

Check Factory VS Software Setup Guide

Trans-Micro, Inc.

For:

Microsoft Dynamics GP v8 - v2010 and above

Revised 08/05/2010

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Fairfield, FL
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Specifications

Specifications

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

Does not use the registry or any files outside 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 GP / SBF

What's New?

Thank you for purchasing Check Factory for Dynamics GP v8, v9, v10. We have added new functions to Check Factory that we hope you will enjoy.

Please Note:

Some features listed in this guide are not supported in Check Factory if used with Small Business Financials. The installation instructions are for Dynamics GP but may be used with Small Business Financials as well.

Deposit Slips

You may now print deposit slips for any checking account. Click on the Print Menu, Print Blank Forms, enter the number of pages to print, choose your Company, choose the Deposit Slip form, choose the desired Checking Account. Click on Print to Laser.

Deposit Slips are printed 3 slips to a page along with your account name, account number, and bank name. The forms may be filled out by hand and submitted to your bank.

Please call sales at 800-749-2335 to order the correct blank pre perforated paper for use with Deposit Slips.

More AP Check Formats

Check Factory now supports all the AP check formats that come standard with Dynamics GP. That means you can print checks at the top, middle, or bottom of the page. Please call sales at 800-749-2335 to order the correct blank check forms.

Payroll:

Check Factory now fully supports direct deposit payroll checks.

Sales Order Processing

Check Factory supports regular and history formats of your sales documents. That means that you can use the advanced features of Check Factory to print you company logo on each form, print multiple part forms with different page titles at the bottom of each part. Such as Sales Copy, Original Copy, Shipping Copy. The part titles are user definable.

Install the Dynamics GP/SBF modified report formats

Modified reports for Dynamics GP / SBF v8,v9.

Menu choices and file paths are slightly different. Please use the following menu items and paths. The balance of the report installation details are found in the GP/ SBF v10 section.

GP v8, v9

Choose Tools, Customize, Customization Maintenance, Import/Export Reports.

SBF v8,9

Choose Tools, Import/Export Reports.

Click on Import, click the Browse button, navigate to the Check Factory VS for Dynamics GP\REPORTS\ folder.

Choose the folder that matches your version number. Select the Package files that you wish to import.

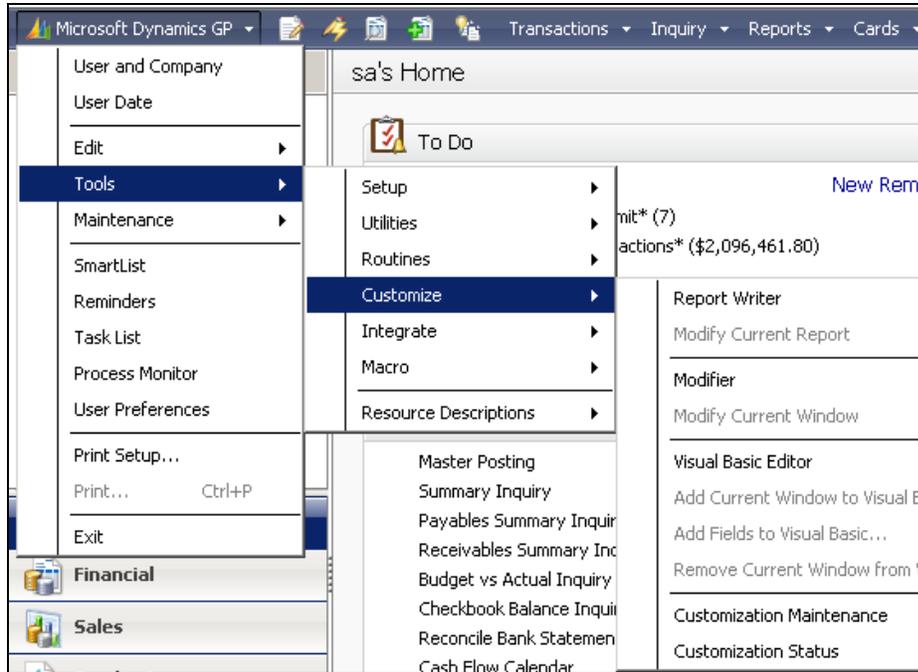
Set user security to enable users to access the modified reports.

Modified reports for Dynamics GP 10, 2010 / SBF v10.

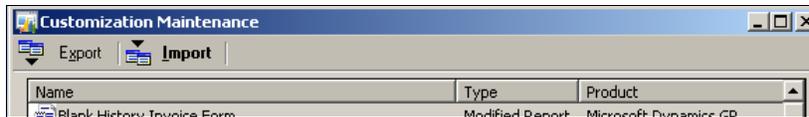
Check Factory modified reports for Dynamics GP v10 allow GP to pass certain information to the Check Factory program at print time. This information consists of the GP Company Name, Form ID for the Check Factory form, check number and check amount. This allows almost totally automatic operation. A lookup will be done in the Company Control database, DBLink field for the GP company name, the correct form overlay will be selected and only the checking accounts linked to that company will be presented to the user. Also the check number from GP will be printed on the check and the dollar amount will be used to control any automatic signatures that may be used in Checking Account Control.

Log on your Dynamics GP v10, 2010 system as the GP System Administrator

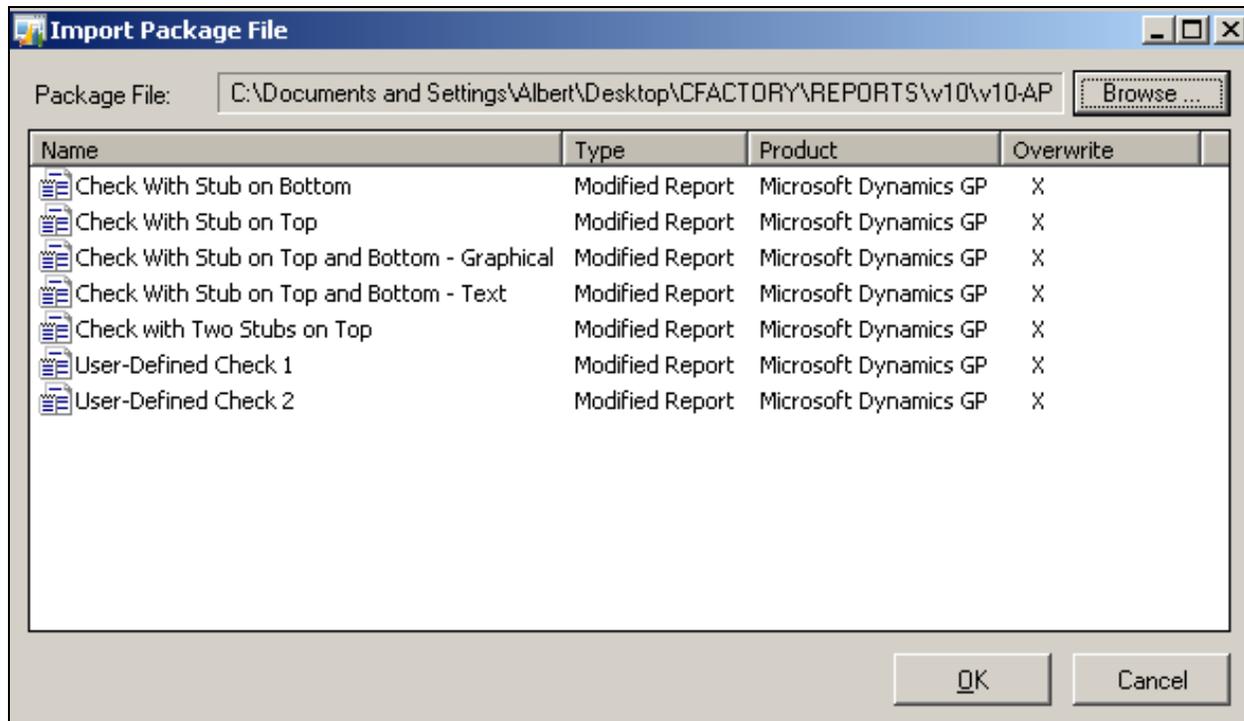
Choose Microsoft Dynamics GP Menu, Tools, Customize, Customization Maintenance



On the Customization Maintenance screen click the IMPORT button.



On the Import Package File screen click the BROWSE button.



Browse to the Check Factory VS for Dynamics GP\REPORTS\v10 folder. Choose the Package file(s) that you wish to import.

Allow user access to modified reports

This is the simplest way to enable modified reports. Please contact your Dynamics GP consultant for more robust ways to control access to modified reports.

Choose Microsoft Dynamics GP Menu, Tools, Setup, System, Alternate/Modified Forms and Reports

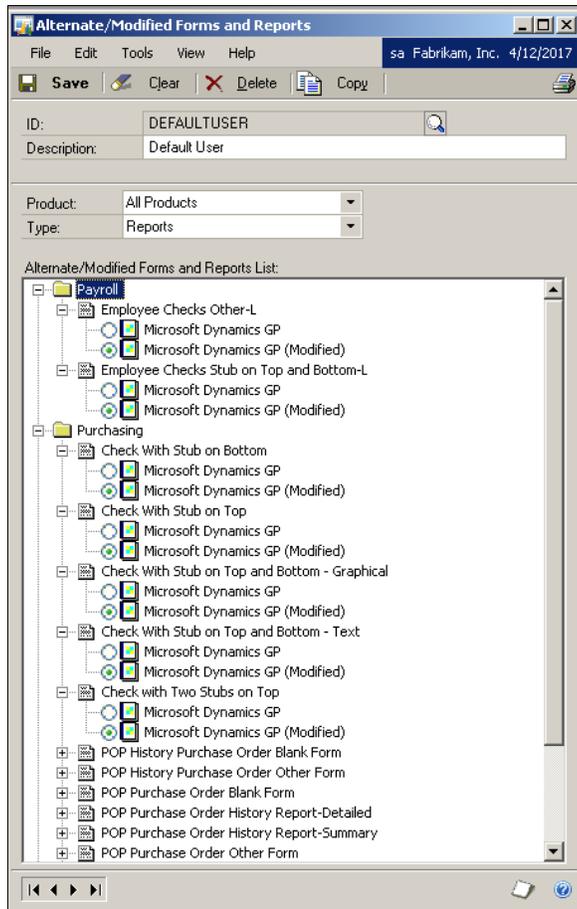
Use the lookup to choose:

ID=DEFAULTUSER

Product=All Products

Type=Reports

Expand the sections in the list box. Check the radio button next to the reports marked (Modified) for the reports that you wish to allow access to. Not all reports are shown in the screen shot below. Please make your own decision on which modified reports you want users to have access to.



Click SAVE when done.

What changes have been made to the modified reports?

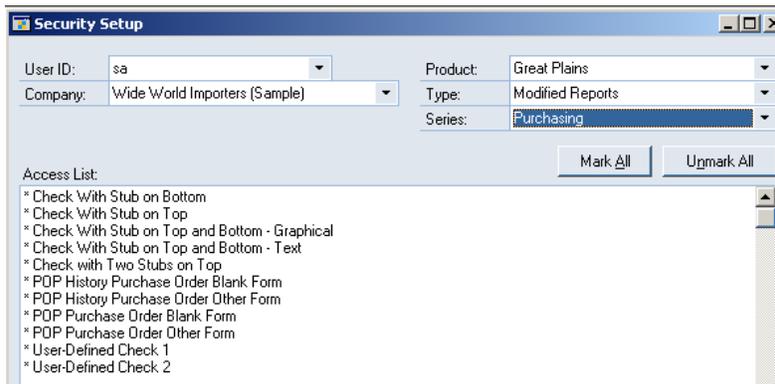
See Appendix A at the end of this document.

Setup Dynamics GP user security to access modified reports

Not required with Small Business Financials.

Next you must allow user access to the modified reports through Dynamics GP. If you do not allow user access to the modified reports Check Factory WILL NOT WORK! (The unmodified reports will be used.)

From the Dynamics GP menu select TOOLS, SETUP, SYSTEM, enter your password, then select SECURITY. You will see a window similar to the one below.



When the Security Setup screen appears select the user whose security you need to modify. Select the following:

Product: Dynamics GP

Type: Modified Reports

Series: Purchasing

In Access List:

Mark with all with an "*"

Type: Modified Reports

Series: Payroll

In Access List:

Mark with all with an "*"

Type: Modified Reports

Series: Sales

In Access List:

Mark with all with an "*"

Product: Canadian Payroll

Type: Modified Reports

Series: Projects

In Access List:

Mark with all with an “*”

Click on OK to save. Repeat for each user that is to use the modified check reports.

Verify User Access to Reports

Run Dynamics GP by logging in as each user that you have granted security for the modified reports. Go to payroll and accounts payable, print an alignment to the screen using the report formats installed per above. If proper security has been granted and you have imported the modified the reports correctly, you will see the ‘| |FormID= etc’ delimited text and field information printed on the face of the check alignment.

Do not proceed until you are able to see the Trigger Codes delimited by the two vertical bars(| |FormID= etc.) Check Factory WILL NOT WORK correctly if the modified report information is not sent in the print job.

NOTE:

All standard Dynamics GP AP and PR formats are supported with the release of Check Factory for Dynamics GP. This includes formats with the check at the top, middle and bottom of the paper. We recommend the check in the middle format as it is the most common type used.

Check Factory does not support the “Short” format forms.

Test with Dynamics GP and Check Factory

Make sure Check Factory is minimized and running in another task under Windows.

Run Dynamics GP.

Change printer driver for use with Check Factory

From the Dynamics GP File menu select Printer Setup.

Select the Check Factory VS printer

Always use this printer when the services of Check Factory are required..

Print some checks and forms from a test company.

Make sure that you have selected the Check Factory VS printer in the Dynamics GP printer setup

Select Transactions

Select Purchasing

Select Print Checks

Select a batch

Select “Checks with Stub on Top and Bottom”

Click on PRINT

Click on the Printer BOX

Click on OK

Click on OK to print the report

The alignment check will now print to Check Factory VS printer. When it completes printing Check Factory will detect the presence of the file, popup and process it.

Check Factory will scan the file looking for the ‘|’ delimited information that you previously included in the report.

When you are satisfied that all is well, start printing from your regular data.

Troubleshooting

Check Factory Prompts for Form or Starting Check Number...

If Check Factory prompts you to select the Form or Starting Check Number then there is something wrong. Either you have not printed with one of the modified reports or one or more of the || trigger code commands are missing or misspelled.

This is a minor inconvenience when printing forms but is very serious when printing checks. With checks you may enter the wrong starting check number, also your signatures will not print because Check Factory was not able to read the check dollar amount via the Trigger Codes..

Verify that you are using a modified form format with the correct Check Factory || commands. To test this simply print the job directly to the printer using a printer driver connected directly to the laser printer. Verify that the correct || commands are printing on the page.

Pages are output but Check Factory does not overlay the form lines and boxes on the page...

You are not printing to the Check Factory VS printer. Instead you are printing directly to the printer bypassing Check Factory.

The “||DBLINK= ” etc. commands are printing on the page but no Check Factory lines and boxes. See above.

Appendix A

What changes have been made to the modified reports?

Each modified report contains a group of fields that pass information to Check Factory via text delimited by two vertical bars (| |). This information is stripped from the print job before it is printed. We call these codes the “Trigger Codes”.

The following list shows the Trigger Codes for each modified report.

Trigger Code example for AP Check

First Trigger Code line:

```
| | FormID = APSCS | | DBLINK = [Company Name] | |
```

The fields above are actually made up of THREE fields in the report.

Field 1 is the literal “FORMID=APSCS | | DBLINK=”

Field 2 is “[CompanyName]” (drag from Globals in the field list)

Field 3 is the literal “| |”.

Second Trigger Code line:

```
| | CheckNo = [Document Number] | | CheckAmt =[Check Total] | |
```

The fields above are actually made up of FIVE fields in the report.

Field 1: “| |CHECKNO=” is a literal

Field 2: [Document Number] is a field from PM Payment WORK

Field 3: “| |CHECKAMT=” is a literal

Field 4: [Check Total] is a field from PM Payment WORK

Field 5: “| |” is a literal

Accounts Payable

Check With Stub on Bottom

```
| | FormID = APSCB | | DBLINK = [Company Name] | |
```

```
| | CheckNo = [Document Number] | | CheckAmt =[Check Total] | |
```

Check With Stub on Top

```
| | FormID = APSCB | | DBLINK = [Company Name] | |
```

```
| | CheckNo = [Document Number] | | CheckAmt =[Check Total] | |
```

Check With Stub on Top and Bottom - Graphical

```
| | FormID = APSCS | | DBLINK = [Company Name] | |
```

```
| | CheckNo = [Document Number] | | CheckAmt =[Check Total] | |
```

**Check With Stub
on Top and Bottom - Text**

|| FormID = APSCS || DBLINK = [Company Name] ||
 || CheckNo = [Document Number] || CheckAmt =[Check Total] ||

Check With Two Stubs on Top

|| FormID = APSSC || DBLINK = [Company Name] ||
 || CheckNo = [Document Number] || CheckAmt =[Check Total] ||

User Defined Check 1

|| FormID = APUSER1 || DBLINK = [Company Name] ||
 || CheckNo = [Document Number] || CheckAmt =[Check Total] ||

User Defined Check 2

|| FormID = APUSER2 || DBLINK = [Company Name] ||
 || CheckNo = [Document Number] || CheckAmt =[Check Total] ||

Payroll**Direct Deposit Employee Checks
Other - L**

|| FormID = PRCHKOL || DBLINK = [Company Name] ||
 || CheckNo = [Check Number] || CheckAmt =[Net Wages / Pay Run] ||

**Direct Deposit Employee Checks
Stub on Top and Bottom - L**

|| FormID = PRCHKL || DBLINK = [Company Name] ||
 || CheckNo = [Check Number] || CheckAmt =[Net Wages / Pay Run] ||

Employee Checks Other - L

|| FormID = PRCHKOL || DBLINK = [Company Name] ||
 || CheckNo = [Check Number] || CheckAmt =[Net Wages / Pay Run] ||

**Employee Check Stub
on top and bottom L**

|| FormID = PRCHKL || DBLINK = [Company Name] ||
 || CheckNo = [Check Number] || CheckAmt =[Net Wages / Pay Run] ||

Long Invoice

|| FormID = INVLONG || DBLINK = [Company Name] ||

RM Statement Long

|| FORMID=STMTLONG || DBLINK = [Company Name] ||

RM Blank Statement Blank

|| FORMID=STMTLONGB || DBLINK = [Company Name] ||

SOP Long Invoice
SOP Long History Invoice

|| FORMID=SOPINVL || DBLINK = [Company Name] ||

SOP Blank Invoice
SOP Blank History Invoice

|| FORMID=SOPINVB || DBLINK = [Company Name] ||

SOP Long Order
SOP Long History Order

|| FORMID=SOPINVL || DBLINK = [Company Name] ||

SOP Blank Order
SOP Blank History Order

|| FORMID=SOPINVB || DBLINK = [Company Name] ||

SOP Long Return
SOP Long History Return

|| FORMID=SOINVB || DBLINK = [Company Name] ||

SOP Blank Return
SOP Blank History Return

|| FORMID=SOPINVB || DBLINK = [Company Name] ||

SOP Long Backorder
SOP Long History Backorder

|| FORMID=SOPINVL || DBLINK = [Company Name] ||

SOP Blank Backorder
SOP Blank History Backorder

|| FORMID=SOPINVB || DBLINK = [Company Name] ||

SOP Long Quote
SOP Long History Quote

|| FORMID=SOPQTEL || DBLINK = [Company Name] ||

SOP Blank Quote
SOP Blank History Quote

|| FORMID=SOPQTEB || DBLINK = [Company Name] ||

SOP Long Picking Ticket

|| FORMID=SOPPICKL || DBLINK = [Company Name] ||

SOP Long PackingList

|| FORMID=SOPPACKL || DBLINK = [Company Name] ||

SOP Long Shipping

|| FORMID=SOPPACKL || DBLINK = [Company Name] ||

POP Purchase Order Other
POP History Purchase Order Other

|| FormID = POOTHER || DBLINK = [Company Name] ||

POP Purchase Order Blank
POP History Purchase Order Blank

|| FormID = POBLANK || DBLINK = [Company Name] ||

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 may 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.