

SOFTWARE SETUP GUIDE

For:
Solomon IV v 4.2x

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Contents

Installing Check Factory for Solomon IV v 4.2x	1
Quick Start	1
Installation Summary	1
Upgrading from a previous version of Check Factory.	2
1. Install the Check Factory program	2
2. Modified Solomon / Crystal Reports	3
3. Copy Reports	3
Solomon / Crystal Reports supplied with Check Factory:	4
SOLOMON IV v4.2x	4
Automatic Check and Form Printing	5
Trigger Code formula fields:	5
Trigger Code explanation	8
Running Check Factory from Windows.	9
Setting up the Check Factory Printer	9
Run Check Factory	9
Printing LFE/Check Factory Documents from Inside Solomon IV	10

Installing Check Factory for Solomon IV v 4.2x

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 from version 1.x of Check Factory.

There are some major changes in Check Factory v 2.x. They are:

Station numbers are no longer used. Workstation setup information is stored in CFUSER.INI in the Windows directory.

All stations use a Check Factory printer connected to C:\LFECF000 located in the root directory on the local workstation. C:\LFEC001, C:\LFEC002 etc. Are no longer used and should be deleted from the ports list in printer properties, details.

Check Factory uses a new logical directory structure as shown below:

SOLOMON\CFACORY	
SOLOMON\CFACORY\FONTS	font files
SOLOMON\CFACORY\FORMS	form overlay files
SOLOMON\CFACORY\GRAPHICS	graphic files

SOLOMON\CRYSTAL
Modified Crystal reports (must be copied to the SOLOMON\USR_RPTS folder)

Installation

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.

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 or DOS, copy the modified Crystal reports (files with extension .RPT) from the \SOLOMON\CFACTORY\CRYSTAL folder to the ...SOLOMON\USR_RPTS folder.

Solomon / Crystal Reports supplied with Check Factory:

SOLOMON IV v4.2x

Premier Series Project and Order Management forms are not currently supported.

Accounts Payable

Multiple Stub	03620S.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

Reports not available at this time.

Accounts Receivable

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

Payroll

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

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 PROGRAMMING CHANGES HAVE BEEN MADE IN THE REPORTS.

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: CF

Formula:

```
" || FORMID=APCHK" +  
" || DBLINK=" + RRIPARAM("RL_DATADIR") +  
" || CHECKNO=" + {@CheckNbr} +  
" || CHECKAMT=" + {@PrtAmt} +  
" || ACCOUNTNO=" + RIPARAM("ACCT") +  
" ||"
```

To pass the SubAccount modify CF to read:

```
" || FORMID=APCHK" +  
" || DBLINK=" + RRIPARAM("RI_DATADIR") +  
" || CHECKNO=" + {@CheckNbr} +  
" || CHECKAMT=" + {@PrtAmt} +  
" || ACCOUNTNO=" + + RIPARAM("ACCT") + "-" +  
RIPARAM("SUB_ACCT") +  
" ||"
```

04600.RPT, 04610.RPT

Field Name: CF

Formula:

```
" || FORMID=POCOF1" +  
" || DBLINK=" + RIPARAM("RI_DATADIR") +  
" ||"
```

04600pp.RPT, 04610pp.RPT

Field Name: CF

Formula:

```
" || FORMID=POCOF2" +  
" || 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 (| |).

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 any HP PCL printer driver from the drop down list of printers.

Enable the 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

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 LFE/Check Factory Documents from Inside Solomon IV

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.