ChequePoint 4.0

Advanced Laser Cheque Printing Software for Windows™ 95/98 and NT 4.0/2000/XP

User Guide

CONTENTS

INSTALLATION

Facta Vera provides a license of ChequePoint that can be installed locally or on the LAN.

The default location will always be pointing to:
Local_Drive:\CPoint32.

Installing ChequePoint 4.0

- Insert the ChequePoint installation CD-ROM in the drive (**D:**).
- Click on Windows **Start** menu button and select **Run**.
- Type **D:\ChequePoint 4.0\Setup32.exe** and hit Enter key or press **Ok** button.
- The default installation path suggested by the application is often appropriate.
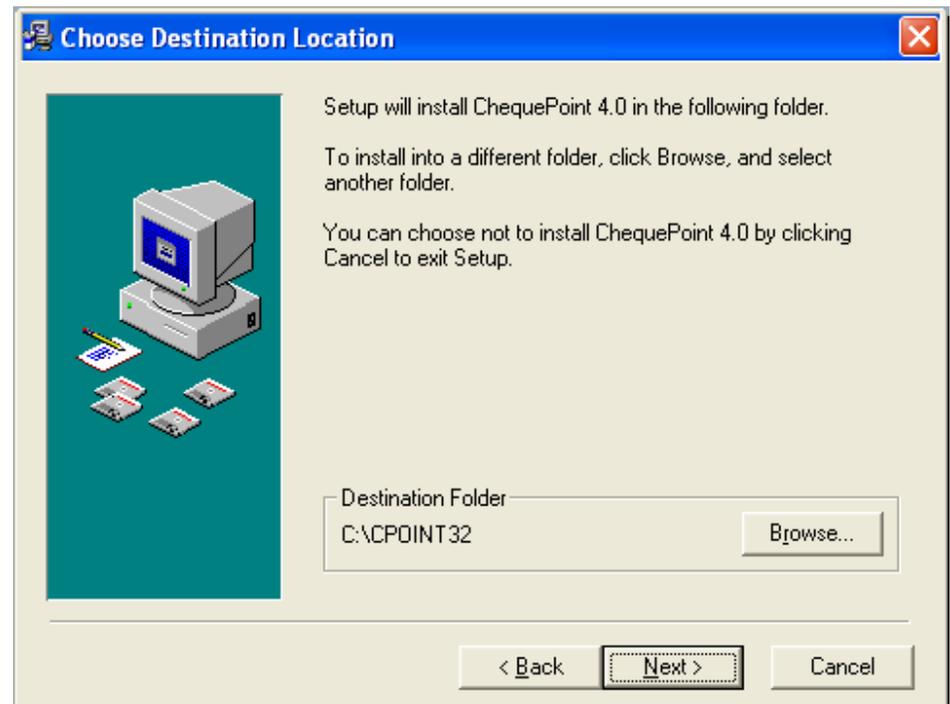
- If the directory is correct, hit **Next>** to proceed. If you wish to install ChequePoint on the LAN to be shared with multiple users, simple change the above directory to point to a network drive letter or UNC path:
    - Example 1: **X:\CPOINT32**
    - Example 2: **\\myserver\Factavera\CPOINT32**
- The following screen will display the subfolders used by ChequePoint. The should always be left unchanged, unless a specific setup requires a distributed install
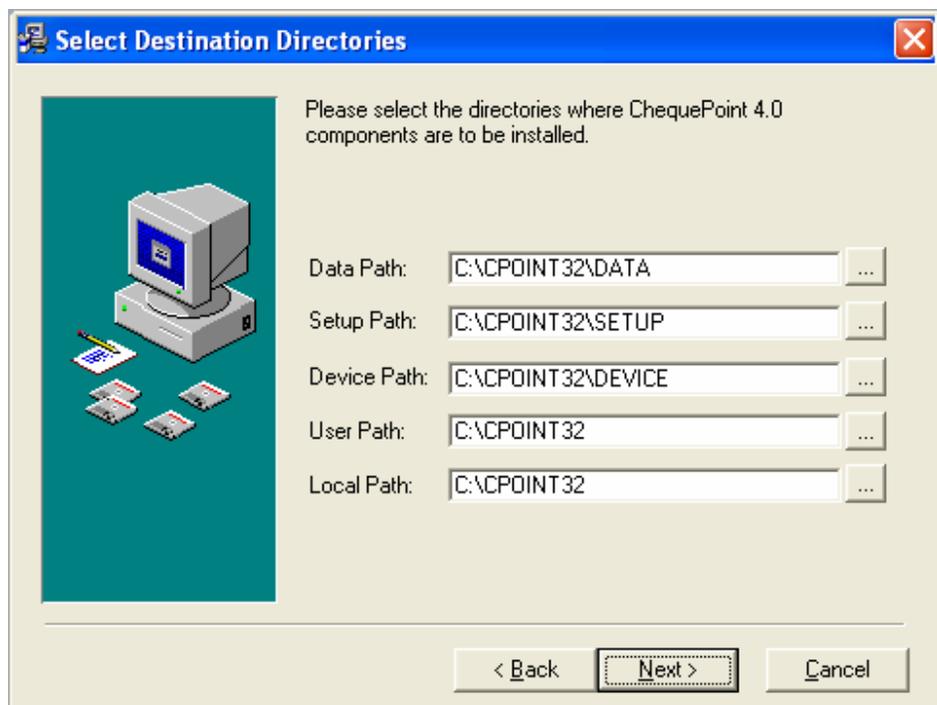
- Hit **Next>** to proceed to the next step.
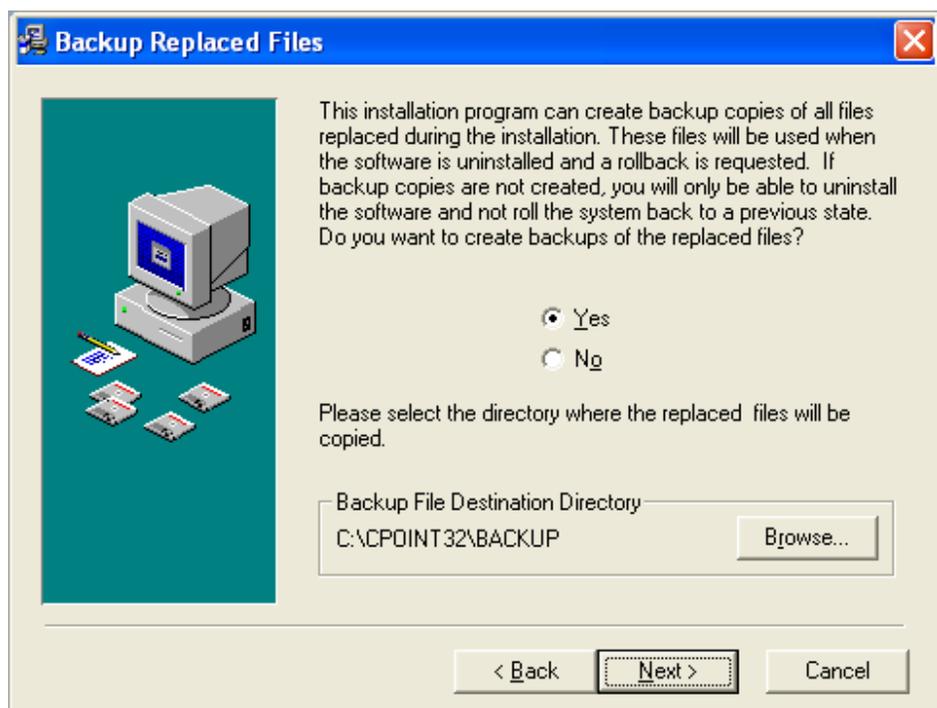
- ChequePoint can make backup copies of any files changed during the installation. Leave the default selection of **Yes** and continue. Once you hit **Next>** the installation will begin.
- The last screen will simply notify you that the license file has been created and

the installation is complete.
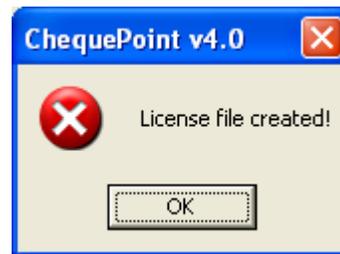
First Login to ChequePoint

ChequePoint includes a default login id, with administrator privileges, that can be used to setup new users.

User	admin
Password	password

Note: This user should be removed from the system once a new Administrator has been setup to prevent security breaches.

GETTING STARTED

Creating Users

To create a user in ChequePoint go to **Administration** | **User Accounts.**

Once you are in the User Administration screen, you can perform the following operations:

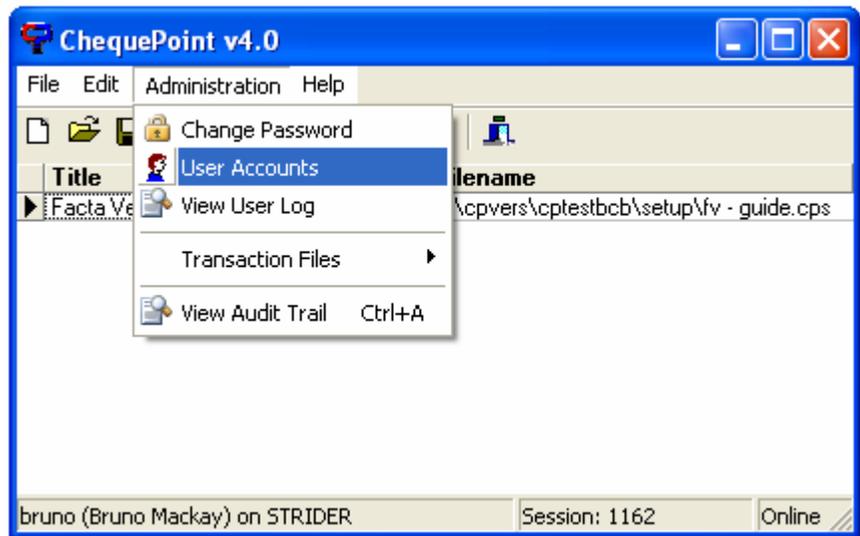|	
Add User	Creates new user in the system. The information created in this screen will be used for all Facta Vera Ltd. applications, including *DataBank, Chess and ChequePoint*.
Edit Profile	Edit information of existing user, including permissions, full name and password validity.
Force Password	If a user forgets their password, the administrator will use this feature to change a password.
Delete User	Remove user from the database. This will affect all Facta Vera Ltd. systems that this user has access to.
Refresh List	Perform a refresh to the users database.

User Privileges

ChequePoint allows for different privileges to be setup for each user.

Active	The user is setup and active on the system
DataBank	This user will be allowed to access DataBank. In this case, extra privileges are setup in DataBank for this user
Double Login Req'd	If this option is select, this user will not be allowed to sign in to ChequePoint on it's own. In this case, a second user will have to also login to start the application
Administrator	This user is setup as the system administrator and has full access to the system, including setting up new users and changing existing privileges
Design	The user is allowed to do design changes to the system but has some restrictions compared to administrator
Print	The user is allowed to print any payments from the system.
Data Entry	When Data Entry is selected, the user is allowed to create manual payments directly from ChequePoint.

Changing Password

Each user is allowed to changes it's own password at any time. To do this, select **Administration | Change Password** and fill out the information.

Forcing User Password

The administrator of the system is allowed to change the password for any use in the system. This is a useful feature if a user forgets his/her password and needs to be reset.

To do this, login as the administrator and select **Administration | User Accounts**. Highlight the user that you want to change the password for and select **Force Password** from the right side. Just type in the new password and hit **OK**.
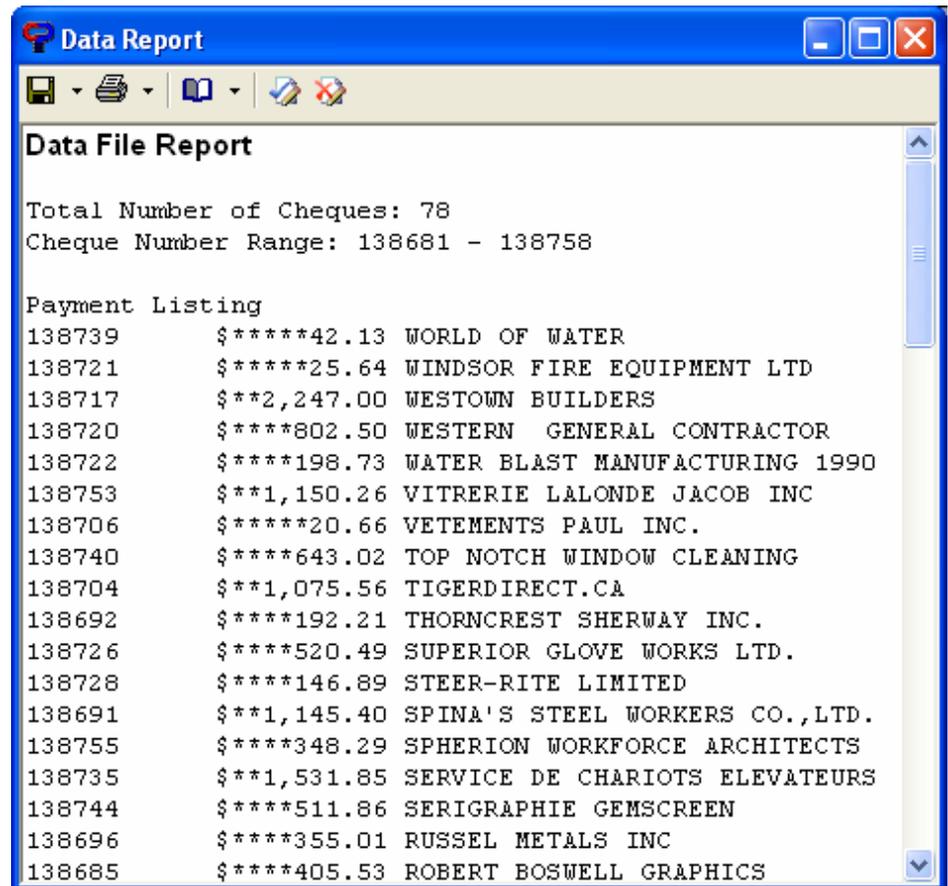
USER FUNCTIONS

Data File Report

This feature allows the user to get a summarized view of the payments before printing the cheques.

To access the Data File Report, click on the **Generate Data File Report** (**CTRL+R**). The following screen will be displayed.

```
Data Report

Data File Report

Total Number of Cheques: 78
Cheque Number Range: 138681 - 138758

Payment Listing
138739       $*****42.13 WORLD OF WATER
138721       $*****25.64 WINDSOR FIRE EQUIPMENT LTD
138717       $**2,247.00 WESTOWN BUILDERS
138720       $****802.50 WESTERN  GENERAL CONTRACTOR
138722       $****198.73 WATER BLAST MANUFACTURING 1990
138753       $**1,150.26 VITRERIE LALONDE JACOB INC
138706       $*****20.66 VETEMENTS PAUL INC.
138740       $****643.02 TOP NOTCH WINDOW CLEANING
138704       $**1,075.56 TIGERDIRECT.CA
138692       $****192.21 THORNCREST SHERWAY INC.
138726       $****520.49 SUPERIOR GLOVE WORKS LTD.
138728       $****146.89 STEER-RITE LIMITED
138691       $**1,145.40 SPINA'S STEEL WORKERS CO.,LTD.
138755       $****348.29 SPHERION WORKFORCE ARCHITECTS
138735       $**1,531.85 SERVICE DE CHARIOTS ELEVATEURS
138744       $****511.86 SERIGRAPHIE GEMSCREEN
138696       $****355.01 RUSSEL METALS INC
138685       $****405.53 ROBERT BOSWELL GRAPHICS
```
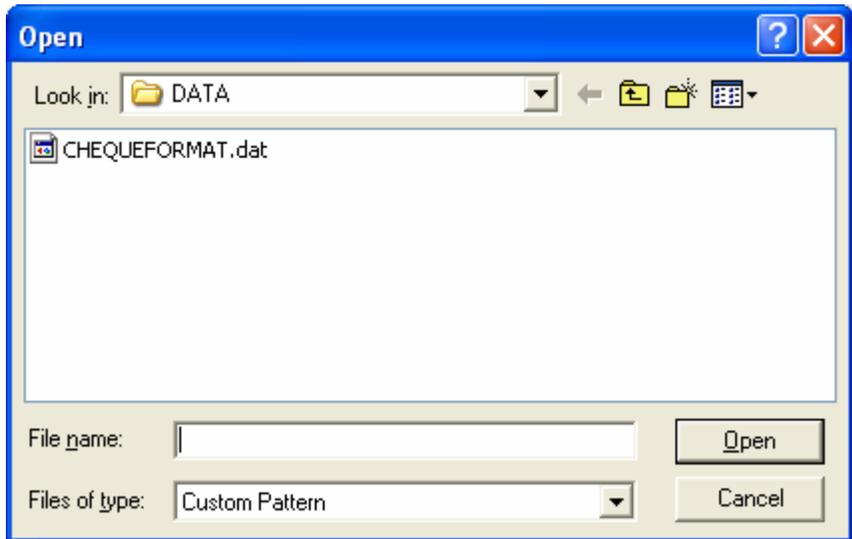
This report can be printed or exported to a text file.

Printing Cheques From a Data File

The most common way to print cheques is via the data file created by your accounting system.

To do this, select the printer icon from the navigation bar (**CTRL+P**). This will open a screen where you will be able to select the file to print.

The progress dialog box will run through all the cheques as it is printing. Once this dialog closes, ChequePoint has completed the printing.

Printing Cheques Using Auto Print Mode

For some applications, it may be desirable for printing to start without user intervention, as soon as the input data file is downloaded. In Auto Print Mode, ChequePoint scans data directory for files and starts printing as soon as file appears. In order for Auto Print Mode to work, the user has to specify the path and filename that ChequePoint is searching for (see Default Data Source in Setting Print Options).

- Select the menu option **File|Print|Auto Print Mode**.

ChequePoint's main screen will minimize to an icon on the Windows screen. To cancel Auto Print Mode, right-click on the ChequePoint icon and click on "**Cancel Auto-Print Mode**" when the following dialog box appears.


Note: Before you begin printing, ensure that the printer is ready (on-line), using a MICR toner cartridge, and has enough cheque stock for your cheque run.

Printing Cheques Using Manual Keyboard Entry (Manual Cheques)

Occasionally, a user may need to produce a manual cheque. Provided the user has been given the access privilege to print manual cheques, the user can select **File|Print|Keyboard Input** and the following screen will appear:
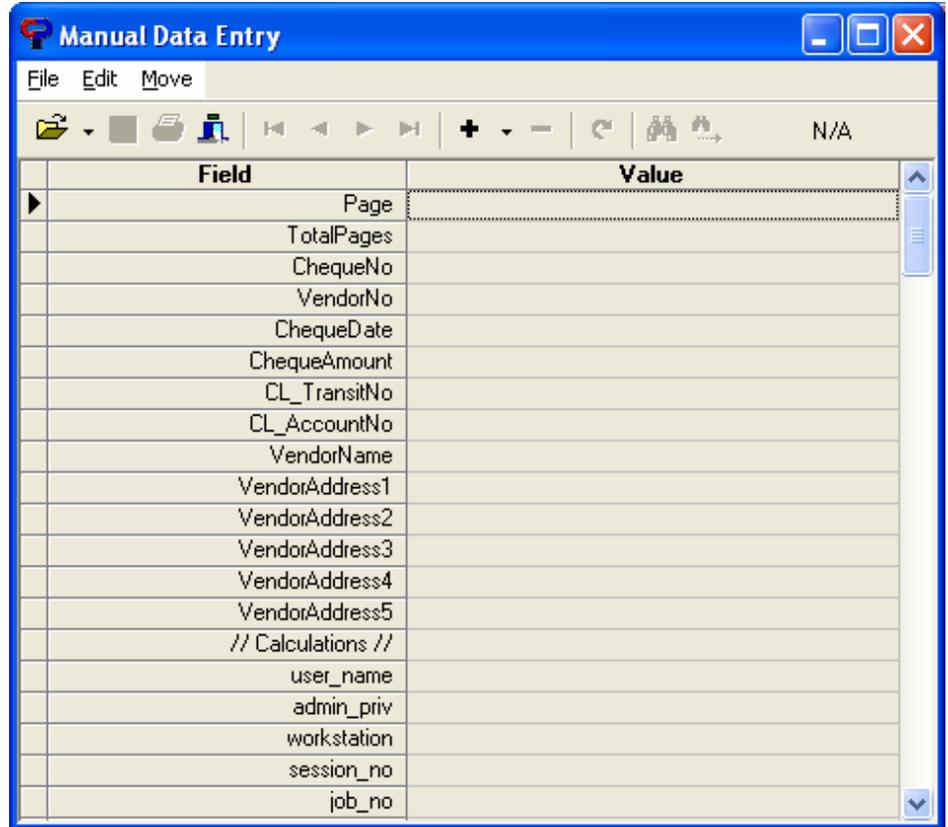
This screen allows the user to enter any number of manual cheques, save them, retrieve them, and/or print them. The cheques are stored in a temporary buffer until the cheques are printed or the user exits the Input dialog.

To enter a manual cheque, click on Add (**+**) and simply fill in the fields with the data that is to be printed on the cheque. White data entry areas are for user input, while gray areas denote fields that are auto-calculated.

Note: The field names listed in the previous diagram will vary depending on the fields listed in the Record Format pertaining to each setup file.

The user has any of the following options (most common used):

Add	Once a record is completed, selecting this button will add a new blank record to the temporary buffer. The user can then enter data for this additional record.
Delete	Deletes the current record from the temporary buffer.

Delete All	Deletes all records from the temporary buffer.
Go To	Allows the user to specify the number of the record in the temporary buffer to go to.
<<	Moves to the previous record in the temporary buffer.
>>	Moves to the next record in the temporary buffer.
File|Save Data File	Saves the data in the temporary buffer to a file for later use.
File|Open Data File	Restores data from a file to the temporary buffer for editing or printing. Note that any information in the temporary buffer at the time will be lost if it has not yet been saved.
File|Print	Prints all the records currently in the temporary buffer.

Note: Before you begin printing, ensure that the printer is ready (on-line), using a MICR toner cartridge, and has enough cheque stock for your cheque run.
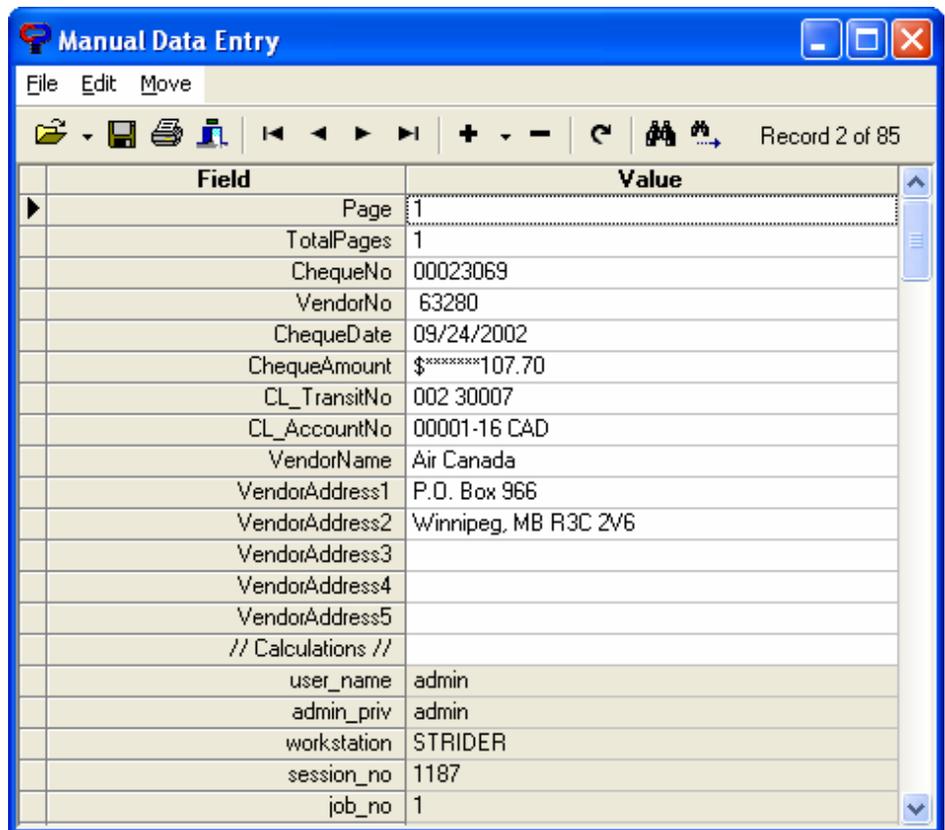
When all the information has been typed in, go to **File | Print** to print your cheques.

Re-printing Cheques

ChequePoint allows for cheques to be re-printed under certain conditions. If the user logged in is an Administrator, when printing the cheques, the following screen will be displayed.

File Reader Options

From Record: [1] To Record: [0] Condition

Ok Cancel

This allows the user to create several conditions to control the printing of the cheques. If the intention is to re-print a cheque, the following steps are common:

1. Click on **Condition** to start
2. Right click in the new window and select **Add Clause** (**CTRL+INS**)

EditClauseForm

[ ] ...

Alpha ▼ is equal to ▼

[ ] ...

Ok Cancel
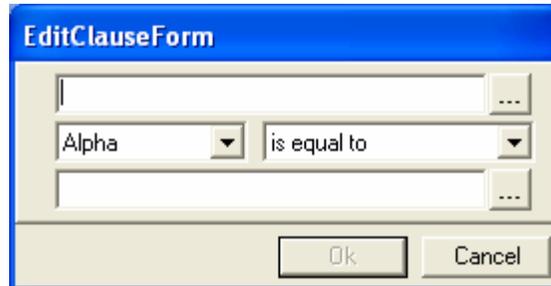
3. From the first field click on the browse field icon (**…**) and select *ChequeNo*
4. On the following available field type in the cheque number to print. Your complete condition should look like the following screen.

EditClauseForm

[ChequeNo] ...

Numeric ▼ is equal to ▼

12345 ...

Ok Cancel
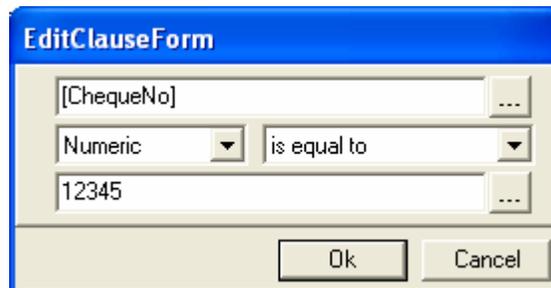
5. Hit **Ok** until you are back to **File Reader Options** and hit **Ok** to start printing the selected cheque.

The above conditions can be combined to print a range of cheques instead of a cheque. Just repeat steps 2 to 5 and use the correct conditional operators from the drop-down list. The image above represents a condition to print all cheques between two ranges:
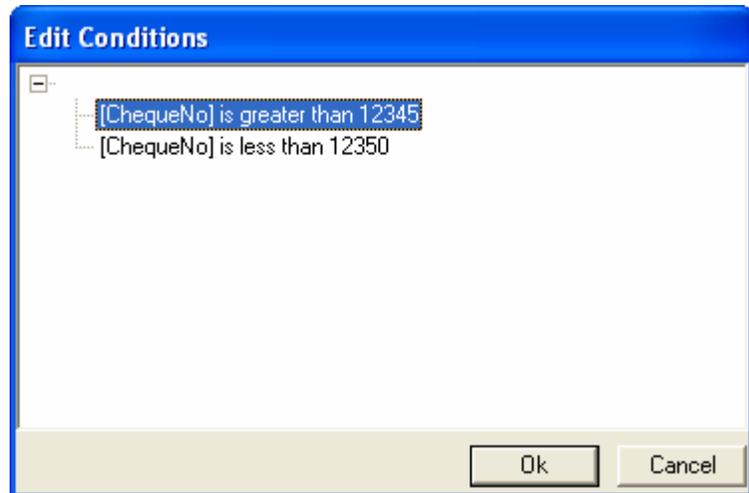
Restoring Data File

This ChequePoint function is provided to allow the **Administrator** with a way of restoring the data file, if possible. After the cheque file has been printed, and if the Delete Data File option is enabled, the only way to reprint that file is to restore it to its original location and name.

- From **File** menu, select **Print|Restore Data File**.
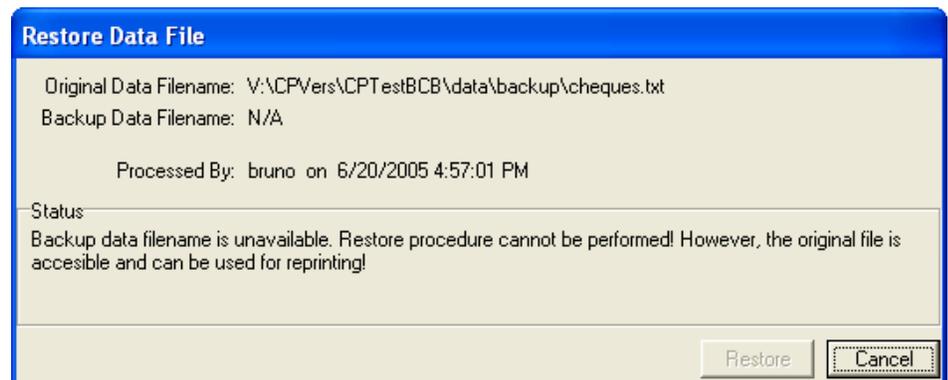
Original Data Filename	Indicates what was the name of the original filename that the user printed.
Backup Data Filename	Indicates what is the name of the backup file. If no backup copy was created after the cheques have been printed, **N/A** will be displayed in this line. In this case, the Restoring of the data file will not be possible.
Processed by	Displays the user ID that printed/processed the original data file.
On	Indicates the date and time when the user processed the original data file.
Status	This section will give the user a status summary of the restoring process. It will indicate if the Backup data file is available and if the restoring operation can be performed.

If the **OK** button is not available, this is because the restore operation cannot be performed.

Note: Please note that this functionality will only be available to the Administrator of ChequePoint.

Audit Trail View

The **Audit Trail** of ChequePoint provides the user with a permanent repository of all printed cheques. This report cannot be modified by any user of the system, including the administrator.

To access the Audit Trail, go to **Administration | View Audit Trail** (**CTRL+A**)

This report can be viewed, exported to a text file or printed. Another powerful feature of this report is that allows the user to search for any printed information. To search the Audit Trail, click on the lookup button at the top and fill out your search information.

You can search the current report or any of the previous or next runs.

Transaction Files (Bank Files)

Generating Transaction Files

ChequePoint can be configured to create many different kinds of transaction files. Transaction file types include positive pay, direct deposit, electronic funds transfer, financial EDI, and others, including user-defined files generated for updating customer's accounting system. Transaction files are updated transparently to the user, while cheque printing is in process. Multiple cheque-runs can be concatenated into a single transaction file, so that, for example, at the end of the day you only have to transfer one positive pay file for all transactions, rather than one for each individual cheque run.

Once all the processing is complete and you are ready to process transaction file(s), you must go through the process of generating transaction files. At this stage, ChequePoint goes through the selected transaction files and generates necessary totals and sub-totals, check digits and hash values, creates headers and footers (as defined by the transaction file) and groups (concatenates) related transaction files (if applicable). Although it sounds complicated, from the user standpoint it's only a couple of clicks with a mouse. To generate transaction files:
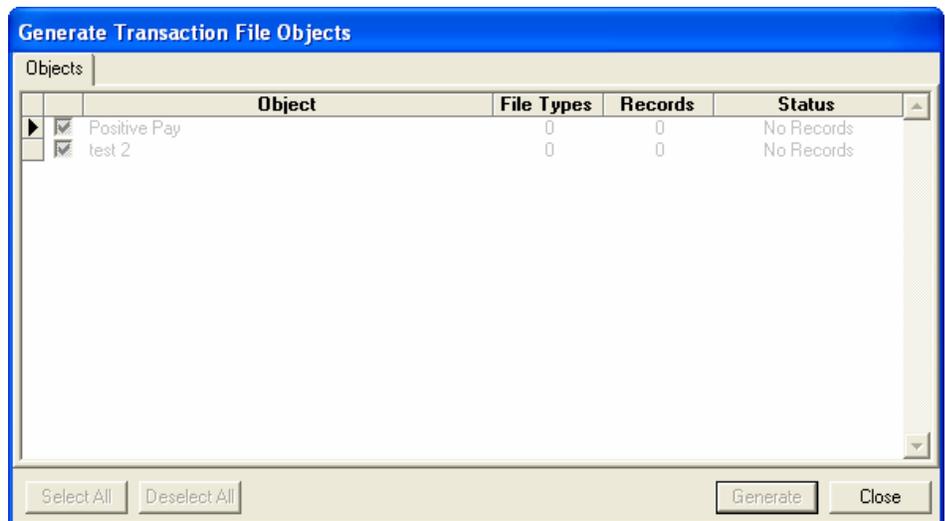
- From the **File** menu, select **Generate Transaction File(s)**

- If you have several transaction files setup, you will be able to select any or all to be generated.
  NOTE: Transaction files in gray have no payments to be generated and therefore cannot be selected.

- Once you have checked the file you wish to create hit the **Generate** button.

- At this point you will get a confirmation with the status of the file, including the number of records (payments) that were generated into the file:
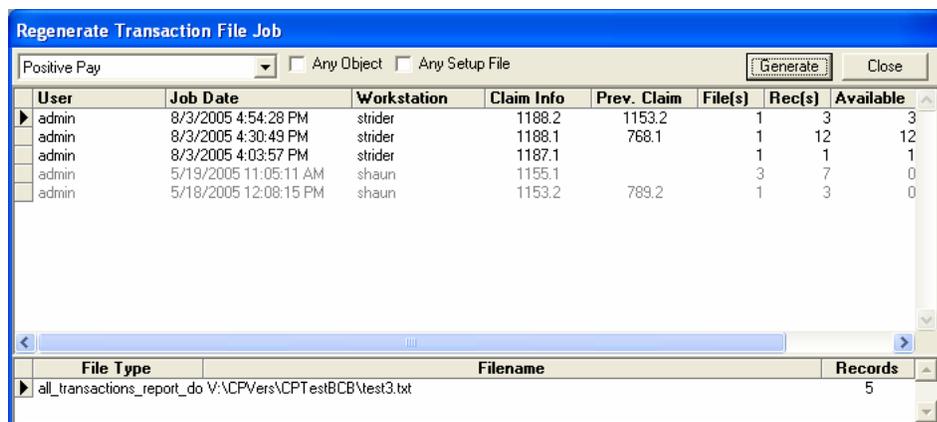

Generate Transaction File Objects
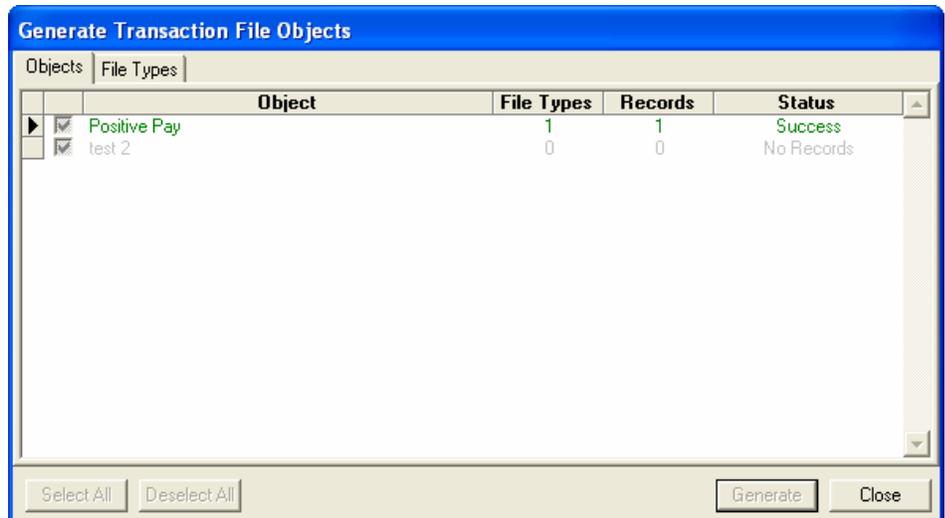
- And that completes the creation of Transaction Files from ChequePoint. If you select **Generate Transaction File(s)** and the screen comes up with all inactive values, as shown below, you have to payments pending to be generated.

Regenerating Transaction Files

Transaction files can also be regenerated if the data is still available on the system. To regenerate a file follow these steps.

- From the **Administration** menu, select **Transaction Files | Regenerate Job**

User	The user who generated the transaction file job.
Job Date	The generated date for the transaction file(s).
Workstation	The workstation that was used to generate the transaction file(s).
Claim Info	The session number plus an incremental digit(s) to provide a unique number for the generated transaction file.
Prev. Claim	Previous Claim Information number.
File(s)	The number of files the transaction files object generated during the current process.
Rec(s)	Number of records generated by the Object.
Available	Number of available records to be generated.

- Select the job that you want to recreate and select **Generate**. At the bottom of the window you will see the file name and location of the regenerated data.

Sending Files to Support

When any changes are required to ChequePoint, Facta Vera provides an easy way to send any files to the support team. To do this, go to **File | Send Files to Support** and select if you want to send the current setup (cheque type in the main screen) or all setups.
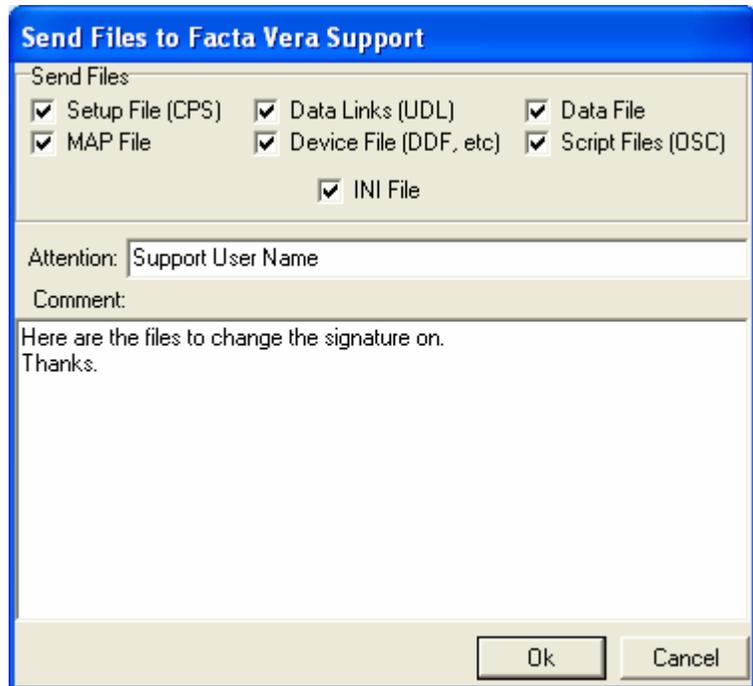
The screen above allows you to chose which files to send Facta Vera. By default all files are selected which can be left unchanged.