

# **Software Setup Guide**

**for:**  
**Solomon IV 1.x 2.0x**  
**Rev.08/20/1998**

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## **Installing Check Factory for Solomon**

### **Hardware Supported**

Check Factory requires the following hardware:

Microsoft's Windows 3.1, Windows 95, Windows NT

A Hewlett-Packard LaserJet III or higher compatible laser printer.

Includes HP III, IIIp, IIIsi IV, 4L, IV plus, 5, 5si, 5p, 6p, 6m

Printer must have PCL5 compatible internal scaleable Helvetica or Universe fonts. All HP III series or above printers have internal scaleable fonts.

HP Series II or HP LaserJet Plus type printers are no longer supported.

## Installation Summary

Installing Check Factory is a multiple step process. First you must install the Check Factory software, then you must configure your accounting software to work with Check Factory.

- 1> Install the Check Factory Software.
- 2> Install Windows Printers for use with Solomon and Check Factory.
- 3> Install Modified Solomon Reports
- 4> Run the Check Factory Program.
- 5> Define / Align a Check Factory printer.
- 6> Add a Company Control record for each company in Solomon.
- 7> Add a Checking Account Control record for each checking account you have.
- 8> (Optional) Add users to the Security Control File.
- 9> Print sample checks or forms in the Check Factory Print Menu, Print Blank Forms.
- 10> Test Check Factory in Operation with Solomon.

## **Upgrading from a DOS Check Factory® or Laser Form Energizer® version?**

If you are upgrading a previous version of Check Factory or Laser Form Energizer whose files are not below your top level accounting software folder, please make a folder below your top level accounting software folder called CFACTORY. Copy the entire contents of your old Check Factory directory to the new CFACTORY folder then run SETUP.

Example:

Your previous version of Check Factory is located in:

K:\SOL3\LFE

Your current accounting software is located in:

F:\SOL4

Make a folder called:

F:\SOL4\CFACTORY

Copy files from K:\SOL3\LFE to F:\SOL4\CFACTORY.

Your existing files are now in a position to be upgraded by Check Factory v 2.xx.

## **Installation**

### **1 Install the Check Factory software.**

Check Factory must be installed to a mapped drive letter. If you do not have a mapped drive pointing to your SOL4 directory please map one now.

#### **Single User:**

Using the START button run the SETUP.EXE program. When prompted for the destination directory, select your top level Solomon folder. ex: C:\SOL4.

#### **Network:**

Install from a workstation or from the server if you will be using the server as a workstation.

Using the START button run the SETUP.EXE program. When prompted for the destination directory, select your top level Solomon folder on the server. ex: F:\SOL4.

Do not install to your local workstation hard disk unless you are the only workstation that is going to use the Check Factory.

The SETUP program will create a CFACTORY directory below your top level Solomon directory.

A Check Factory program group or Start Menu item will be created.

You must reboot the workstation after installing Check Factory.

#### **Setup additional workstations for use with Check Factory.**

From the workstation use a mapped drive letter to run the WSSETUP.EXE program located in the SOL4\CFACTORY folder on the server.



This will install the necessary DLL's to the local machine and create START menu items.

## 2 Install Windows printers for use with Solomon and Check Factory

### ***IMPORTANT!***

***There are TWO windows printers involved when using Check Factory. It is important to understand the function of each printer.***

**Printer 1:** This is the printer that your accounting software prints to. We call this the **Check Factory** printer. It prints to the file: C:\LFECF000. This is the printer that you select inside your accounting software when you want to use Check Factory.

**Printer 2:** This is a windows printer that is connected to the physical printer that you want the Check Factory program to print checks and forms to. This is the printer that you select inside the Check Factory program under Define/Align printers.

### **Printer 1**

*Solomon IV will print to this printer when Check Factory services are required.*

Add a windows printer. Select the HP LaserJet III or HP LaserJet IV driver ONLY.

Connect this printer to:

C:\LFECF000 <Unknown Local Port>

## **Printer 2**

*The Check Factory program will print to this printer.*

Add a windows printer. Select the HP Laserjet III or IV driver. Connect this printer to the local LPT port or to the network path for your printer.

***Please use an HP LaserJet III or LaserJet IV printer ONLY, even if your printer is not an HP III or IV.***

This is the printer that you will select inside the Check Factory program under Print, Define/Align printer. This is the printer that your checks and forms will be printed on by Check Factory.

### **For detailed printer installation instructions see:**

- “User Guide”
- ”Installation”
- ”3. Add Check Factory printers”

### 3 Install Modified Solomon Reports

There are several modified reports that must be installed in order for Check Factory to know what Solomon IV is going to be printing. The modified reports are exactly the same as shipped with Solomon, except we have added one or two calculated fields that print "Trigger Codes" on the face of the forms. These trigger codes are never actually printed because Check Factory removes them while it is processing the print job.

See:

- "Reference Guide"
- "Trigger Codes"
- "User Guide"
- "Introduction"

Use Windows Explorer or the DOS prompt and change to the \SOL4\USR\_RPTS directory. Check to see if any of the following files exist:

02.RP6  
03.RP6  
04.RP6  
05.RP6  
08.RP6

If the file(s) do not exist then simply copy that file from the \SOL4\CFACTORY directory to the \SOL4\USR\_RPTS directory.

**If the file does exist:**

If you are upgrading from a previous version of Check Factory, the files may just be older versions of the Check Factory modified reports. At this time you have no way of knowing.

The R&R reports are specific to the version of Solomon 4 that you are using. The reports are stored below the CFACTORY\CFRR directory using directory names similar to the Solomon versions they are to be used with.

Contact your Solomon support person and have them run the R&R Report Writer module and copy the individual reports from the library in the \SOL4\CFACTORY\CFRR directory to the library in the USR\_RPTS directory. DO NOT RENAME the report when copying!

**To copy an R&R report:**

Open the xx.RP6 library in the CFACTORY\CFRR\xxxx folder. Open the desired report from the library. Next save the report to the xx.RP6 library in the SOL4\USR\_RPTS folder. This effectively copies the report from one library to another. Please note that the R&R copy routine does not work. You must open and then save.

**IMPORTANT!**

Before loading R&R report writer, make the default windows printer a Hewlett Packard Laser printer (non postscript). This makes the printer resident fonts available to R&R when it is opened.

After loading R&R report writer and **BEFORE** you open any report, Click on the File menu, Printer Setup. Select a Hewlett Packard laser printer or the Check Factory printer from the list of printers.

FAILURE TO DO THE ABOVE WILL RESULT IN FONT PROBLEMS WITH THE REPORT AND CHECK FACTORY WILL NOT OPERATE CORRECTLY.

## **Solomon Reports supplied with Check Factory:**

### **SOLOMON IV version 1.x**

Accounts Payable 03.RP6

Multiple Stub  
Laser Check 0362001S

Purchasing 04.RP6

Purchase Orders 04600

Order Processing 05.RP6

Product Order Sol IV 05600  
Service Order Sol IV 05600S  
Regular Invoice Sol IV 05610  
Service Invoice Sol IV 05610S  
Wide Invoice Sol IV 05610W

Accounts Receivable 08.RP6

Statements SOL IV 08600

***Solomon III forms are NOT supported***

**SOLOMON IV version 2.x**

<u>Payroll</u>	<u>02.RP6</u>
Payroll Check	02630.RP6
<u>Accounts Payable</u>	<u>03.RP6</u>
Multiple Stub	0362001S
Laser Check	0362001L
Remittance Check	0362001SR
<u>Purchasing</u>	<u>04.RP6</u>
Purchase Orders	04600
<u>Order Processing</u>	<u>05.RP6</u>
Product Order Sol IV	05600
Service Order Sol IV	05600S
Regular Invoice Sol IV	05610
Service Invoice Sol IV	05610S
Wide Invoice Sol IV	05610W
<u>Accounts Receivable</u>	<u>08.RP6</u>
Statements SOL IV	08600

***Solomon III forms are NOT supported***

**Automatic Check and Form Printing**

Using the above reports with Check Factory running will result in completely automatic operation. The Check Factory custom report formats have special calculated fields in each report that pass to Check Factory, the Company Data Directory, the Form ID, and in the case of checks, the Checking Account ID (GL Account), Check Dollar Amount, and Check Number.

With this information Check Factory will automatically select and print the correct form without operator intervention. If however Check Factory cannot associate the information passed to it, it will ask the operator to intervene.

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The calculated field creates a data string (we call this string, the "Trigger Codes") which is intercepted by Check Factory and removed before the job is printed to the printer. The data string uses the delimiter "|" double bar (the symbol above the backslash on your keyboard).

The Trigger Code commands are:

DBLINK or  
COMPANYID = {data directory}  
(Read from R&R by RIPARAM("RI\_DATADIR")  
@databasedir will be passed to Check Factory

FORMID = {Form ID found in Form ID field of Check Factory  
Form Control File}

ACCOUNTID = {Checking Account ID found in Checking  
Account Control File}  
(Read from R&R by RIPARAM("ACCT"))

**NOTE:**

Check Factory passes the GL account number in this field. You should enter the GL account number in the Checking Account Master file record for this account. This way the checking account will be automatically selected at print time. Duplicate Account ID's are allowed in the Checking Account Master file because we only select from accounts that are linked to the database in use via the CompanyID field.

CHECKAMT = {dollar amount of current check being printed}

CHECKNO = {current check number}

An example calculated expression used in AP Checks is:

```
"|| FORMID = APCHK " +  
"|| COMPANYID ="" + RIPARAM("RI_DATADIR") +  
"|| CHECKNO ="" + CheckNbr +  
"|| CHECKAMT ="" + PrtAmt +  
"|| ACCOUNTNO ="" + RIPARAM("ACCT") + "||"
```

Without Check Factory this would print on the page:

```
|| FORMID=APCHK|| COMPANYID=@SSTRIAL|| CHECKNO=12345  
|| CHECKAMT=$100.99|| ACCOUNTNO=1030||
```

Note that each command is separated by (| |) and the line starts and ends with a (| |).

See:

“User Guide”  
Introduction  
How Does the Check Factory  
Printing Process Work

## 4 Run the Check Factory program

Windows 95/98: On Start Menu, Programs, Click Check Factory for Solomon.

Windows 3.1: Click on the Check Factory icon in the Check Factory program group.

## 5 Define / Align a Check Factory printer

Once the program is running the first order of business is to define a printer for Check Factory to print to. This is done by clicking on the Print Menu, Define/Align New Printer. For details see the “Reference Guide”, Print Menu, Define/Align New Printer.

You will be selecting **Printer 2** as described above.

You MUST have at least one printer defined to use Check Factory.

## 6 Add Company Control Records

From the Check Factory menu select Company, Company Control File.

Add a company record for each company or database in your accounting software. The company address information here is NOT used for MICR checks. It will only appear on invoices, statements etc.

For detailed information see the “Reference Guide”, Company Menu.

## 7 Add Checking Account Control records

From the Check Factory menu select Check Factory, Checking Account Control File.

Add an account record for each checking account record that you have. Pay special attention to the Company ID and PRAPCode fields, they are extremely important. Each account is linked to a Check Factory company via the Company ID. The PRAPCode determines if the account is an AP or PR type of account. Not linking the account correctly will cause Check Factory to be unable to find the account at print time.

To enter or edit the MICR account numbers you must consult the “Check Factory Addendum” elsewhere in this binder. The Check Factory Addendum is not included with DEMO software.

For detailed information see the “Reference Guide”, Check Factory Menu, Checking Account Control File.

**Note:** Demo software does not allow you to enter Transit and OnUs number fields. Those fields are filled with default numbers.

Also see the Introduction and MICR Check Printing sections in the User Guide.

## 8 Add users to Security Control File (Optional)

Check Factory comes with a default user called MASTER with a password of MASTER. This user has complete access to all aspects of Check Factory. You may wish to restrict access to some or all portions of Check Factory. You may add users, passwords, and security levels in the Security Control File.

From the Check Factory menu, select Check Factory, Security Control File.

For detailed information see the “Reference Guide”, Check Factory Menu, Security Control File.

Also see the Check Factory, Security issues section elsewhere in the documentation.

## **9 Print sample checks and/or forms**

After adding companies, accounts and users you will want to print some sample checks and forms. From the Check Factory menu select Print, Print Blank Forms. Follow the prompts and select the forms that you wish to print samples of. You can print as few or as many as you would like. You may also print multiple part forms to see how the different parts are printed. This is also a great way to print numerically sequenced checks for handwriting or for sending to your bank for testing.

## **10 Test Check Factory in operation with Solomon:**

Verify that Check Factory is running and minimized.

Queue up some checks to print in Solomon.

From the Checks window in Solomon IV please select one of the AP check formats.

Click on Print Options

Select the printer:

Check Factory on C:\LFECF000

Click on OK and then initiate the print job.

Solomon IV will output the print job via the Solomon Check Factory printer to C:\LFECF000. After Solomon finishes printing a few seconds will pass and Check Factory will pop up the "Company, Form, Account Selection" window shown below.

The Solomon report passes the name of the database to Check Factory. If this is the first time you are printing checks, Check Factory will not be able to locate the database name in the DBLink field of the Company file.

This message will display.



Press OK and select the correct Company that will link to this database name.

### Company, Form, Account Selection



The Form may be preselected and greyed out. Select the Company and Checking Account that you wish to use in this print job.

Click on OK

If this is the first time you are using this Company in Check Factory you will be asked to add the database name to the DBLink field so Check Factory can link the Company record to the Solomon database name.



If you wish to link this database to the company previously selected press OK.

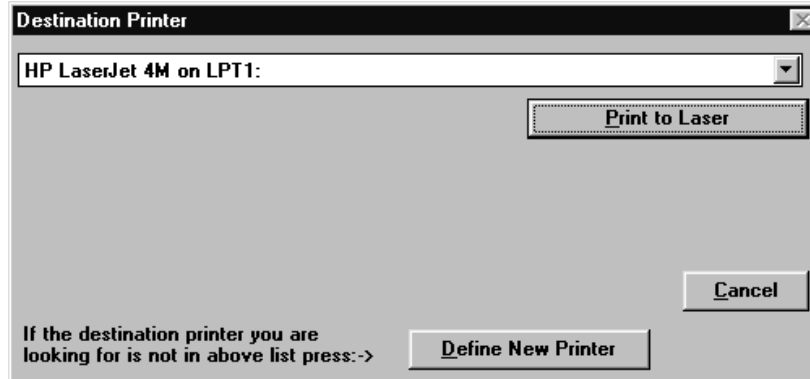
### Checking Account Security



Next the “Checking Account Security” window will be displayed. You must enter your user ID and Password. The defaults are **MASTER** and **MASTER**

Click on OK to proceed.

Finally you will be asked to select the laser printer that will ultimately print your checks.



Click on Print to Laser.

Check Factory will then output the print job.

Get the print output from your laser printer. You should now have your Solomon print data overlaid with an attractive form all printed on plain blank paper.

Check Factory operates in a similar fashion for Payroll Checks, Invoices, Statements and W2 forms etc.

### **For additional information**

Please consult the "How To Guide", "User Guide", "Reference Guide" and the "Check Factory Addendum".