

# **Software Setup Guide**

**for:**  
**Solomon IV v2.8**  
Rev.02/10/99

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## **Installing Check Factory for Solomon**

### **Hardware Supported**

Check Factory requires the following hardware:

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.

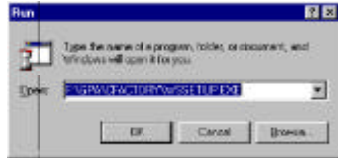
The SETUP program will create a CFACTORY directory below your top level Solomon directory.

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>

With Windows NT you will have to manually ADD a LOCAL port called C:\LFECF000

## **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"

Using Explorer or DOS, copy the modified Crystal reports (files with extension .RPT) from the \.....\CFACORY\CRYSTAL folder to the ...Solomon\USR\_RPTS folder.

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

##### **SOLOMON IV v2.8**

###### Accounts Payable

Multiple Stub	036200S.RPT
Laser Check	036200L.RPT
Remittance Check	036200SR.RPT

###### Purchasing

Purchase Orders	04600.RPT
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###### Order Processing

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

Accounts Receivable

Statements SOL IV      08600.RPT, 08600mc.RPT

AR Invoice              08760.RPT

***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 formula fields in each report that passes to Check Factory, the Company Database Name , the Form ID, and in the case of checks, the Checking Account ID (GL Account/SubAccount), 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.

The formula 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).

### **Trigger Code formula fields:**

The following formula fields have been added to the Crystal reports shipped with Solomon IV. The modified reports are provided by Check Factory. NO OTHER CHANGES TO THE REPORTS HAVE BEEN MADE.

This information is provided incase you wish to add the trigger information to reports that you have already modified and do not wish to use the reports provided by Trans-Micro.

### **036200L.RPT, 036200S.RPT, 036200SR.RPT**

Field Name: CF1

Formula:

“ || FORMID=APCHK || DBLINK=” + RRIPARAM(“RI\_DATADIR”)  
+ “ || CHECKNO=” + {@CheckNbr} + “ || ”

Field Name: CF2

Formula:

“ || CHECKAMT=” + {@PrtAmt} + “ || ACCOUNTNO=” +  
RIPARAM(“ACCT”) + “ || ”

**To pass the SubAccount modify CF2 to read:**

“ || CHECKAMT=” + {@PrtAmt} + “ || ACCOUNTNO=” +  
RIPARAM(“ACCT”) + “-” + RIPARAM(“SUB\_ACCT”) + “ || ”

When entering the Account/SubAccount in Checking Account Control, Account ID field please be sure to enter a hyphen between the Account and SubAccount: ex: 1030-123456789

### **04600.RPT**

Field Name: CF

Formula:

“ || FORMID=PO || DBLINK=” + RIPARAM(“RI\_DATADIR”)

### **05600.RPT**

Field Name: CF

Formula:

“ || FORMID=SOPROD || DBLINK=” + RIPARAM(“RI\_DATADIR”)

### **05600S.RPT**

Field Name: CF

Formula:

“ || FORMID=SOSERV || DBLINK=” + RIPARAM(“RI\_DATADIR”)

**05610.RPT**

Field Name: CF

Formula:

" | | FORMID=INVPROD | | DBLINK=" +  
RIPARAM("RI\_DATADIR")

**05610S.RPT**

Field Name: CF

Formula:

" | | FORMID=INVSERV | | DBLINK=" +  
RIPARAM("RI\_DATADIR")

**05610W.RPT**

Field Name: CF

Formula:

" | | FORMID=INVWIDE | | DBLINK=" +  
RIPARAM("RI\_DATADIR")

**08600.RPT, 08600MC.RPT**

Field Name: CF

Formula:

" | | FORMID=STMT | | DBLINK=" + RIPARAM("RI\_DATADIR")

**08670.RPT**

Field Name: CF

Formula:

" | | FORMID=ARINV | | DBLINK=" + RIPARAM("RI\_DATADIR")

## Trigger Code explanation

**DBLINK** = {database name}  
(Passed by Crystal via the RIPARAM("RI\_DATADIR") function.

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

**ACCOUNTNO** = {Checking Account ID found in Checking Account Control File}  
Passed by Crystal via RIPARAM("ACCT") function.

### 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 DBLINK field.

**CHECKAMT** = {dollar amount of current check being printed}

**CHECKNO** = {current check number}

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

## 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.

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).

## **4 Run the Check Factory program**

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

## **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:

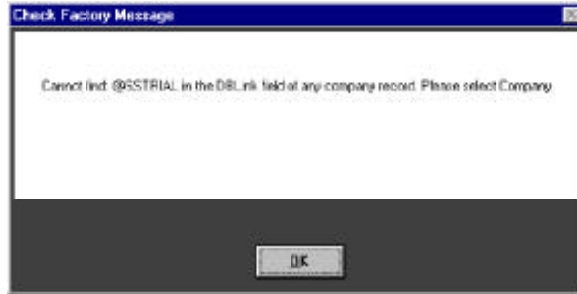
Check Factory on C:\LFECF000

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.

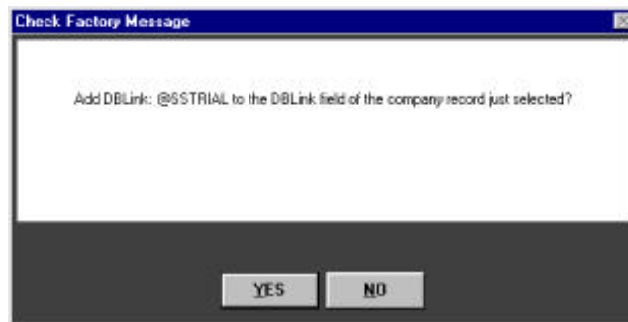
### Company, Form, Account Selection



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".