

Appendix A

Converting Check Factory records for use with Solomon 6, 6.5, 7.0

With the release of Solomon version 6.x we have changed the way we link Check Factory companies to Solomon companies. In previous versions we used the Solomon database name as a one to one link with Check Factory companies. This has caused some confusion in the past with Solomon installations that ran multiple companies across multiple Solomon databases. With this in mind we have changed the trigger codes in the modified Crystal reports that we distribute for version 6 to pass the Solomon Company ID and not the Solomon database name. The trigger code changed is the DBLINK = field. If you open one of our modified reports for SIV v6 you will see the following trigger in the @CF formula field:

"||DBLINK = " + RIPARAM("CpnyID") + //Multi-Company

//"||DBLINK = " + RIPARAM("RI_DataDir") + //Obsolete

This change will require some changes in the Company Control records and Checking Account Control records in Check Factory. Please perform the following changes.

Change / Add Company Control File records.

Make a complete list of Solomon v6 Company ID's and their respective company name and address information.

Open Check Factory, Company menu, Company Control File. Using the navigation buttons on the bottom of the window, browse each record and enter the Solomon Company ID in the DBLINK field that corresponds to the Company information shown. Please note that the 2 character Check Factory Company ID is **not** in any way related to the Solomon Company ID.

If some of your Solomon companies were not found in the Company Control file you must add them now. Click on the ADD button to create a new blank record. Fill out the new record with the information for the missing Solomon Company. Remember, the Check Factory Company ID is not necessarily the same as the Solomon Company ID. Press SAVE to save your changes. Repeat for each new record

Link Checking Account Control Records to the changed Company Control records.

Each checking account must be linked to a Check Factory company record which in turn is linked to the Solomon company via the DBLINK field. Failure to link to the correct company will result in incorrect account information being printed on the check.

Open Check Factory, Files, Checking Account Control. Use the navigation buttons at the bottom of the window to move to the first record. [|<<].

Click on the Company ID lookup button

Remember, the Check Factory Company ID is not always the same as the Solomon Company ID.

Choose the correct Company that this checking account belongs to. Pay special attention to the LINK = line. This is the Solomon Company ID.

Choose the Check Factory Company control record that is correct for this account.

After changing or verifying the Company ID please press Save.

Move to the next record and repeat the above process until all checking account record company links have been changed or verified.

After all the Company records and Checking Account records have been changed you should print an Checking Account Links Report.

Checking Account Links Report:

Open Check Factory, Print Menu, Reports, Checking Account Links Report.

Each Check Factory company is listed along with the linked checking accounts. Please verify that the correct accounts are linked to the correct companies before going live.

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.