



# AP MICR

for PFW 5.11

Installation Instructions for Altec's Electronic Check Printing Solution

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# Overview

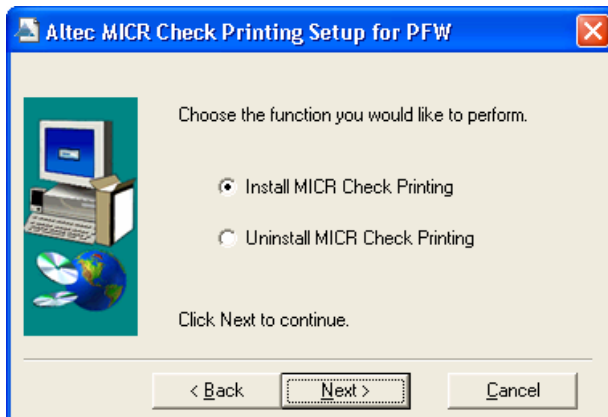
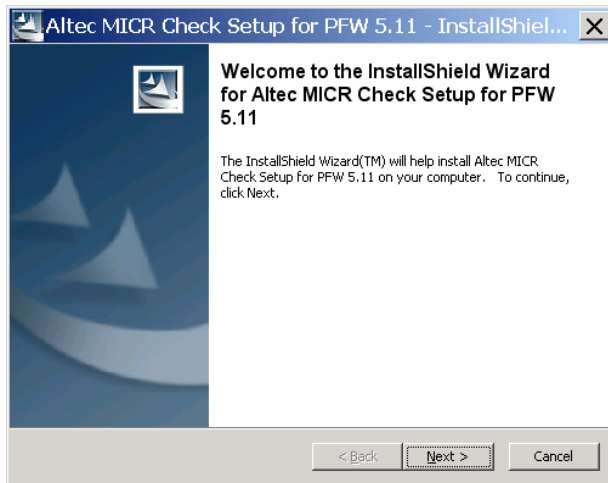
This document explains the installation and setup process for Altec's MICR solution for PFW 5.11.

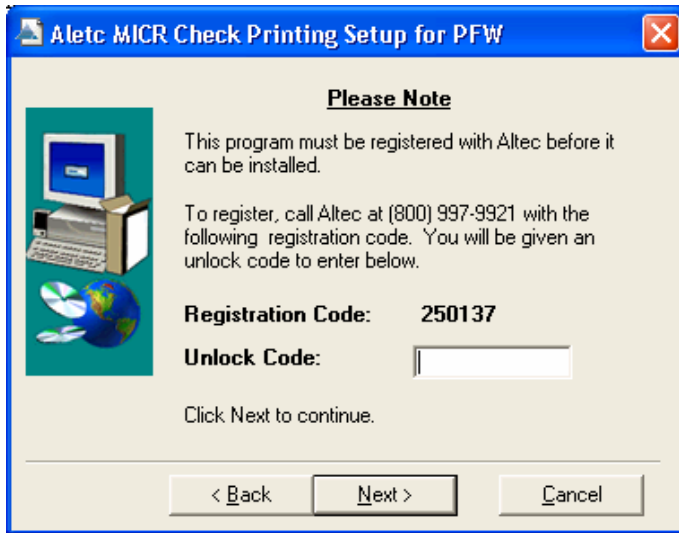
You will receive an installation program containing the files needed to update PFW to support MICR Checks. You will also receive a custom Crystal Reports file, named APpCkPRt.rpt, which is specific to your printer and MICR fonts. That file will be copied to your PFW Server custom report directory. Typically,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

For users upgrading from a previous version of MICR check printing, take special note of the Data Conversion section of this document.

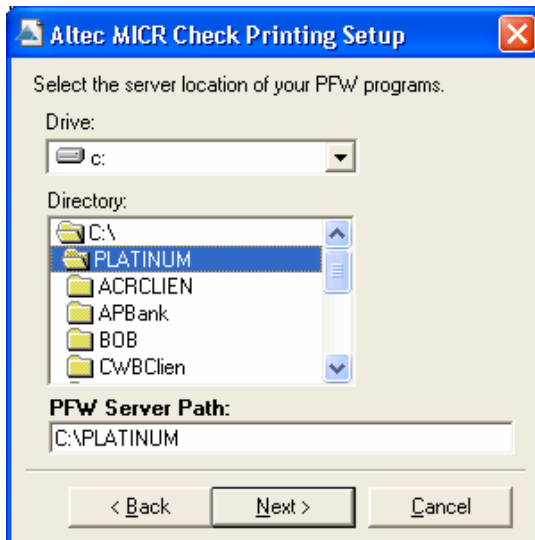
# Installation

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.



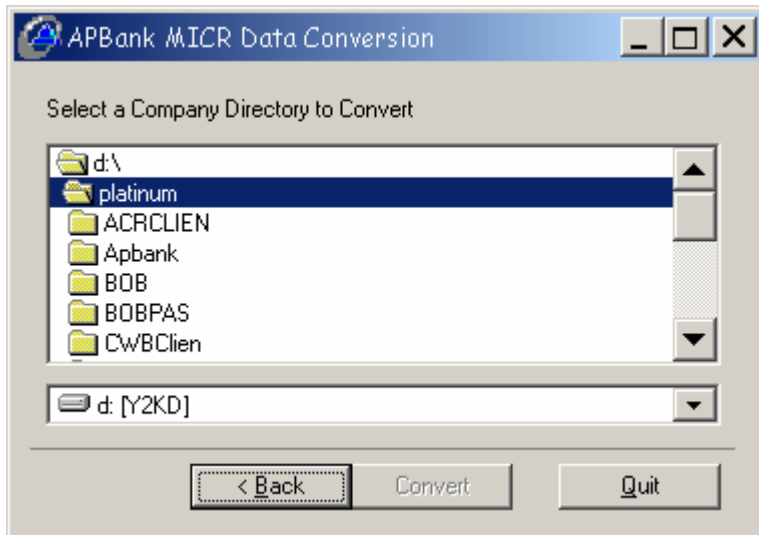
Select the Server location of your PFW programs.



Click Finish to complete the installation.

# Data Conversion

If you are upgrading from a previous version of MICR Checks, the setup program will launch the APBank Data Conversion program. If you are not upgrading from a previous version of MICR Checks, you may skip this section\*\*.



To automatically convert existing bank data, choose a company directory, and then click the Convert button. The APBank file in that company directory will be updated to the proper PFW 5.1 format and you will receive a message saying you have successfully converted the file. Repeat the process for each company.

**NOTE:** Be sure to convert each company that has an APBank file. Companies without an APBank file will print a zero dollar check.

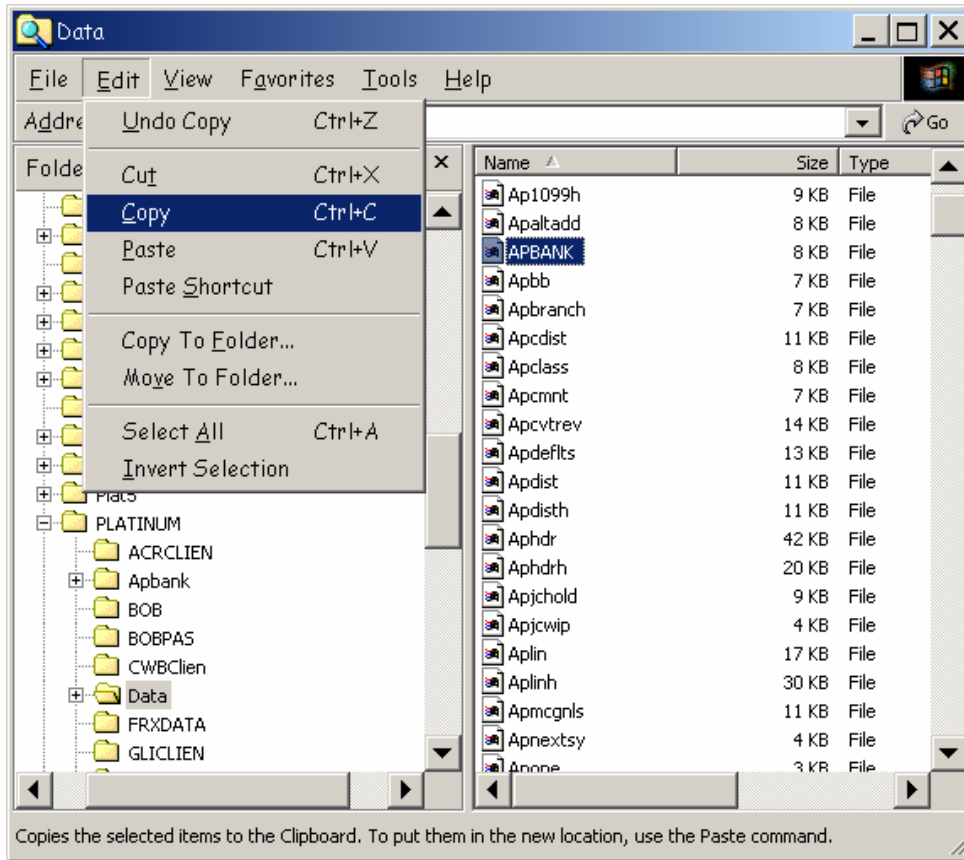
\*\* If you do not use the APBank Data Conversion, you may manually copy APBank from your \Platinum\Data directory to each company directory, then manually enter your bank information in the Bank Information File Maintenance.

# Manual File Update

If you are not upgrading from a previous version of MICR Checks, 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 (normally located in \Platinum\Data\ ) to each company directory you are processing, **even if you are not using MICR checks for that company**. For example, if you print checks for the company PREMGL, you would copy APBANK from D:\Platinum\Data to D:\Platinum\PREMGL

You may do this using Windows Explorer. Using Explorer, find the Data directory on your PFW Server drive. Scroll down to the file named APBank, then click the Edit menu option and click Copy.

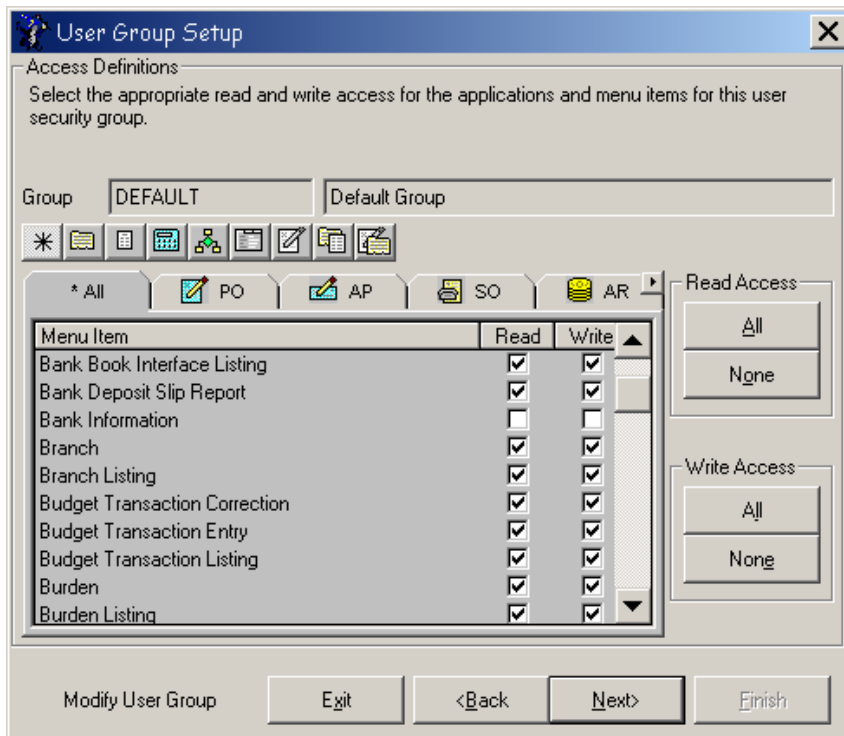
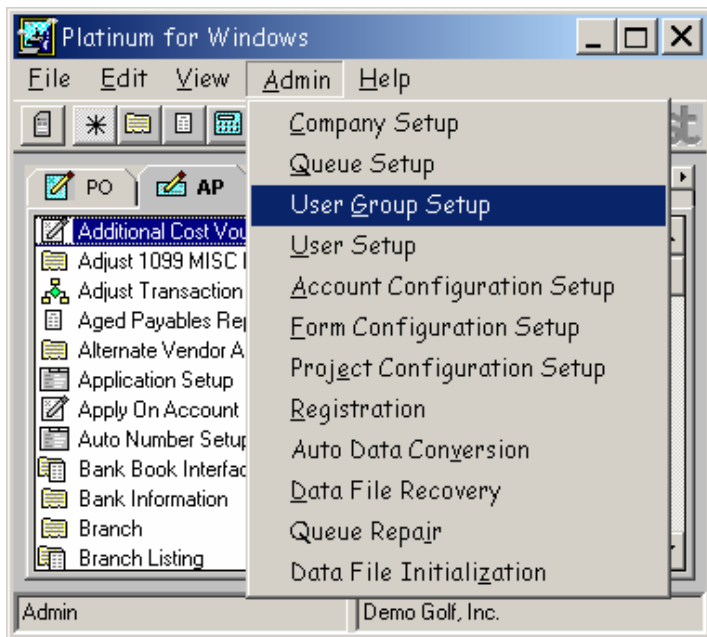


Then select your company directory in the left window, and choose Edit, Paste. Repeat the process for each company you process using PFW.

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

## Bank Information menu option

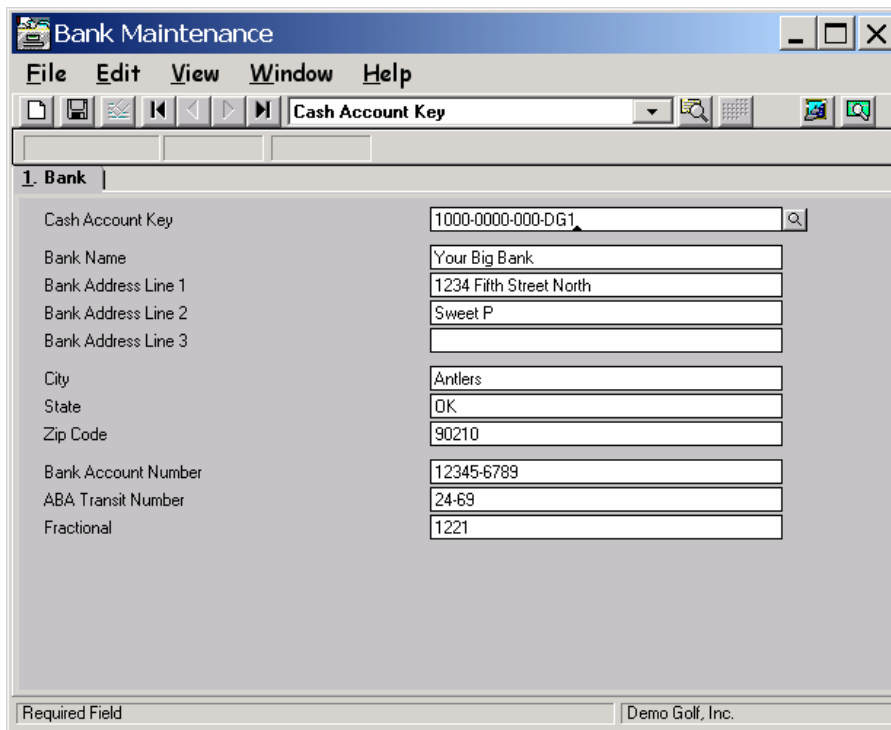
Before users can see the Bank Information file maintenance, you must give them access rights to the new menu option. Login to PFW as Admin, choose the Admin menu option then select User Group Setup. Select Modify an existing group, then choose the user group you wish to give access to Bank Information. Click Next four times until you reach the Access Definitions screen, as the following screen shots illustrate



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. Login to PFW as a user who has access to the Bank Information File Maintenance, and enter your bank information.



The screenshot shows a window titled "Bank Maintenance" with a menu bar (File, Edit, View, Window, Help) and a toolbar. The main area is titled "1. Bank" and contains a form with the following fields and values:

Cash Account Key	1000-0000-000-DG1
Bank Name	Your Big 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	12345-6789
ABA Transit Number	24-69
Fractional	1221

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

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

When you have entered and saved the Bank Information, you may Print and Post voucher payments for any cash account you have defined and the respective Bank Information will appear on your check.

\* 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.

## PFW Updates, Fixes and Patches

On occasion you may need to update your PFW programs with the latest patches, this includes AP1099 updates. When you update your programs, the update program may overwrite some of the files necessary to run MICR checks. To resolve this, you will need to reinstall MICR Checks. You can do this by running the original MICR Check Setup file you received from Altec, or you may find Setup.exe located in the folder called "C:\Altec MICR Check Setup". (Please note: You will need to call Altec for an unlock code when you reinstall the programs)

The last step to print MICR checks is to copy the appckprt.rpt file from the supplied diskette into the \Platinum\PFWRes\Master\Custom directory.

For HP printers, you must install the Windows native HP Laserjet 4 Plus drivers.

## Dual Stub Set-Up Print and Post Voucher Payment – Format Tab

The screenshot shows a software dialog box titled "Print and Post Voucher Payment - Date prompt, Gen Acct, Home Cur". It has three tabs: "Parameters", "Routing", and "Distribution". The "Parameters" tab is active. At the top, there is an "Order By" dropdown menu set to "Vendor Key" and two icons (a pencil and a keyboard). Below this are two sub-tabs: "1. Payment Filter" and "2. Format". The "2. Format" sub-tab is selected and contains the following settings:

Print Double Stub	<input checked="" type="checkbox"/>
Require Overflow to Print	<input type="checkbox"/>
Company Name on Check	<input checked="" type="checkbox"/>
Voucher Comment on Stub	<input checked="" type="checkbox"/>
Vendor Account Number on Check	<input checked="" type="checkbox"/>
Account Number Description	Vendor Number
Attention Line Print Location	Do not print Attention
Print Country	<input checked="" type="checkbox"/>
Print in Home Currency	<input checked="" type="checkbox"/>

At the bottom of the dialog box, there is a text field containing "Demo Golf, Inc." and a row of buttons: "New", "Process", "Process and Close", "Close", "Save...", and "Help".

Select "Print Double Stub"