
PRINTER'S CheckRite 2005 Lite User's Guide

Windows NT 4.0
Windows 2000/XP

Not For Resale

Revente Interdite

Rev 9.1.2L

Printerm Datascribe Profile

CheckRite 2005[©]

Lite Version 9.1.2

Copyright by Printerm Datascribe, Inc.
All Right Reserved

151 Spinnaker Way,
Unit 4
Concord, Ontario
L4K 4C3
Canada

Tel: (905) 660-4900

300 International
Dr.,
Suite 100
Williamsville, NY
14221
USA

Tel: (716) 635-797

19800 MacArthur
Blvd., Suite 300
Irvine, CA
92612
USA

Tel: (949) 250-3228

(800) 267-8925
FAX 866-660-3453

E-Mail: sales@printerm.com
Home Page on the Web
<http://printerm.com/>

Table of Contents

PRINTERM DATASCRIBE PROFILE	2
TABLE OF CONTENTS	3
COPYRIGHT NOTICE©	4
PROGRAM STARTUP	5
MAIN MENU	6
LOG ON SCREEN	8
SECURITY MODULE	9
CHANGE PASSWORD	9
SYSTEM MAINTENANCE	13
DELETE CHECKS	14
ACCOUNT INFORMATION	15
BANK INFORMATION	16
SIGNATURE AND ENCRYPTED SIGNATURE ENTRY SCREEN (BMP FORMAT)	17
REPORTS	18
HOW TO SELECT ACCOUNTS AND BANK ACCOUNTS.	19
BLANK CHECK / CHECK BOOKS	20
CHECK STYLE	21
CHECK BOOKS	22
SAMPLE CHECK BOOK PRINT	23
PERSONAL CHECK-BOOKS 6X9	24
MICR CALIBRATION	25
SINGLE CHECK	26
IMPORT CHECKS	27
BUILT IN SAMPLE IMPORT	28
SAMPLE IMPORT CONFIRMATION	29

Table of Figures

Figure 1 – Main Screen.....	6
Figure 2 - Log In screen.....	8
Figure 3 – Security Function selection screen.....	9
Figure 4 – Change password.....	9
Figure 5 – Supervisor Function screen.....	10
Figure 6 – Program activation status screen.....	11
Figure 7 – Pre-Authorized info screen.....	12
Figure 8 – System maintenance entry screen.....	13
Figure 9 – Delete check screen.....	14
Figure 10 – Account Information screen.....	15
Figure 11 – Bank information screen.....	16
Figure 12- Signature Selection screen.....	17
Figure 13 – Report selection screen.....	18
Figure 14 – Report to send to.....	18
Figure 15 – Check Style selection.....	20
Figure 16 – Blank Check entry screen.....	20
Figure 17 - Blank check style selection screen.....	21
Figure 18 – Blank check book selection screen.....	22
Figure 19 – Check book printing sample 1.....	23
Figure 20 – Check book printing sample 2.....	23
Figure 21 – Personal check book printing selection screen.....	24
Figure 22 – MICR calibration screen.....	25
Figure 23 - Single check entry screen.....	26
Figure 25 – Import check entry screen.....	27
Figure 26 – Sample Import test file.....	28
Figure 27 – Sample import confirmation.....	29
Figure 28 – Pre-Authorized draft entry screen.....	30

[Copyright Notice©](#)

Copyright ©2005 Printerm Datascribe, Inc. All rights reserved.

No part of this publication may be copied or distributed, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language in any form without the express written permission of the management of Printerm.

Trademark Notice

CheckRite 2005 Lite[©] is a registered trademark of Printerm Datascribe, Inc. All other product names mentioned in this publication are trademarks or registered trademarks of their respective owners.

Disclaimer

The staff of Printerm has taken great care in the preparation of this product. However, in no event shall the company be liable to anyone for special collateral, or consequential damage in connection with, or arising out of the purchase of this product. Moreover, Printerm shall not be liable for any claim of any kind whatsoever against the user(s) of this product. It is understood and agreed, that by using this product the user signifies his acceptance of the terms contained in this document.

Program Startup

The CheckRite 2005 Lite program comes with 30 day Demo mode activation. It is fully functional but it prints VOID on the printouts. In order to activate follow the steps in the activation mode on page 11.

After entering the program the first thing the user has to do is create an account.

Save it

Re-enter the account saved, click on the bank info button.

Enter all the bank information.

Save it.

Exit all screens,

You are ready to print "blank checks" to the account you just created.

Also you are ready to print checks on demand from the "single check" module.

Main Menu

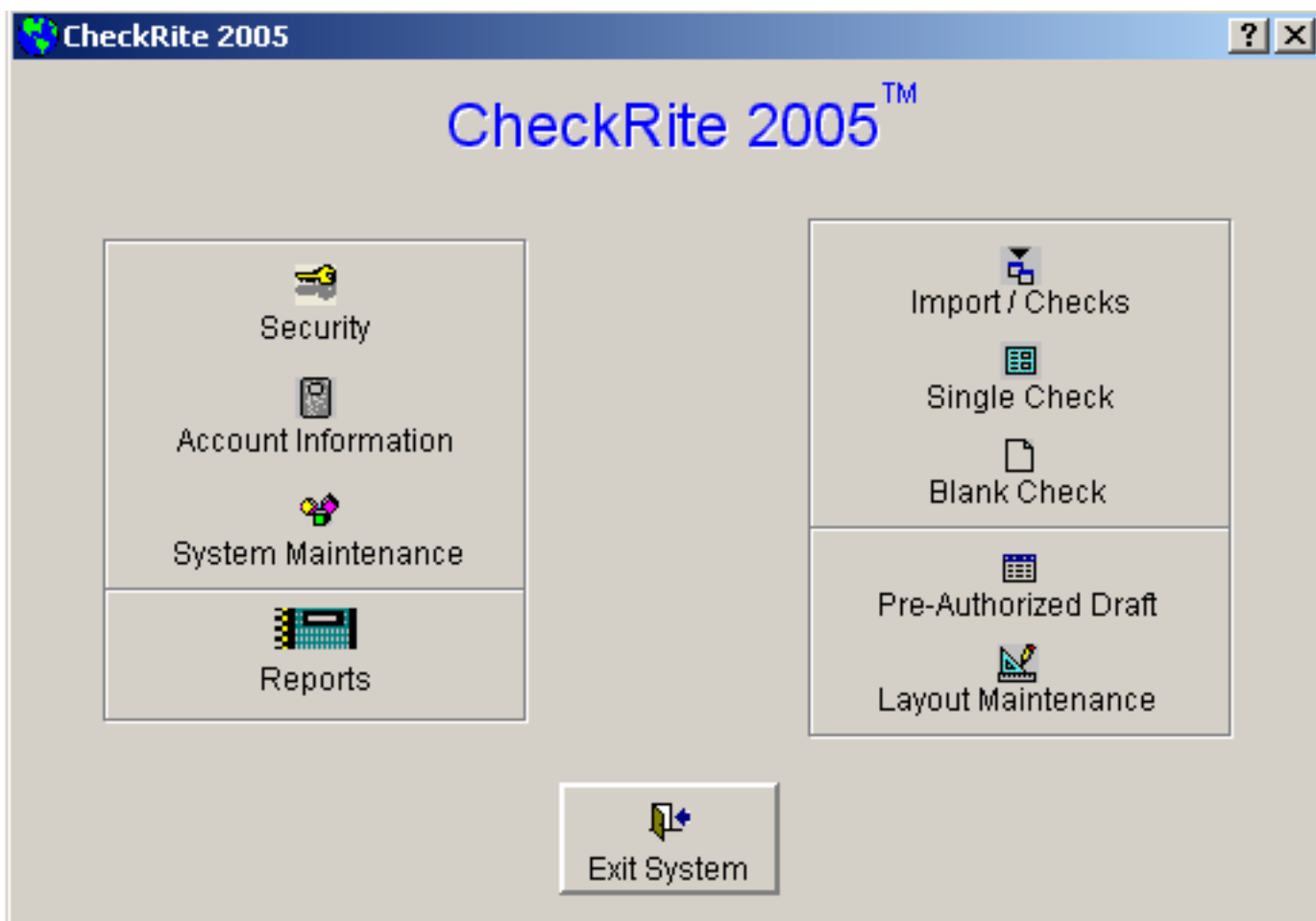


Figure 1 – Main Screen

From the main menu the system guides you to the various functions of the program. The following are the functions available:

1. Security Handles all system administration functions including changes to Passwords and adding new user ID's. It is the area from where the program modules are activated.
2. Account Information This module handles the set up of new accounts and backups to the database. From here you proceed to create bank information for each account entry.
3. System Maintenance This Module allows maintaining system log deletes and check deletes.
4. Reports Allows user to select the list of printed checks for the various modules
5. Import Checks This module comes with a built in import module. It can be used as is if the import text file is matched to it. The customized import function has a self managed import database (Pro version only).
6. Single Check If you need to print a single check, "manual check or check on demand" as some refer to it, uses this option.

7. Blank Check This option enables the program to mass print blank checks with sequential numbering. Blank Check books for personal and business can also be printed from here.
8. Pre-Authorized Draft This module allows to receive faxed, E-mailed or verbal checks from customers with their bank information to print the check without a signature to be presented to the bank.
9. Layout Maintenance This module allows the user to edit any check layouts that the program supports.

Note: The changes allowed are to manipulate existing fields only.

Log On Screen



Figure 2 - Log In screen

In the Log on Screen enter User ID and Password in order to gain access to the system.

When the system is shipped, the Master user ID is “**SUPERVIS**” and the password is “**PRINTERM**”. Please do not change the Master ID or Password.

Refer to the system administrator if you do not know the user ID or password.

Security Module

Privileges are granted to each user via the Security Functions. This is done by the supervisor who has the maximum rights to the system.

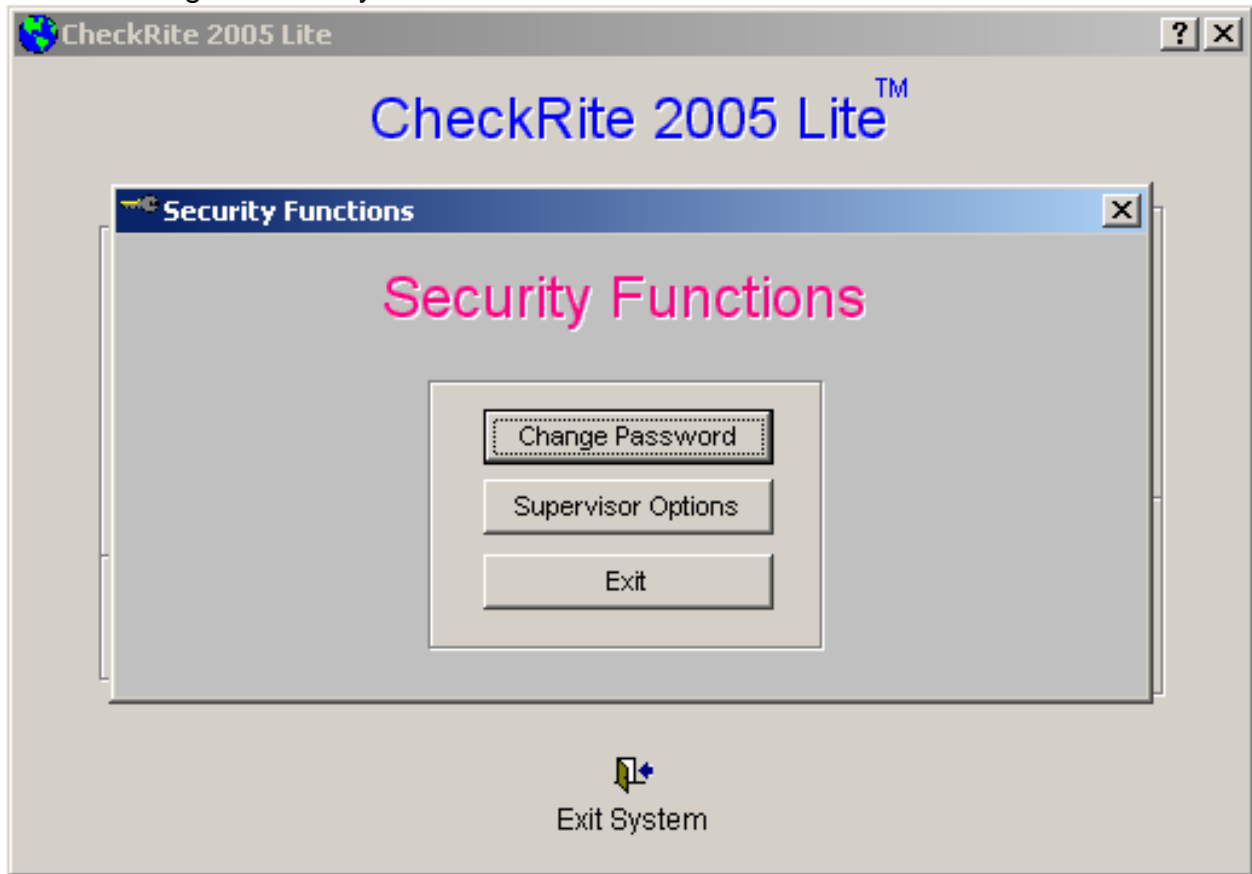


Figure 3 – Security Function selection screen

The picture above is the security module menu. The only function each user can perform from here is the **Change Password** function. The other requires proper privileges.

Change Password

Each user can change its own password by entering the old password and the new one. If you forgot the password, the supervisor can force a new password in the Supervisor Options.

The image shows a dialog box titled 'Change Password' with a blue header bar. The text 'Change Password' is displayed in green. Below the title, there are three input fields, each with a colored bar to its right: 'Old Password' with a blue bar, 'New Password' with a pink bar, and 'Re-Enter New Password' with a pink bar.

Figure 4 – Change password

Supervisor Options

Supervisor Functions This is reserved for the supervisor who can create new users, force a password, and assign new rights to each user.

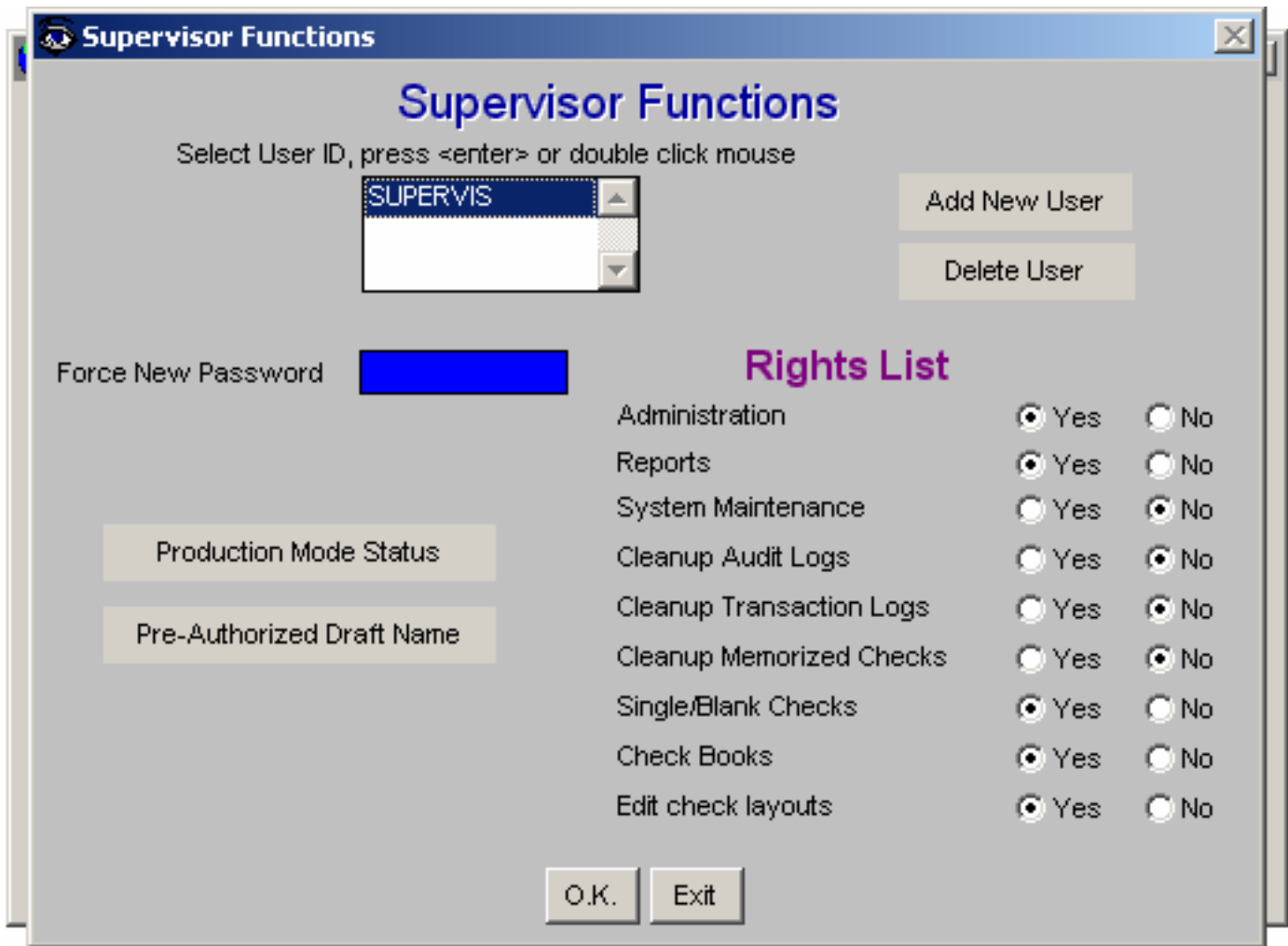


Figure 5 – Supervisor Function screen

A supervisor is the highest authority for rights assigned to use the program.

This screen gives the supervisor the following choices.

Each user ID can have a different “privileges” in operating the program. Only a Supervisor should modify these privileges and adding new users. (The supervisor has all rights.)

Add New User - Many users can have access to this program but each one has his own user ID and password. This button takes you to a screen where the new User ID and password are entered.

Delete User - This option will delete a user from the system.

Select User ID - Double click or press <enter> after you have selected a user in the table and change his rights by clicking the following choices:

- **Administration** - This is to be given only to the supervisor. It allows the selected user to access the Account Information module.
- **Reports** - This option allows users to print “Printed checks” under the Reports module.
- **System Maintenance** – Allows user to use the maintenance functions of the system. (i.e. Log cleanups) The program comes with this option disabled. It has to be enabled by the supervisor to have access to the next two functions.
- **Cleanup Transaction Logs** – Cleans printed check logs.
- **Cleanup Memorized Checks** – Cleans memorized checks from the single check entry screen.
- **Single Check/Blank Check** - This option allows the selected user to print Single Checks or Blank Checks.
- **Check Books** - This option allows the user to print Check Books.
- **Edit Check Layout** – This option allows modifying the available check layouts

Program Activation Status

The default activation of the program is for 30 days. The program is fully functional with the exception of printing “VOID” on the checks. If you want to extend the temporary activation for testing purposes it can be done by Printerm. You can send the activation file “config.pt” from the program folder to support@printerm.com. After receiving the file back from printerm please copy the file back into the program folder to reactivate the program to the desired time period.

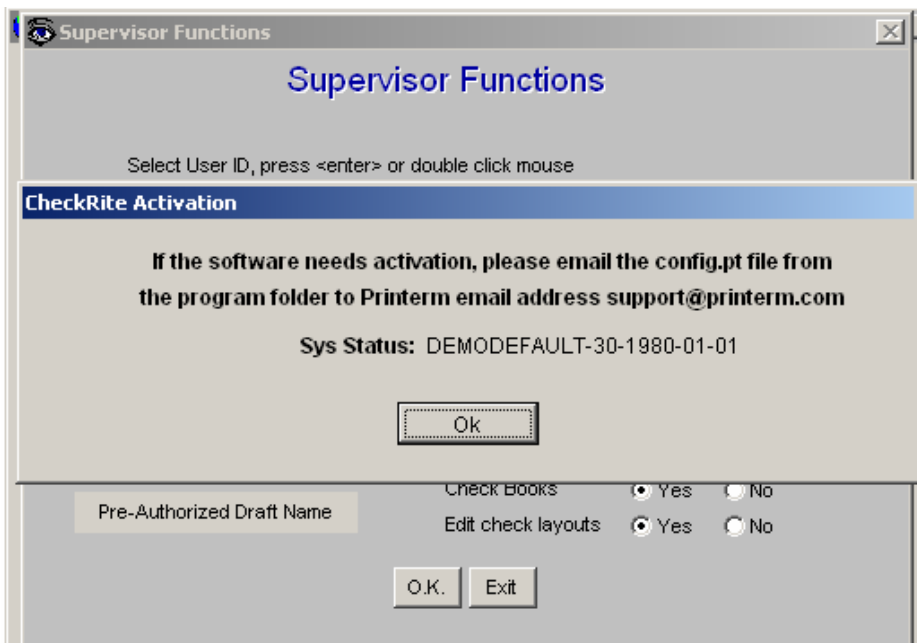


Figure6 – Program activation status screen

Production Mode Activation status

This button is to display the program activation status only. Please follow instructions above to activate.

(Note: This new activation mode works only in NT4X, Windows 2000 and XP, it will not work on 95/98 systems .)

Pre-Authorized Draft Name - Enter here the company details for the Pre-Authorized Draft checks that you will print. This is the **“Pay to the order of”** field on those checks.

The screenshot shows a window titled "Supervisor Functions" with a sub-window titled "Rapid Deposit System". The sub-window contains the following text and fields:

Enter the company information that will be used as a payee name for Pre-Authorized Draft System

Company Name:

Address: City:

State: Zip Code:

Buttons: OK, O.K., Exit

Below the sub-window, there is a label "Pre-Authorized Draft Name" and a section for "Edit check layouts" with radio buttons for "Yes" (selected) and "No".

Figure 7 – Pre-Authorized info screen

System maintenance

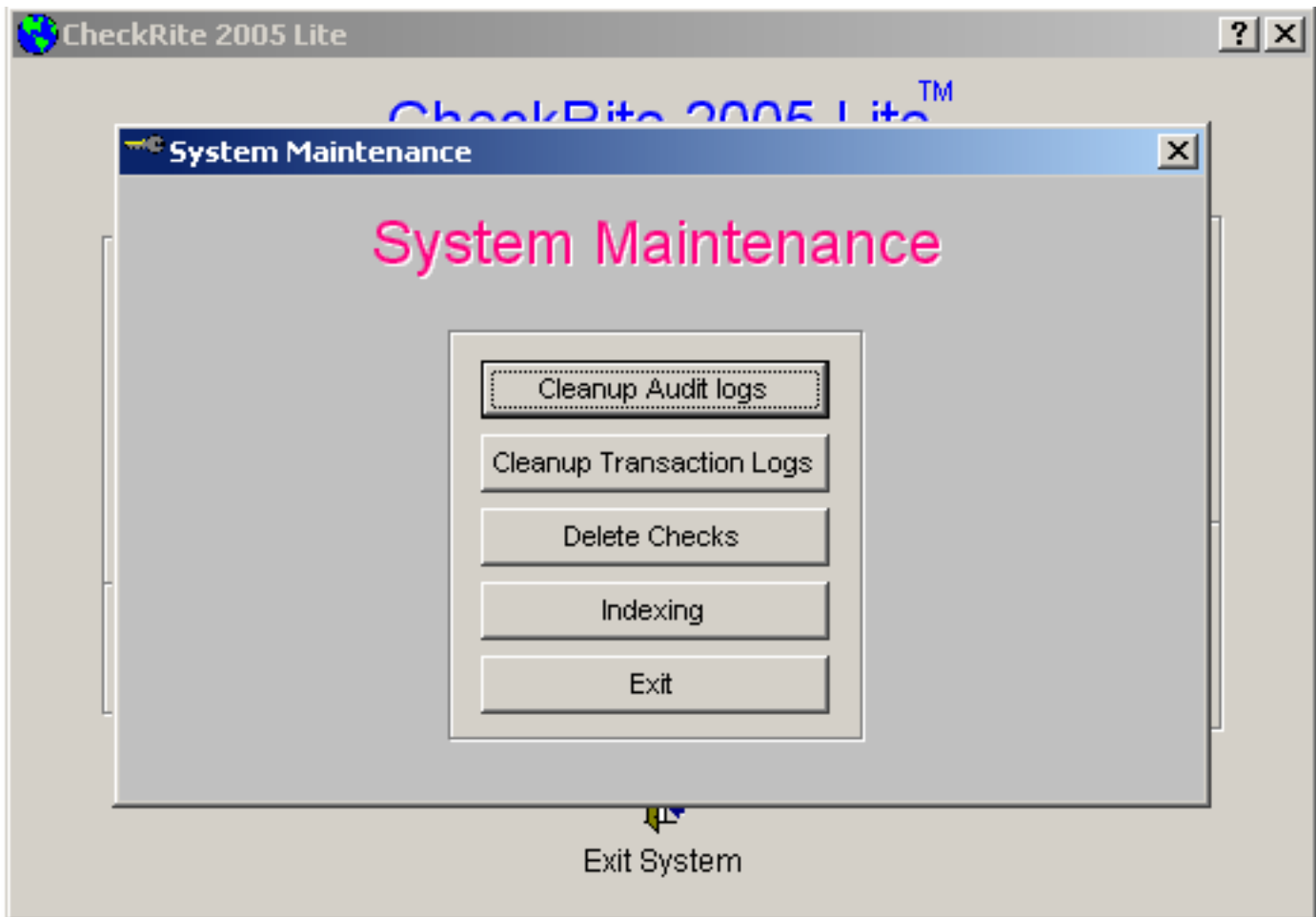


Figure 8 – System maintenance entry screen

Cleanup Audit Logs – Cleans Audit log entries in the program, caution, the cleanup is permanent.

Cleanup Transaction Logs – Cleans all transaction records.

Indexing is reserved for the system administrator.

Indexing is used for the following reasons:

1. Gain disk space from deleted records.
2. Create new indexes for better speed or if they got corrupted.

Account Information

Account Information [New]

Account Code: 0095555666 **Print Name:** Printerm Data Limited

Print Name 2: **Display Name:** Printerm Data Limited

ID: **Print ID on Check?**

Address 1: 151 Spinnaker Way **Tax Id:**

Address 2: Unit 4 **Phone:** 905-660-4900

City: Concord **State:** Ontario **Zip:** L4K 4C3

Logo Path: C:\CR2005815AUG30THLITE\GRAPHICS\PRINTERMSM.BMP **Logo?** Yes No
i.e. \printer\graphics\myacct.bmp

Bank Information

Save Delete View Exit Backup Restore

Figure 10 – Account Information screen

Account Code - This is the account number you assign to all clients and companies. Every account can have multiple bank accounts.

Print Name & Print name 2 – It enables to print 2 name lines on the check.,

Address & Phone numbers - of the account. This will be printed on the face of the check under company details.

Print ID- This field works only when you print Personal Check Books 6x9.

Logo Yes/No – Allows selection for the Company logo.

Logo Path - This is the full path of the Bmp(bitmap) file that is the company logo. You can enter it yourself or press <enter> to do the selection via open file option. This logo will be printed on the checks for this account. You can create a logo with many commercial programs. A simple program that does an adequate job is Microsoft© Paint. The end result has to be in Bmp format.

Bank Information - Each account can have unlimited number of bank accounts. This button will take you to the module where you enter bank accounts.

- **Backup** – Backs up all customers' database information (with the bank info).
- **Restore** – Restores all customers' accounts (with the bank info).
- **After restore, the database has to be re-saved in case folder location changed in the program.**

Signature and Encrypted Signature Entry Screen (BMP format)

The screenshot shows a 'Signatures' dialog box with three signature entries. Each entry includes a file path, an 'Encrypted' checkbox, a signature image (for Signature 1), and 'Print when check amount is between' fields. The 'Print when check amount is between' fields are set to '0.00'. The dialog also features 'Ok' and 'Exit' buttons at the bottom and 'No', 'ion', and 'store' buttons on the right side.

Figure 12- Signature Selection screen

A check may have up to three signatures. In this screen you enter the file names of each signature. You must enter the full path of each or press the corresponding Search button and proceed with Open File screen search method.

Every signature can be configured by the amount limitation matrix, for the number of signatures to print per check. There is a minimum of \$1.00 to a maximum of \$9,999,999.99 limit you can enter per signature.

This signature matrix works only for the “BMP” type signature files. For the customized signatures the matrix has to be configured by Printerm.

The encryption box is to select the encrypted signature supplied by Printerm. It will not be displayed after selection. It will show only a box on the screen.

Reports

A selection screen for system reports.

List of Printed Single Checks. - You will be asked for a date range.

Pre-Authorized Agreement Form - To be faxed to your customer for his authorization to draw money from his account.

Pre-Authorized Check List - You will be asked for a date range.

Audit Log Report - You have a choice to see the report on screen or print it to your printer.

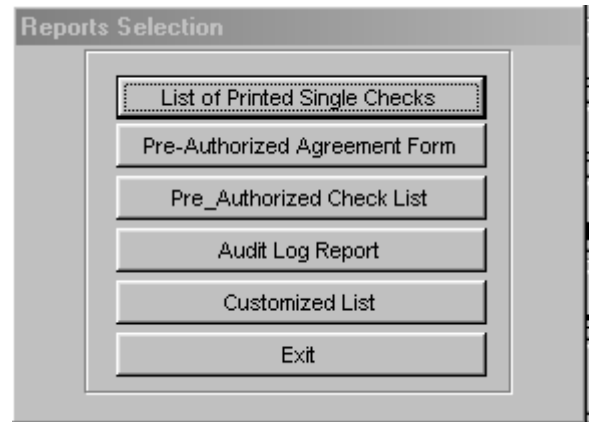


Figure 13 – Report selection screen

Screen selection to display the report

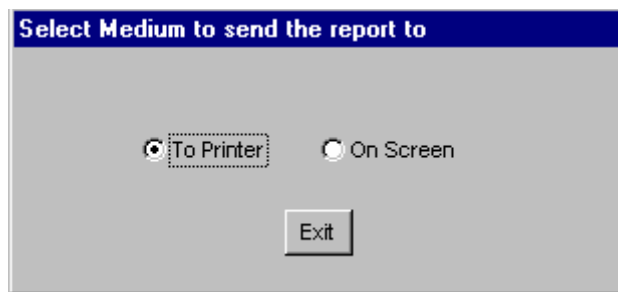


Figure 14 – Report to send to

You have the choice to see the report on screen or print onto your printer.

How to select Accounts and Bank Accounts.

- Click on the triangle on the right side of the popup field.
- Select the entry by clicking on it. Or Click on the field body.
- Select the entry by clicking on it.

To move out of the field after selection, press **Tab** key.

Help File Instructions

In Windows you can activate the on-line help any time from within the CheckRite 2004 program by pressing **F1** key at any point. You can also activate it from within Windows Explorer by executing **printerm.hlp** file in the **CR2005** program folder.

Blank Check / Check Books

This option is used for generating a series of printed blank checks with the proper company name, bank name and logos. Also to print Check Books.

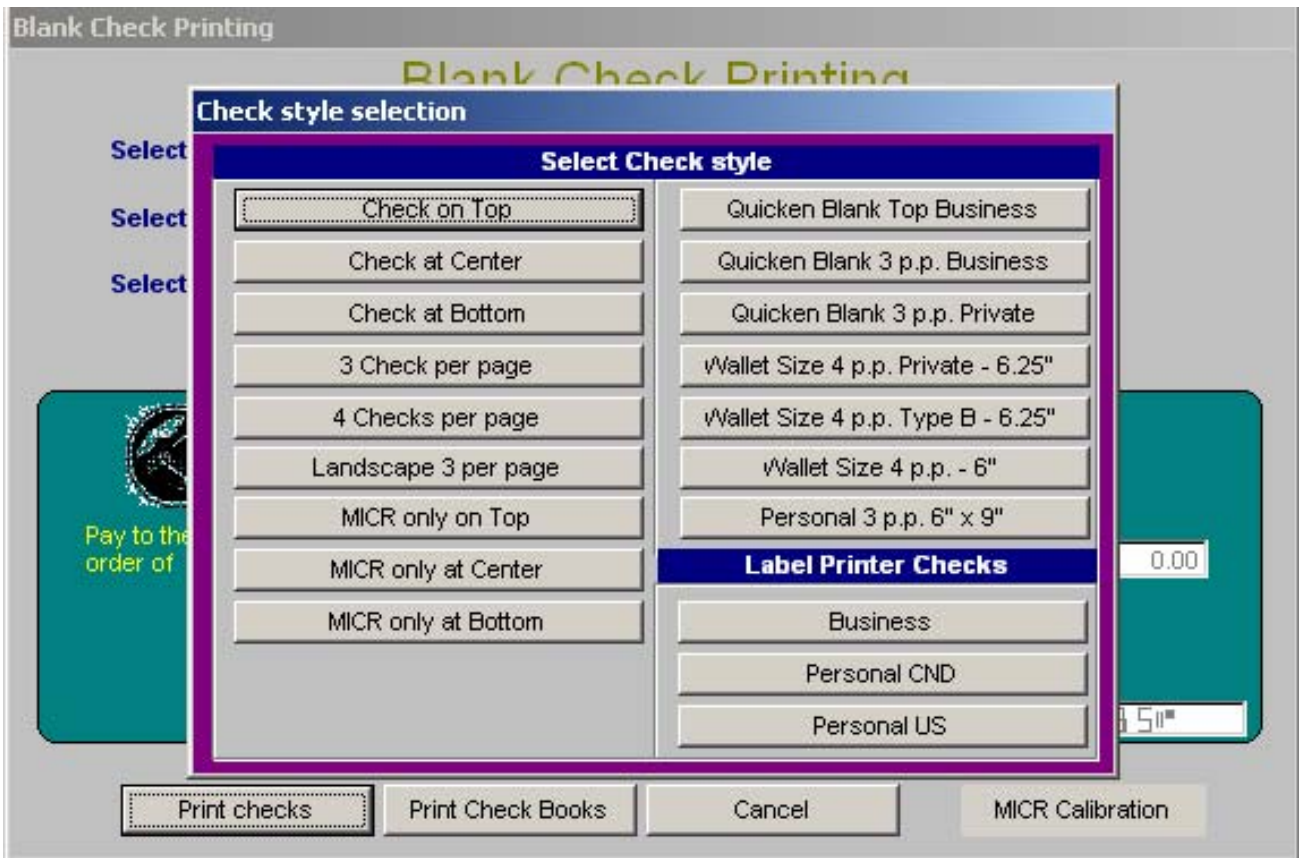


Figure 15 – Check Style selection

This screen has two functions.

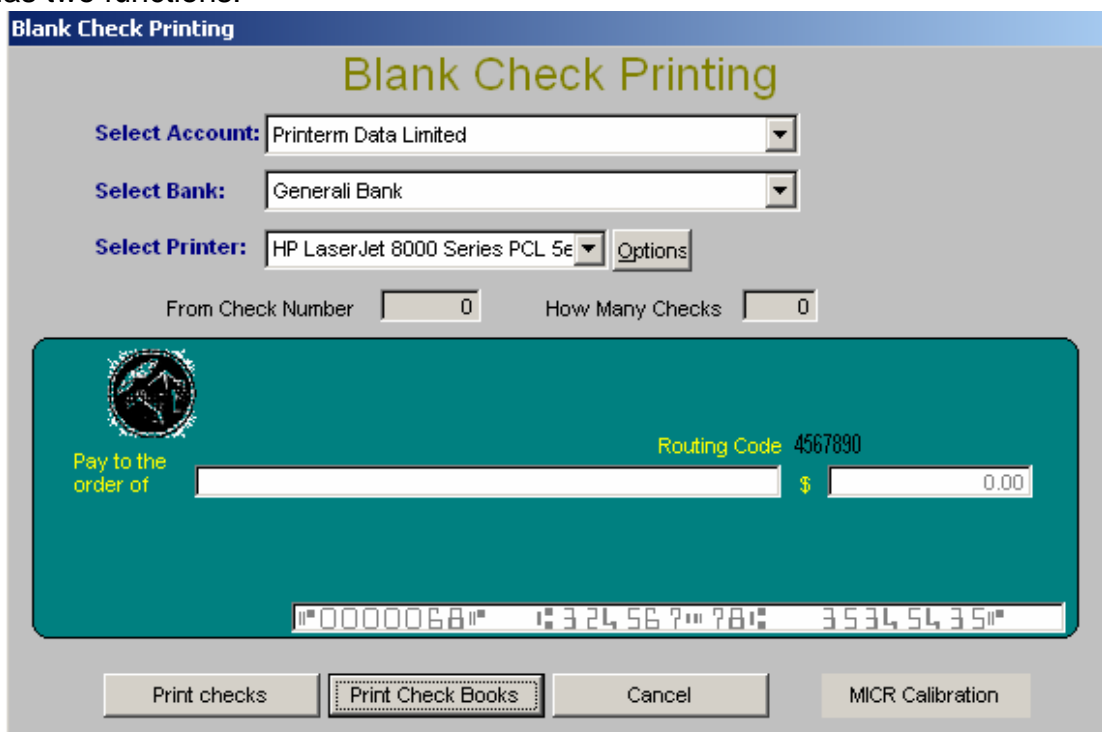


Figure 16 – Blank Check entry screen

Print Checks - Enter "From check number" and "How many checks" and then select Check Style.
Print Check Books - Enter "From check number" and press "Print check books" button to complete the task.

For both options, you must first select the account and the bank.

From Check Number - Enter the first check number up to 7 digits. This field is important.

How Many Checks - This is required for "Print Checks" option. It is ignored for "Print Check Books".

MICR Calibration - Invoking it from here will affect only the Blank Checks.

Check Style



Figure 17 - Blank check style selection screen

Check style selection screen for the blank check type that you want to print. It varies for the serial check printing or the check book printing.

Check Books

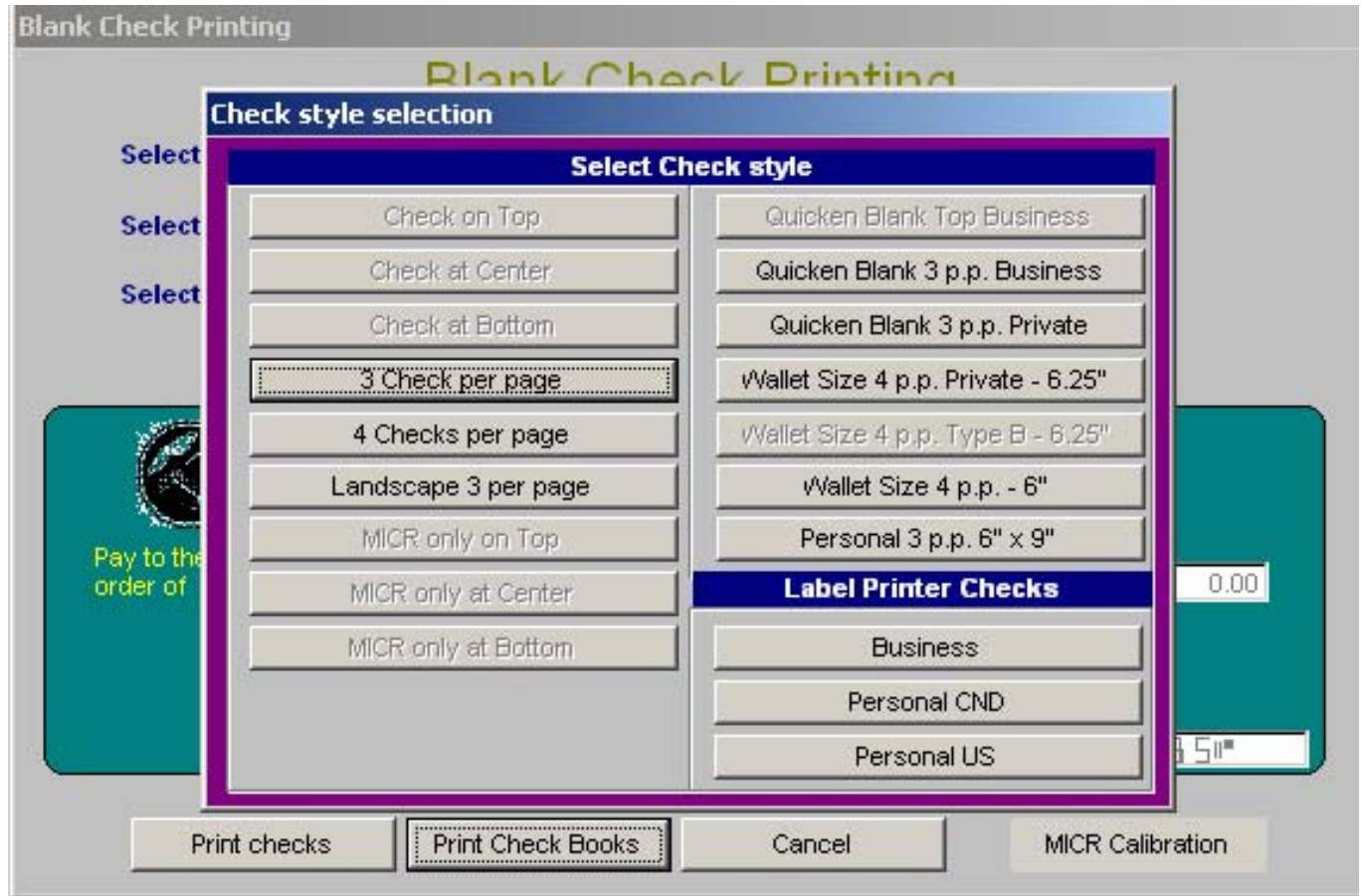


Figure 18 – Blank check book selection screen

In the above screen you select the blank check type you want. Only options that are not dimmed are available for check book printing.

This is a powerful feature for check printing shops. It will print check books ready to be cut and bound to customer's specifications.

For example; if a customer wants 6 check books of 25 checks in each book, the program will print them as follows:

Sample Check Book Print

00001
00026
00051

Figure 19 – Check book printing sample 1

After printing 25 checks the next page will look like this:

00076
00101
00126

Figure 20 – Check book printing sample 2

Personal Check-Books 6x9

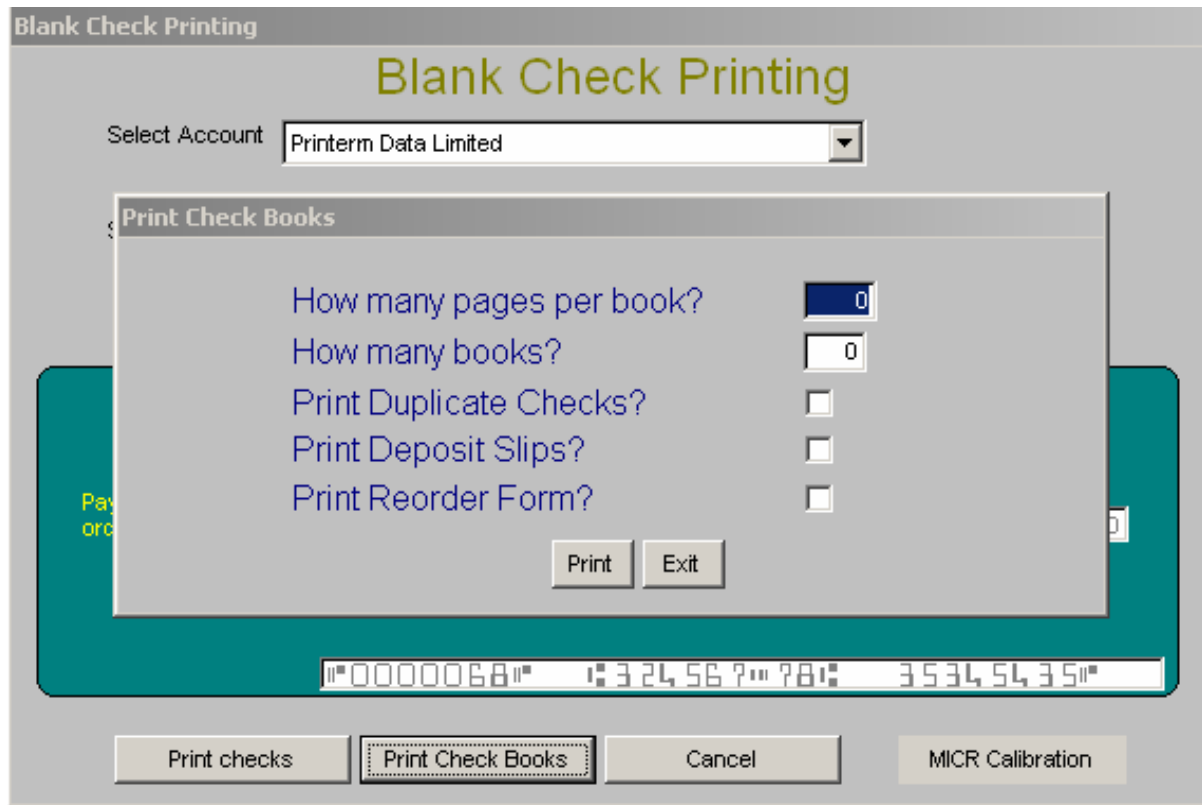


Figure 21 – Personal check book printing selection screen

Printing personal check book 6x9 allows to select different options.

1. Number of check-books
2. How many pages per book.
3. To print check –books with duplicate copies
4. To print deposit slips
5. To print reorder forms.

Options 3 to 5 are configurable through the Edit function of the program to different trays of the printer if it has multiple trays.

Note: This option is available only for the personal check style.

MICR calibration

MICR calibration allows you to adjust the MICR line to fit exactly in the proper place on the check. This is essential for proper reading of your printed checks by the bank MICR readers.

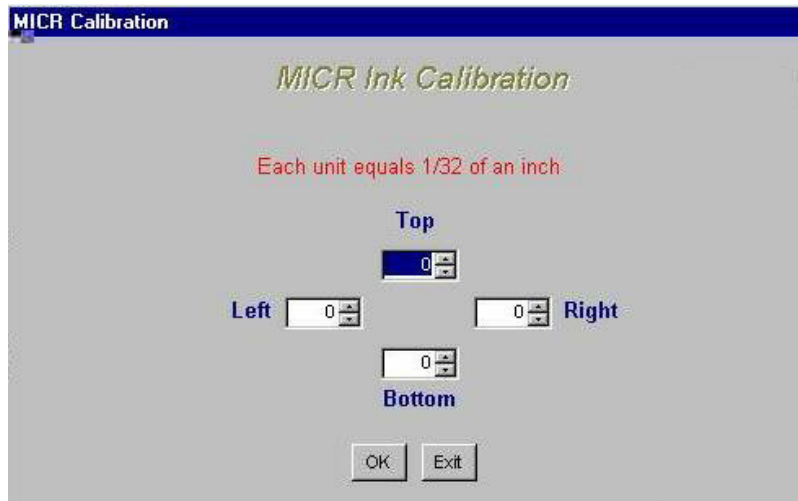


Figure 22 – MICR calibration screen

Each number you increment or decrement is moving the line by 1/32 of an inch. Different printers may not print the same position on paper, so make sure you check your printing for the specific printer you work with.

This option is called from four different places:

- Import / Checks
- Single Checks
- Blank Checks
- Pre Authorized Draft

The changes you make effect ONLY the section it was called from.

When you enter this selection, there may be a non “zero” number in the Top, Bottom, Left & Right fields. You may have entered these numbers in a previous calibration trial. You need only to increase or decrease these numbers to move the MICR line the distance desired on paper.

Single Check

This module enables to print a single check complete with all the details to a waiting customer. It has its own series of check numbers determined when the account was created.

The screenshot shows the 'Single Check Printing' software interface. At the top, there's a title bar and a main title 'Single Check Printing'. Below the title, there are several input fields and controls:

- Select Account:** A dropdown menu showing 'Cmb'.
- Select Bank:** A dropdown menu showing 'bank'.
- Select Printer:** A dropdown menu showing 'Dell Laser Printer M5200', with an 'Options' button next to it.
- Currency:** Radio buttons for 'US' (selected) and 'CND'.
- Copies:** A spinner control set to '1'.
- Check#:** An input field containing '7'.
- Date (m/d/y):** An input field containing '11'.
- Pay to the order of:** A large text area for entering the payee's name.
- Routing Code:** An input field for the routing code.
- \$:** An input field for the amount, currently showing '0.00'.
- Memo:** A text area for entering a memo.
- MICR Line:** A field containing the MICR line: "000000 7" 11 23456789 1 2345".
- Buttons:** 'Post & Print', 'Cancel', and 'MICR Calibration' are located at the bottom right.

Figure 23 - Single check entry screen

Before entering the check data, you must click on **Select Account**.

After the Account you must click on **Select Bank**.

Check # - This field is entered for you from the last printed **Single Check** number + 1.
It is not user modifiable.

Date (m/d/y) - This is entered by the user. Validity is verified.

Routing Code - This is taken from the bank record. Applies only to the United States banks and is not user modifiable.

Pay to – The pay to the order of entry has a new feature that allows entering the full address of the payee. It also has a feature that memorizes all the check entries that were paid out. The “trash can” picture is enabling the user by password to clear out the memorized checks.

Preview – The program has a hidden preview button on the bottom right corner of the screen. When clicking on it enables the program to print the input on the screen for preview before printing. Exiting the screen will disable the feature. You have to re-enable the preview for the every new screen.

Post Print - This button activates the printing process.

MICR Calibration - Invoking it from here will affect only the Single Checks.

Import Checks

Import / Print Check Data

Import Checks

Options	Output
<input type="button" value="Specify / Reprint from Check Log"/>	Starting Check Number: 00000000
<input type="button" value="Create Positive Pay File"/>	Ending Check Number: 00000000
<input type="button" value="Edit Check Layout"/>	<input checked="" type="checkbox"/> Use Imported Check Numbers
	<input type="checkbox"/> Print Routing Code Logo
	Batch Number: 000000
	Select Printer: HP LaserJet 8000 Series PCL 5e <input type="button" value="Options"/>

Select Account: Printerm Data Limited

Select Bank: Generali Bank

From File Name: C:\CR2005815AUG30THLITE\IMPORT\DEMODATA.TXT

Figure 24 – Import check entry screen

Select Account - The Company Account has to be selected before importing the checks.

Select Bank - Select the bank account the check has to be printed to.

Starting Check: - It shows the first check number imported.

Ending Check: It shows the last check number imported.

Import - After all the selections were made on the screen you can proceed to import the checks.

Preview - Allows previewing the imported checks prior printing. Nothing registers in the system if import did not finish by printing.

Create Positive Pay File - The program will give a choice after import to create a positive pay file to send it to the bank. (Every Bank has different settings for the file)

Print – When the import is done the print button will be active to print.

Print Copies – After printing there is an option to print copies of the check imported. The copies are not valid checks for the bank.

Specify Reprint - This feature is enabled after printing is done. The reprint enables user to reprint any duplicate check by check number or batch number.

Edit Check Layout - The program allows positioning modifications to the layouts fields on the check forms and to do small text modifications.

MICR Calibration - Invoking it from here will affect only the Imported Checks.

Built In Sample Import

The Cr2005 program has a built in import that can be used as is. The sample import file can be duplicated and used with the layout provided.

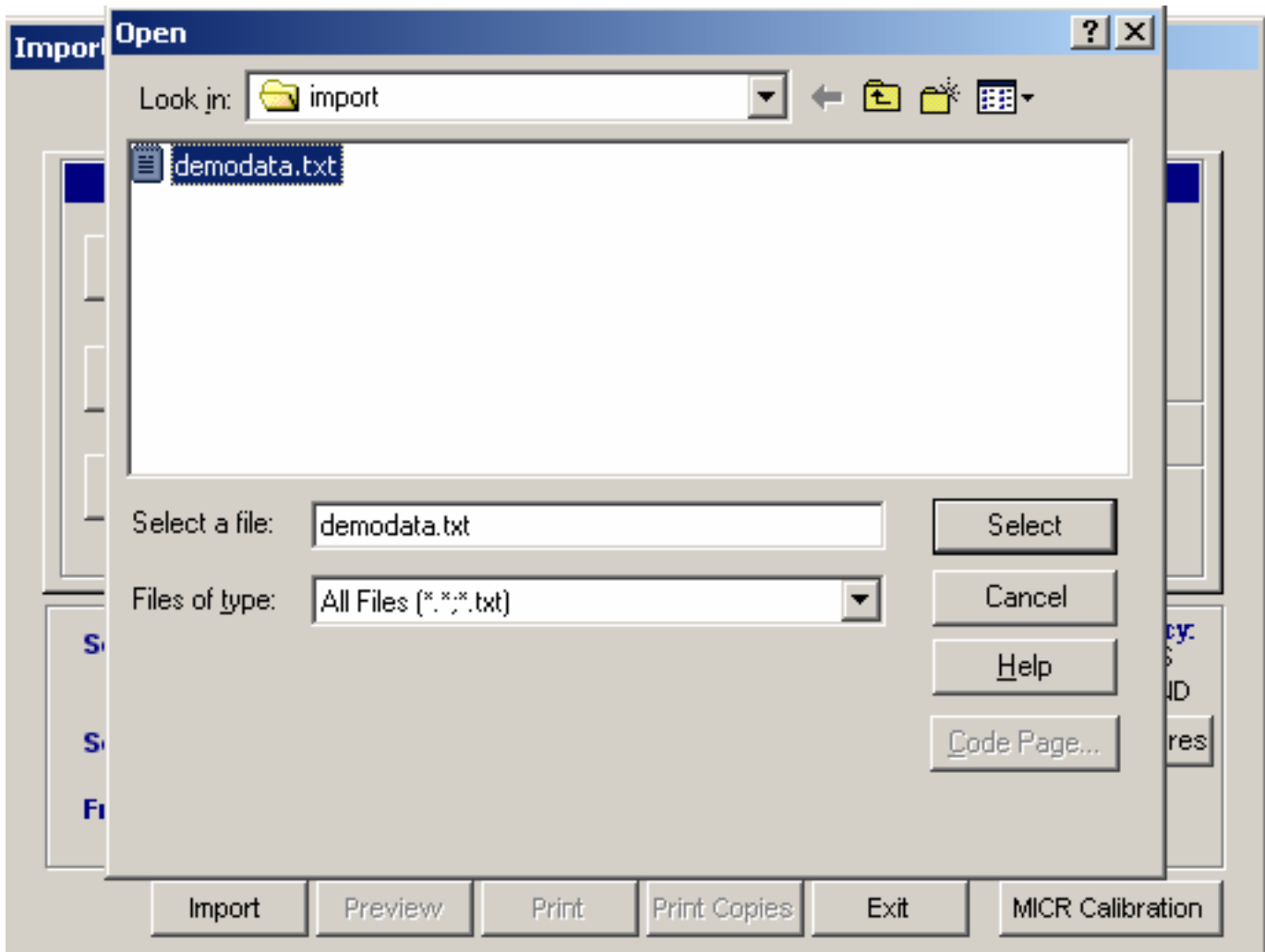


Figure 25 – Sample Import test file

Sample Import Confirmation

After selecting the sample import file, click on import and you will get a confirmation on the number of check that were imported. Click OK.

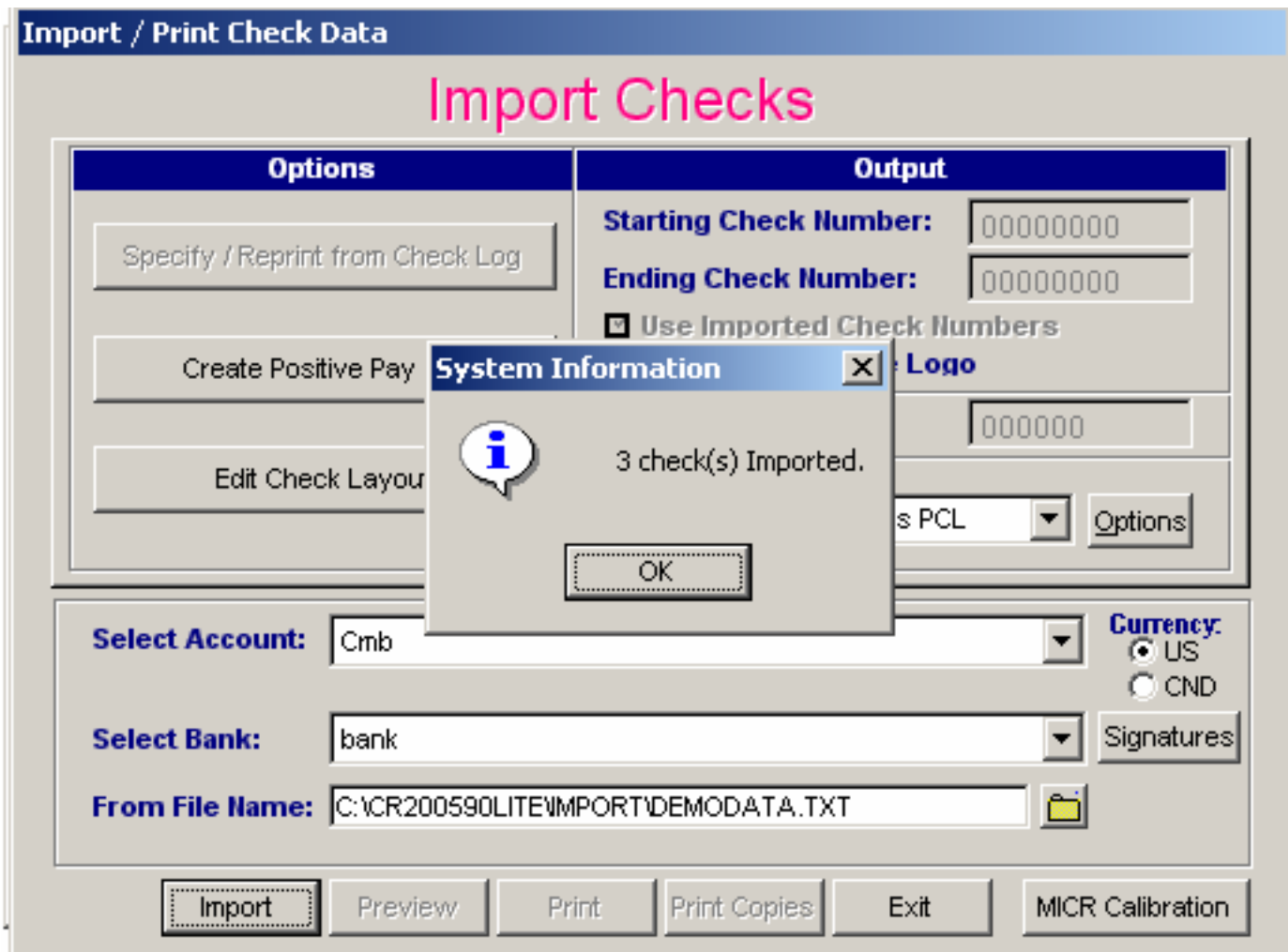


Figure 26 – Sample import confirmation

Pre Authorized Draft

This module gives you the ability to collect money from customers who don't have a credit card but have a checking account and who are giving you a fax, E-mail or verbal authorization to draw money from their account.

After receiving all the pertinent information from your customer, you enter it in this screen and proceed to print a check without the customer's signature, which you deposit to your bank.

This is a legal and acceptable procedure in the U.S.A. banking system.

The module allows you to short cut data entry if you happen to receive repeat business from the same customer. In such a case you select either "**Search Private**" or "**Search Company**" and after selecting the record, you change only the new information such as: date, amount etc.

After entering a surname first name combination or company name, a window with the closest match pops up. You can then select a record, click on the surrounding surface and decide if this is a selection, a new record or a record to be deleted.

Clicking on "**Post new Check**" will also give you the option to print it automatically. **Update Check** will do the same but it will also update an existing selected check.

Pre-Authorized Draft System

Pre-Authorized Draft System

Surname: First Name:

Company Name:

Address:

City: State:

Zip Code:

Bank Name:

Bank address:

Bank City: Bank State:

Bank Zip:

Bank Account: Bank Transit:

Check Number: Federal Id:

Memo:

Amount: Check Date: mm/dd/yy

Figure 27 – Pre-Authorized draft entry screen

151 Spinnaker Way,
Unit 4
Concord, Ontario
L4K 4C3
Canada

(905) 660-4900

300 International
Dr.,
Suite 100
Williamsville, NY
14221 USA

(716) 635-0797

19800 MacArthur
Blvd., Suite 300
Irvine, CA
92612
USA

(949) 250-3228

(800) 267-8925
sales@printerm.com
www.printerm.com
FAX 866-660-3453