# Check Factory VS Software Setup Guide

Trans-Micro, Inc.

For:

Passport v12 and above

Revised 03/29/2010

# Contents

# Specifications

## Specifications

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.

# How to Configure the Passport - Check Factory Interface

Check Factory requires the use of the Windows Printer function of Passport. When the services of Check Factory are required in Passport you must choose Windows Printer and then the

Modify Formats

Check Factory forms are designed to work with the standard form formats shipped with your Realworld / Passport Classic Accounting. Changing the form settings in Realworld / Passport may cause undesireable changes in the formatting of the report. The following changes must be made in each module in order for the forms to align correctly with the Check Factory form overlays.

## Accounts Payable

In Passport open: **A/P, Master Information, Control Information:**

Select the check format to be used. Check Factory supports:

Fmt1
Fmt1 on blank stubs (not recommended)
Fmt 2
Fmt 4 Laser

Make a note of the format selected. You will need to choose the matching format in Check Factory.



**The AP Check printing process:**

Verify the Check Factory program is running and minimized.

Choose the Windows Printer
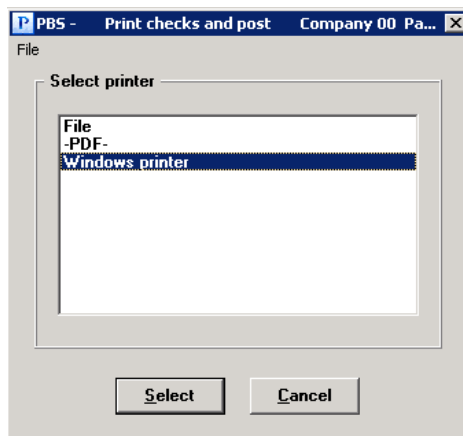
Choose the Check Factory VS printer



Use the default alignment settings
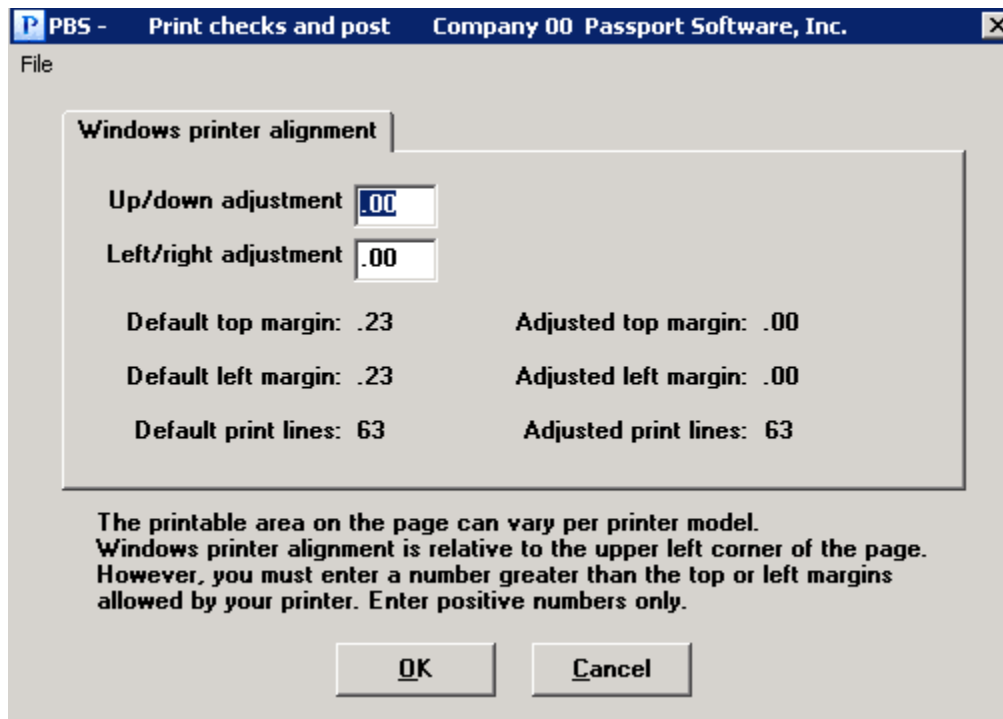


Check printing will begin. Please wait for Check Factory to pop up.

## Payroll

In Passport open: **P/R, Master Information, Control Information:**

Choose the check format to use. Check Factory supports:

Format 1 (recommended)
Format 1 Blank Stubs

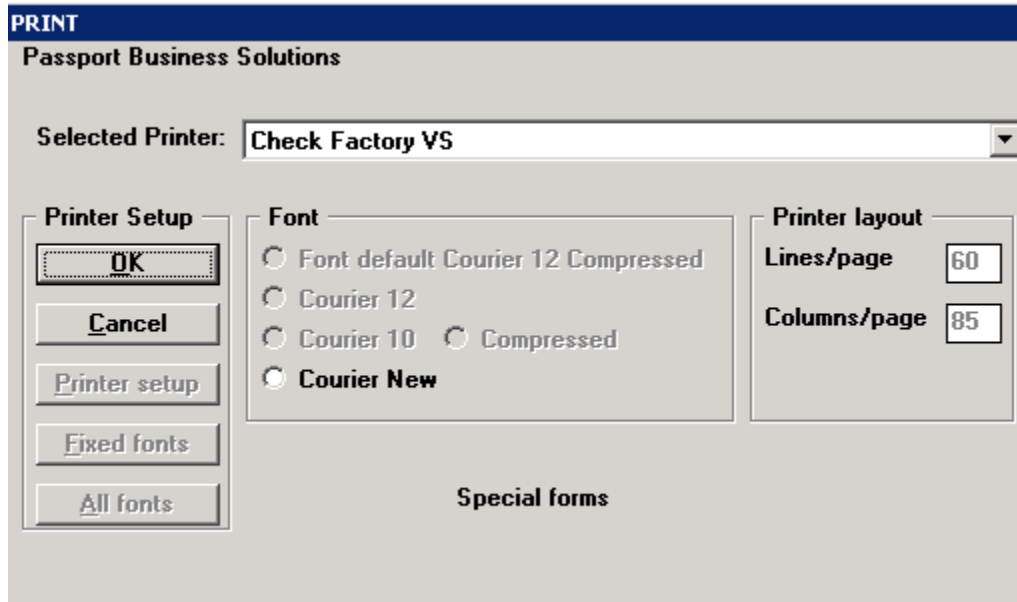**The Payroll Check Printing Process:**

Verify the Check Factory program is running and minimized.

Choose the Windows printer
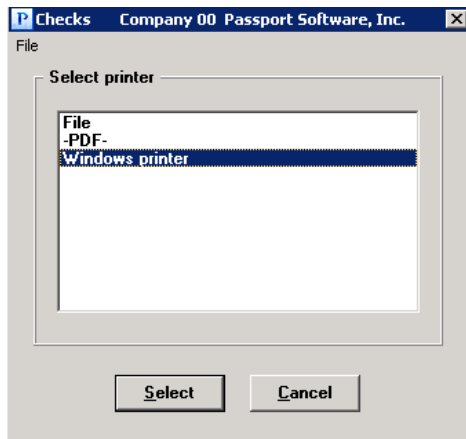
Choose the Check Factory VS printer
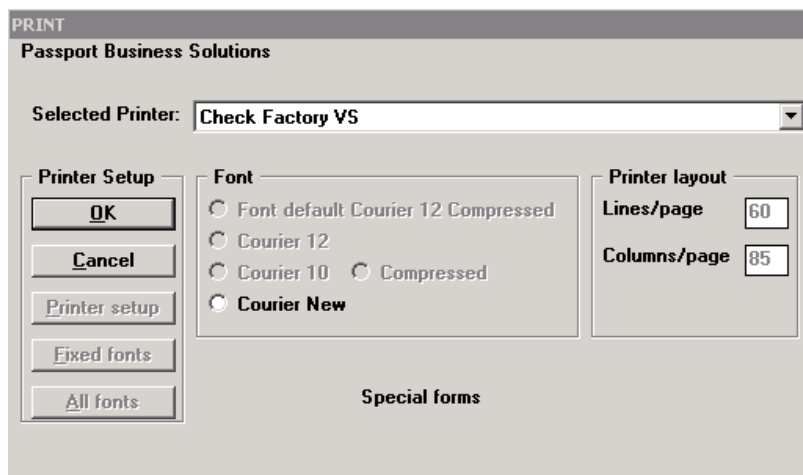
Use the default Passport alignment settings
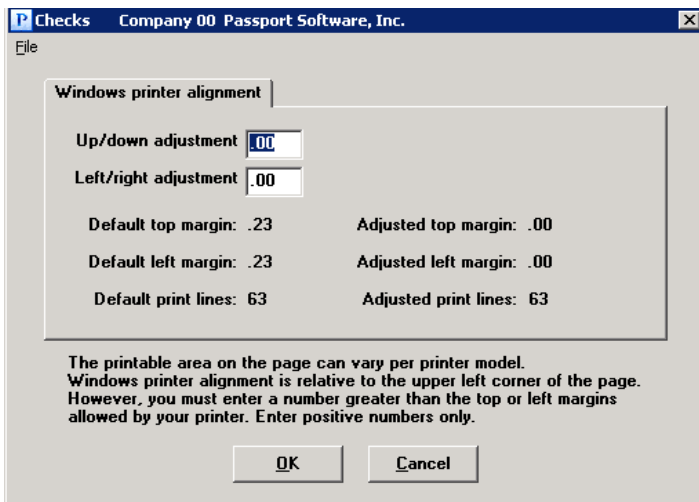
Check printing will begin. Please wait for Check Factory to pop up.

## Statements

In Passport open: **P/R, Master Information, Control Information:**

Choose the Default Statement format to use. Check Factory supports:

Statement #1 v6.x Format 1
Statement #2 v6.x Format 1
Statement #50 LRFS45
Statement #51 LRFS46



**Statement Processing**

Verify the Check Factory program is running and minimized.

Choose your statement format:

Choose the Windows Printer

```
Statements (Enter)                                         Pas


                              ┌═══ Please select ═══┐
                              ║                     ║
                              ║   -PDF-             ║
                              ║                     ║
                              ║   File              ║
                              ║                     ║
                              ║  █Windows printer█  ║
                              ║                     ║
                              └═════════════════════┘
```

Choose the Check Factory VS printer:

**PRINT**

**Passport Business Solutions**

**Selected Printer:** Check Factory VS

**Printer Setup**

OK

Cancel

Printer setup

Fixed fonts

All fonts

**Font**

○ Font default Courier 12 Compressed
○ Courier 12
○ Courier 10   ○ Compressed
○ **Courier New**

**Special forms**

**Printer layout**

Lines/page  60

Columns/page  85
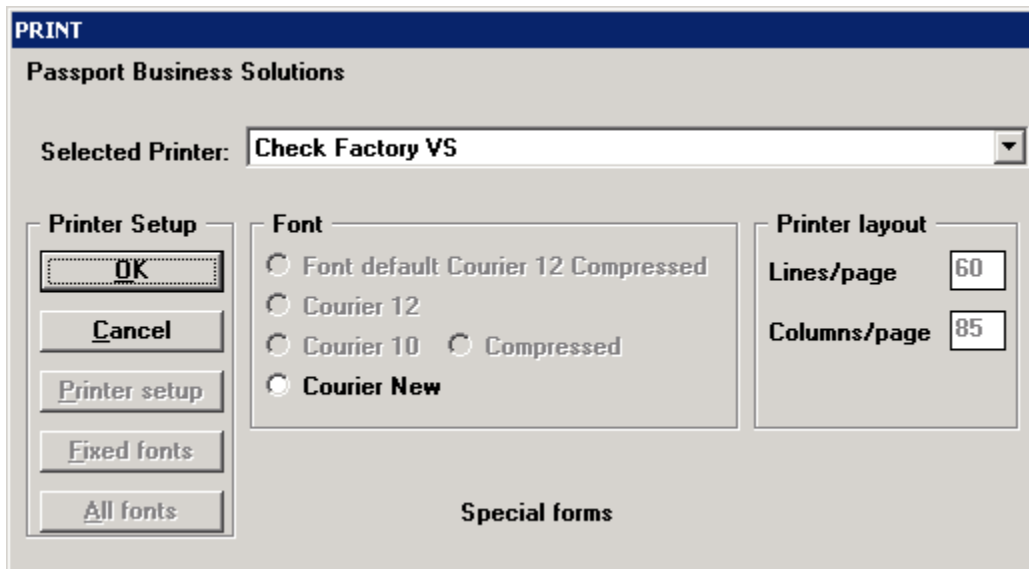
Choose the default alignment values:

```
Statements (Alignment)                          Passport Software, Inc.
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║                                                                         ║
║                                                                         ║
║                                                                         ║
║                                                                         ║
║                                                                         ║
║                      --- Windows printer alignment ---                  ║
║                                                                         ║
║                    Up/down adjustment       .00      inch               ║
║                                                                         ║
║                    Left/right adjustment   .00      inch                ║
║                                                                         ║
║          Default top margin    .23      Adjusted top margin   .00       ║
║          Default left margin   .23      Adjusted left margin .23        ║
║          Default print lines   63       Adjusted print lines  63        ║
║                                                                         ║
║                                                                         ║
║ Any change ?   [N]                                                      ║
╚═══════════════════════════════════════════════════════════════════════╝
```
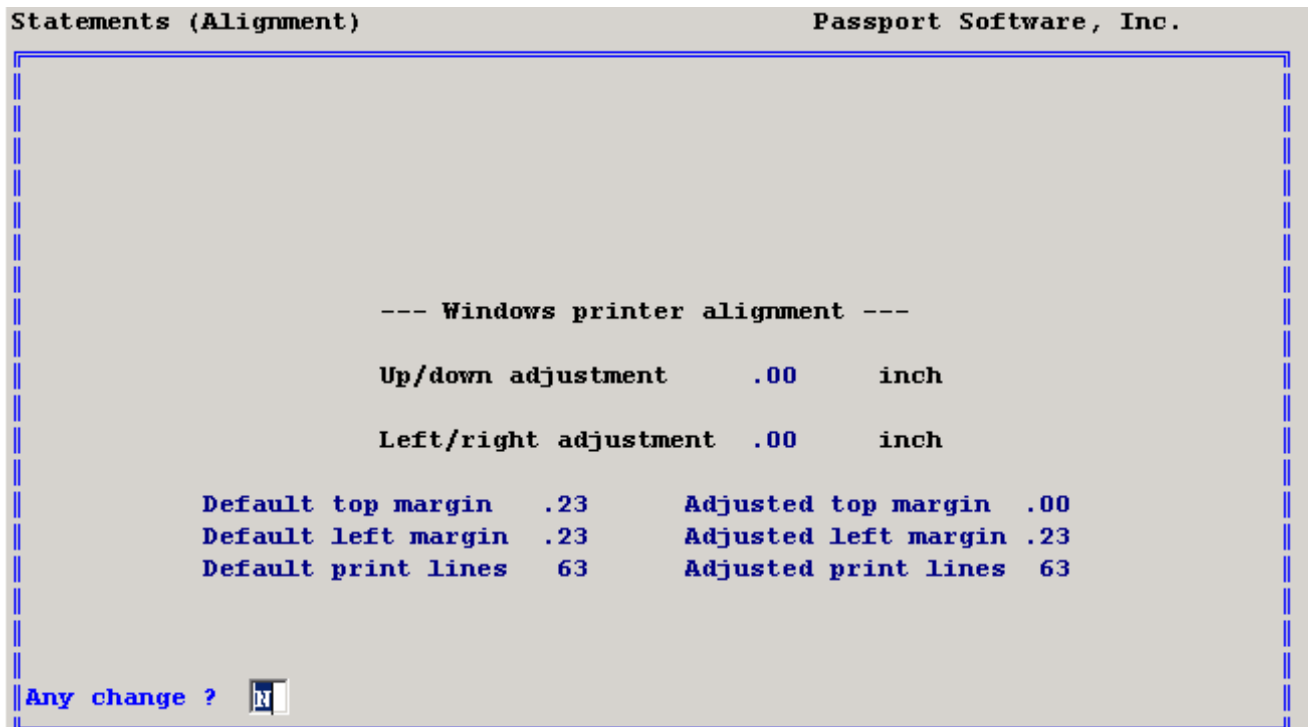
Statement printing will begin. Please wait for Check Factory to pop up.

### AR Invoices

AR Invoices are currently not supported due to alignment issues with the Passport windows printing routines. We have included the various formats in the Check Factory forms menu but we are unable to test them. Should the alignment issues be resolved we will provide support in the future.

## Purchase Orders

The following Purchase Order formats are supported:

PO #1 6.x Format 1
PO #51 LRFS82 Laser (recommended)

### Purchase Order processing in Passport:

Verify the Check Factory program is running and minimized.

Choose the PO format to use:

```
Print purchase orders                          Passport Software, Inc.

        1. P.O. type              P.O.'s
        2. Form ID                51        LRFS82 PO Form Laser

        3. Starting P.O. #
        4. Ending P.O. #

        5. Starting P.O. date
        6. Ending P.O. date

        7. Starting vendor #
        8. Ending vendor #
```

Choose the Windows Printer option.

```
Print purchase orders                          Pass




                          ┌═ Please select ═┐
                          ║                  ║
                          ║ -PDF-            ║
                          ║                  ║
                          ║   File           ║
                          ║                  ║
                          ║ Windows printer  ║
                          ║                  ║
                          └══════════════════┘
```
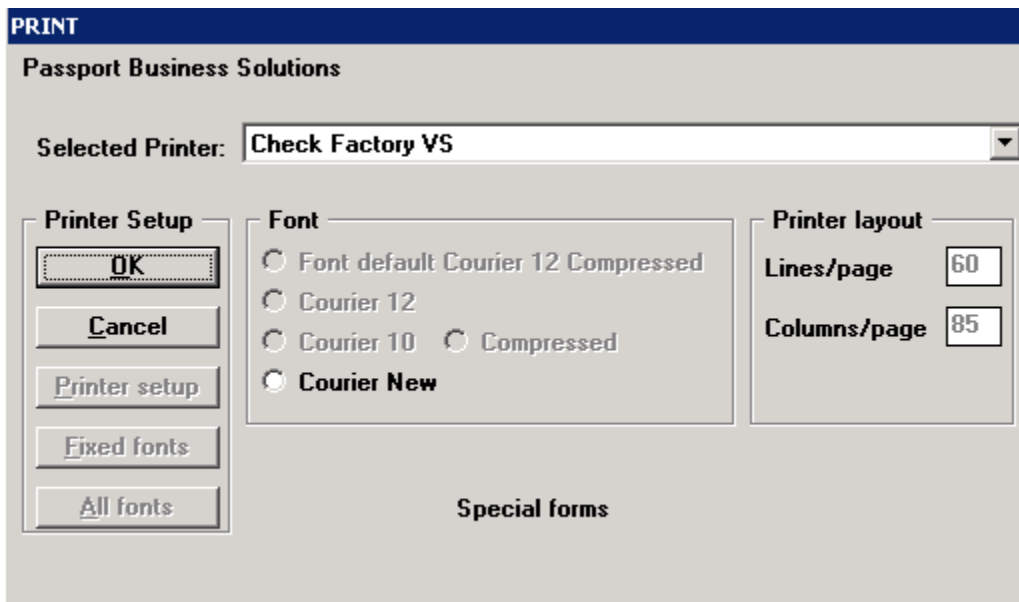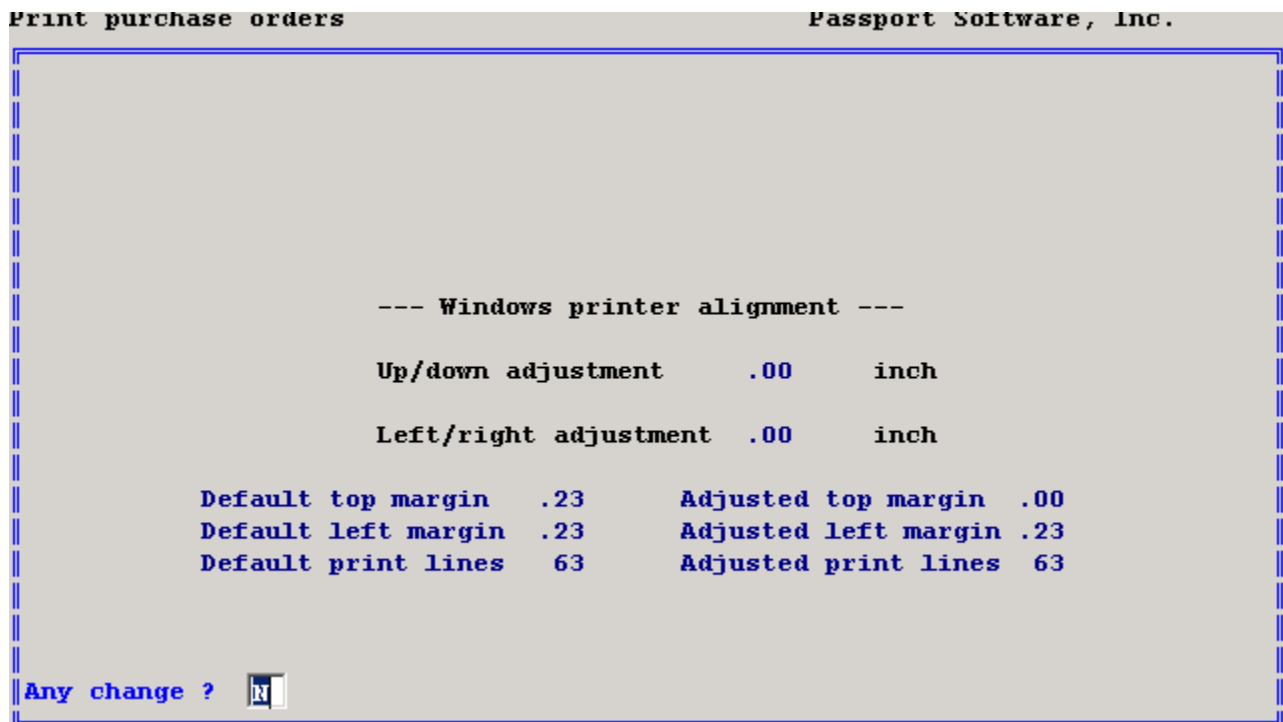
Choose the Check Factory VS printer

Choose the default alignment options.



Purchase order printing will begin. Please wait for Check Factory to pop up.

## Order Entry

Supported Formats:

All sheet fed formats.

v6.x LRFS59
v6.x LRFS56
v6.x LRFS57
Picking Ticket
RMA LRFS86

Verify the Check Factory program is running and minimized.
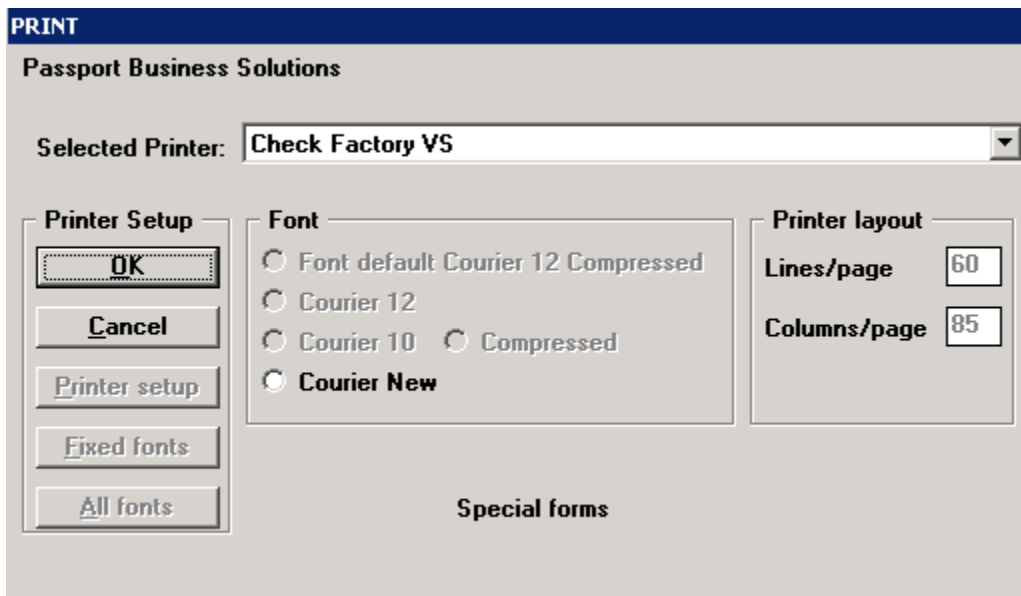
Choose the  format to use:



### Order Entry Processing

Choose the Windows Printer option.



Choose the Check Factory VS printer.

**PRINT**

**Passport Business Solutions**

Selected Printer: **Check Factory VS** ▼

**Printer Setup**

**OK**

**Cancel**

**Printer setup**

**Fixed fonts**

**All fonts**

**Font**

○ Font default Courier 12 Compressed
○ Courier 12
○ Courier 10   ○ Compressed
○ **Courier New**

**Special forms**

**Printer layout**

Lines/page  60

Columns/page  85

Use the default adjustments.

**Invoices (Reprint posted invoices)**                    **Passport Software, Inc.**

```
                    --- Windows printer alignment ---

               Up/down adjustment        .00      inch

               Left/right adjustment   .00      inch

       Default top margin     .23      Adjusted top margin   .00
       Default left margin    .23      Adjusted left margin .23
       Default print lines    63       Adjusted print lines  63
```
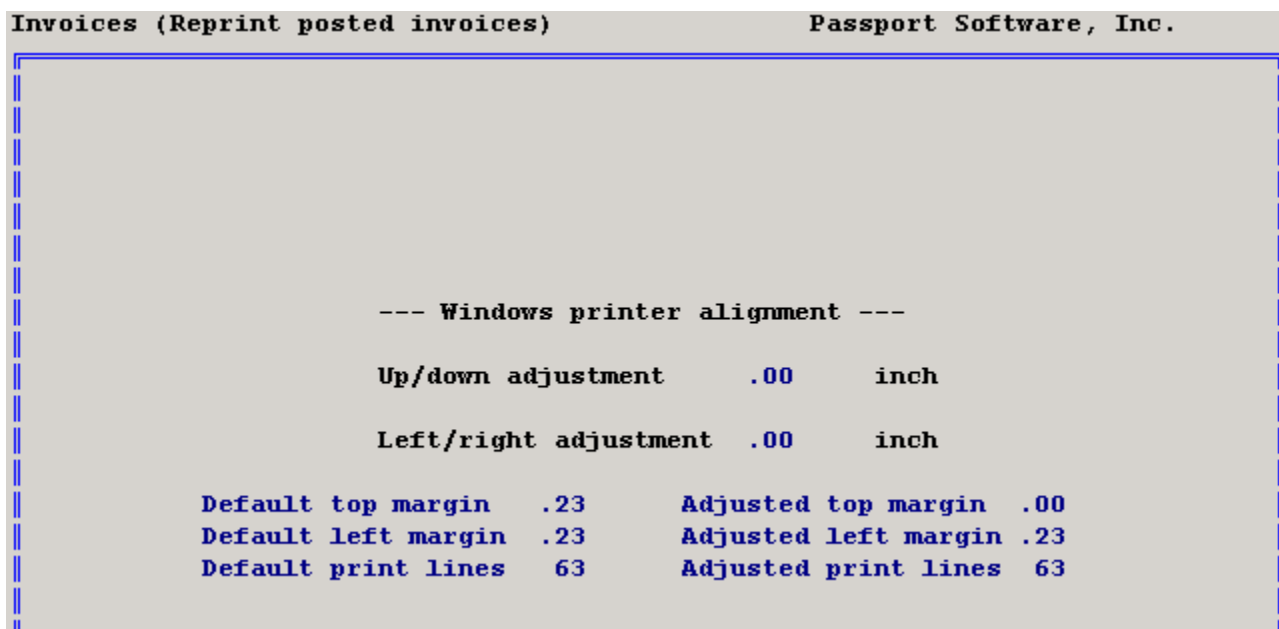
Printing will begin. Please wait for Check Factory to pop up.

# 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.