

# **SOFTWARE SETUP GUIDE**

**For:  
Solomon IV v5.0, v5.5, v6.0**

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## **Installing Check Factory for Solomon IV v5.0, v5.5, v6.0**

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### **v5.5 Modified Crystal Report Upgrade**

Please see Page 3 "2. Copy Modified Crystal Reports to USR\_RPTS folder".

### **v6.0 Modified Crystal Report Upgrade**

Please see Page 3 "2. Copy Modified Crystal Reports to USR\_RPTS folder".

Please see Appendix A -- Very Important!

## **New Installation Quick Start**

There is no “quick” way to install Check Factory. Like your accounting software, Check Factory must be installed step by step, methodically paying attention to detail. Most of tech support calls come from people who dive right in and do not bother to follow the instructions. Below is a summary of the steps required to install Check Factory .

## **Installation Summary**

- Familiarize yourself with the Check Factory software and what it does. Read the “User Guide” cover to cover.
- Open the “Reference Guide” and skim through it, stop and read any points of interest to your specific needs. The Reference Guide gives you detailed information, field by field, on how to configure Check Factory .
- Now, and only now, install Check Factory by following the steps in the “User Guide”, Installation and Testing section.
- Finally, follow the instructions below for installation specific to Solomon IV.



If you have questions about how to do something in Check Factory, read the “How To Guide”, it follows the “Software Setup Guide” in the binder.

## **Upgrading a prior version of Check Factory.**

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Please use the following procedure if you want to keep your existing Check Factory Company and Account information.

If a previous version of Check Factory is installed in a folder somewhere other than below your Solomon IV version 5.x folder you will have to perform the following prior to running the Check Factory SETUP program:

1> Create an empty CFACTORY below your Solomon IV version 5 folder.

2> Locate the old CFACTORY folder. Copy the contents of the old CFACTORY folder to the clipboard.

3> Paste the contents of the clipboard to the empty CFACTORY folder below the Solomon IV v 5 folder.

4> Run SETUP.EXE on your new Check Factory install disk. Install Check Factory to the new Solomon IV version 5 folder.

## **Installation**

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

**Follow the instructions in the “User Guide”, Installing and Testing section before proceeding to step 2!**

Check Factory must be installed on a server drive so that all users can access the same Check Factory data files.

A. From a workstation map a drive letter to the server drive that holds your Solomon IV data files.

B. When asked for a path to install to, please enter or select the SOLOMON directory path on your server. Check Factory will make its own directory called CFACTORY below your SOLOMON directory.

Example: F:\Program Files\Solomon

After the Setup program completes, it will create a Check Factory for Solomon IV Program Group or Start Menu item.

### **2. Copy Modified Crystal Reports to USR\_RPTS folder.**

*Each release of Solomon has a matching set of Crystal reports. These reports contain program code which may affect the operation of Solomon. Failure to use the Crystal reports that match the version of Solomon that you are using may result in unexpected behavior.*

#### **IMPORTANT**

**If you are installing reports for Solomon version 6 please see Appendix A. The Check Factory Company Control records and Checking Account Control file records MUST be changed prior to operating with Solomon.**

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.

For Trigger Code information see:

    "Reference Guide"

        Trigger Codes

    "User Guide"

        Introduction

## Copy Reports

Using Explorer, My Computer, or a DOS prompt, copy the modified Crystal reports (files with extension .RPT) from the:

Solomon v5.0

... \Solomon\CFactory\Cystal\V50 folder to the:

... \Solomon\Usr\_Rpts folder.

Solomon v5.5

... \Solomon\CFactory\Cystal\V55 folder to the:

... \Solomon\Usr\_Rpts folder.

Solomon v6.0

... \Solomon\CFactory\Cystal\V60 folder to the:

... \Solomon\Usr\_Rpts folder.

There may be more than one v5x or v6x folder for the various service packs released from Solomon. Please choose the appropriate folder.

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## Solomon / Crystal Reports supplied with Check Factory:

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### SOLOMON IV v5.0, 5.5, v6.0

#### Accounts Payable

Multiple Stub	03620S.RPT
Multiple Stub Project	03620SP.RPT
Laser Check	03620L.RPT
Remittance Check	03620SR.RPT

#### Purchasing

Purchase Orders	04600.RPT
Purchase Orders	04600pp.RPT
Change Orders	04610.RPT
Change Orders	04610pp.RPT

#### Order Management

Order Confirmation	40610.RPT, 40610pp.RPT
Quote	40620.RPT, 40620pp.RPT
Picking List	40630.RPT, 40630bin.RPT
Packing Slip	40660.RPT, 40660bin.RPT
Invoice	40680.RPT

#### Accounts Receivable

Statements SOL IV	08600.RPT, 08600mc.RPT
AR Invoice	08760.RPT

#### Payroll

Laser Check by Emp. ID	02630.RPT
Multi-Stub by-Emp ID	02630S.RPT
Laser Check by Pay Group	02630PG.RPT
Multi-Stub by Pay Group	02630SPG.RPT

#### Direct Deposit - Solomon v6 and above

Laser Advice Slip by Emp ID	02635
Adv Slip Stubs Only - Emp ID	02635DSO
Multi Stub Adv Slip by Pay Group	02635PG
Adv Slip Stubs Only - Pay Group	02635DPG
Multi Stub Adv Slip - Pay Group	02635PG

## **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 by displaying the multi colored Company, Form, Account selection screen.

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 PROGRAMMING CHANGES HAVE BEEN MADE IN THE REPORTS.

This information is provided in case 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.

02630.RPT ,02630PG.RPT, 02630S.RPT,  
02630SPG.RPT

Field Name: CF

```
" | | FORMID=PRCHK" +
" | | DBLINK=" + RIPARAM("RI_DATADIR") +
// " | | DBLINK=" + RIPARAM("CpnyID") + // Solomon 6
" | | CHECKNO=" + {@ChkNbr} +
" | | CHECKAMT=" + {@ChkAmt} +
" | | ACCOUNTNO=" + RIPARAM("ACCT") +
" | | "
```

To pass the SubAccount modify CF to read:

```
" | | FORMID=PRCHK" +
" | | DBLINK=" + RIPARAM("RI_DATADIR") +
// " | | DBLINK=" + RIPARAM("CpnyID") + // Solomon 6
" | | CHECKNO=" + {@ChkNbr} +
" | | CHECKAMT=" + {@ChkAmt} +
" | | ACCOUNTNO=" + + RIPARAM("ACCT") + "-" +
RIPARAM("SUB") +
" | | "
```

036200L.RPT, 036200S.RPT, 036200SR.RPT, 03620SP.RPT

Field Name: CF

Formula:

```
" | | FORMID=APCHK" +  
" | | DBLINK=" + RIPARAM("RI_DATADIR") +  
// " | | DBLINK=" + RIPARAM("CpnyID") + // Solomon 6  
" | | CHECKNO=" + {@CheckNbr} +  
" | | CHECKAMT=" + {@PrtAmt} +  
" | | ACCOUNTNO=" + RIPARAM("ACCT") +  
" | | "
```

To pass the SubAccount modify CF to read:

```
" | | FORMID=APCHK" +  
" | | DBLINK=" + RIPARAM("RI_DATADIR") +  
// " | | DBLINK=" + RIPARAM("CpnyID") + // Solomon 6  
" | | CHECKNO=" + {@CheckNbr} +  
" | | CHECKAMT=" + {@PrtAmt} +  
" | | ACCOUNTNO=" + + RIPARAM("ACCT") + "-" +  
RIPARAM("SUB") +  
" | | "
```

## 04600.RPT, 04610.RPT

Field Name: CF

Formula:

```
" | | FORMID=POCOF1" +  
" | | DBLINK=" + RIPARAM("RI_DATADIR") +  
// " | | DBLINK=" + RIPARAM("CpnyID") + // Solomon 6  
" | | "
```

## 04600pp.RPT, 04610pp.RPT

Field Name: CF

Formula:

```
" | | FORMID=POCOF2" +  
" | | DBLINK=" + RIPARAM("RI_DATADIR") +  
// " | | DBLINK=" + RIPARAM("CpnyID") + // Solomon 6  
" | | "
```

## 08600.RPT, 08600MC.RPT

Field Name: CF

Formula:

```
" | | FORMID=STMT" +  
" | | DBLINK=" + RIPARAM("RI_DATADIR") +  
// " | | DBLINK=" + RIPARAM("CpnyID") + // Solomon 6  
" | | "
```

## 08670.RPT

Field Name: CF

Formula:

```
" | | FORMID=ARINV" +  
" | | DBLINK=" + RIPARAM("RI_DATADIR") +  
// " | | DBLINK=" + RIPARAM("CpnyID") + // Solomon 6  
" | | "
```

Order Management reports are included with Check Factory but the formulas are not listed here. Please open the specific report if you wish to look at the formulas. The formula can be found in the CF formula field in each report.

## Trigger Code explanation

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### Solomon v5.x

**DBLINK** = {database name}

(Passed by Crystal via the RIPARAM("RI\_DATADIR") function.)

### Solomon v6.x

**DBLINK** = {Company ID}

With Solomon v6 the DBLINK field now uses the Solomon Company ID as the link. The ID is passed via the RIPARAM("CpnyID") function. **Please see Appendix A** for conversion instructions.

**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 (| |).

### Trigger Code Fonts:

Trigger Codes embedded in the Crystal reports MUST be in a printer resident font such as LINEPRINTER.

**To make printer resident fonts available in Crystal Reports:**

Open a report.

Click on File, Printer Setup.

Disable the [ ] No Printer check box.

Select the Check Factory printer (or any HP PCL5 type printer) from the drop down list of printers.

Enable the [X] Default Properties check box.

Click OK .

Lineprinter font will now be available.

**For more information about Trigger Codes, see:**

“User Guide”

Introduction

How Does the Check Factory  
Printing Process Work

## **Running Check Factory from Windows**

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### **Setting up the Check Factory Printer**

The Check Factory Setup program installed a printer port on your workstation called C:\LFECF000. You must ADD a CHECK FACTORY printer and connect it to this port. All printing from Solomon must use this printer to use Check Factory.

See:

- “User Guide”
  - Installation and Testing
  - Add a Check Factory Printer

### **Run Check Factory**

The Check Factory program **MUST** be running and minimized while SOLOMON is running in order to process checks and forms.

From the Start Menu or Program manager click on Check Factory for Solomon IV to start the Check Factory program.

If you have not yet set up any companies or accounts you **MUST** do so now otherwise Check Factory will fail to operate.

See:

- “User Guide”
  - Installation and Testing
- “Reference Guide”
  - Check Factory Menu
  - Checking Account Control File

## **Printing Check Factory Documents from Inside Solomon IV**

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Use the Solomon menu system to select the Check Factory report that you want to print.

Select Print Options

Select Setup

Select the Check Factory Printer on C:\LFECF000.

Select OK twice.

Select the supported form format as listed above. Click on the print button.

The report will be printed to the Check Factory port, Check Factory will automatically activate and process the report.

The print files are processed at full printer speed and there is no reduction in print speed.

## Appendix A

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### Converting Check Factory records for use with Solomon 6

With the release of Solomon version 6 we have changed the way we link Check Factory companies to Solomon companies. In previous versions we used the Solomon database name as a one to one link with Check Factory companies. This has caused some confusion in the past with Solomon installations that ran multiple companies across multiple Solomon databases. With this in mind we have changed the trigger codes in the modified Crystal reports that we distribute for version 6 to pass the Solomon Company ID and not the Solomon database name. The trigger code changed is the DBLINK = field. If you open one of our modified reports for SIV v6 you will see the following trigger in the @CF formula field:

```
" | DBLINK = " + RIPARAM("CpnyID") + //Multi-Company  
// " | DBLINK = " + RIPARAM("RI_DataDir") + //Obsolete
```

This change will require some changes in the Company Control records and Checking Account Control records in Check Factory. Please perform the following changes.

#### Change / Add Company Control File records.

Make a complete list of Solomon v6 Company ID's and their respective company name and address information.

Open Check Factory, Company menu, Company Control File. Using the navigation buttons on the bottom of the window, browse each record and enter the Solomon Company ID in the DBLINK field that corresponds to the Company information shown. Please note that the 2 character Check Factory Company ID is **not** in any way related to the Solomon Company ID.

If some of your Solomon companies were not found in the Company Control file you must add them now. Click on the ADD button to create a new blank record. Fill out the new record with the information for the missing Solomon Company. Remember, the Check Factory Company ID is not necessarily the same as the Solomon Company ID. Press SAVE to save your changes. Repeat for each new record

The screenshot shows a software window for adding a new company record. At the top, there are two input fields: "Company ID" with the value "AA" and "Database Link" with the value "0060". Below these is a "Company Desc." field containing "Demo Solomon Company 60". A central section titled "Company Name and Address to Appear on Forms (Not used on Checks)" contains several text input fields: "Demo Solomon Company (DemoSolomonApp60)", "123 Main St.", "Ste 100", and "Anywhere, USA 55566". At the bottom of the window, there is a status bar showing "Record#: 3 of 3" and a row of control buttons: "Undo", "k<<", "<", ">", ">>I", "ADD", "Del", "SAVE", and "CLOSE".

Link Checking Account Control Records to the changed Company Control records.

Each checking account must be linked to a Check Factory company record which in turn is linked to the Solomon company via the DBLINK field. Failure to link to the correct company will result in incorrect account information being printed on the check.

Open Check Factory, Check Factory menu, Checking Account Control. Use the navigation buttons at the bottom of the window to move to the first record. [ | << ].

**Account**

Account Name  
Bank Name  
MICR Codes  
Top Signature  
Middle Signature  
Bottom Signature  
Misc. Settings

**Account Information**

Account ID or GL Acct. No.: **1030**

Account Desc: **Test**

Account Name: **Test Account**

Company ID: **AA** **Demo Solomon Company (DemoSolomon)**

Company ID links this account to the Check Factory company. The Check Factory company is linked to your database via the DBLink field in the company file.

PR AP Code: **BD** Is this account used for Accounts Payable, Payroll, or Both?

Next Check No.: **153680** Only used in applications that do not pass the check number to Check Factory via the print job.

1030/Test/Record#: 2 of 2

Undo 2 K<< < > >>I ADD Del SAVE CLOSE

Click on the Company ID lookup button

Company ID: **AA** **Demo Solomon Company (DemoSolomon)**

Remember, the Check Factory Company ID is not always the same as the Solomon Company ID.

You will see a list box similar to the one below. Choose the correct Company that this checking account belongs to. Pay special attention to the LINK = line. This is the Solomon Company ID.

Select Company

**AA** Demo Solomon Company 60  
**BB** Demo Solomon Company 20

Link Name = 0060  
Desc = Demo Solomon Company 60  
123 Main St.  
Ste 100  
Anywhere, USA 55566

Choose the Check Factory Company control record that is correct for this account.

After changing or verifying the Company ID please press Save.

Move to the next record and repeat the above process until all checking account record company links have been changed or verified.

After all the Company records and Checking Account records have been changed you should print an Checking Account Links Report. This report is only available in Check Factory version 2.45.57 11/11/2004 or above.

Checking Account Links Report:

Open Check Factory, Print Menu, Reports, Checking Account Links Report.

Each Check Factory company is listed along with the linked checking accounts. Please verify that the correct accounts are linked to the correct companies before going live.