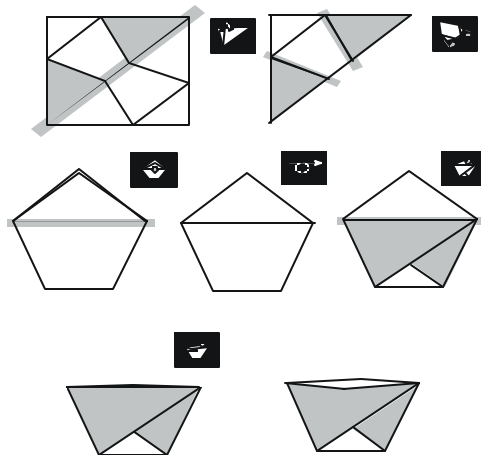


CheckPay Tech. Manual



PRECISE FINANCIAL SYSTEMS
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Setting up Checkpay

Hardware Requirement

Server

- Intel or Compatible (Pentium 233MHz or higher) computer
- At least 256 MB of Memory
- At least 5 GB of free hard disk drive space

Client

- Intel or Compatible (Pentium 233 MHz or higher) computer
- At least 128 MB of Memory
- At least 1GB of free hard disk drive space

Software Requirement

Server

- Microsoft Windows NT Server 4.0 with service pack 4 or higher
- Microsoft SQL Server 2000 Standard Edition
- Internet Explorer 5

Client

- CHECKPAY Version 3.2.1

Environmental Issues

- You must always log on to your network with access to the CHECKPAY folder on the server when using the CHECKPAY Software.
- The CHECKPAY reports folder in the CHECKPAY directory must be shared and full permission to the folder must be given to all CHECKPAY USERS otherwise, you may not be able to view or print reports on your system. All reports are installed on the server machine

CHECKPAY INSTALLATION PROCEDURE

** Make sure Microsoft SQL SERVER 2000 is running on your system*

RESTORING BACKUPS OF DATABASES

The following backups of the databases should be restored:

- a) CheckMaster
- b) Cheque

Steps to restore a databases; for example, **Cheque** are:

Start Microsoft SQL 'Enterprise Manager' by following the steps below:

- a) Click on **Start** and select '**Programs**' and locate **Microsoft SQL Server 7.0**.
- b) Click on '**Enterprise Manager**'.

Expand the **SQL server group** and the server in which the database is top be placed

Right click the database folder and click on '**Restore Database**'

Click on '**From Device**' option box and select '**Devices**'

NOTE: If any name appears in the list box ('**Device Name**'), highlight it and click on the '**Remove**' control button to remove it.

Click on the '**Add**' control button.

Click on the ellipses (i.e. '...') on '**Choose Restore Destination**' dialogue box

Select the CD-Drive on the '**Backup Device Location**' dialogue box

Expand the **CheckPay** folder by clicking on the plus sign shown before it (+)

Expand the Database folder by clicking the plus sign as above
 Click on the '**CheckPay**' icon and click **OK** on all the dialogue boxes displayed, stopping at the '**Restore Database**' dialogue box.
 Type **dhlcheque** on the 'restore on database' combo box and click on the '**Options**' tab, and on '**Force restore over existing database**'.
 Click **OK** and repeat the above steps for the other databases.

OTHER BACK END REQUIREMENTS

❖ Creating cheque User

Open the **security** folder and Right click **Login**

Click **New Login**

Type '**cheque**' in the **Name** text box

Click '**SQL Server Authentication**' option button and type the password '**cheque**' on the **General** Tab

Click **Server Roles** tab and select **System Administrator**

Click **OK**

❖ Create a share called '**Cheque**'

❖ Create a subfolder in the **Cheque** share called "**Reports**";

❖ Copy the contents of <**CD Drive**>:**Reports** to reports subfolder;

ASSIGNING DOMAIN

Open the **CheckMaster** Database and right click on the **DomainList** Table.

Click **Return all Rows**

Modify the Row accordingly

i.e

Domain Name	Server Name	Database Name
DHL IN'TL NIG. LTD	PHCTEST	CHEQUE

INSTALLING CHECKPAY

❖ Insert CD <CD ROM> Drive

- ❖ Run '**Setup.exe**' from '**Deploy**' folder on the <CD Drive>
- ❖ Follow the wizard to the end.

NOTE: Accessibility to **CheckPay 'Reports'** can only be achieved by:

- Run **setup.exe Reports** subfolder of the '**CheckPay**' folder
- Finally, follow the wizard display to the end.

CONFIGURATION

When you run **CheckPay** for the first time, it will return error message that the **Server cannot be found** or **that the Server is not responding**. This is expected, as you need to configure it to communicate with the server. Take the following steps:

- I. Double click the '**Cheque**' folder on the client machine
- II. Double click on '**cheque.txt**', and change the following parameters:

Configuration Option	Example
License	< Your Name >
Company Name	<Your Company >
Server Path	<Name of SQL Server >

- III. Click '**Save**'.

SYSTEM CONFIGURATION

This is a list of parameters that can be passed to **CheckPay** in order to behave the way you want. Below is the Table for all the Parameters used in **CheckPay**.

In the Database, this table is called **SystemConfiguration**.

The **keyvalue** column is the column that contain the value to be set to make the system behave the way in the desired way.

For instance, the description **Entry Export Program** specifies the path where **CheckPay** will find the project that generate the text file that SunSystem can capture.

<u>KeyName</u>	<u>Description</u>	<u>KeyValue</u>	<u>Note</u>
Authorize_flag	Explicit Authorization Process?	0	
Capita_Words	Capitalize Amt In Wrds	1	
Posn_of_Acctno	Position Of Account Number on File	2	
Posn_of_Name	Position of Account Name on file	28	
Posn_of_Currency	Position of Currency on file	0	
Company_Name	Company Name	DHL International Nigeria Limited	
Process_Account_Enabled	Processing_Account	0	
Immediate_Print	Print After Logging	1	
Capita_Date	Capitalize Date On Cheque	1	
Len_of_Acctno	Length of Account Number on File	13	
Len_of_Name	Length of Account Description	30	
Len_of_Currency	Length of Currency on file	0	
Print_Cheque_Proof	No of Cheque Proofs	0	
ExportPrg	Entry Export Program	C:\dhlcheque\sun projects\sun gateway.exe	
Frankx	Embossment Horizontal Position	3300	
FrankPrefix	Prefix For Embossment		
CurrencyUDF1	Caption for User Defied Field on Currency Table	BM Code	

OnlineEntries	Pass Entries Real Time?	0	
BatchExportprg	Batch Entries Export Program Name		
BankUDF1	Caption for Bank Info User Definable field	Journal Type	
Franky	Embossment Vertical Position	700	
Franksize	Embossment Font Size	18	
Frankfont	Embossment Font	Tahoma	
FrankColor	Embossment Fore Color	&H000000C0&	
FrankSuffix	Suffix For Embossment		
CurrencyUDF2	Caption for User definable field 2 on currency Table	FX Position Account	
Address	Address	Aircall House, Isolo Expressway, New Airport Junction. P.O.Box 51901 Ikoyi, Lagos, Nigeria. Tel. 01-4501100-20. Telex 262275 DHL LOS NG.	
Restartprog	Restart Program	c:\dhlcheque\sun projects\RestartProcedure.exe	
MainAccount	Main Account Number	100147	
Remittance	Remittance Report	1	

SECURITY MANAGER

Every user must be created and assigned specific roles. Below is a table showing the list of all the functions used and the description.

Thus a user can be given permission to or restricted from certain functions using **Module Restriction & Permission** Sub Menu of **Security Manager**.

See User Manual.

<u>Function Name</u>	<u>Description</u>
FRMREPRENQUIRY	Reprinted Cheques Enquiry/report
FRMBANK	Bank Account Information Maintenance
FRMBENE	Accounts Maintenance
FRMGROUP	Groups Information Maintenance
FRMPAYMENT	Payment Details Maintenance
FRMPERMISSION	Resource Permission Maintenance
FRMRESURCES	Resources Information Maintenance
FRMTEMPLATE	Cheque Template Maintenance
FRMUSER	Users Information Maintenance
FRMPRINT	Cheque Printing
FRMPAYAPP	Payment Authorisation/signatories
FRMCURRENCY	Currency Information Maintenance
FRMPAYSIGN	Sign Cheques
FRMDRAFT	Commission Account Other Than The Suggested Account
FRMADVICE	Bank Accounts Electronic Information
FRMABOUT	About Check Print
FRMCONFIRM	Manual Confirmation Of Cheques
FRMDADVICE	Direct Advice Confirmation
FRMTRANCODE	Print Cheque
FRMPAYCANC	Cancel Payments
FRMTRANSTAT	Transaction Status
FRMACCTSIGN	Account Signatories
FRMENQUIRY	Cheque Enquiry
FRMERRORLOG	Error Details
FRMACCTENT	Transaction Entries Reports
FRMPAY	Cheque Payment
FRMDOMAIN	Domain Configuration
FRMPAYOFF	Offline Payment

FRMCUSTOMERDR	Customer Debit Advice
FRMUNUSABLE	Unusable Cheques
FRMUTIL	Cheque Utilisation
FRMAUDIT	Audit Reports
REPRINT	Reprint Cheque
FRMCOMMISSION	Commission Other Than The Suggested Commission
FRMMCONFIRM	Electronic Confirmation Of Cheques
FRMACCTUSE	"User"'s Signatory Status"
FRMACCTHIST	Transaction History
FRMCONFIGURE	System Configuration
FRMREGISTER	Cheque Leaves Register
FRMPAYTEMP	Gsm Payments
FRMENTRYPASS	Off Line Entry Posting
FRMPAYVERIFY	Approval For Posting
FRMTRANSFER	Transfer Of Funds Letter
FRMCONFIRMATION	Chequewise Confirmation