



AP MICR

for PFW

Installation Instructions for Altec's Electronic Check Printing Solution

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Overview

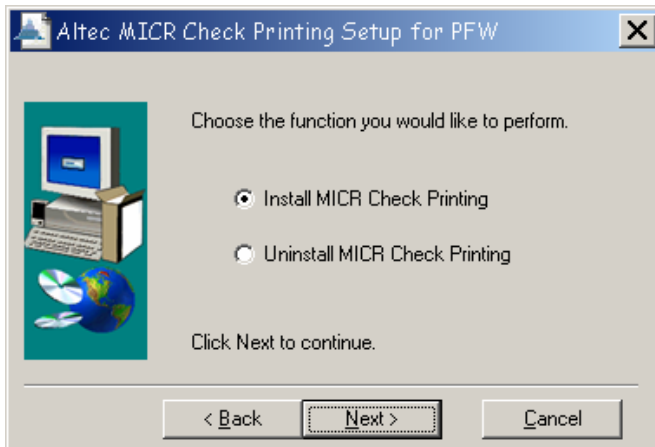
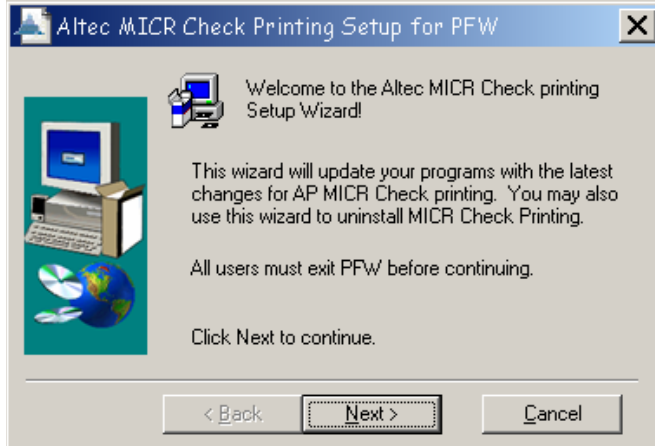
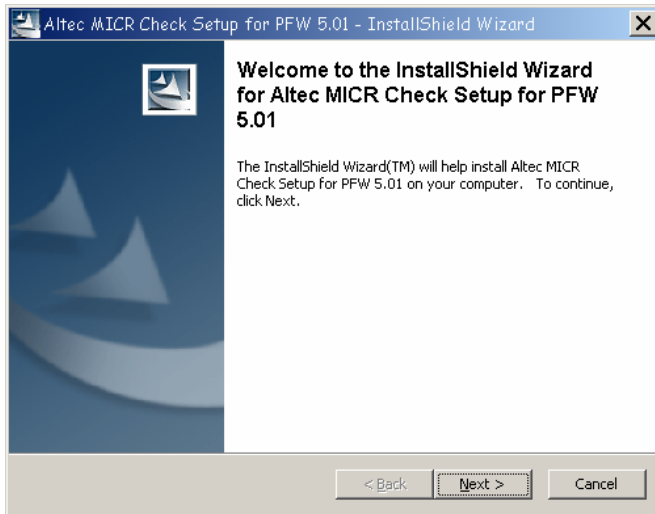
This document will explain the installation and setup process for Altec's MICR solution for PFW.

You will receive an installation program containing the files needed to update PFW with the files needed to support MICR Checks. You will also receive a custom Crystal Reports file named APpCkPRt.rpt, that is specific to your printer and MICR fonts. That file needs to be copied into your PFW Server\PFWRes\Master\Custom directory. Typically, that would be located in C:\Platinum\PfwRes\Master\Custom

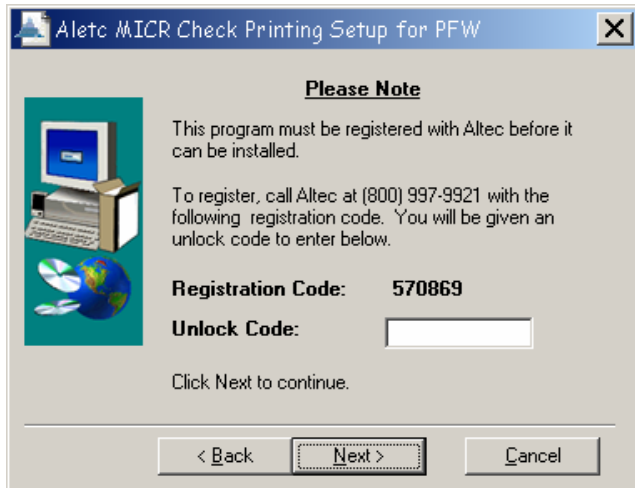
Installation

When you receive the installation package, double click the program to begin.

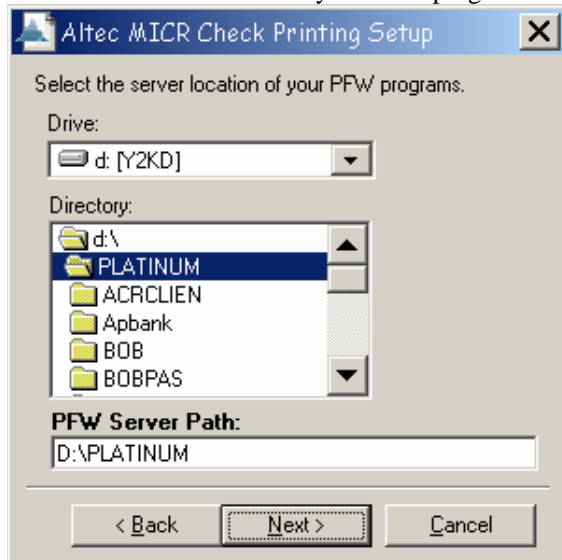
Click Next to the next three screens.



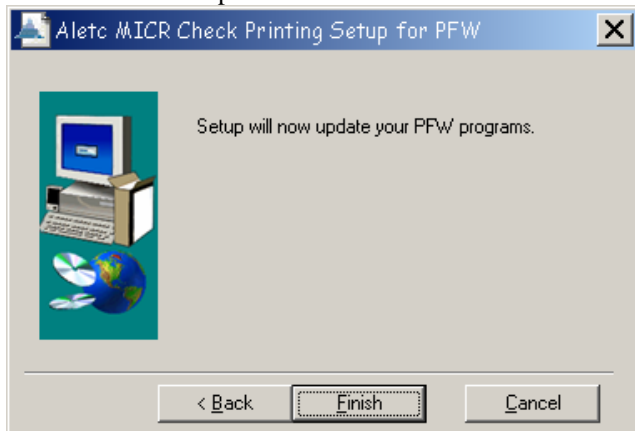
Call Altec Support to receive your unlock code.
Enter the unlock code, and then press Next.



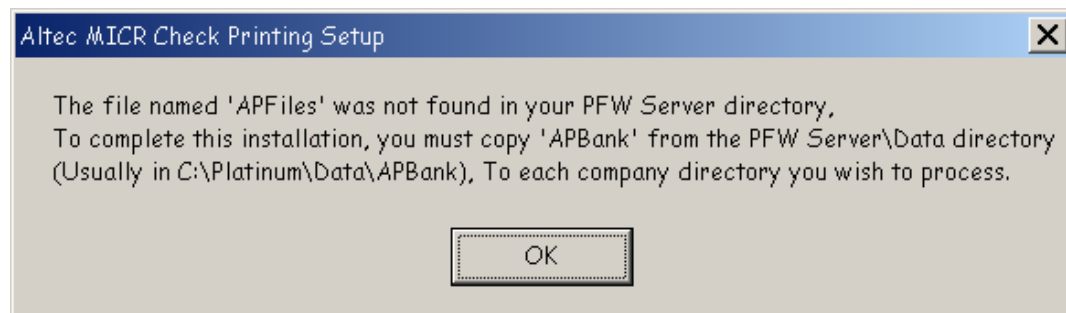
Select the Server location of your PFW programs.



Click Finish to complete the installation.



You may receive the following error message.



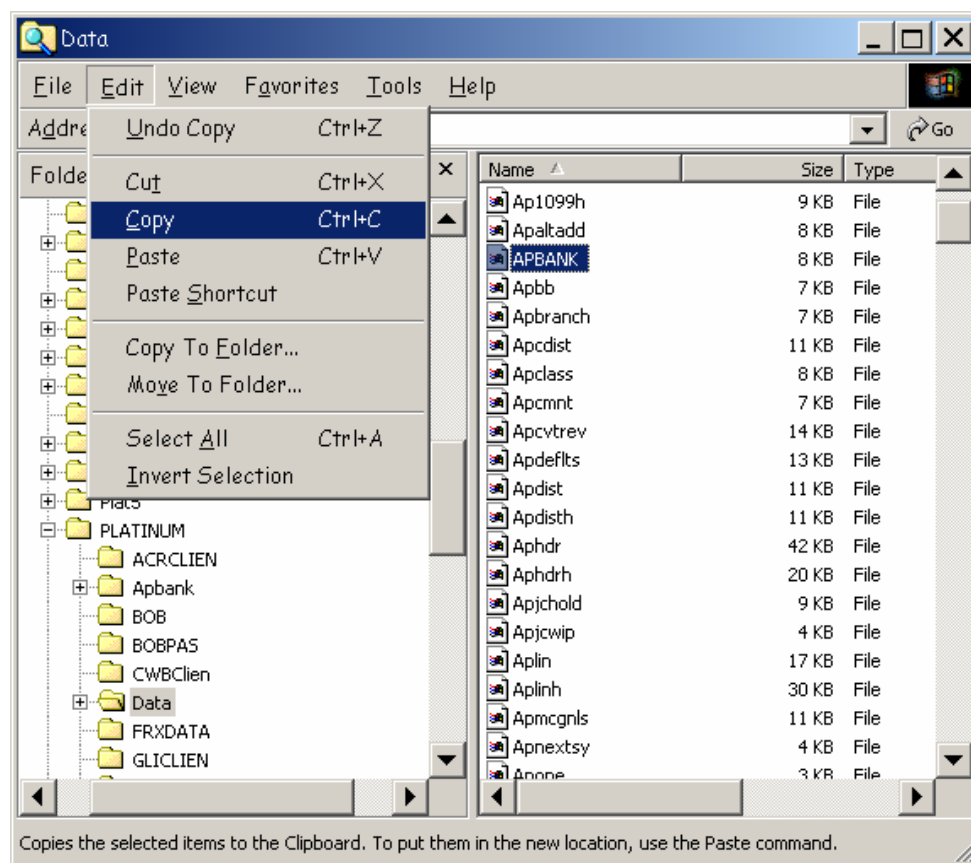
If you do, you will need to copy the file named APBank to company directory you wish to process. In the above example, you would copy D:\Platinum\Data\APBank to your company directory. For example, Copy D:\Platinum\Data\APBank to D:\Platinum\ALTEC. See the next section for more details on copying the data file.

Manual File Update

Two files need to be manually copied to complete the installation.

First, you must copy the file named APBANK from the PFW Server, Data directory to the company directory for the companies you wish to print MICR Checks. If you want to print checks for the company PREMGL, based on the above installation example, you would copy APBANK from D:\Platinum\Data to D:\Platinum\PREMGL

To do this using Windows Explorer, find the Data directory on your PFW Server drive. Scroll down to the file named APBank, then choose the Edit, and click Copy.

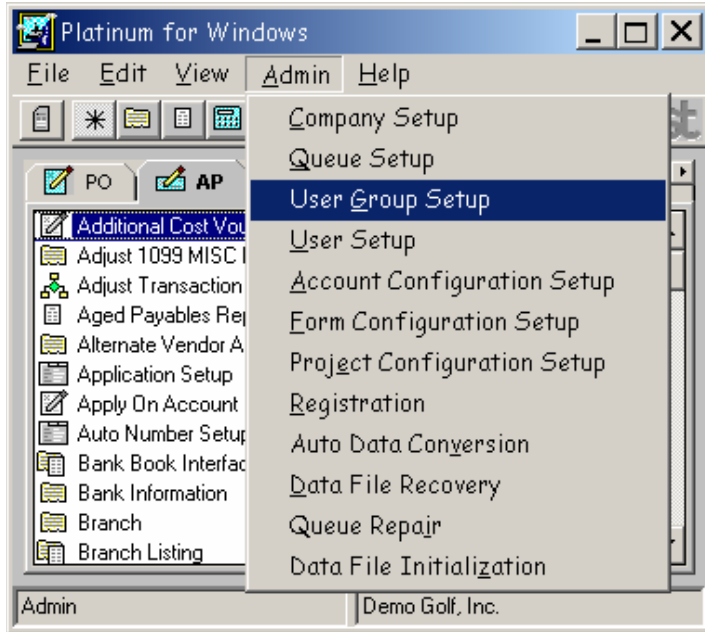


Then select your company directory, and choose Edit, Paste.

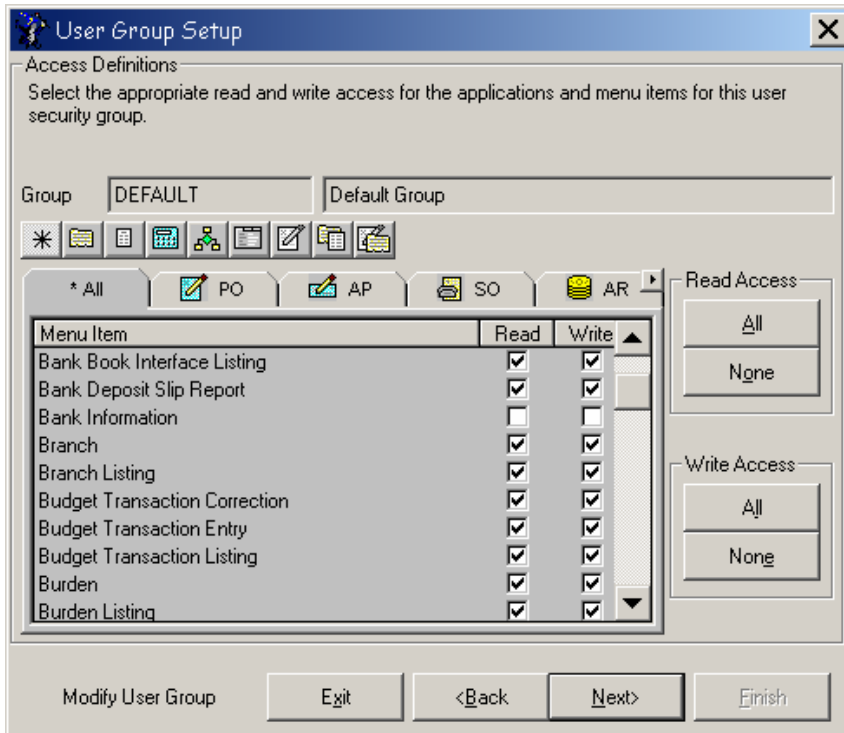
Second, you must copy the custom check file that you received from Altec, named APpCkPRt.rpt, to your custom directory. In this example, you would Copy APpCkPRt.rpt to D:\Platinum\PfwRes\Master\Custom.

Bank Information menu option

You must give users rights to access the new menu option before they will see it. Log into PFW as Admin. From the Admin menu option, choose User Group Setup. Choose Modify an existing group, then choose the user group you wish to give access to Bank Information. Click Next four times until you reach the Access Definitions screen.

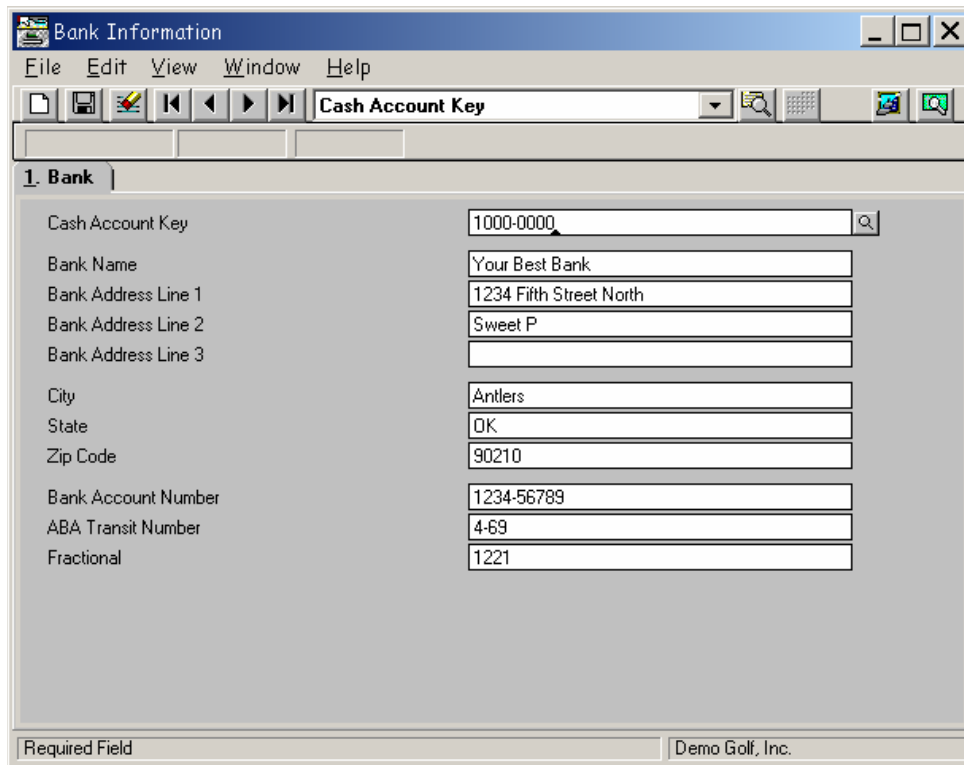


Check the Read and Write boxes to give users in this group rights the Bank Information menu option. Click Next, then Finish.



Usage

After you have successfully installed the software, manually copied the Crystal Report file to the custom directory, and copied the APBank data file to your company directory*, you are ready to enter bank information in the Bank Information file maintenance.



The screenshot shows a software window titled "Bank Information" with a menu bar (File, Edit, View, Window, Help) and a toolbar. The main area is a form for entering bank information. The form has a tab labeled "1. Bank" and a dropdown menu set to "Cash Account Key". The form fields are as follows:

Cash Account Key	1000-0000
Bank Name	Your Best Bank
Bank Address Line 1	1234 Fifth Street North
Bank Address Line 2	Sweet P
Bank Address Line 3	
City	Antlers
State	OK
Zip Code	90210
Bank Account Number	1234-56789
ABA Transit Number	4-69
Fractional	1221

At the bottom of the window, there is a "Required Field" indicator and the text "Demo Golf, Inc."

The Cash Account Keys available to the Bank Information file maintenance are accounts that are defined in the Vendor Class file setup.

After you have entered and saved Bank Information, you may then Print and Post voucher payments. When you use the Cash Account entered here, and the respective Bank Information will appear on your check.

For HP printers, you need to install the HP Laserjet 4 Plus driver in order for successful output of MICR.

* If you do not copy APBank to your company directory, or copy it to the wrong directory, you will receive the error "Unable to locate data file" when you try to access the Bank Information file maintenance. To resolve this, simply copy the file APBank from the Data directory to your company directory. An example is given in the Manual File Update section of this document.