FACTS

DISTRIBUTION SOLUTIONS

FACTS

System Management

Release 7.5

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INFOR

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System Management

Using Your System Management Manual

Overview

The System Management Manual contains sections that are not in the other manuals. However, the information may be used throughout the system. These sections are:

- Using Your Manuals - describes the standard format used by the FACTS manuals
- Using Your System - describes the standard procedures in using the FACTS System
- Troubleshooting - A technical appendix dedicated to problem-solving
- Pro5 Features - An appendix dedicated to Pro5 features

Using Preprinted Forms in FACTS

Some of the print programs available in FACTS are designed to output on preprinted forms available from Western Atlanta Forms Corp., 1895-C Beaver Ridge Circle, Norcross, GA 30071, 1-800-241-8951

You can order standard preprinted forms with your company name, address, logo, etc. Sample forms are available in the New User Packet. Samples include:

- **AP –** check
- **AR** - statement, invoice, past due notice (dunning letter)
- **IC -** transfer ticket
- **JC** - estimate, invoice
- **PO** - purchase order
- **PR** – check
- **SO** - quote, pick ticket, invoices (2), counter sales slip, UPS shipping label and bill of lading.

Keep in mind that it can take anywhere from two to six weeks to print and deliver the forms, depending on their complexity.

To configure FACTS to use these forms, the **Use Preprinted Forms** flag must be set to Y in the following file maintenance programs:

- SO Document Print Control
- AR Statement Print Control
- AR Invoice Processing Control
- AR Dunning Letter Control
- AP Check Print Control
- JC Static Control
- TF Letter Print Control

- If you run out of preprinted forms, you can set the **Use Preprinted Form** flag in the appropriate file maintenance program to N. The resulting output will print on blank paper and look similar to the preprinted form.

- If your company already has its own preprinted forms, your Affiliate may need to modify the programs listed above so that your documents print correctly. (Note: If you want FACTS to print to blank paper forms that look like your preprinted forms, notify your Affiliate of this requirement so that the proper modifications can be made.)

FACTS
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CHAPTER 1

System Overview

The System Management module is the backbone of all modules in the FACTS system. It will accommodate hundreds of companies maintaining accurate file information and providing complete audit trails. This allows users the secure feeling that all information is traceable throughout the system. Instructional prompts, default values and the capability to back up to previous inputs promote both user efficiency and comfort in using the system.

System Management is broken down into the following menus: Messages, Menu Setup, Security System, Banking & Check System, Inquiries, Reports & Prints, End-of-Period Checklist and File Maintenances.

File Maintenances

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system. The user can add, change and delete the records in a file. This is called maintaining the file. The file maintenance programs in System Management will be used in the installation of the system. The information set up in these file maintenance programs is used to control and direct how much of the processing occurs in all the other modules in the FACTS system. For example, in the Company Control F/M program, the user sets up the length of the general ledger number, whether the general ledger department is inserted within the general ledger number and in what position, whether the branch is inserted within the general ledger number and in what position, etc. Users set up system control information, company control information, terminals, printers and branches.

The system supports up to 980 terminals. For each terminal on the system, the user may set a default branch, warehouse, department, salesperson and printer. This relieves the user of having to enter the correct information at these important inputs. The system will automatically insert the correct information where necessary as set by the user. All reports throughout FACTS may be printed to a terminal. The user may set a hex code per terminal to print 132 columns of information (if applicable and within the range of the terminal) when printing to the terminal. Hot keys can also be defined to each terminal.

The system supports up to 99 printers. For each printer the user may set the compressed and standard print hex codes (as applicable based on the printer). At any time during processing, the print size may be set by the user through the Set Standard/Compressed Print program. Each program in the system may also be set to a default printer by terminal. For example, when printing work orders from certain terminals, the system may automatically print the work orders on the warehouse printer.

System Security

FACTS comes with its own security system built into the menu driver so that it can monitor the number of users logging into FACTS versus the number of licenses purchased.

It relies on an environment variable, called SSI_BASE, and an SMFIDS file to cross reference FID(0), which is the value that appears as Terminal ID in System Management's Terminal F/M.

SSI_BASE is the heart of the security system, enabling it to determine who is logging into FACTS and how many times. The variable also compares this information to the number of licenses purchased.

➲ **Each licensed user can log into FACTS up to nine times, as long as they do so with the same FACTS user code and on the same workstation.**

In any SSI_BASE discussion the word *unique* appears often, and with good cause. How FACTS uses SSI_BASE is the reason why administrators shouldn't rely on pseudo ttys as SSI_BASE values, and why SSI_BASE needs to be recognized as early as possible in the start up procedure.

When users log into FACTS, the security system captures the SSI_BASE value and SME100 checks the SMFIDS file for the SSI_BASE to determine and set the Terminal ID. These Terminal IDs remain in SMFIDS as long as the User ID is maintained. Every time a user starts a session, the first session will be Terminal ID TA, for example; the second session will be terminal ID TB and so on.

The following table shows a NT/PC user, JohnD, who successfully signed into FACTS three times. He can log into the system six more times with the user code "SSI" without experiencing any problems.

	SSI_BASE	If **UID** OK, check NID	If **NID** OK, check TCP/IP	If **TCP/IP** OK, check C0$(1,3)	If C0$(1,3) OK, check …
Session 1	john	UID=JohnD	NID=Iron	TCP/IP=123.1.1.1	User code=SSI
Session 2	john	UID=JohnD	NID=Iron	TCP/IP=123.1.1.1	User code=SSI
Session 3	john	UID=JohnD	NID=Iron	TCP/IP=123.1.1.1	User code=SSI

When the user launched the first session, the FACTS security system noted network signon (UID), the PC's network ID (NID), the PC's TCP/IP address and the FACTS user code.

As new sessions are launched, the security system checks each of these identifiers in succession. As soon as one fails to match, it drops all sessions for that SSI_BASE.

In the following table, for instance, one user launched two FACTS sessions successfully. However, the third attempt failed because the security system detected a network signon for SSI_BASE=john that differs from the first two sessions. This indicates that same SSI_BASE value may have been set in two different autoexec.bat files.

	SSI_BASE	If **UID** OK, check NID	If **NID** OK, check TCP/IP	If **TCP/IP** OK, check C0$(1,3)	If C0$(1,3) OK, …
Session 1	john	JohnD	Iron	123.1.1.1	SSI
Session 2	john	JohnD	Iron	123.1.1.1	SSI
Session 3	john	**MaryF**	Quartz	127.3.3.3	SSI

The next example shows a user trying to launch a third FACTS session with a different FACTS user code. His third attempt will be successful, but when he returns to the other two sessions and tries to open a program, "User Not Signed On, CR-Continue" will display at the bottom of the screen.

	SSI_BASE	If **UID** OK, check NID	If **NID** OK, check TCP/IP	If **TCP/IP** OK, check C0$(1,3)	If C0$(1,3) OK, …
Session 1	john	JohnD	Iron	123.1.1.1	SSI
Session 2	john	JohnD	Iron	123.1.1.1	SSI
Session 3	john	JohnD	Iron	123.1.1.1	**MAR**

The System Management module also includes a System Security menu that enables administrators to establish user and program level security systems in addition to the login security system just discussed.

Menu Setup

FACTS comes with a default menu setup; however, menu customization is quick and easy. Users may add, change or delete programs on menus or may add new menus or delete existing menus. Each menu (and program) may be assigned a user-determined access code. From any menu in the system, when an existing access code is entered, the menu is displayed or the program is accessed and entered.

Messages

Messages may be entered by users to display on any menu in the system. When entering messages, users specify the menu on which to display the message, the date to display the message and the user to whom the message will be displayed. Messages may be sent to a specific user or all users. Messages may be entered by users to remind themselves of something to do on a specified date, or messages may be entered to announce an upcoming meeting, etc. Past Messages may be removed by date and by user through the Remove Messages program.

Banking and Check System

All bank accounts are set up as separate banks (may have same descriptions) through the Bank F/M program. Each bank that you set up is used system wide.

The Banking system contains bank transaction header and line files (SMTRNH/SMTRNL) that contain the actual bank transactions. You can edit and delete bank transaction header and lines and use this information to reconcile to the bank statement. The indirect or detail transaction header and line files (SMITRH/SMITRL) hold the cash and check transactions that represent cash coming into the bank from other modules in FACTS. These transactions are used to make up the deposit and non-bank transactions in the bank transaction file.

There are 8 types of transactions in the bank transaction file: checks from the AP and PR modules, returned checks from the AR module, deposits, miscellaneous bank transactions, non-bank transactions, transfer in, transfer out and adjustments.

The AP check register, PR check register and returned check register all create transactions directly into the bank transaction files. The bank's balance and the bank GL# is updated. The Cash Receipts Register, AR Sales Register and SO Daily Sales Register write records into the indirect transaction header file for the total of each cash type terms code that is set to use the bank's GL. Check type terms codes write to the indirect transaction line file. If the bank for these transactions does not use the deposit system, the registers will automatically create a deposit record in the bank transaction files that is made up of all of the indirect transactions that were created by the register. The bank transaction is set to a status of complete. The system updates the bank's balance and the bank GL#. If the bank does use the deposit system, the system does not update the registers and updates the bank clearing GL# instead of the bank GL#. You can then use the Bank Transaction Entry program to create a bank deposit composed of the open indirect transactions. Optionally, you can set a bank that uses the deposit system to have the registers automatically create the deposit record. This creates one deposit for all of the indirect transactions but is not updated. You can edit or delete this deposit.

You can use **Bank Transaction Entry** to create and edit open bank transactions, such as deposits, bank transfers, miscellaneous bank transactions and non-bank transactions.

Use the **Bank Transaction Register** to select open bank transactions to print and optionally update. The registers creates a detail listing and a GL distribution.

Use the **Bank Reconciliation** program to reconcile your bank transactions in FACTS with your bank statement.

Use the **Bank Inquiry** program to view general information, stored Ledgercards and written checks.

The **Bank Transaction Listing** program allows you to print transactions for a selected bank.

Use the **Bank Transaction Removal** program to print and remove cleared bank transactions only.

Use **Bank F/M (SMF510)** to create and maintain alphanumeric bank codes, which are used throughout the system to represent banks used by the company and Bank Control F/M to set up the bank transfer clearing account. T

Inquiries

The following inquiries are available in the System Management module:

The Summary Management Inquiry provides by branch and department the current accounts payable and receivable balance, cash in bank, inventory valuation, open purchase and sales order balance and sales history for the last six periods.

The Amortization Schedule allows the user to enter a loan principle, interest rate and period of time for a loan and the loan payments will be listed on the screen.

The Terminal Inquiry displays all terminals logged into the system, the company and the program being accessed by each user.

The User Tracking Inquiry provides a list by user code itemizing which programs are accessed and the time used (if the user tracking flag is set to Y in the System Control F/M). (See the section on user tracking in the overview section.)

The File Usage Inquiry provides a list by file name and by percentage used of all file specific information.

The Program Inquiry allows the user to view in list form all the programs and menus set up in the Program F/M on the screen along with their access codes and security codes.

Reports and Prints

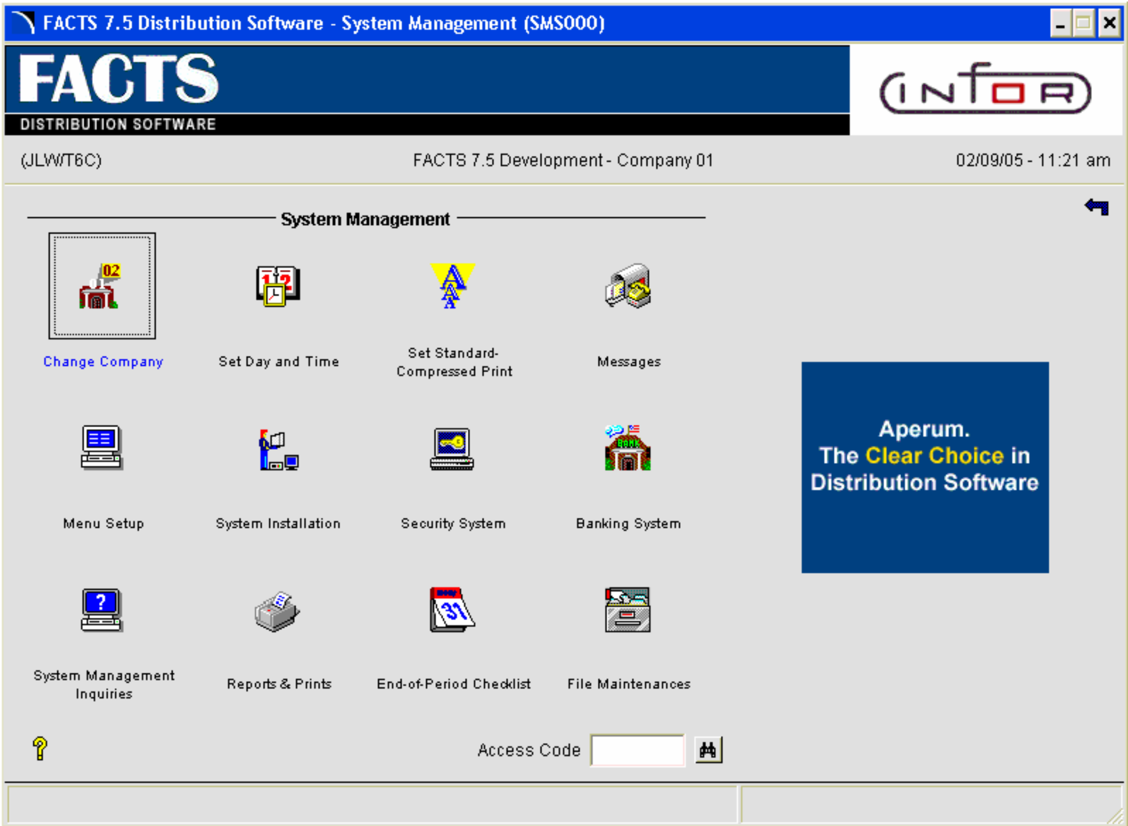
The following reports and prints programs provide lists of companies on the system, programs, menus, users on the system and program changes:

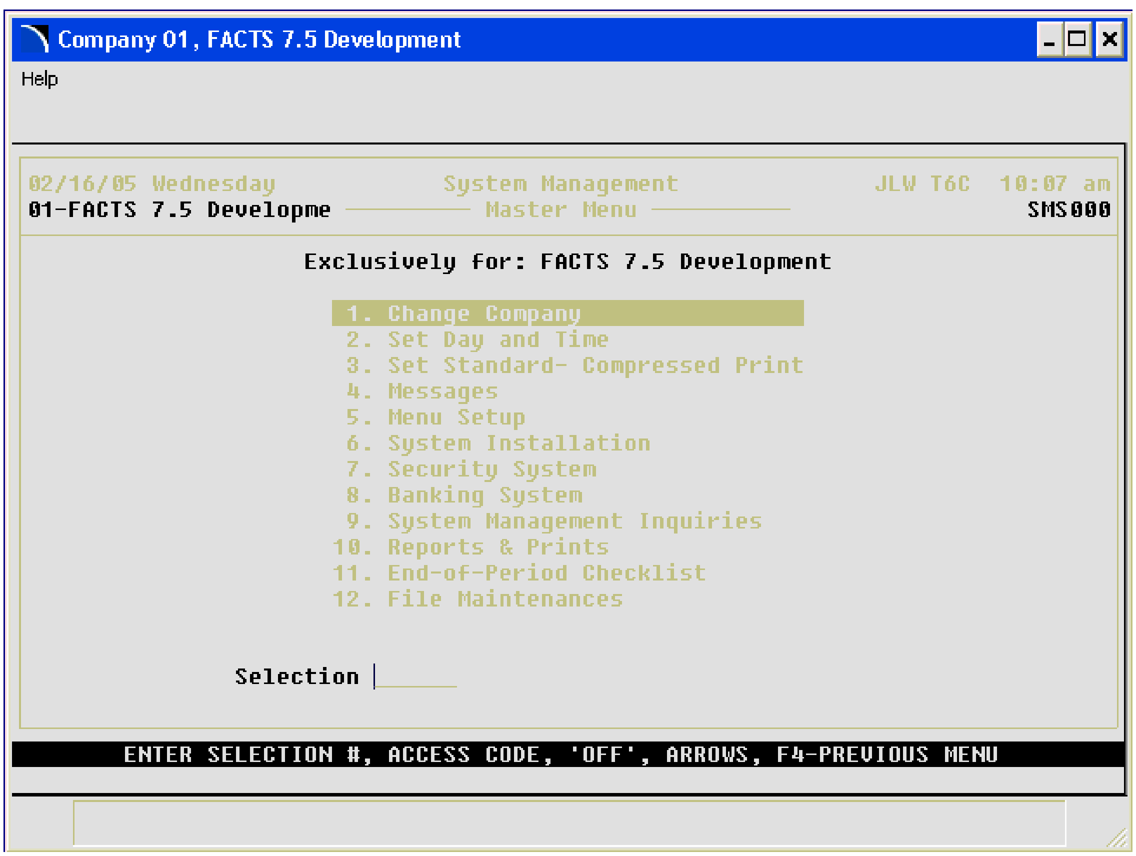
1. The Company Listing provides a list of all companies, addresses and phone numbers on the system.
2. The Program Name Listing provides a list of all programs (and menus) set up in the Program F/M along with terminal validity, access codes, and security codes, if selected.

3. The Program Usage Report provides a list of each program defined and lists the menus containing the program.
4. The Menu Selections Report prints a range of menus (as determined by the user) which may be helpful in setting up security.
5. The User Tracking Report prints a list of users using the system as to which programs are accessed and the time used (if the **User Tracking** flag is set to Y in the System Control F/M). (See the section on the user tracking in the overview section.)
6. The Program Change Report prints a list of program changes from the Program Change F/M. The user (affiliate) enters program changes. If no program changes are entered, this report will not be used.
7. The F/M Audit Report prints a list of any changes made to the file information through file maintenance programs. This information is limited to file maintenance programs where an audit trail is being kept for changes (as set in the Program Name F/M).
8. The Help Text Print provides all the help text available by help code.
9. The SM Code List prints a list of various SM codes including terminals, printers, banks, branches and files.

End-Of-Period

The End-of-Period Menu provides a checklist of procedures for closing out each module in the system at the end of each period. The standard procedures have been provided and may be printed through the End-of-Period Checklist Print program. Standard procedures on the checklist may be modified by the user through the End-of-Period Checklist Entry program. It is suggested to print a checklist for each period closed. Please refer to the End-of-Period Procedures section for each module.


FACTS 7.5 Distribution Software - System Management (SMS000)
FACTS
DISTRIBUTION SOFTWARE
infor
(JLWT6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:21 am
System Management
Change Company
Set Day and Time
Set Standard-Compressed Print
Messages
Menu Setup
System Installation
Security System
Banking System
System Management Inquiries
Reports & Prints
End-of-Period Checklist
File Maintenances
Aperum.
The Clear Choice in Distribution Software
Access Code


Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday
System Management
JLW T6C 10:07 am
01-FACTS 7.5 Developme
Master Menu
SMS000
Exclusively for: FACTS 7.5 Development
1. Change Company
2. Set Day and Time
3. Set Standard- Compressed Print
4. Messages
5. Menu Setup
6. System Installation
7. Security System
8. Banking System
9. System Management Inquiries
10. Reports & Prints
11. End-of-Period Checklist
12. File Maintenances
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Job Stream

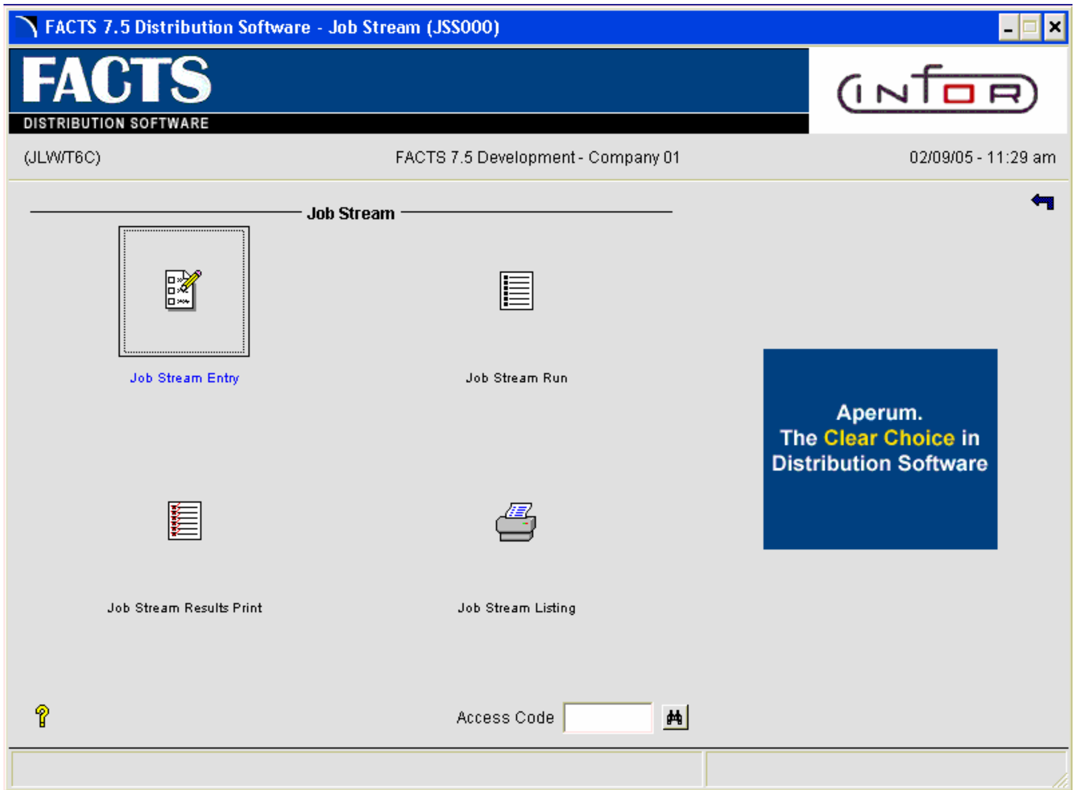
The FACTS Job Stream system allows the user to set up a sequence of programs to run in a series without users interaction.

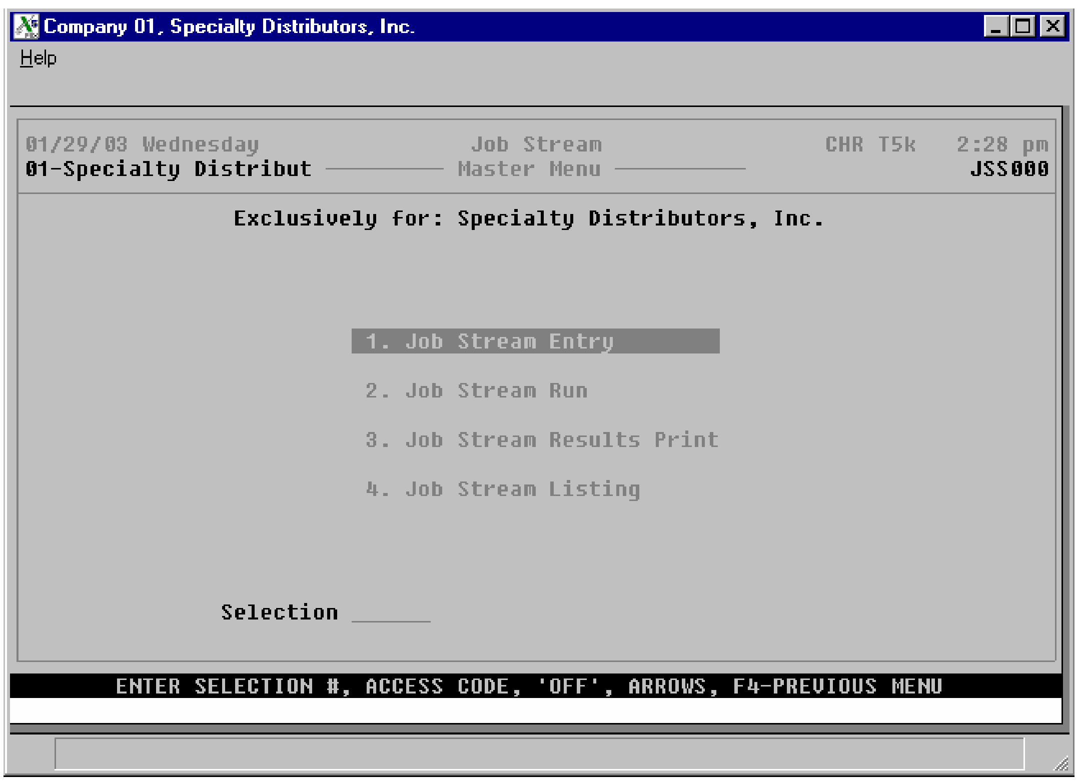
Job Stream is a timesaving module in that various reports including end-of-period reports may be set up and run without user's supervision. The user may set up a job stream to include up to 99 reports and can let it run overnight without having to watch and start each report individually.

The Job Stream system is efficient and flexible in allowing the user to set up as many job streams as needed. Each job stream asks questions about each program entered which assists the user in the actual running of the job stream. It also allows the user, at the time of setting up the job stream, to enter in the inputs for each program. For example, if the user wants to run four customer lists in four different sort orders, he can enter the customer list four times varying the inputs each time.

When a job stream is complete, the user may run a Results Print program to find out the status of how a particular job stream ran, the time each report took to print, if an error was encountered, etc.

The Job Stream module also includes a Job Stream Listing which prints what job stream programs were included, how the user answered the questions associated with the program, and what the inputs were for each program. Job streams may be entered, changed or deleted at any time.


FACTS 7.5 Distribution Software - Job Stream (JSS000)
FACTS
DISTRIBUTION SOFTWARE
(JLWT6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:29 am
Job Stream
Job Stream Entry
Job Stream Run
Job Stream Results Print
Job Stream Listing
Aperum.
The Clear Choice in
Distribution Software
Access Code


Company 01, Specialty Distributors, Inc.
Help
01/29/03 Wednesday
Job Stream
CHR T5k 2:28 pm
01-Specialty Distribut
Master Menu
JSS000
Exclusively for: Specialty Distributors, Inc.
1. Job Stream Entry
2. Job Stream Run
3. Job Stream Results Print
4. Job Stream Listing
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Office Automation

The Office Automation module is a system that helps run the user's office internally. All employees should be set up to use it. The system allows users to enter phone directories, record phone messages, send general messages, view phone and general messages, use a sign-out board, enter schedules and maintain and print mailing labels.

Office Automation contains the following programs: Sign In/Out, Messages, Calendar/Scheduler, Inquiries, Reports & Prints and File Maintenances.

Employees are set up through the Employee F/M program. As employees are set up, they are assigned to a user code (see System Management). Once set up, whenever employees sign in to the system using their user code, the Office Automation system recognizes the user code validating it with the employee. An Employee Listing may be printed to verify employees. Once employees are set up, the user may enter group codes. Group codes are set up with employees assigned to them.

Group codes are set up with the purpose of sending messages to group codes rather than every employee within the group code. For example, there might be 10 employees in the sales & marketing department. A group code called SALES would be set up with each sales & marketing employee assigned to that group code. When the director of the sales & marketing department needs to announce a meeting for the entire department, rather than entering the same message for each individual employee in the department, the director may enter one message for the group code. Each employee in the SALES group code, when retrieving messages, will receive the message.

Phone directories may be set up through Office Automation. Employees may set up general phone directories for all employees to access. Employees may also set up personal directories which are only accessible by the employee(user code) who entered the record initially. General and personal phone directories may be printed by running the Phone Directory Print program.

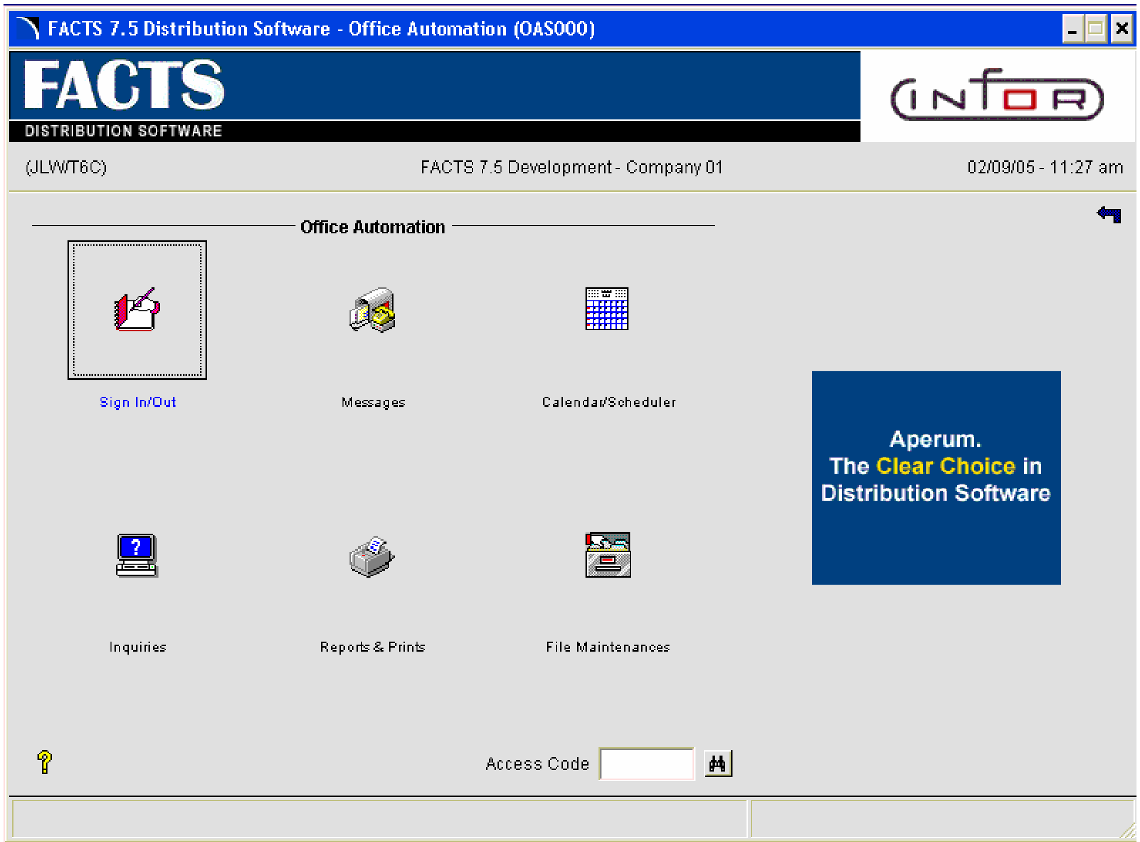
The Office Automation system keeps track of an employee's location through the use of a sign out board. When employees are leaving the office the Sign In/Out program is used. Employees enter the time, where they are going, the expected return time and where they can be reached. The Sign Out Board Inquiry program may be used to locate an employee's whereabouts at any time. When employees return to the office the Sign In/Out program is used again to sign back into the office. At the time when an employee signs in the system displays a welcome communication, and if the employee has any messages on file, a communication is displayed indicating that there are messages.

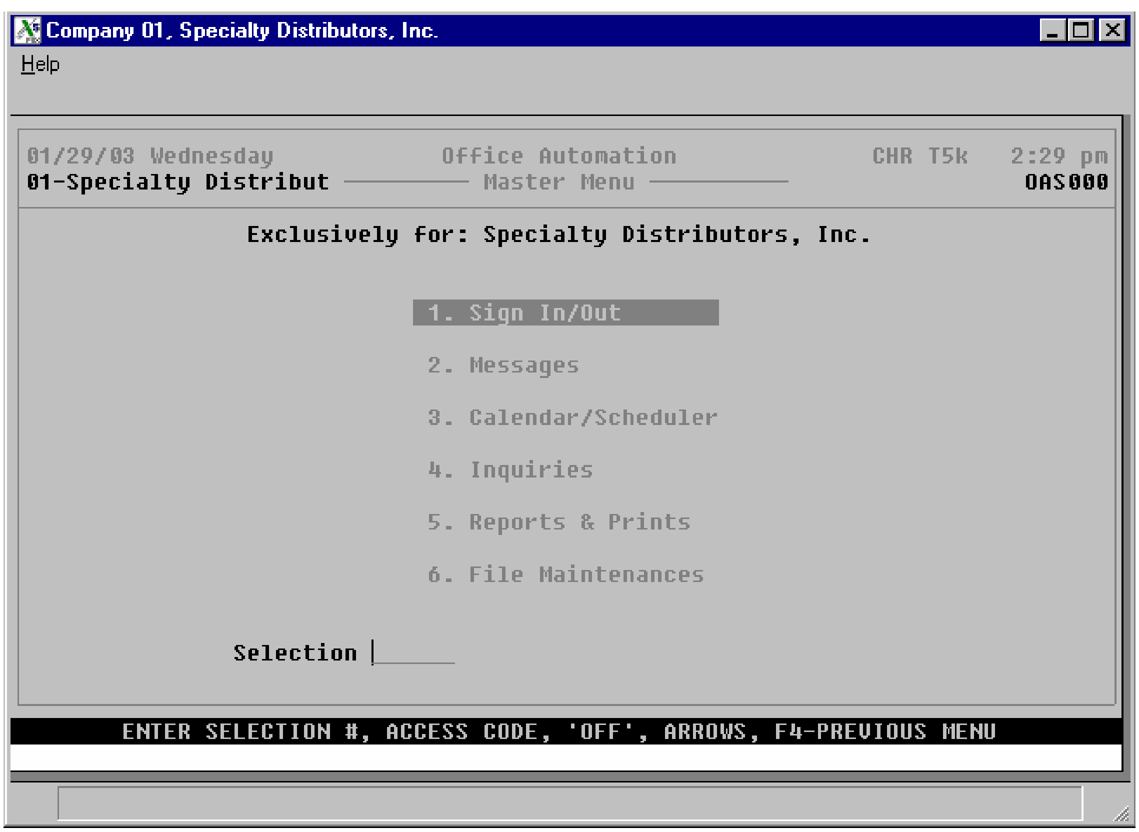
General and phone messages may be entered for employees. There is a Phone Message Entry program where users enter phone messages including message options (example, **please call back**, etc.). There is also a General Message Entry program where users enter general messages to be sent to an individual employee or a group code (group of employees).

If an employee has any new phone or general messages that have not been read, a message to that effect will display on any menu screen the employee accesses. Messages may be retrieved through the Message Viewing/Disposition program. Once a message has been viewed, employees may indicate the message has been read, delete the message or send the message to another employee.

Schedules may be maintained by employees through the Calendar/Scheduler program. The calendar is available to display one day at a time (where scheduled activities may be entered for each half hour), one week at a time (display only) and one month at a time (display only). Company calendar notes may be entered to be displayed on the daily calendar through the Company Calendar Notes F/M. Employees' schedules are then available for printing through the Schedule Print program including unscheduled time.

The Office Automation system contains a mailing label system. Each mailing label must be entered into the system through the Mailing Label F/M program. Each label entered may be assigned up to 5 mail codes. Mail codes must be previously set up through the Mail Code F/M program. An example of mail codes might be PRO — prospects or GEN — general company mail out. Mail codes are used to select and sort mailing labels to print. The Mailing Label Report lists mailing labels by mail code along with selected file information. Mailing labels may be printed for specific mail codes through the Mailing Label Print F/M program.


FACTS 7.5 Distribution Software - Office Automation (OAS000)
FACTS
DISTRIBUTION SOFTWARE
(JLWT6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:27 am
Office Automation
Sign In/Out
Messages
Calendar/Scheduler
Aperum.
The Clear Choice in
Distribution Software
Inquiries
Reports & Prints
File Maintenances
Access Code

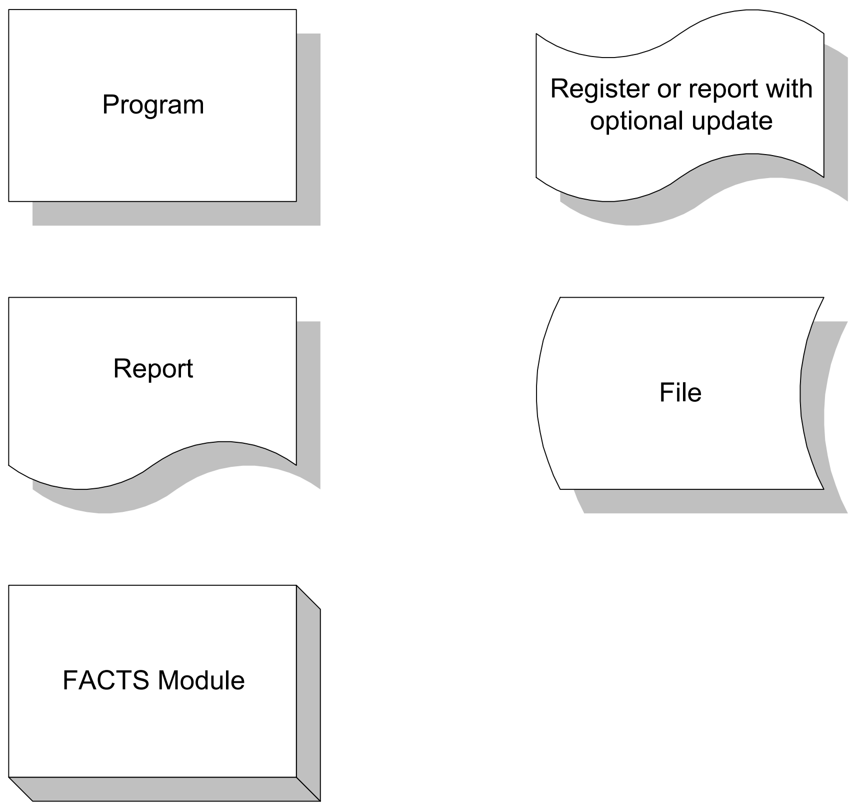

Company 01, Specialty Distributors, Inc.
Help
01/29/03 Wednesday
Office Automation
CHR T5k
2:29 pm
01-Specialty Distribut
Master Menu
OAS000
Exclusively for: Specialty Distributors, Inc.
1. Sign In/Out
2. Messages
3. Calendar/Scheduler
4. Inquiries
5. Reports & Prints
6. File Maintenances
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

System Management Flow Charts

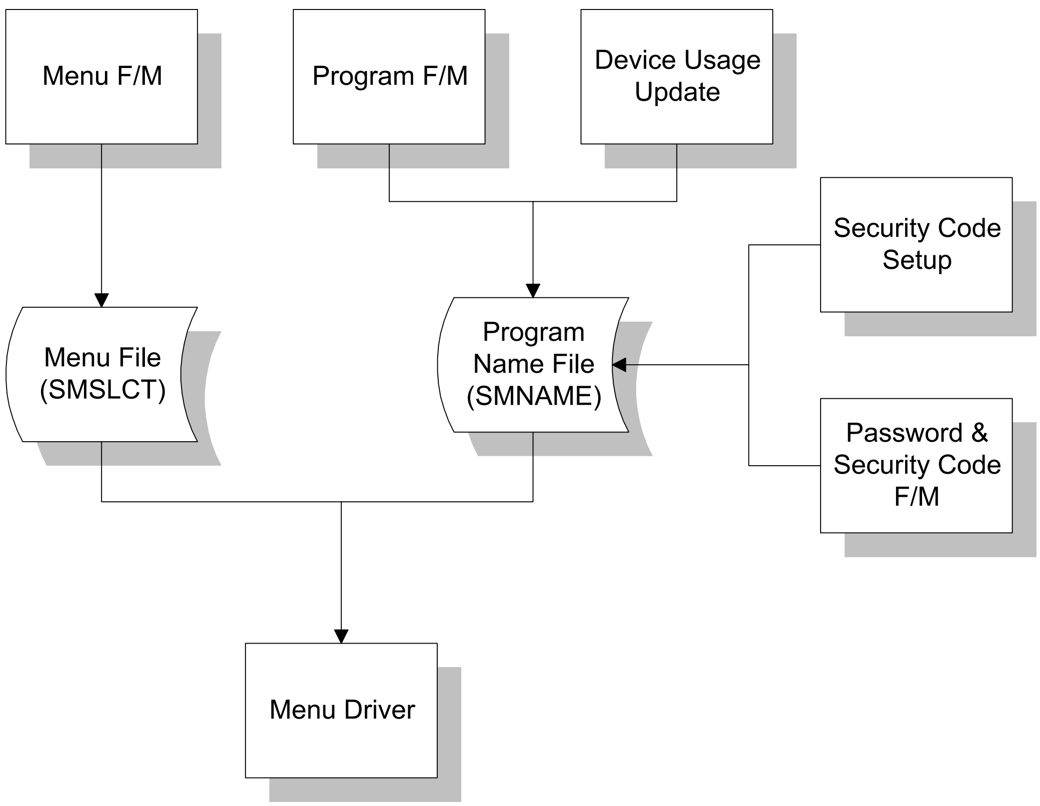
The following pages present flow charts that illustrate the flow of information from System Management to the other modules in the FACTS System. They also illustrate the flow of information within System Management.

Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

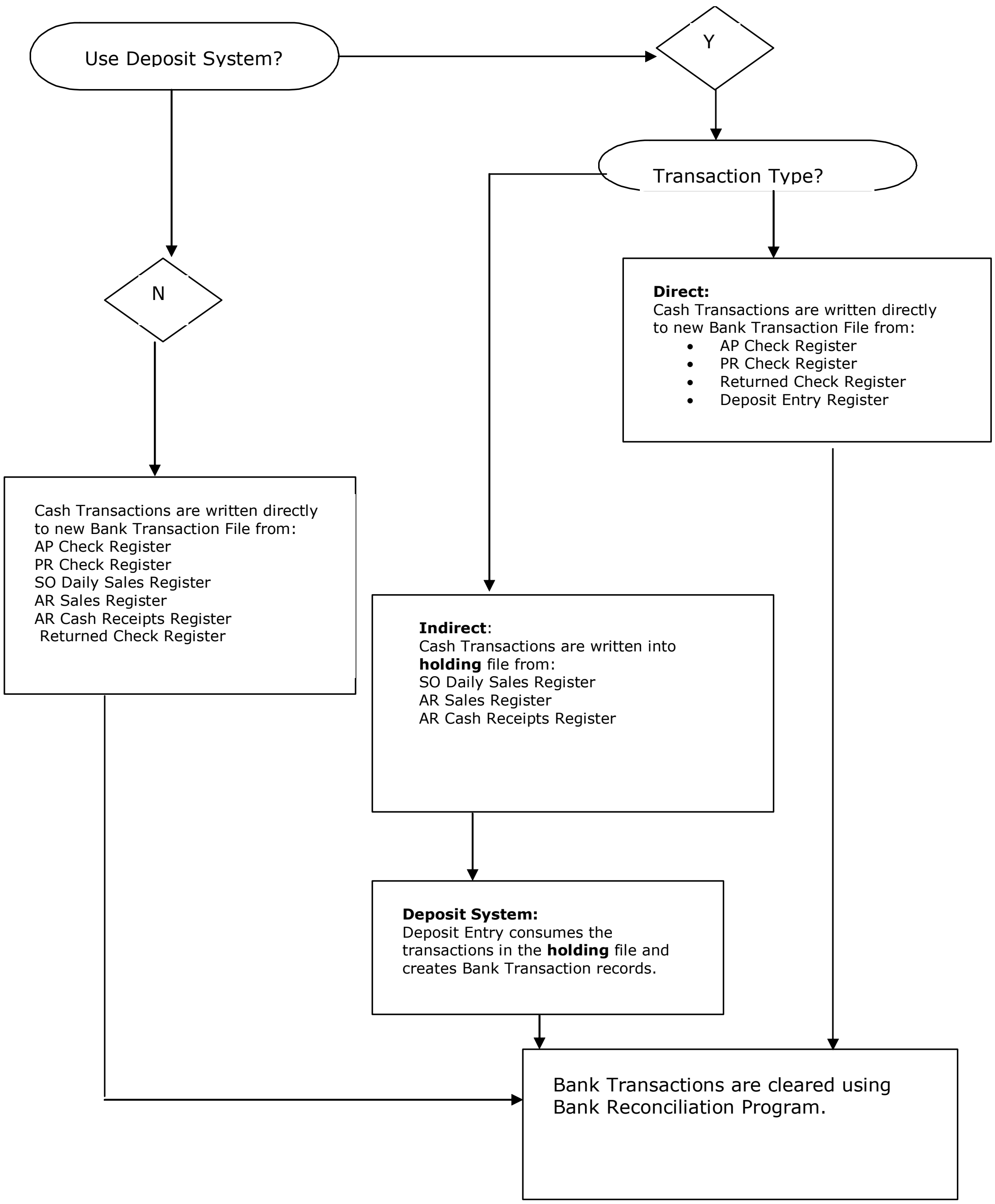
The following symbols represent the types of information shown on the flow charts.



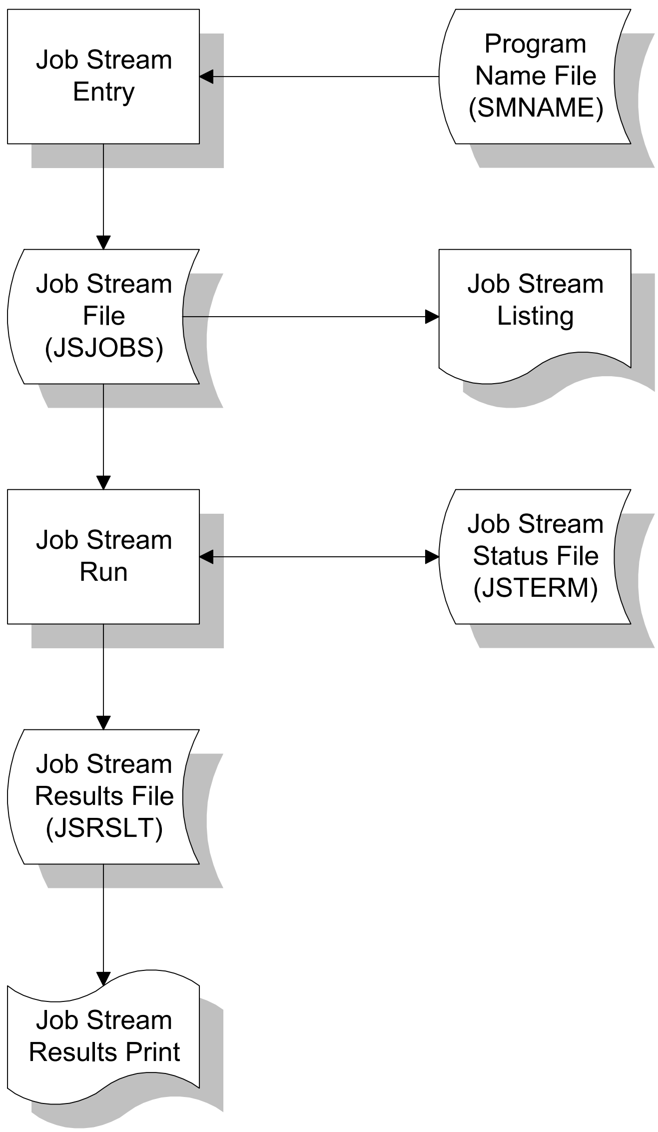
System Management Menu Management



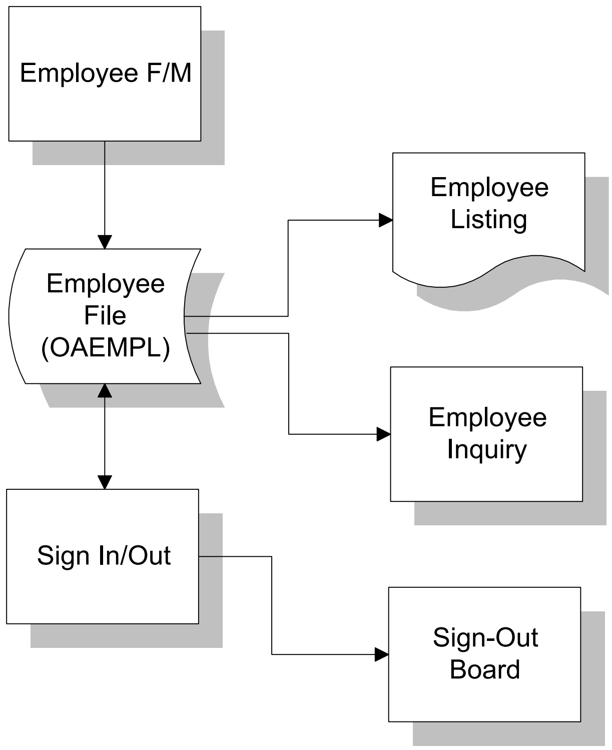
System Management Banking System



System Management Job Stream



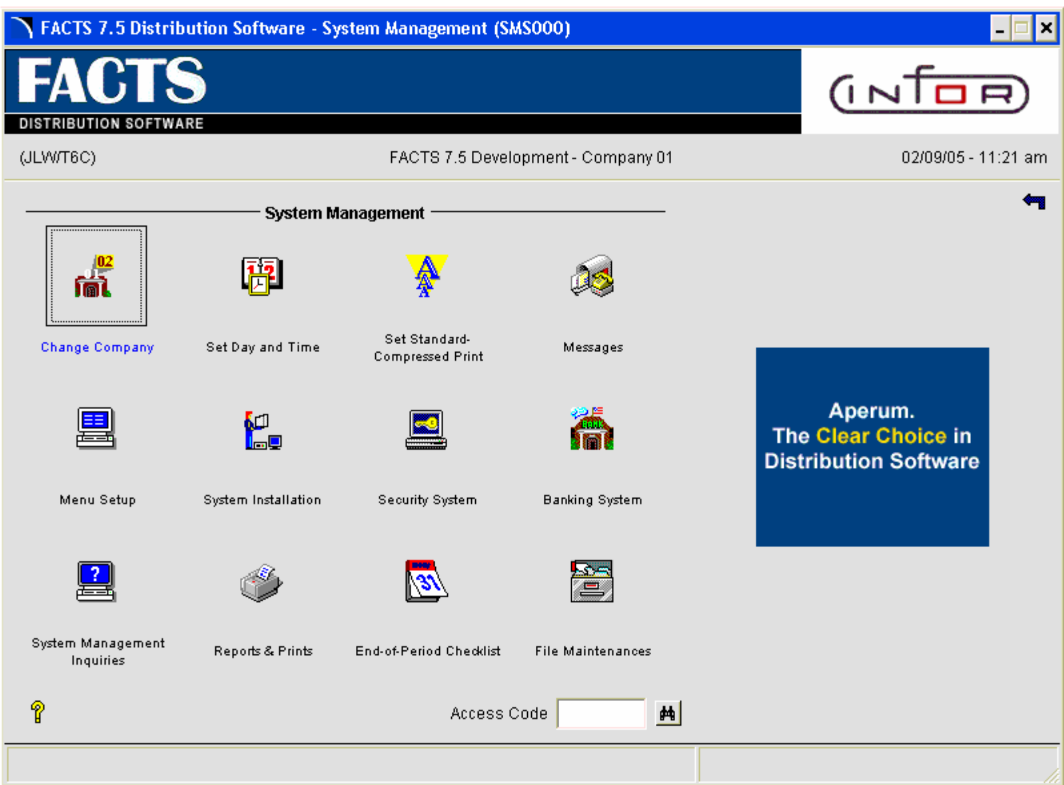
System Management Office Automation

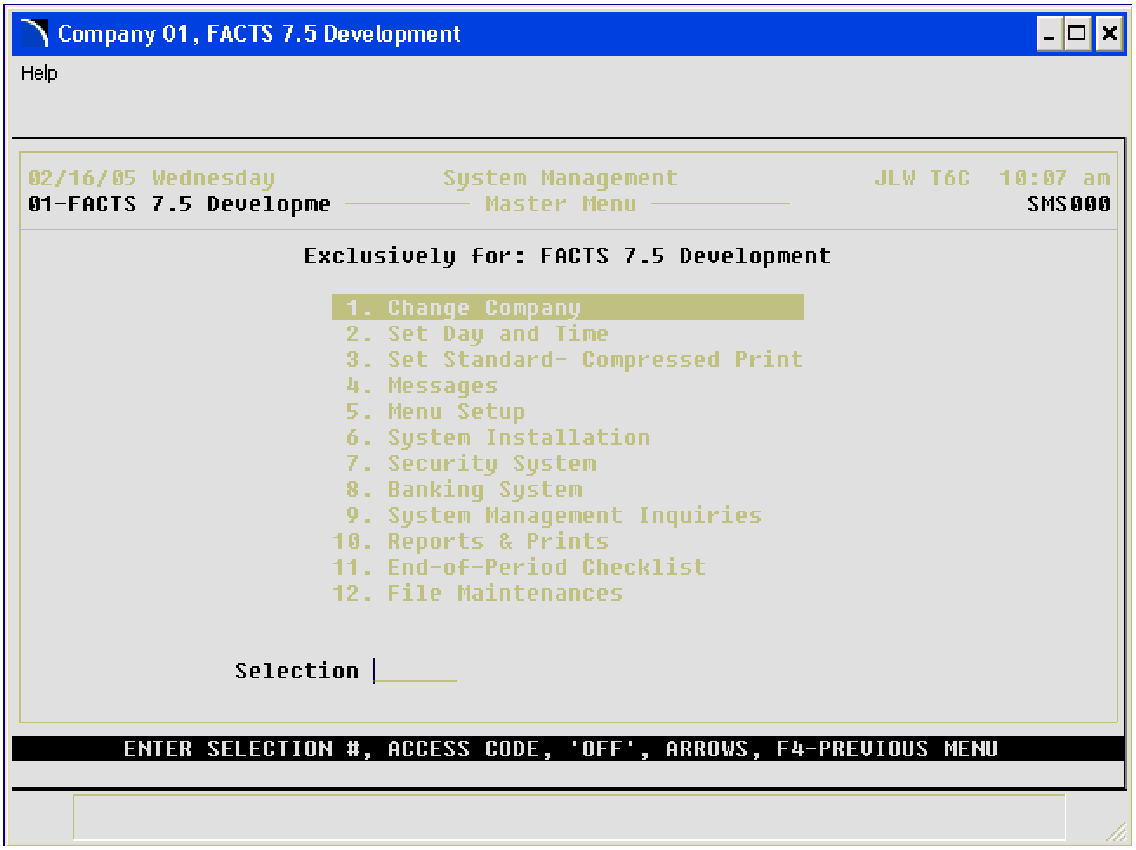


CHAPTER 2

Programs

The programs located on the System Management Master Menu should be run by the System Administrator.




Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday
System Management
JLW T6C 10:07 am
01-FACTS 7.5 Developme
Master Menu
SMS000
Exclusively for: FACTS 7.5 Development
1. Change Company
2. Set Day and Time
3. Set Standard- Compressed Print
4. Messages
5. Menu Setup
6. System Installation
7. Security System
8. Banking System
9. System Management Inquiries
10. Reports & Prints
11. End-of-Period Checklist
12. File Maintenances
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Change Company (SMU110)

Function

This program allows the user to change from working in one company to working in another.

Multiple companies may be set up on one FACTS system. However, a user can work only in one company at a time. (Any other users may also be working in the same company.) To switch from working in one company to another, this Change Company program is used. It may be used at anytime by any user authorized to work in the new company.

User Inputs

The following inputs are involved in changing the company. Current company number and name are displayed.

1. New Company

Enter the company code to begin working in. The entry must be a valid company code. F2 allows a search (ref. 3).

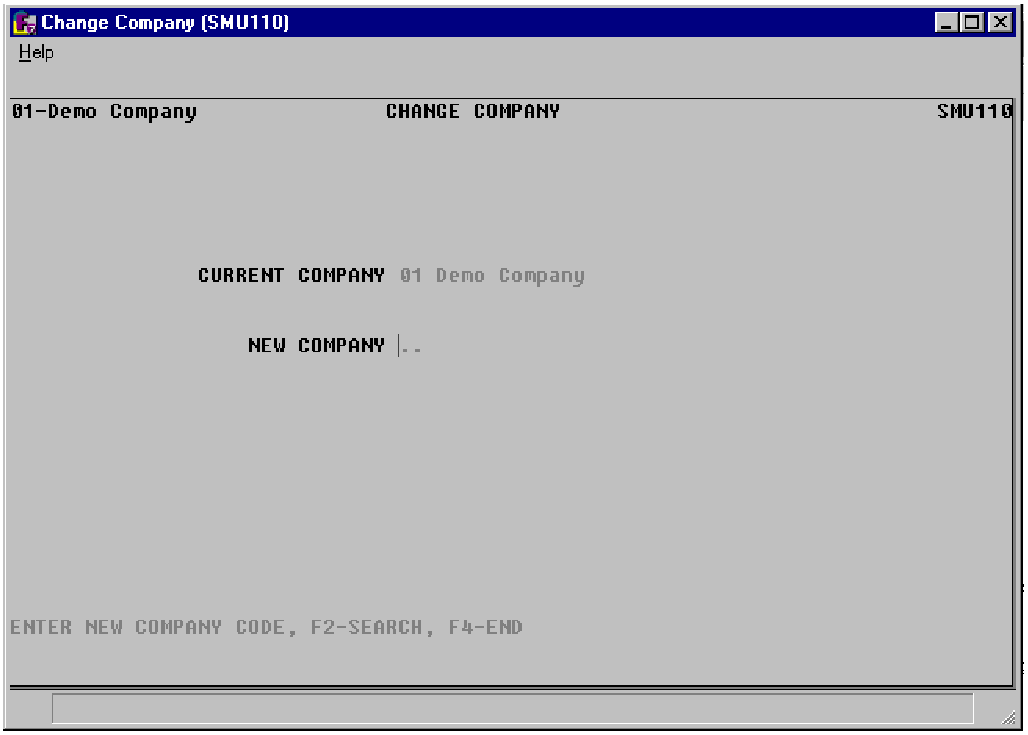
2. OK To Change Company?

Enter **Y** or **N** to indicate whether to change companies (from current company to new). CR defaults to Y. If Y is entered, the company is changed and the program returns to the menu.

Technical Notes

FILES USED - SMCNTL, SMZART

FILES UPDATED - SMTRCT


Change Company (SMU110)
Help
01-Demo Company
CHANGE COMPANY
SMU110
CURRENT COMPANY 01 Demo Company
NEW COMPANY
ENTER NEW COMPANY CODE, F2-SEARCH, F4-END

Set Day and Time (SMU120)

Function

This program allows the user to set the date and time on a per user basis.

The date and time are usually already set when bringing the system up. However, if for some reason the date is incorrect, or for example, the user wants to set the system date back a day to finish up yesterday's work the day and time can be changed.

On some computer systems an ERROR=18 results when attempting to change date or time if the user does not have permissions set correctly for the host operating system. Should this occur, abort the procedure and attempt again when proper permissions have been assigned.

User Inputs

The following inputs are involved in setting the date and time. The current system date and time are displayed.

1. New Date

Enter the new date (ref. 1). If the day is set more than three days from the current date a warning is given, but the day is still set to its new value. CR defaults to the current date.

If you are not logged onto your system as the super user, the **new time** input is skipped and is set to the current system time.

2. New Time

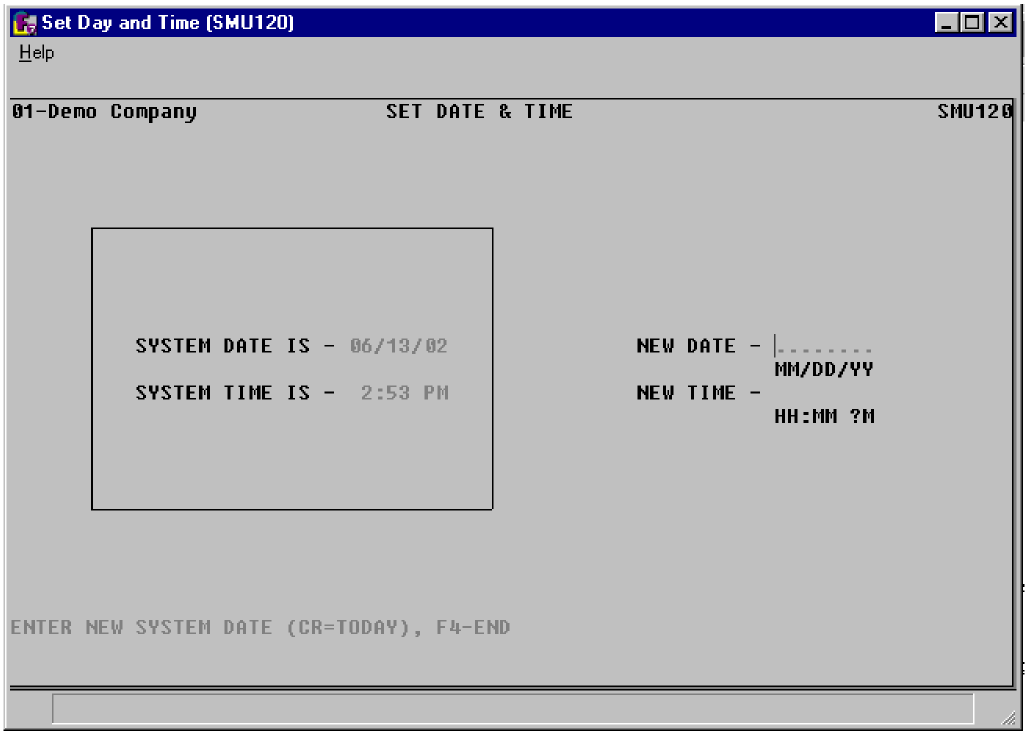
Enter the new time (HH:MM ?M). The M after the question mark (?) refers to A.M. or P.M. Enter **A** or **P** in place of the question mark (?). CR defaults to the current system time.

3. Correct Date And Time

Enter **Y** or **N** to indicate the new date and time are correct. CR defaults to Y and the program returns to the menu.

Technical Notes

FILES UPDATED - SMCNTL


Set Day and Time (SMU120)
Help
01-Demo Company
SET DATE & TIME
SMU120
SYSTEM DATE IS - 06/13/02
SYSTEM TIME IS - 2:53 PM
NEW DATE - ....
MM/DD/YY
NEW TIME -
HH:MM ?M
ENTER NEW SYSTEM DATE (CR=TODAY), F4-END

How to set the date and time for your terminal

1. Access this program selecting System Management→Programs→Set Day and Time.
2. The system displays the current system date and time.
3. In the New Date input, enter the new date. If the day is set more than three days from the current date a warning is given, but the day is still set to its new value. Press Enter (CR) to default to the current date.
4. In the New Time input, enter the new time (HH:MM ?M). The M after the question mark (?) refers to A.M. or P.M. Enter A or P in place of the question mark (?). Press Enter (CR) to default to the current system time. Note: If you are not logged onto your system as the super user, the new time input is skipped and is set to the current system time.
5. In the Correct Date And Time input, enter Y or N to indicate the new date and time are correct. Press Enter (CR) to default to Y and the program returns to the menu.

Set Standard/Compressed Print (SMU130)

Function

This program allows you to specify whether standard or compressed print is used for the current session and current user, and to optionally make the setting effective for all users.

User Inputs

The following inputs are involved in setting standard or compressed print:

1. Printer

Enter the printer number. CR defaults to 0. F2 allows a search (ref. 3). If the system uses only one printer input #1 is skipped.

2. Mode

Enter **S**-standard or **C**-compressed to indicate the type of print to use for this printer in the current FACTS session. CR defaults to S.

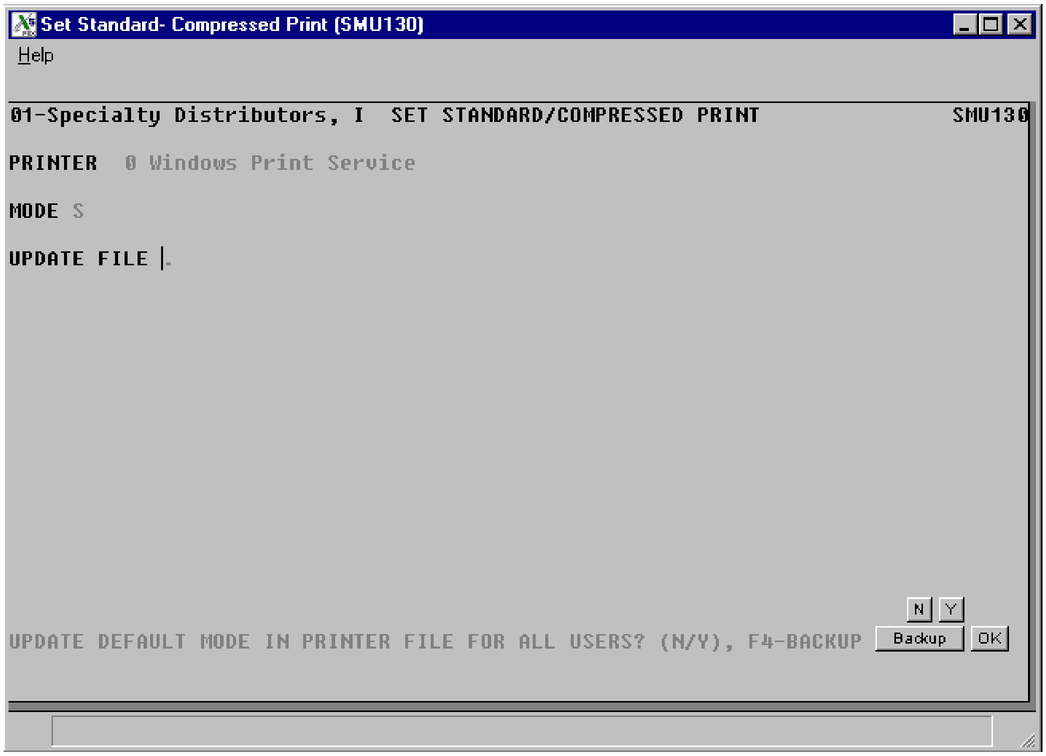
3. Update File

Enter **N** or **Y** to indicate whether this setting should be added to the Printer File, thus making it effective for all users in all sessions who do not already have a default mode. If you enter Y, you will not overwrite the settings other users have specified with this program. If you enter N, this setting is for the current session and current user. CR defaults to N.

Technical Notes

The SMC100 Open Printer called routine checks the user's global printer mode string (set in input #2) for a value. If there is a value (S or C), then it sends the appropriate mnemonic to the printer. If the string does not exist, the routine reads the Printer File to get the default setting. This default setting can be changed with input #3.

FILES UPDATED - SMCNTL

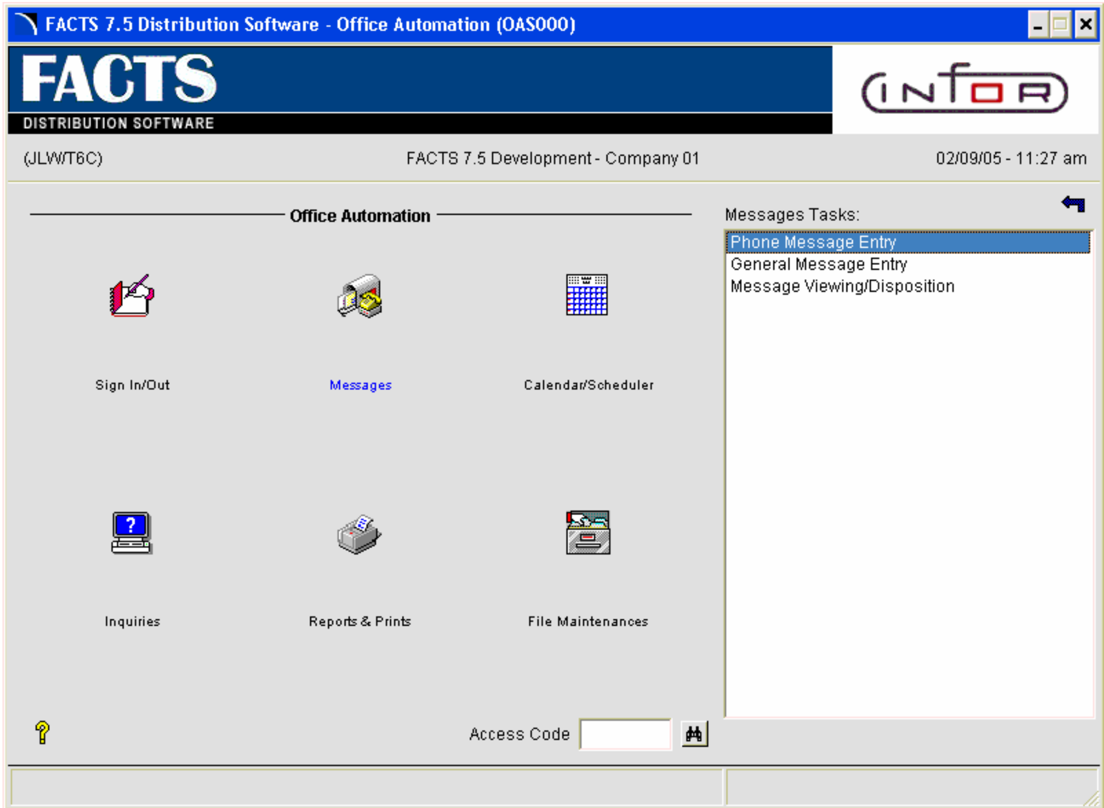

Set Standard- Compressed Print (SMU130)
Help
01-Specialty Distributors, I SET STANDARD/COMPRESSED PRINT SMU130
PRINTER 0 Windows Print Service
MODE S
UPDATE FILE
N Y
UPDATE DEFAULT MODE IN PRINTER FILE FOR ALL USERS? (N/Y), F4-BACKUP
Backup
OK

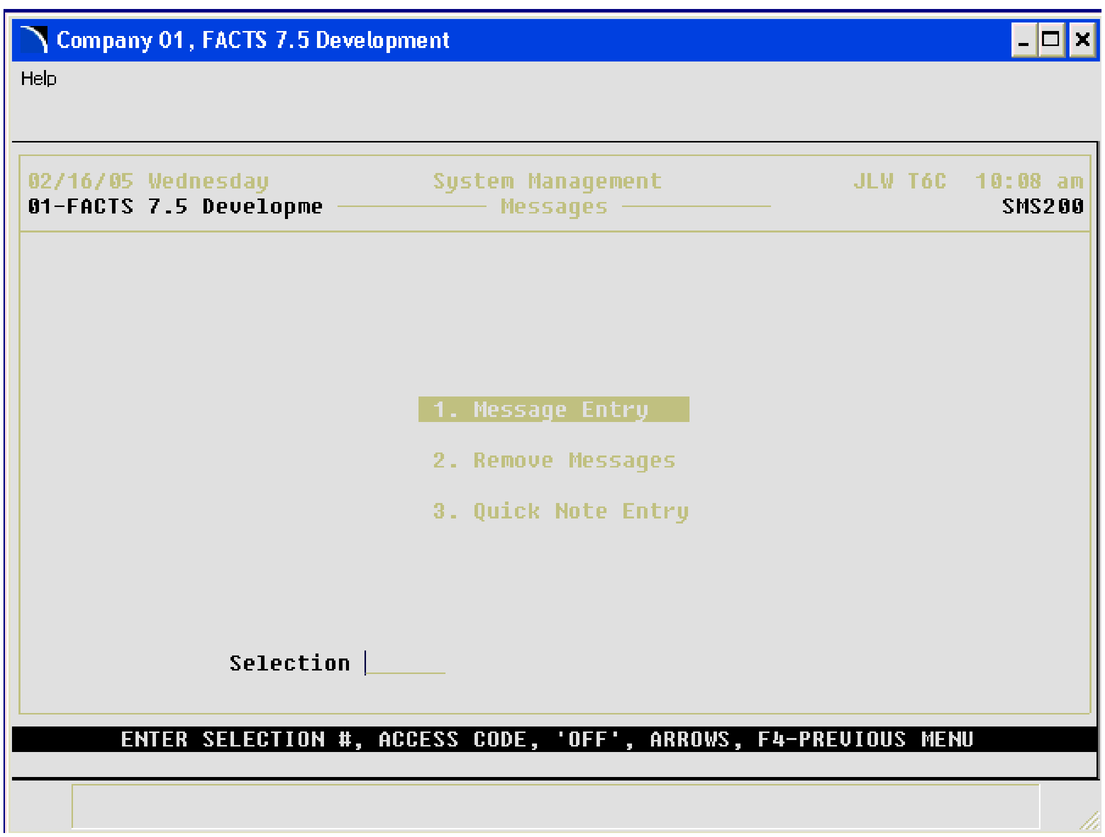
How to set the date and time for your terminal

1. Access this program selecting System Management→Programs→Set Day and Time.
2. The system displays the current system date and time.
3. In the New Date input, enter the new date. If the day is set more than three days from the current date a warning is given, but the day is still set to its new value. Press Enter (CR) to default to the current date.
4. In the New Time input, enter the new time (HH:MM ?M). The M after the question mark (?) refers to A.M. or P.M. Enter A or P in place of the question mark (?). Press Enter (CR) to default to the current system time. Note: If you are not logged onto your system as the super user, the new time input is skipped and is set to the current system time.
5. In the Correct Date And Time input, enter Y or N to indicate the new date and time are correct. Press Enter (CR) to default to Y and the program returns to the menu.

Messages

The messages menu allows the user to set up messages to send to a specific user or all users. Messages may be entered to be displayed on a specific menu on a specific date. When the user signs in and accesses a menu, the message is displayed in its entirety in a pop-up window. Messages may be removed individually through the entry program or by date through the Remove Messages program.


FACTS 7.5 Distribution Software - Office Automation (OAS000)
FACTS
DISTRIBUTION SOFTWARE
(JLW/T6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:27 am
Office Automation
Messages Tasks:
Phone Message Entry
General Message Entry
Message Viewing/Disposition
Sign In/Out
Messages
Calendar/Scheduler
Inquiries
Reports & Prints
File Maintenances
Access Code


Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday
System Management
JLW T6C 10:08 am
01-FACTS 7.5 Developme
Messages
SMS200
1. Message Entry
2. Remove Messages
3. Quick Note Entry
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Message Entry (SMF210)

Function

This program allows the user to enter messages to be displayed on any menu on the current or any future date. Messages can be used as reminders, such as meetings or as PR, such as birthdays. The user may determine the message content, the date it appears and the menu on which it is displayed. Messages can be displayed for a specific user or for all users. Up to six lines may be defined for each message.

Messages may be removed individually through this entry program or by date through the Remove Messages program.

User Inputs

The following inputs are involved in creating a message:

1. Menu

Enter the name of the menu on which the message is to be displayed. The entry must be a valid menu name. Entry of a valid name displays the menu description. CR defaults to MMS000 (master menu).

2. Date

Enter the date this message is to appear (ref. 1). CR defaults to system date. F3 defaults to the first date on file for the menu displayed.

3. User Code

Enter the user code that must be in use for this message to be displayed. The entry must be a valid user code. Entry of a valid code displays the user's name. CR defaults to ALL users. F3 defaults to the first user code on file for the menu and date displayed.

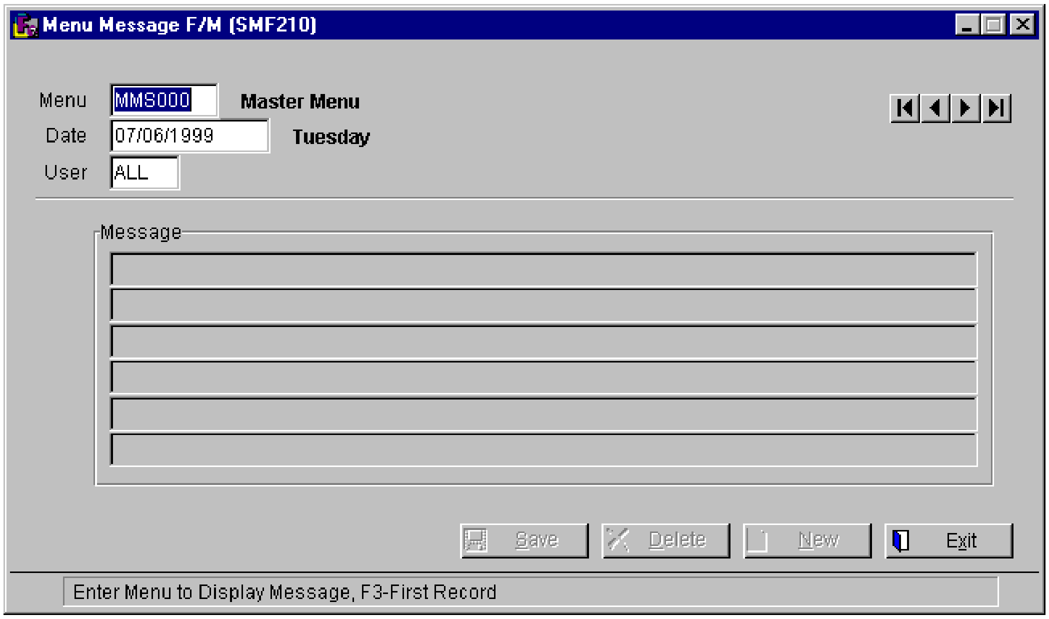
4. Message (Lines 1-6)

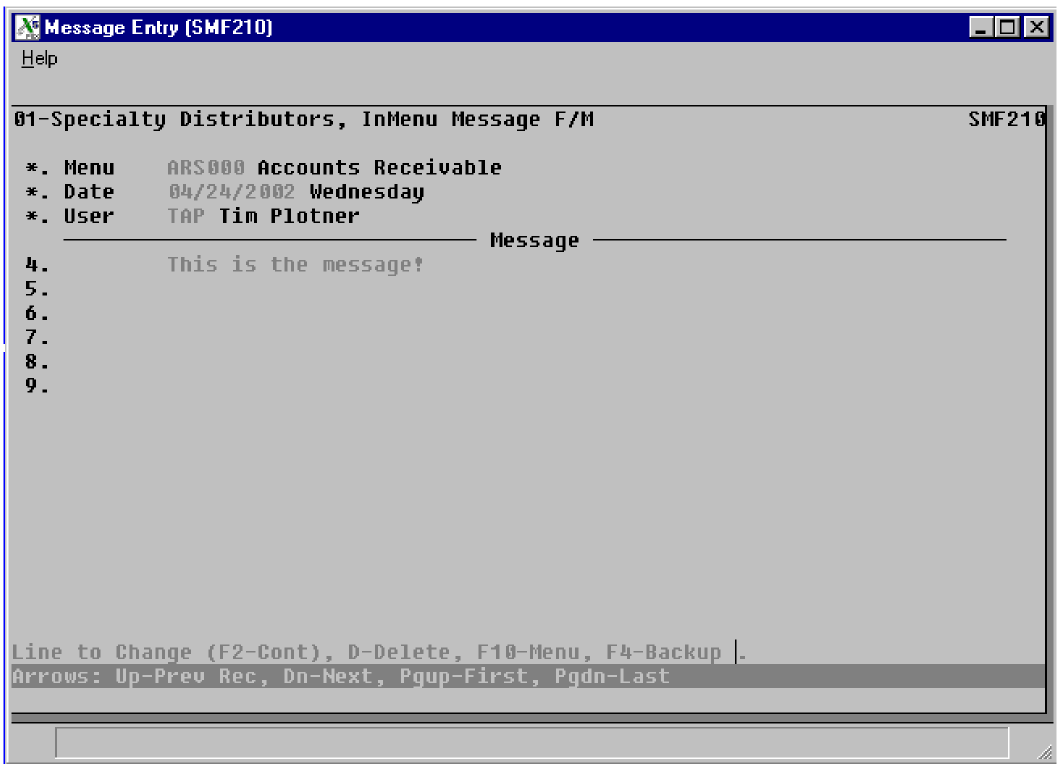
Enter the message (up to 65 characters per line). F3 ends entry of the message.

Technical Notes

FILES USED - SMSLCT, SMZART

FILES UPDATED - SMMESS


Menu Message F/M (SMF210)
Menu
MMS000
Master Menu
Date
07/06/1999
Tuesday
User
ALL
Message
Save
Delete
New
Exit
Enter Menu to Display Message, F3-First Record


Message Entry (SMF210)
Help
01-Specialty Distributors, InMenu Message F/M
SMF210
*. Menu ARS000 Accounts Receivable
*. Date 04/24/2002 Wednesday
*. User TAP Tim Plotner
Message
4. This is the message!
5.
6.
7.
8.
9.
Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

How to enter system messages

1. Access this program selecting System Management→Programs→Message Entry.

2. In the Menu input, enter the name of the menu on which the message is to be displayed. The entry must be a valid menu name. Entry of a valid name displays the menu description. Press Enter (CR) to default to MMS000, which is the FACTS Master Menu.

3. In Date input, enter the date this message is to appear. Press Enter (CR) to default to system date. Press F3 to default to the first date on file for the menu displayed.

4. In the User Code input, enter the user code that must be in use for this message to be displayed. The entry must be a valid user code. Entry of a valid code displays the user's name. Press Enter (CR) to default to ALL users. Press F3 to default to the first user code on file for the menu and date displayed.

5. In the Message (Lines 1-6) input, enter the message (up to 65 characters per line). Press F3 to end entry of the message.

6. When you are ready to exit the program, press F4.

Remove Messages (SMU210)

Function

This program allows the user to remove messages from the message file. Messages should be removed periodically to prevent the file from becoming full. The user may remove messages for a specific menu, a range of menus or for all menus. Messages to be removed are determined by the message date. All messages dated on or before the user-entered date are removed.

User Inputs

The following inputs are involved in removing messages:

1. Beginning Menu

Enter the beginning menu from which to remove messages. CR defaults to FIRST.

2. Ending Menu

Enter the ending menu from which to remove messages. CR defaults to LAST.

3. Cutoff Date

Enter the message date up through which messages are to be deleted (ref. 1). CR defaults to the system date.

4. User

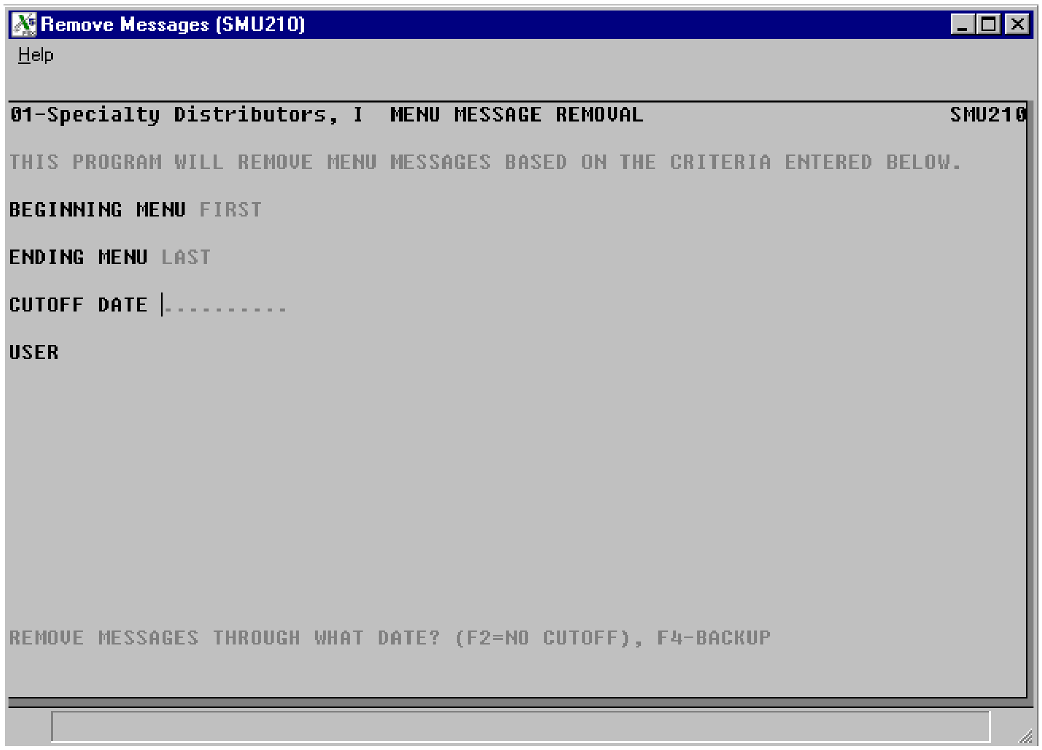
Enter the user code of messages to be removed. The entry must be a valid user. CR defaults to ALL.

Technical Notes

The program reads through the message file (SMMESS) and removes messages for the correct company and dates.

FILES USED - SMCNTL, SMZART

FILES UPDATED - SMMESS


Remove Messages (SMU210)
Help
01-Specialty Distributors, I MENU MESSAGE REMOVAL SMU210
THIS PROGRAM WILL REMOVE MENU MESSAGES BASED ON THE CRITERIA ENTERED BELOW.
BEGINNING MENU FIRST
ENDING MENU LAST
CUTOFF DATE ....
USER
REMOVE MESSAGES THROUGH WHAT DATE? (F2=NO CUTOFF), F4-BACKUP

How to remove messages from the message file

1. Access this program selecting System Management→Programs→Remove Messages.

2. In the Beginning Menu input, enter the beginning menu from which to remove messages. Press Enter (CR) to default to FIRST.

3. In the Ending Menu input, enter the ending menu from which to remove messages. Press Enter (CR) to default to LAST.

4. In the Cutoff Date input, enter the message date up through which messages are to be deleted. Press Enter (CR) to default to the system date.

5. In the User input, enter the user code of messages to be removed. The entry must be a valid user. Press Enter (CR) to default to ALL.

Quick Note Entry (SME210)

Function

This program allows you to enter notes or messages (quick notes) that are to be printed to a printer, faxed out as a cover page only, and/or sent as an OA message in the Office Automation system. The note/message may be up to 999 lines. Once the program is exited, the note/message entered is not saved. The same note/message that is entered may be printed, faxed and sent as an OA message to as many destinations as needed up until the user exits the program.

User Inputs

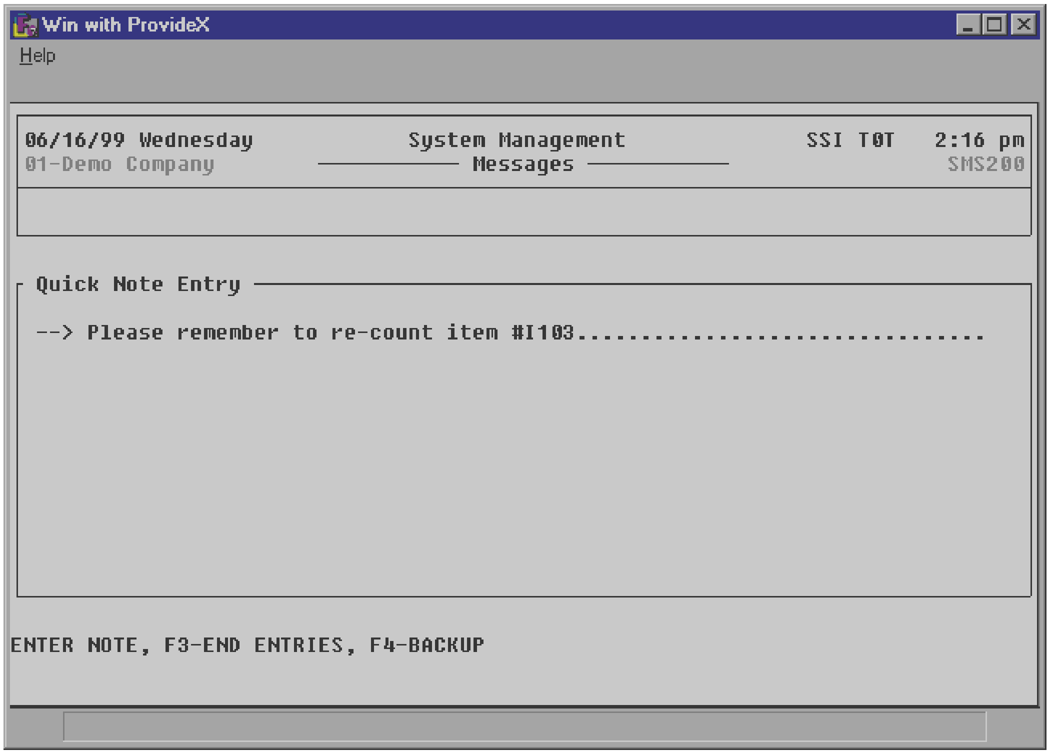
The following inputs are involved in removing messages:

1. Enter Note

Enter the note/message to be entered. While entering notes, line numbers are assigned beginning with 001 and will automatically increment by 1. Enter text (up to 70 characters per line) and the program will go to the next line when the end of a line is reached or when the user presses CR. F3 ends entry of the lines. When inserting lines, the line numbers are automatically re-numbered. Lines may be added, inserted, deleted, or modified.

Other available options:

- **F**ax - All the user to fax a cover page and calls the Fax Information Entry program.
- Create **O**A message - Allows the user to create an OA message and calls the General Message Entry program from Office Automation.
- **P**rint - Allows the user to print the message. Once printed the program returns to the action screen.
- **F1**-Change Note - Use this option to return to the edit screen.


Win with ProvideX
Help
06/16/99 Wednesday
System Management
SSI T0T
2:16 pm
01-Demo Company
Messages
SMS200
Quick Note Entry
--> Please remember to re-count item #I103...............................
ENTER NOTE, F3-END ENTRIES, F4-BACKUP

How to enter notes or messages (quick notes)

1. Access this program selecting System Management→Programs→Quick Note Entry.

2. In the Enter Note input, enter the note/message to be entered. While entering notes, line numbers are assigned beginning with 001 and will automatically increment by 1. Enter text (up to 70 characters per line) and the program will go to the next line when the end of a line is reached or when you press Enter (CR). Press F3 to end line entry. When inserting lines, the line numbers are automatically re-numbered. Lines may be added, inserted, deleted, or modified.

3. There following options are available in the system:

   Fax - Allows the user to fax a cover page and calls the Fax Information Entry program.

   Create OA message - Allows the user to create an OA message and calls the General Message Entry program from Office Automation.

   Print - Allows the user to print the message. Once printed the program returns to the action screen.

   F1-Change Note - Use this option to return to the edit screen.

4. Press F4 to exit the program.

Menu Setup

FACTS ships with a complete set of menus and program descriptions. However, if new programs are added to the system, this sub-module enables administrators to them to menus. Administrators can also delete menus for modules that you did not purchase.

All programs and menus must be set up in the Program F/M before they can be set up on menus in the Menu F/M.

➢ The Program F/M provides:

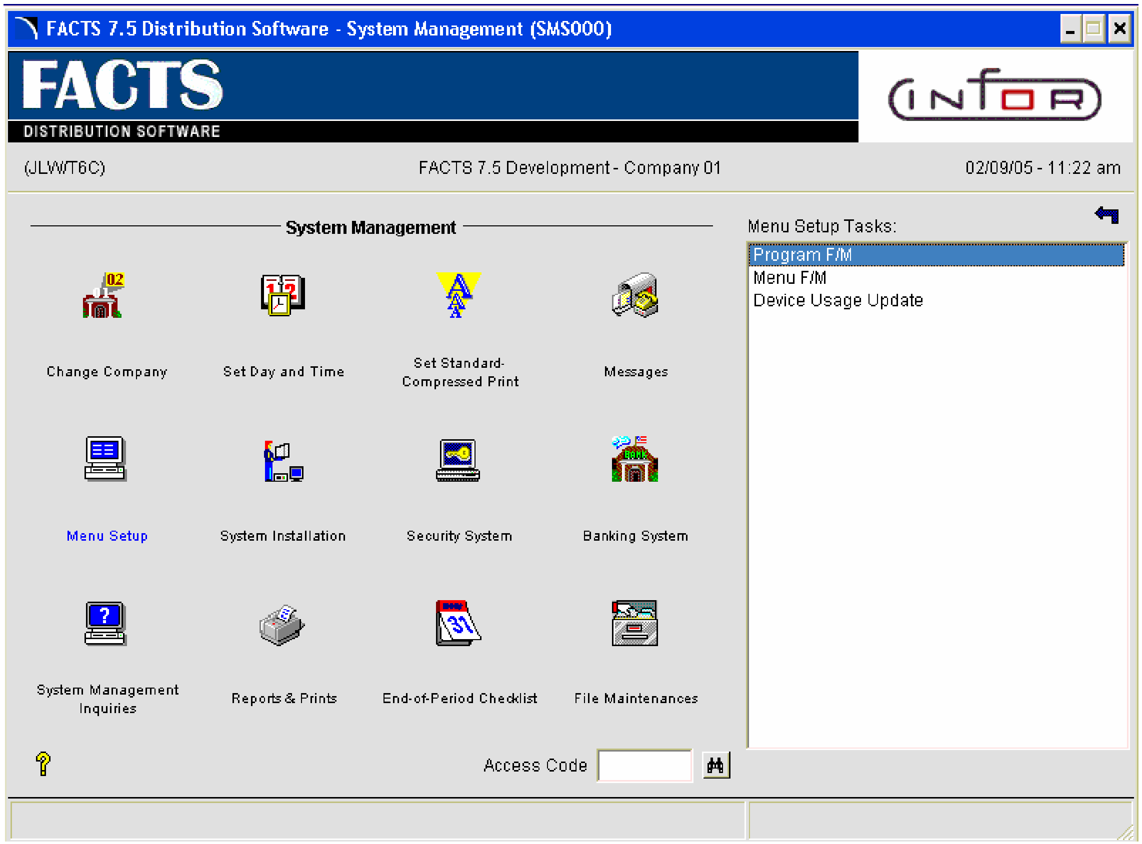
- program designation
- program name (description)
- access code
- F/M audit flag
- terminal security
- printer usage

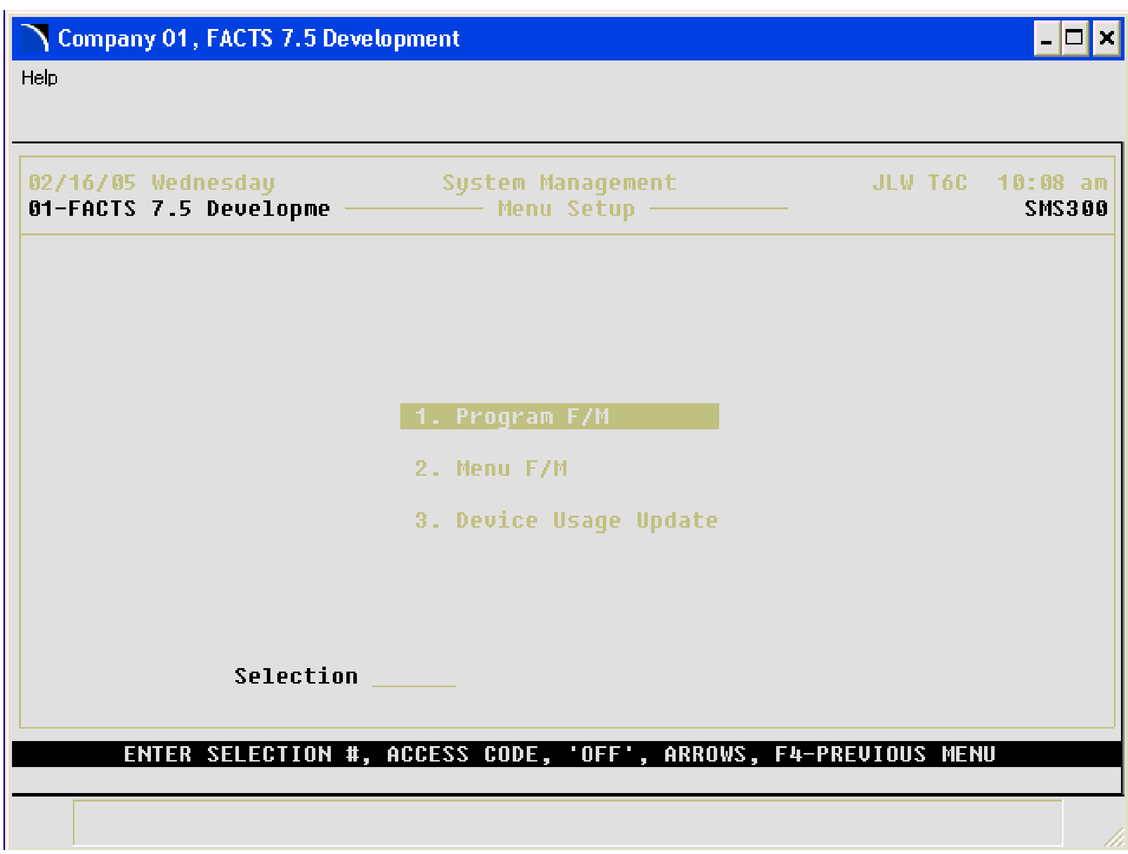
➢ The Menu F/M provides:

- menu name
- return menu
- menu description
- programs included

➢ The Device Usage Update provides global:

- modification of printer(s) usage
- modification of terminal security


FACTS 7.5 Distribution Software - System Management (SMS000)
FACTS
DISTRIBUTION SOFTWARE
INFOR
(JLWT6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:22 am
System Management
Change Company
Set Day and Time
Set Standard-Compressed Print
Messages
Menu Setup
System Installation
Security System
Banking System
System Management Inquiries
Reports & Prints
End-of-Period Checklist
File Maintenances
Access Code
Menu Setup Tasks:
Program F/M
Menu F/M
Device Usage Update


Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday
System Management
JLW T6C 10:08 am
01-FACTS 7.5 Developme
Menu Setup
SMS300
1. Program F/M
2. Menu F/M
3. Device Usage Update
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Program F/M (SMF310)

Function

Use this file maintenance to add programs to or delete programs from the menu system. You can also customize the way program descriptions appear in menus, restrict certain terminals from accessing these programs and control how users print from these programs.

Adding and customizing programs

In addition to adding programs to the system, Program F/M can be used to customize the program descriptions that appear in the menu system, create selection numbers for the character menu system and set up new access codes or change existing ones.

➲ When creating or renaming programs, make sure you follow the naming standards set by Infor™. We provide a quick overview here. For more information, refer to the FACTS Technical Manual for this release.

Naming standards: Every FACTS program goes by two names. One is an alphanumeric programming name, for example SMF310. The other is a descriptive title, such as Program F/M.

All alphanumeric names are six characters long and follow these rules:

The first two characters represent the module. For example, in the name SMF310, the first two characters tell you that the program is part of the System Management module.

The third character conveys which type of program it is. The **F** in SMF310 indicates that this program is a file maintenance. Use **E** for entries, **I** for inquiries, **P** for special form prints, **R** for reports, **S** for menus (selectors) and **U** for updates. The last three characters must be numeric and designate the subsystem to which the program belongs.

Restricting access

Program F/M's terminal settings feature can be used to control which terminals have access to programs, and if they do have access, what kind of printer usage is allowed from within these programs.

For instance by clicking the **Terminals** button, you can configure a terminal so that it can access a program, but not print from it. Or you could restrict that terminal's access to a specific printer so that when that terminal's user attempts to print, he or she can output documents at the printer designated in this program.

The user may set up the code to access the program and if the program is a file maintenance, the user may specify if the information in the file should be audited. The user also establishes terminal access by program, availability of a printer and the default printer for the program by terminal.

Once program names are defined, menus may be constructed using the Menu F/M program.

To print or inquire on the information in this program, use the Program Designation Inquiry, Program Name Listing, and Program Usage Report.

Read the User Input section for more information about each field.

User Inputs

1. Program

Enter the 6-character program designation to identify this program, for example APE310. F2 allows a search of programs in the system (ref. 3).

2. Full Name

The full program name is what appears in the menu system. Enter a name up to 30 characters long by which users can easily identify this program. Use the Menu F/M program to modify that programs appear on which menus.

***3. Access Code**

Access codes can be used as quick shortcuts. For more information on access codes, refer to the Using FACTS manual.

To create the access code, for the selected program enter up to 6 characters. Make sure the first character is a letter of the alphabet. An example is **CS** that is the default access code for Counter Sales Entry in the Sales Orders module.

Once access codes are set, users can key them in from anywhere in the menu system to quickly access programs.

4. F/M Audit

For file maintenance programs, you can select this option (enter **Y** in character) so you can track which users access these program and then run the F/M Audit Report to see what changes they made. This feature is essentially a security tool for administrative users and local FACTS Affiliates. This field is set to **N** by default and remains disabled until a file maintenance program is selected.

This input is skipped except for F/M programs (e.g., third character of program designation is an **F**).

* Several fields have been purposely omitted from the User Inputs section because they are no longer used by the system or can only be used by Affiliate programmers.

Terminals

To set program-specific options for groups of terminals, click the **Terminals** button at the bottom of the screen. A new window appears with several terminal-related fields.

From this window, you can tell the system whether selected group of terminals have permission to access the program selected in the main Program F/M window.

For report and print programs, you can also set printer usage in different programs for groups of terminals and designate the normal printer each terminal should use in different programs (this assumes that the program selected is a report or print).

1. Terminal Group Number

This number is established in Terminal F/M for each terminal ID record. Press F1or click the **All** button to select all terminal numbers in the system.

2. Valid Terminals

For the terminal number specified, designate whether or not this group can access the program selected on the main screen. The system automatically sets all terminal numbers to **Y**.

3. Printer Usage

This field remains disabled unless the program specified on the main window is a report or print. For these types of programs, select one of the four printer usage options to determine how users print in each program.

N-No printer indicates no printer can be used in this program.

0-Printer Used, Not User Selectable indicates the program uses the printer designated default printer (last prompt on this window) , and users cannot select alternate printers from this program.

1-Printer Used, User Selects if Default Busy indicates the program uses the default printer unless it is busy. If so, users can select an alternate printer.

2-Printer Used, Always User Selectable indicates users always select the printer, but the defaults to the printer indicated in the next field.

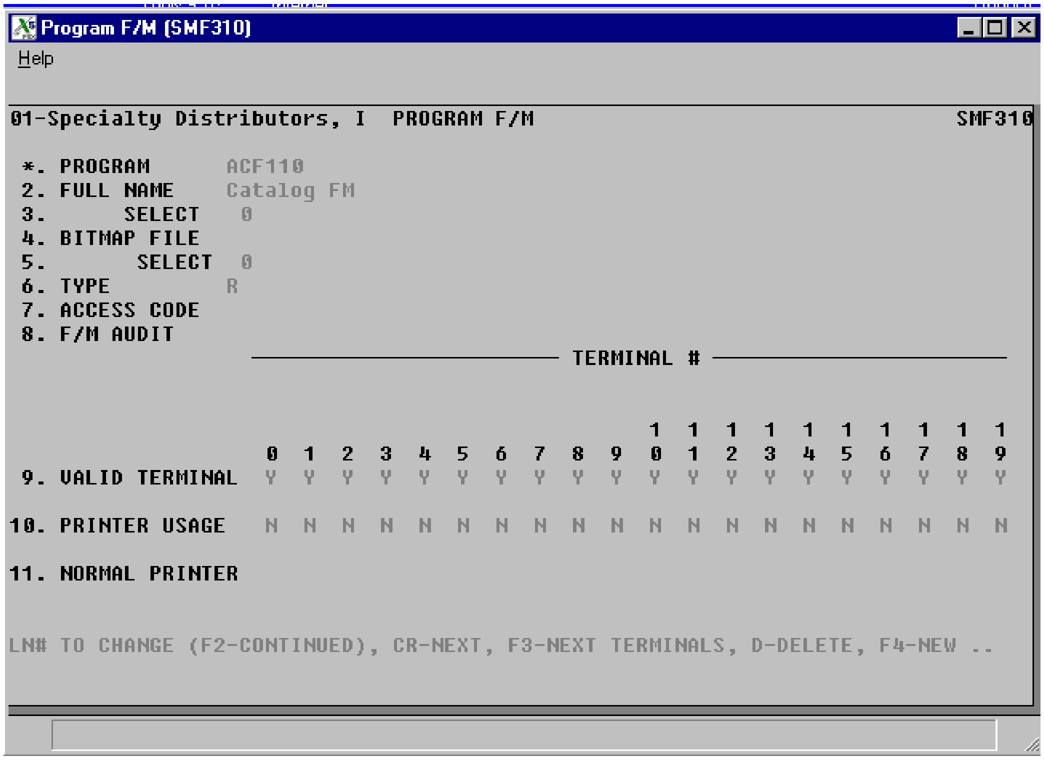
4. Default Printer

This is the default printer or normal printer used by this program. Enter a printer number (set in Printer F/M). Press F2 or click on the **Search** button. You can set different groups of terminals to default to different printers in each program.

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - SMNAME


Program F/M (SMF310)
Help
01-Specialty Distributors, I PROGRAM F/M SMF310
*. PROGRAM ACF110
2. FULL NAME Catalog FM
3. SELECT 0
4. BITMAP FILE
5. SELECT 0
6. TYPE R
7. ACCESS CODE
8. F/M AUDIT
TERMINAL #
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19
9. VALID TERMINAL Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
10. PRINTER USAGE N N N N N N N N N N N N N N N N N N N N
11. NORMAL PRINTER
LN# TO CHANGE (F2-CONTINUED), CR-NEXT, F3-NEXT TERMINALS, D-DELETE, F4-NEW ..

Menu F/M (SMF320)

Function

This program allows the user to determine the format of all menus. Even though a complete set of menus ships with FACTS, this program gives users control of menu choices and allows customization of menus for maximum efficiency and security.

The user determines the menu name, return menu, description and all programs to appear on the menu. Programs may appear on any menu chosen by the user, even on menus in a different module from its own. There is no limit to the number of menus on which a program may appear.

The menu name, return menu and all called programs must be defined through the Program F/M program. The third character of the menu and return menu names must be S. The master menu is always MMS000.

User Inputs

The following inputs are involved in creating a menu record:

Programs

1. Menu Name

Enter the 6-character name of the menu to be defined (e.g., ARS100, ICS200, etc.) The entry must exist in the Program F/M.

2. Program Names

Enter up to 24 program names. Each program name must be six characters and defined in the Program F/M. The program description displays on the bottom of the screen.

Click the **Caption** button or press F1 to work in caption mode. This lets you view the program descriptions as they will appear on the menus.

Click the **Search** button or press F2 to search for a program.

Click the **Delete** button or press F3 to delete the entry from the field. When you delete an entry, all the following entries will move up one.

Click the Insert button to put in a new entry and move all following entries down one.

Menu Descriptions

1. Description 1

Enter up to 30 characters to describe the menu. This description appears at the top of the VDT screen when displaying this menu.

2. Description 2

Enter up to 30 characters to describe the menu (if needed). This description appears just below description 1.

3. Return Menu

You can specify which menu users backup to from the menu selected on the main tab. For example, if you have APS000, the Accounts Payable master menu, selected, you can use this field to specify that users will automatically backup to MMS000, the FACTS Master Menu, when the click on the **Back** button or press F4.

Enter the 6-character name of the return menu. The return menu entry must be set up in Program F/M and the third character must be S.

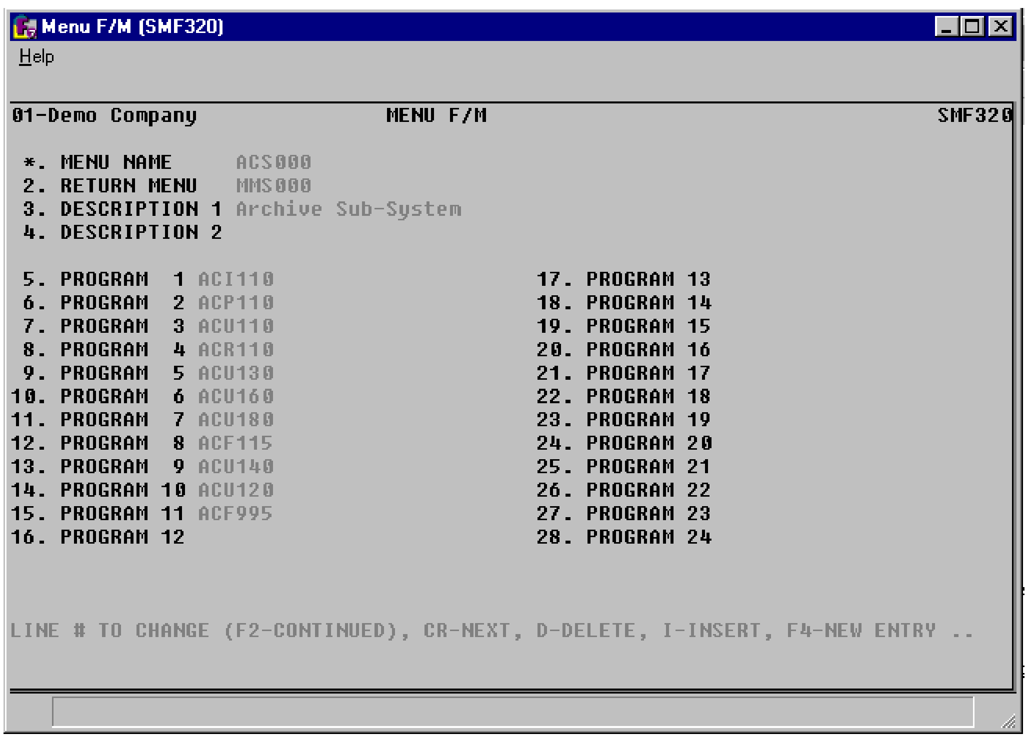
CR defaults to the FACTS Master Menu, MMS000.

Technical Notes

This program builds a print string to be used in the actual display of the menu. Therefore, if a program description is changed through the Program F/M, the print string must be rebuilt through this program to reflect the new description. The user must call up each menu on which the changed program appears. Then the user must use the line to change routine, enter any line number and leave the information on that line the same. No actual change is made by the user but the system rebuilds the print string to reflect the new program description.

FILES USED - SMCNTL, SMNAME

FILES UPDATED - SMSLCT



Device Usage Update (SMU310)

Function

This program allows the user to update terminal validity and printer usage for groups of program designations. Each program may be updated individually through the Program F/M or in groups defined by the user through this update. All programs are initially set up with standard values but the user may update the values to fit the needs of the individual system.

User Inputs

The following inputs are involved in running the Device Usage Update program:

1. Beginning Program

Enter the beginning program to update (6 characters). CR defaults to FIRST.

2. Ending Program

Enter the ending program to update (6 characters). CR defaults to LAST.

3. Program Type

Enter the program types side by side to update (in any combination): **F**ile maintenance, **E**ntry, **I**nquiry, **P**rint, **R**eport, **U**pdate, **S**elector menu. CR defaults to ALL.

4. Terminal

Enter up to seventeen 3-digit terminals side by side to update (0-999 based on the number of terminals used as set in the system control record). When entering terminal numbers with less than three characters, press the space bar before entering the number. CR defaults to ALL and input #5 is skipped.

5. Valid

Enter **Y**, **N** or **S**-same to determine for each terminal entered in input #4 whether it is a valid terminal for the program(s) being updated. F2 sets the remaining terminals to the validity of the previous terminal. F3 sets the remaining terminals to S.

6. Printer

Enter **N**-no printer used, **0**-printer used, no operator selection (always uses default printer), **1**-printer used, selection only if in use, or **2**-printer used, selection always, to determine the printer usage for the program(s) being updated for each terminal. Enter **S** if the printer flags should stay the same and not change from how they are currently set. F2 sets the remaining terminals to the number of the previous terminal. F3 sets the remaining terminals to S.

7. Normal

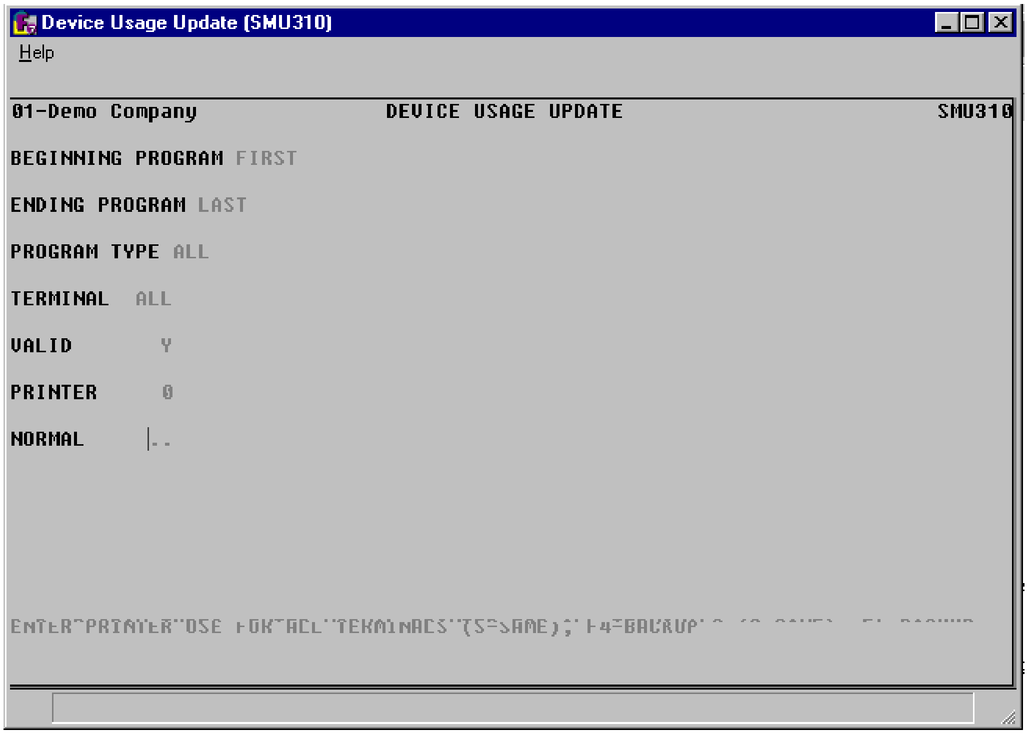
Enter the normal (default) printer for each terminal. F2 sets the remaining terminals to the printer of the previous terminal. F3 sets the remaining terminals to S.

Technical Notes

Printing proceeds by reading through the program designation file (SMNAME) and updating all information that meets the criteria entered.

FILES USED - SMCNTL, SMTRCT

FILES UPDATED - SMNAME



FACTS
DISTRIBUTION SOLUTIONS

CHAPTER 5

Security System

The programs available on this menu enable the System Administrator to create and maintain FACTS users and to set program security.

Users Login

Assign each FACTS user a user code, password, security levels, and company codes. Each user can then log into the system and access only those companies and programs for which they have been authorized.

Passwords & Security

There are three types of security available once a user signs on the system using his/her password: user, password and terminal.

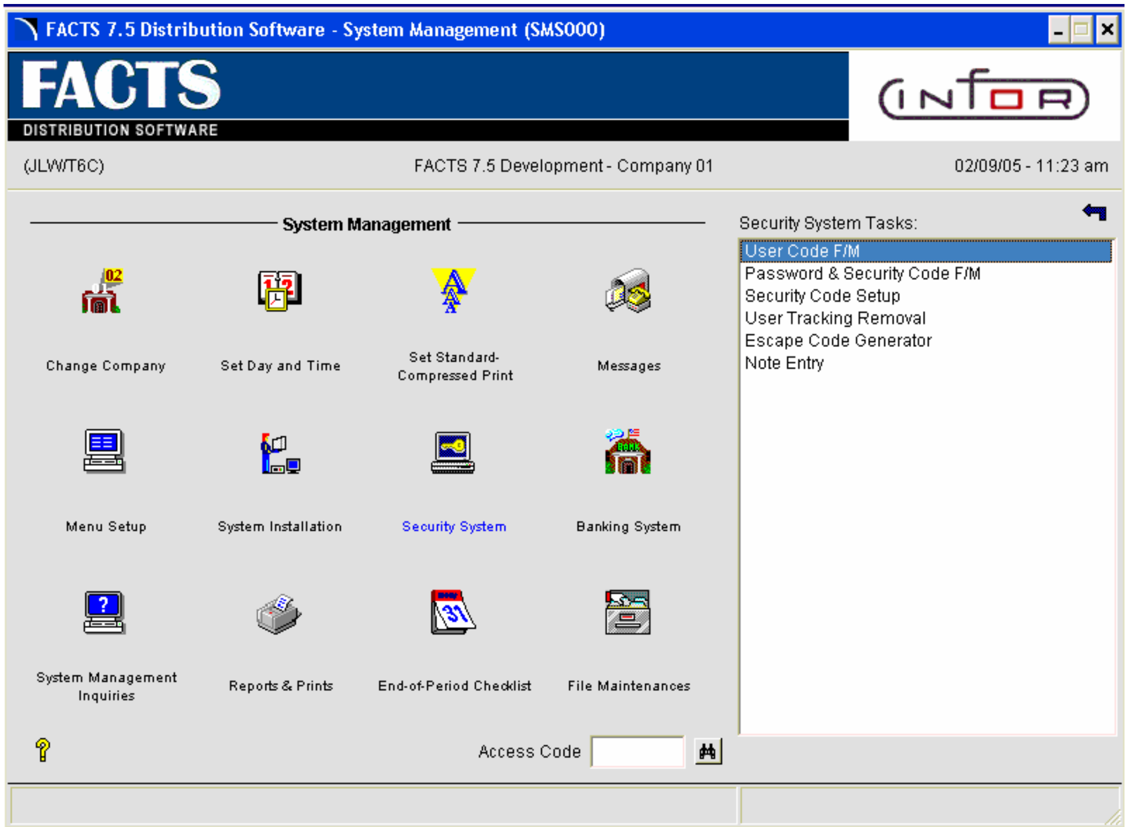
The first method of security is assigned to use up to 10 security codes (0-9). Then each program (or menu) is assigned to one security code (initially set to 0) in the Password & Security Code F/M.

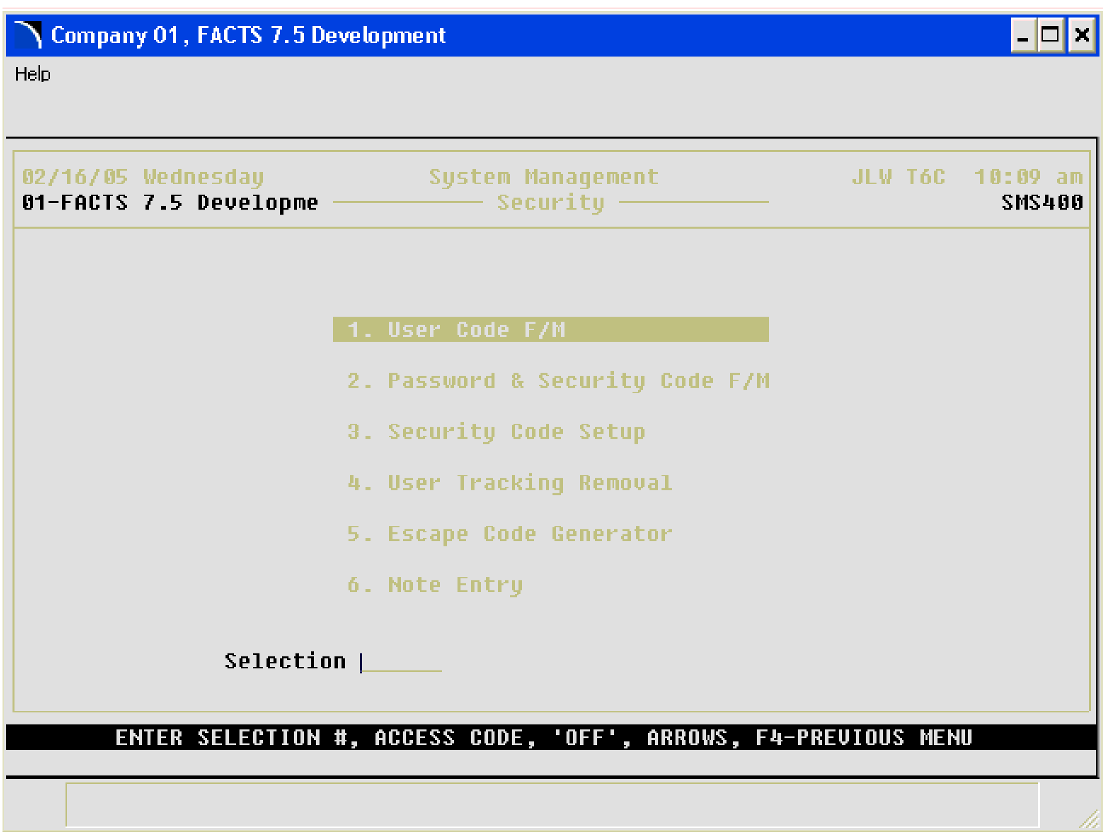
The second method of security is assigning a password to a program (or menu) in the Password & Security Code F/M.

The third is the valid terminals that may access programs which is set in the Program F/M found on the menu setup menu.

User Tracking

The FACTS User Tracking feature enables the System Administrator to track program usage on the system. User Tracking monitors and records program entry, exit and usage time by user. User Tracking Removal enables the System Administrator to remove the tracking information.


FACTS 7.5 Distribution Software - System Management (SMS000)
FACTS
DISTRIBUTION SOFTWARE
(JLW/T6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:23 am
System Management
Change Company
Set Day and Time
Set Standard-Compressed Print
Messages
Menu Setup
System Installation
Security System
Banking System
System Management Inquiries
Reports & Prints
End-of-Period Checklist
File Maintenances
Access Code
Security System Tasks:
User Code F/M
Password & Security Code F/M
Security Code Setup
User Tracking Removal
Escape Code Generator
Note Entry


Company 01 , FACTS 7.5 Development
Help
02/16/05 Wednesday
System Management
JLW T6C 10:09 am
01-FACTS 7.5 Developme
Security
SMS400
1. User Code F/M
2. Password & Security Code F/M
3. Security Code Setup
4. User Tracking Removal
5. Escape Code Generator
6. Note Entry
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

User Code F/M (SMF410)

Function

This program allows the user to create and maintain user codes for each user of the system. Each user code is assigned a password, security levels, valid companies they may work in, fax phone number, suffix and cover page, whether user tracking is used and the initial menu to display. These entries, in conjunction with the program security levels and passwords, provide maximum security and privacy of information.

When signed on, the user's code is displayed in the upper right corner of the menu screen. As the users attempt to access a program, their security code is checked against the program's security code. The codes must match for users to use the program.

Program security codes are assigned through the Password & Security Code F/M. Each program is assigned to one security code. Initially, all programs are set to 0. The user may then modify security codes and allow specific users into specific programs.

User Inputs

The following inputs are involved in creating a user code record:

General tab

1. User Code

Enter the code to be used to identify this user (up to three characters), i.e., it is usually the user's initials. **ALL** is not accepted.

2. Name

Enter the user's name (up to 25 characters). At lease one character must be entered.

3. Initial Menu

Enter the initial menu displayed on the screen for the user code after signing on to the system. F2 allows a search (ref. 3). CR initially defaults to the master menu (MMS000).

4. Phone Number

Enter the user's phone number (up to 20 characters). This phone number will print on the fax cover page for the sender phone variable. This is useful to let the fax recipient know the direct phone number or extension of the sender.

5. Fax Number

Enter user's fax number (up to 20 characters). This phone number is used by default when creating a new fax and is displayed with the Cover Page Information, where it may be altered. If you do not enter a fax number in User Code F/M then the phone number from Company F/M will be used.

6. **Fax Suffix**

Enter any suffix necessary for the user when sending fax requests. The use of a fax suffix is defined in the FaxLink Static Control F/M.

7. **Fax Cover Page**

Enter the code (up to 4 characters) of the fax cover page for this user. This is the default cover page that will be assigned when this user creates a fax request.

8. **SLS/TER Code**

Enter the salesperson/territory code that is assigned to this user code (3 characters).

9. **Call Grace Period**

Enter the number of days (0 to 999) that the user has to make a past due call.

10. **Call Code**

Enter the code (up to 10 characters) that this user enters to access long distance.

11. **Home Directory**

Enter the user's home directory (up to 40 characters) or press CR. The directory entered must be a valid. Press F2 for a search for directories. This field is currently for informational purposes, but has been added for future use.

12. **Graphical User**

Enter **N-CUI** if you want this user to operate in character-based mode. Enter **Y-Win 98** if you want this user to operate in the graphical user interface (GUI) environment using a Windows 98 operating system or **X-Win XP** if you want this user to operate in the graphical user interface (GUI) environment using a Windows XP operating system.

Note: If you select Win XP when you are *not* running Windows XP as the operating system, you can select from the available themes: Default (Blue), Silver, and Olive Green. If you are running Win XP, the theme is taken from the XP Theme you selected. After you change either of these fields, you must sign out and back in for the change to take effect.

Note: XP Style on a machine running Windows 98/2000: The XP Style can be chosen even if the user is running Windows 98/2000. FACTS itself will have an XP look and feel, but this will not affect any other applications. Also, since the title bar is controlled by Windows, it will still look like a Windows 98/2000 title bar. If you select Win XP when you are not running Windows XP as the operating system, you can select from the available themes: Default (Blue), Silver, and Olive Green. If you are running Win XP, the theme is taken from the XP Theme you selected. After you change either of these fields, you must sign out and back in for the change to take effect.

Special topic: Changes to the User Interface in XP Mode:

There are 5 main categories of changes to the user interface in XP mode:

Buttons: Buttons are rounded and have a gradient (some more than others depending on the theme chosen). Buttons have a colored outline when the user rolls over them with a mouse.

Tab Folders: All tab folders have a lighter background that clearly distinguishes them from the rest of the screen. The tabs are only as wide as the tab title requires, instead of being justified to the width of the screen. The active tab has a color highlight at the top.

Fonts: Fonts are smaller on tab folders and in data fields to reflect the Windows XP style fonts. Also, the frame text colors have changed to reflect the XP themes.

Checkboxes: Checkboxes now have colored checks.

Input Fields (Controls): Fields are flat (not "3-D") with a line around them.

Security tab

1. Password

Enter the password to be used by this user for entry into the system (up to 6 characters). F2 deletes an existing password. CR initially defaults to blank.

2. Valid Companies

Enter up to 10 valid two-character company numbers side by side which the user may access. F3 defaults to ALL.

3. Track User

Enter **N** or **Y** to indicate whether to track the user, if the user tracking system is set to Y (on). CR initially defaults to N.

4. Require Escape Code

Enter **Y** or **N** to indicate whether this user must enter an escape code before they can abort out of an error. If you enter Y, the user must contact the system administrator for the escape code when the window describing the error condition is displayed. By doing this, you prevent users from aborting out of programs that may be updating files without first checking with the system administrator. If you enter N, this user will be able to abort from any error in any type of program. From an error handling window, a user set up with **N** will also be able to enter **SS** to escape into the workspace of the current program or **ES** to escape into the called program workspace. However, regardless of the entry in this field, all users are able to abort from an error resulting from a locked record.

Technical Note: Certain programs may always require an escape code (for example, the DSR update). If Z8$ is set to "**" prior to calling the standard escape routine, all users will be required to enter an escape code regardless of this flag or which error was encountered.

5. Security Codes

Enter security codes side by side for this user (0-9). Security codes may be any digit between 0 and 9 and may be assigned in any combination. F3 defaults to ALL. CR initially defaults to 0.

6. Administrator Privileges:

User-defined Fields

Indicate whether you want to allow this user to configure user defined fields for any of the following maintenance programs: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).
To configure user-defined fields:
After you select the checkbox above, exit FACTS and log back in to allow this change to take effect.
Access the desired file maintenance program: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).
Access the User-Defined screen of the selected file maintenance.
Select the Configure icon or press F1, and the system displays the User-Defined Field Characteristics Entry (SMC996) program, where you can enter user-defined fields and the characteristics associated with the field. Refer to the User-Defined Field Characteristics Entry (SMC996) topic for additional details.

Notes

Indicate whether you want to allow this user to this user as a Note Administrative User.

This user has access to the Admin Menu on Note Entry (SME710). From the Admin menu, you can access the Notes Security screen, which allows you to determine which users have Note Entry access by security code, whether users can create/edit categories for note types, and manage category creation by security code

Reports

Indicate whether you want to allow this user as a Report Administrative User. Report Admin users may create System Layouts and also assign security to fields on the report.

Allow Report Exports to Excel

Indicate whether you want to allow this user to print reports to Excel.

Allow Reports to File on Client

Indicate whether you want to allow this user to create ASCII delimited or ASCII fixed width files on the client.

Deleting User Records

To delete a user code record, enter **D** at the **selection prompt**.

If the user code exists in the Remote User File, a message to that effect will display. Press CR to continue.

In all cases, the following prompt will display: **Are you sure you want to delete this record?** Enter **N** or **YES** to verify the deletion. CR defaults to N.

Warehouse Security

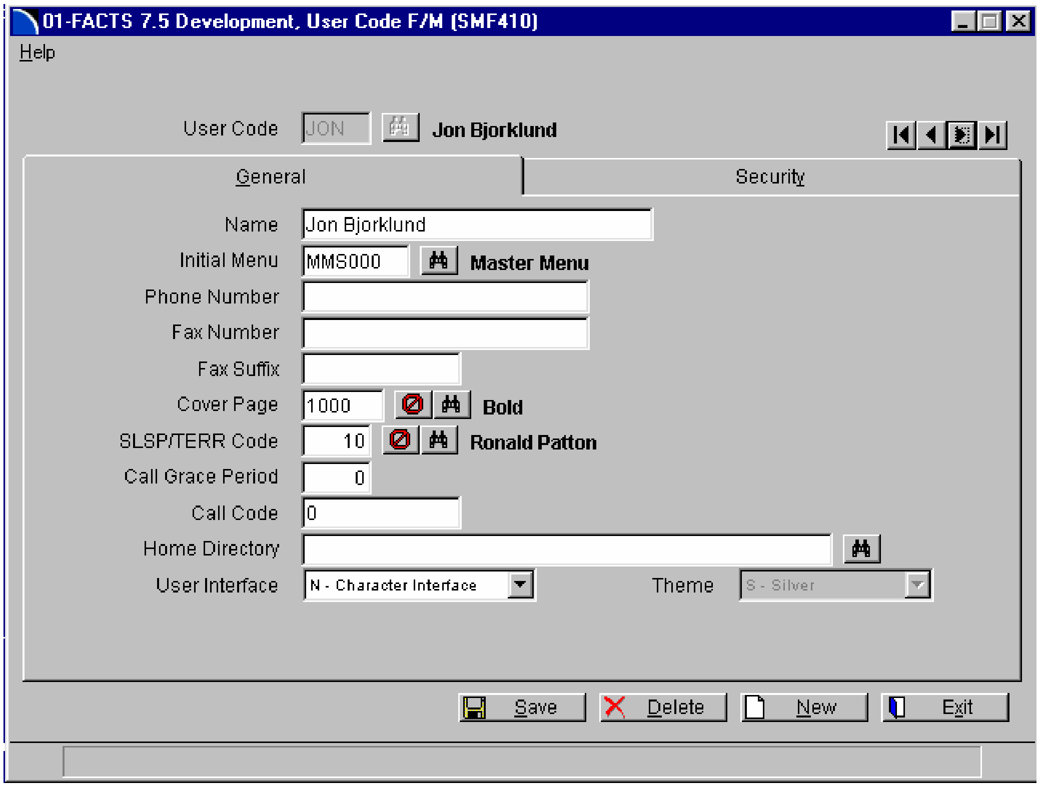
Warehouses For Order Entry Header

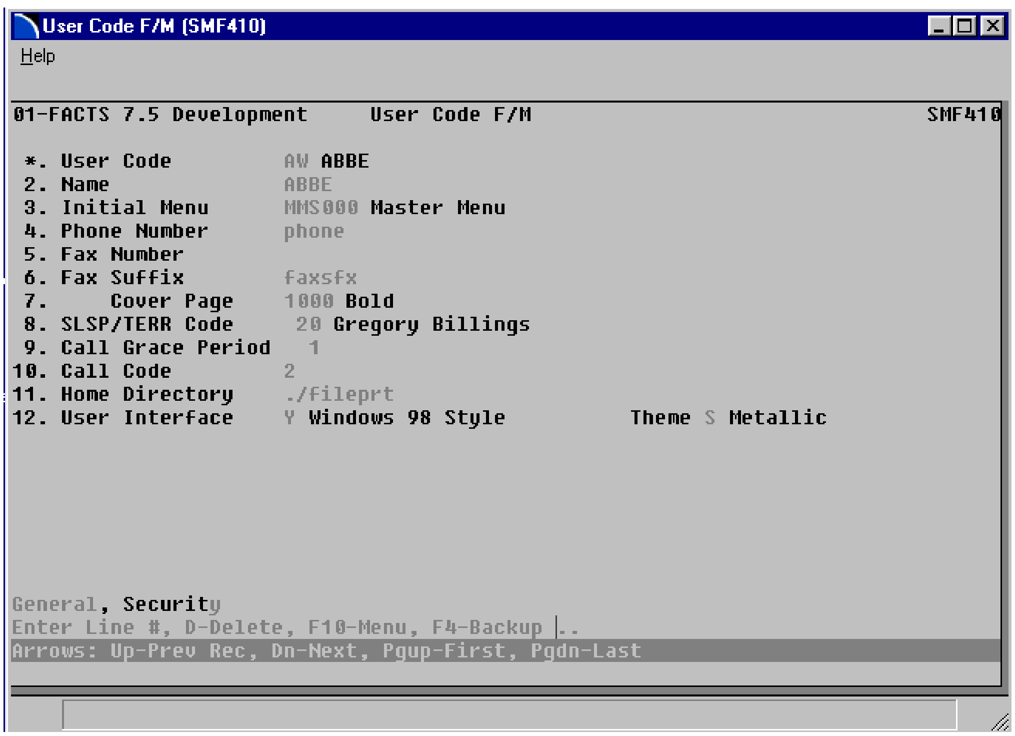
To access the Warehouses for Order Entry Header screen, enter the user code and press **W** for Warehouse Security.

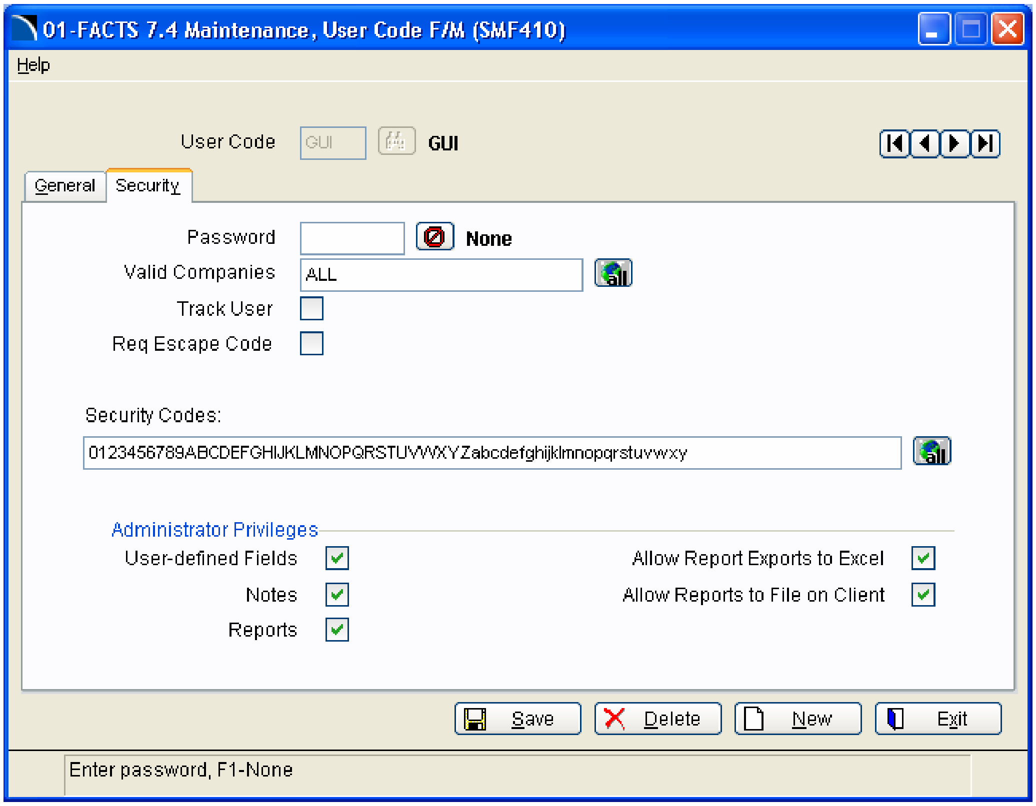
Technical Notes

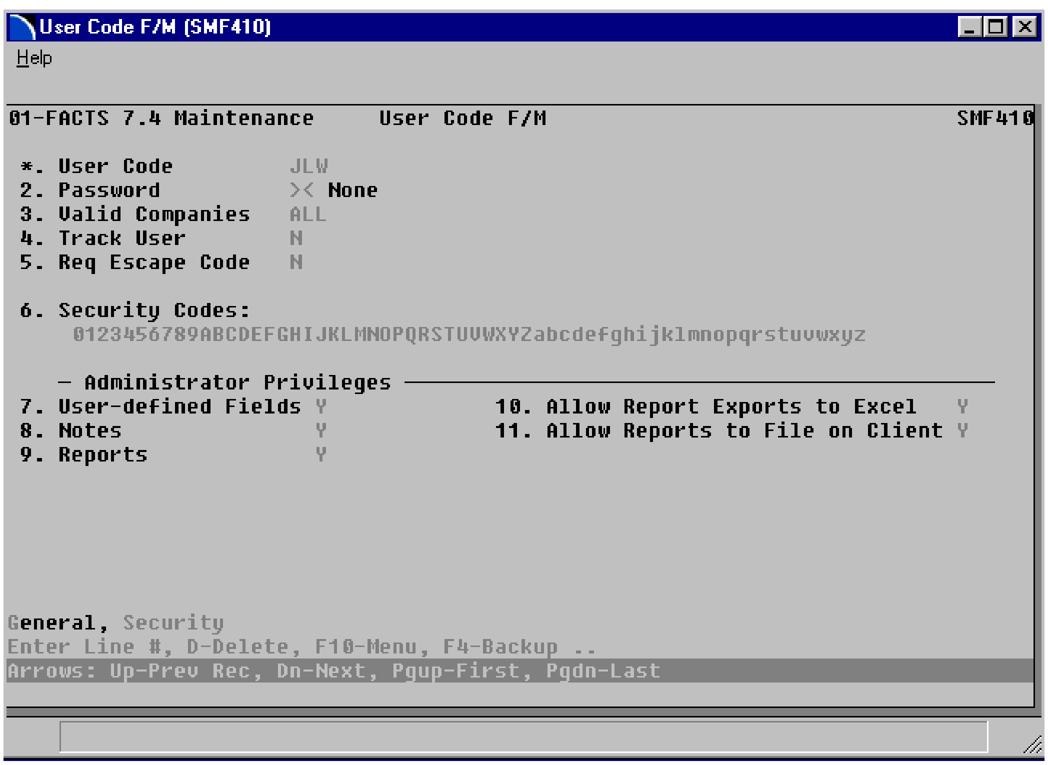
FILES USED - SMCNTL, SMNAME

FILES UPDATED - SMZART


01-FACTS 7.5 Development, User Code F/M (SMF410)
Help
User Code JON Jon Bjorklund
General
Security
Name Jon Bjorklund
Initial Menu MMS000 Master Menu
Phone Number
Fax Number
Fax Suffix
Cover Page 1000 Bold
SLSP/TERR Code 10 Ronald Patton
Call Grace Period 0
Call Code 0
Home Directory
User Interface N - Character Interface
Theme S - Silver
Save
Delete
New
Exit


User Code F/M (SMF410)
Help
01-FACTS 7.5 Development User Code F/M SMF410
*. User Code AW ABBE
2. Name ABBE
3. Initial Menu MMS000 Master Menu
4. Phone Number phone
5. Fax Number
6. Fax Suffix faxsfx
7. Cover Page 1000 Bold
8. SLSP/TERR Code 20 Gregory Billings
9. Call Grace Period 1
10. Call Code 2
11. Home Directory ./fileprt
12. User Interface Y Windows 98 Style Theme S Metallic
General, Security
Enter Line #, D-Delete, F10-Menu, F4-Backup ..
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last


01-FACTS 7.4 Maintenance, User Code F/M (SMF410)
Help
User Code
GUI
GUI
General
Security
Password
None
Valid Companies
ALL
Track User
Req Escape Code
Security Codes:
0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxy
Administrator Privileges
User-defined Fields
Notes
Reports
Allow Report Exports to Excel
Allow Reports to File on Client
Save
Delete
New
Exit
Enter password, F1-None


User Code F/M (SMF410)
Help
01-FACTS 7.4 Maintenance User Code F/M SMF410
*. User Code JLW
2. Password >< None
3. Valid Companies ALL
4. Track User N
5. Req Escape Code N
6. Security Codes:
0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
— Administrator Privileges
7. User-defined Fields Y
8. Notes Y
9. Reports Y
10. Allow Report Exports to Excel Y
11. Allow Reports to File on Client Y
General, Security
Enter Line #, D-Delete, F10-Menu, F4-Backup ..
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

User Preferences F/M (SMF440)

Function

Use this program to edit certain pieces of your User F/M information, such as return fax number and default cover page for faxing. The program displays the record of the user that is signed in. No administrative function is provided; only the record of the user that is signed is available.

User Inputs

Use the following inputs to edit specific user information:

1. Name

The user's name (up to 25 characters).

2. Password

Select the Password button (GUI mode) or option CUI Mode) to modify your password. The system requires you to input your current password and your new password twice to change your password. The password characters are presented as asterisks.

3. Phone Number

Enter the user's phone number (up to 20 characters). This phone number will print on the fax cover page for the sender phone variable. This is useful to let the fax recipient know the direct phone number or extension of the sender.

4. Fax Suffix

The suffix necessary for the user when sending fax requests. The use of a fax suffix is defined in the FaxLink Static Control F/M.

5. Fax Number

Enter user's fax number (up to 20 characters). This phone number is used by default when creating a new fax and is displayed with the Cover Page Information, where it may be altered. If you don't enter a fax number does in User Code F/M then the phone number from Company F/M will be used.

6. Fax Cover Page

The code (up to 4 characters) of the fax cover page for this user. This is the default cover page that will be assigned when this user creates a fax request.

7. Graphical User

Enter CUI if you want this user to operate in character-based mode. Enter Win 98 if you want this user to operate in the graphical user interface (GUI) environment using a Windows 98 operating system or Win XP if you want this user to operate in the graphical user interface (GUI) environment using a Windows XP operating system.

Note: XP Style on a machine running Windows 98/2000: The XP Style can be chosen even if the user is running Windows 98/2000. FACTS itself will have an XP look and feel, but this will not affect any other applications. Also, since the title bar is controlled by Windows, it will still look like a Windows 98/2000 title bar. If you select Win XP when you are not running Windows XP as the operating system, you can select from the available themes: Default (Blue), Silver, and Olive Green. If you are running Win XP, the theme is taken from the XP Theme you selected. After you change either of these fields, you must sign out and back in for the change to take effect.

Special topic: Changes to the User Interface in XP Mode:

There are 5 main categories of changes to the user interface in XP mode:

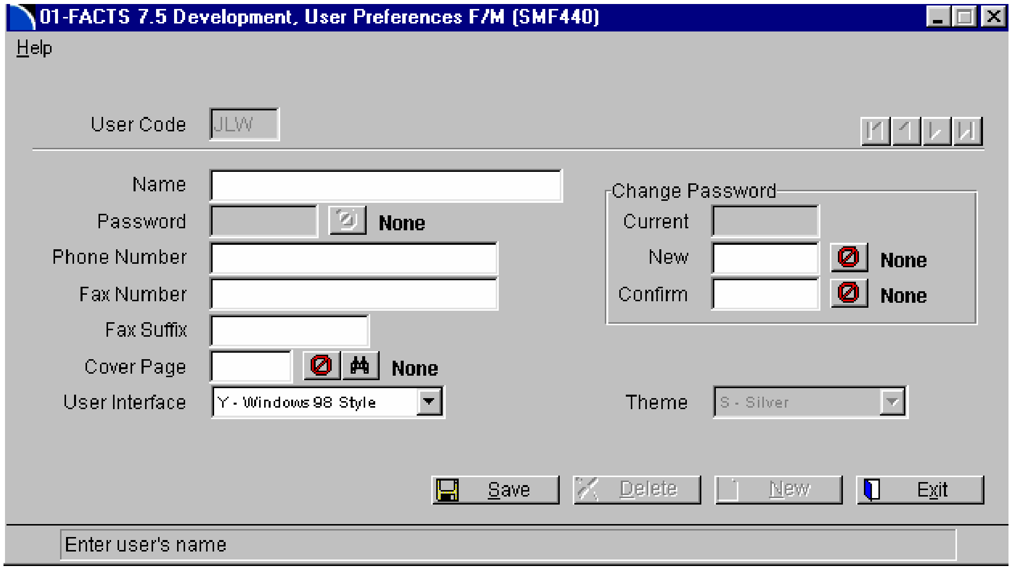
Buttons: Buttons are rounded and have a gradient (some more than others depending on the theme chosen). Buttons have a colored outline when the user rolls over them with a mouse.

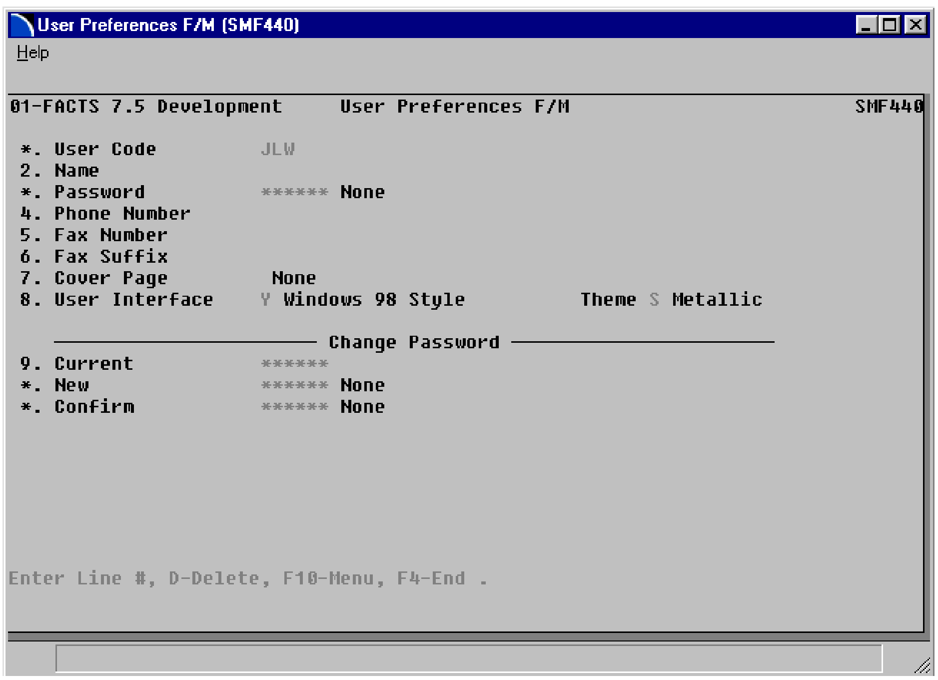
Tab Folders: All tab folders have a lighter background that clearly distinguishes them from the rest of the screen. The tabs are only as wide as the tab title requires, instead of being justified to the width of the screen. The active tab has a color highlight at the top.

Fonts: Fonts are smaller on tab folders and in data fields to reflect the Windows XP style fonts. Also, the frame text colors have changed to reflect the XP themes.

Checkboxes: Checkboxes now have colored checks.

Input Fields (Controls): Fields are flat (not "3-D") with a line around them.


01-FACTS 7.5 Development, User Preferences F/M (SMF440)
Help
User Code
JLW
Name
Password
None
Phone Number
Fax Number
Fax Suffix
Cover Page
None
User Interface
Y - Windows 98 Style
Change Password
Current
New
None
Confirm
None
Theme
S - Silver
Save
Delete
New
Exit
Enter user's name


User Preferences F/M (SMF440)
Help
01-FACTS 7.5 Development
User Preferences F/M
SMF440
*. User Code JLW
2. Name
*. Password ****** None
4. Phone Number
5. Fax Number
6. Fax Suffix
7. Cover Page None
8. User Interface Y Windows 98 Style
Theme S Metallic
Change Password
9. Current ******
*. New ****** None
*. Confirm ****** None
Enter Line #, D-Delete, F10-Menu, F4-End .

Password & Security Code F/M (SMF420)

Function

This program allows the user to create and maintain passwords and security codes for all programs and menus. By doing so, the user may effectively determine those people who are allowed to use a program or menu. This program may be used as necessary to maintain passwords and security codes. However, it is suggested that this program be assigned a password to maintain security. All programs initially are assigned a security code of zero. The user may assign a security code and password to any program or menu. During normal processing, the security code is checked and validated. If there is a password on a program or menu it must then be entered to be accessed by the user. The Program Designation Inquiry and Program Name Listing may be useful to help identify the names of programs requiring a security code or password. Each user is assigned security codes through the User Code F/M.

User Inputs

The following inputs are involved in creating or maintaining a password and security code record:

1. Program Name

Enter the program name (6 characters). The entry must be a valid program or menu in the program names file. Entry of a valid program name displays the program description, password (if there is one) and security code. F2 allows a search (ref. 3).

2. Password

Enter the password used to access this program (6 characters). Press F3 to delete an existing password. CR initially defaults to blank.

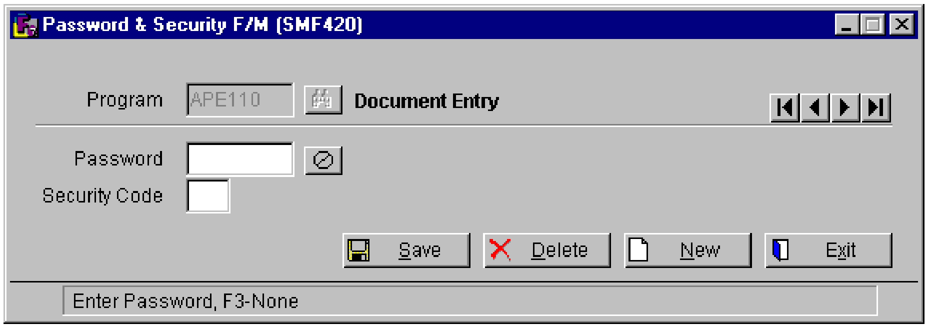
3. Security Code

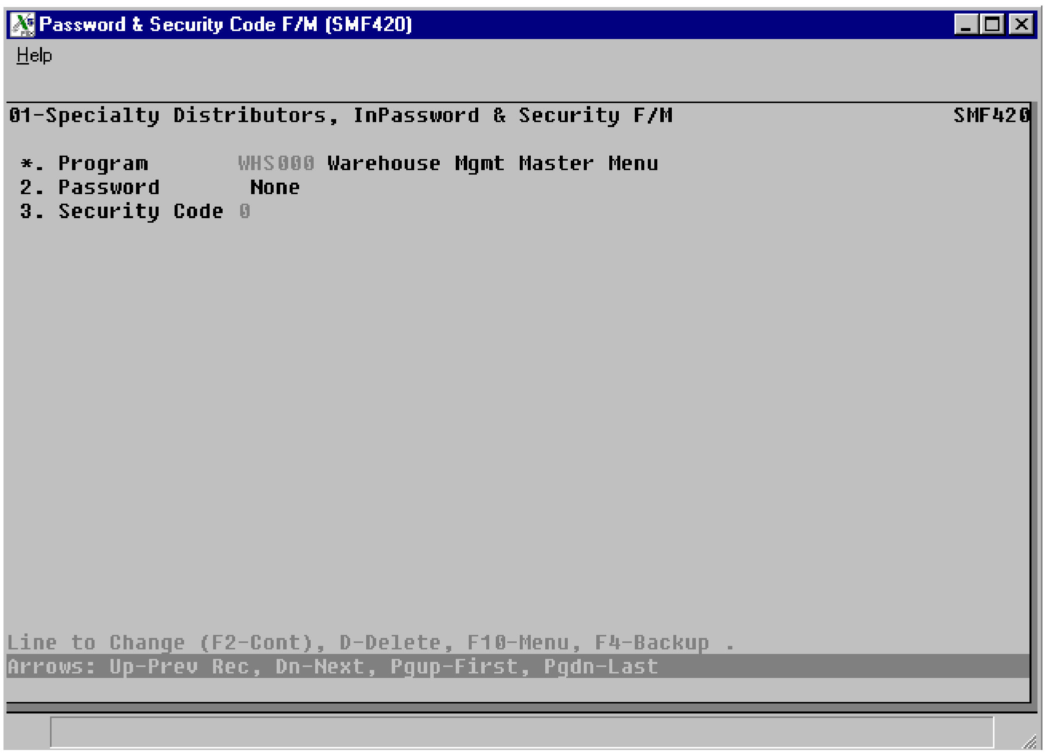
Enter the program security level number (0-9). Each level is equal and there is no hierarchy involved. Some users define security codes by module or parts of modules. For example, AP programs are code 1, AR programs are code 2, etc. Then users can be assigned security codes depending on the module(s) they use. Any program within a module may have a different security code. CR initially defaults to 0.

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - SMNAME


Password & Security F/M (SMF420)
Program
APE110
Document Entry
Password
Security Code
Save
Delete
New
Exit
Enter Password, F3-None


Password & Security Code F/M (SMF420)
Help
01-Specialty Distributors, InPassword & Security F/M
SMF420
*. Program WHS000 Warehouse Mgmt Master Menu
2. Password None
3. Security Code 0
Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup .
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Security Code Setup (SMU410)

Function

This program allows the user to change security codes by any range of programs and any selected program types.

User Inputs

The following inputs are involved in Security Code Setup:

1. Beginning Program

Enter the beginning program to change security code (6 characters). CR defaults to FIRST.

2. Ending Program

Enter the ending program to change security code (6 characters). CR defaults to LAST.

3. Program Type

Enter the program type(s) to change side by side (in any combination): **F**ile maintenance, **E**ntry, **I**nquiry, **P**rint, **R**eport, **U**pdate, **S**elector menu. CR defaults to ALL.

4. Current Security Code

Enter the current security code(s) to change side by side (0-9). CR defaults to ALL.

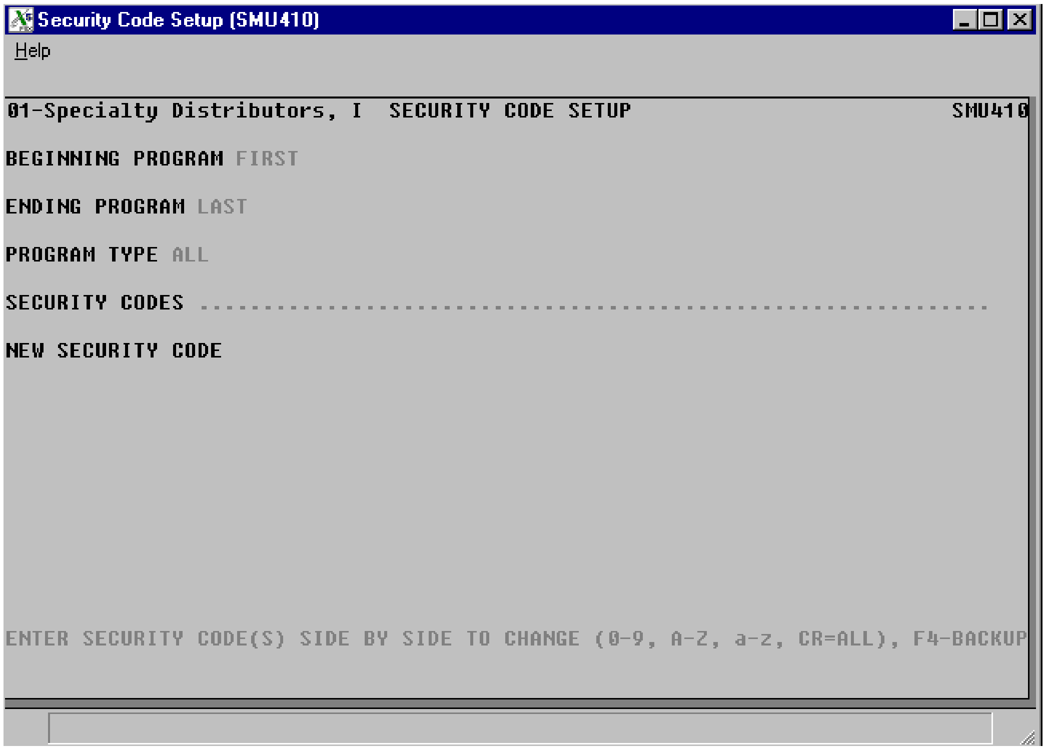
5. New Security Code

Enter the new one-digit security code to replace the current security code (0-9). CR defaults to 0.

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - SMNAME


Security Code Setup (SMU410)
Help
01-Specialty Distributors, I SECURITY CODE SETUP SMU410
BEGINNING PROGRAM FIRST
ENDING PROGRAM LAST
PROGRAM TYPE ALL
SECURITY CODES ....
NEW SECURITY CODE
ENTER SECURITY CODE(S) SIDE BY SIDE TO CHANGE (0-9, A-Z, a-z, CR=ALL), F4-BACKUP

User Tracking Removal (SMU420)

Function

This program allows you to remove user tracking information. Before running this program, run the User Tracking Report to provide an audit trail of what is to be removed.

User tracking is only available if the **Use User Tracking** flag is selected or set to Y in the System Control F/M Program (*System Management → File Maintenances → System Control F/M)*. User tracking keeps a record for each user of what programs are used, the time entered into and exited from the program, total time in program and any special notes concerning proper use of the program (example - if escaped out of).

User Inputs

The following inputs are involved in removing user tracking information:

1. Beginning User

Enter the beginning user (up to 3 characters). CR defaults to FIRST.

2. Ending User

Enter the ending user (up to 3 characters). CR defaults to LAST.

3. Cutoff Date

Enter the date through which user tracking information will be removed (ref. 1). CR defaults to the system date.

Technical Notes

Removal proceeds by reading through the user-tracking file (SMUSRT) for all information that meets the criteria entered and deleting it from the file.

FILES USED - SMCNTL, SMZART

FILES UPDATED - SMUSRT

Note Entry (SME710)

Use Note Entry to enter and maintain notes for AR documents, customers, items, and vendors.

The system displays notes information from several points within FACTS:

System Management→Security System menu (SMS400)

Item F/M (ICF910), Vendor F/M (APF910) and Customer F/M (ARF910) – You can access the Notes Entry window from the View menu option.

Graphical Users: Choose View→Notes from the menu bar.

Character Users: Press F10-Menus and choose View→Notes from the menu.

The system displays the Note Entry program and any notes on file for the selected record will appear in the browser in the lower portion of the Notes Entry window. If you display a record for a customer or an item has an urgent note attached to it, the system automatically displays the urgent note in the Important Notes on File dialog box when you access the selected record. Double click a note line to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.

Item Inquiry (ICI610), AP Vendor Inquiry (ARI610), PO Vendor Inquiry (POI610), PO Document Entry (POI620), AR Customer Inquiry (ARI610), SO Customer Inquiry (SOI610) and SO Document Inquiry (SOI620) – Notes information is available from the Notes view and from the View menu option. Choose View→Notes from the menu bar. The system displays the Note view and any notes on file for the selected record will appear in the browser in the lower portion of the window. Select the Line Detail button to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.

For Item Inquiry (ICI610), AP Vendor Inquiry (ARI610), PO Vendor Inquiry (POI610), or Customer Inquiry (ARI610), select Options→Item Note Entry, Vendor Note Entry, or Customer Note Entry respectively to enter or modify notes for the specified item or customer in the Note Entry (SME710) program.

Graphical Users: Choose View→Notes from the menu bar.

Character Users: Press F10-Menus and choose View→Notes from the menu.

The system displays the Note view and any notes on file for the selected record will appear in the browser in the lower portion of the window. Select the Line Detail button to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.

Item Search and Customer Search – You can access notes information from searches. You can access the Notes Entry window from the View menu option. Choose View→Notes from the menu bar.

Character Users: Press F10-Menus and choose View→Notes from the menu.

Type SME710 at the Access Code menu prompt to directly access Note Entry (SME710).

You can view and/or enter Sales Order, Purchase Order document header or line notes, item, vendor or customer notes (as appropriate) from the following FACTS entry programs:

SO Quote Entry (SOE110)

Quick Look in SO Entry (SOC350)

Order Entry (SOE210)

Order Confirmation (SOE310)

Direct Invoice Entry (SOE510)

Credit Memo Entry (SOE330)

Counter Sales Entry (SOE510)

Blanket Sales Order Entry (SOE710)

SO Document Inquiry

PO Entry (POE120)

PO Receipt Entry (POE210)

Non-PO Receipt Entry (POE220)

PO Document Inquiry

Estimate Entry (JCE110)

UM Selection & Entry (ICC170)

Quick Item Add (ICF020)

When creating or editing documents and lines, the system automatically displays urgent notes for items, vendors, and customers in the *Important Notes on File (SMI710)* screen.

From the Menu bar, you can also select to View Customer Notes, Item Notes, Vendor Notes, Document Header or Line Notes, or AR Document Notes as appropriate from the specified SO Entry, AP Document Entry, PO Entry, PO Receiving Entry, and Transfer Entry programs.

This screen displays a listing of all urgent notes, by note type and category, for the specified customer, vendor, or item. Double click a note in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited. Depending on your security settings for notes, the system displays the Note Entry (SME710) screen which allows you to enter or modify information for notes. For detailed information on notes processing, refer to the Note Entry (SME710) topic.

Character Users: Press F10-Menus to access Notes from the menu.

You can also access notes directly from the main screen of programs that use the 3-Level Entry Driver instead of requiring a menu option. The programs include: Transfer Entry (ICE320), Shipment Confirmation (ICE 330), Receipt Confirmation (ICE340), SO Quote Entry (SOE110), Order Entry (SOE210), Order Confirmation (SOE310), Direct Invoice Entry (SOE510), Credit Memo Entry (SOE330), Counter Sales Entry (SOE510), PO Entry (POE120), PO Receipt Entry (POE210), and Non-PO Receipt Entry (POE220). On the left side of the line item browser, you can select:

D to access Note Entry (SME710) for the transfer, sales order document, or purchase order document header record specified in the program.

C to access Note Entry (SME710) for the customer specified in the program.

V to access Note Entry (SME710) for the vendor specified in the program.

L to access Note Entry (SME710) for the transfer, purchase order document, or sales order document line record highlighted in the line item browser.

I to access Note Entry (SME710) for the item highlighted in line item browser.

Character Users: In the Notes: area of the screen, just above the line item section, the system displays CUST, VEND, SOEH, SOEL, SOPH, SOEL, SOQH, SOQL, TRDH, TRDL, or ITEM to indicate that notes are present. Press F10-Menus to access Notes from the menu.

Note Categories

Notes are sorted and stored by note type and category. There are seventeen note types available: ARDC (AR document), CUST (Customer), ITEM (Item), POEH (Purchase Order Header Note), POEL (Purchase Order Line Note), POPH (Purchase Order Receipt Header Note), POPL (Purchase Order Receipt Line Note), SOEH (Sales Order Header Note), SOEL (Sales Order Line Note), SOPH (Past Sales Order Header Note), SOPL (Past Sales Order Line Note), SOEL (Sales Order Line Note), SOQH (Quote Document Header Note), SOQL (Quote Document Line Note), TRDH (Transfer Header), TRDL (Transfer Line), and VEND (vendor). For each of these note types, there are system generated categories, such as GEN. You can associate an unlimited number of categories depending on your system's Note Admin User setting on the Security view of Company Control F/M. You can define a specific user as the Notes Admin User or you can set this field to None so that note categories cannot be created for the specified company. For the Note Admin User defined on the Security view of Company Control F/M, the Note Entry program contains additional Admin and Category menu options.

Menu Options

From the Admin menu, you can access the Notes Security screen, which allows you to enter security settings for note types. On this screen you can manage which users have Note Entry access by security code, whether users can create/edit categories for note types, and manage category creation by security code. Refer to the Notes Security topic for details.

From the Category menu, you can access programs to edit, delete, and create note categories. Any note type can have an unlimited number of additional information fields associated with it, and any category of notes can have an unlimited number of additional information fields associated with it. The Category menu is available to the Note Admin User set on the Security view of Company Control F/M and for general users based on setting on the Notes Security Setting for Customer/Item/Vendor Notes screen. Refer to the Creating Categories topic for details.

From the File menu, you can select the Print menu option to access the Print Options screen, which is used to print notes by date range, category, or urgent note status.

Input Descriptions

Use the following input descriptions to enter information for notes:

Note Type

The type of note you want to modify or enter: ARDC (AR document), CUST (customer), ITEM (item) POEH (Purchase Order Header Note), POEL (Purchase Order Line Note), POPH (Purchase Order Receipt Header Note), POPL (Purchase Order Receipt Line Note), SOEH (Sales Order Header Note), SOEL (Sales Order Line Note), SOPH (Past Sales Order Header Note), SOPL (Past Sales Order Line Note), SOEL (Sales Order Line Note), SOQH (Quote Document Header Note), SOQL (Quote Document Line Note), TRDH (transfer document header), TRDL (transfer document line) or VEND (vendor).

Press F2 or the icon to search for Note Types.

The Note Type you select determines the inputs that the system displays next.

Associated Fields: Customer, Document and Continuation # (for ARDC note type), Customer (for CUST note type), Item (for ITEM note type), Ticket #, Ship #, Line # (for TRNL note type), Ticket #, Ship # (for TRNH note type), PO Num (for POEH note type), PO Num, Line # (for POEL note type), PO Num, Receipt #, Line # (for POPH note type), PO Num, Receipt #, Line # (for POPL note type), Doc # (for SOEH note type), Doc #, Line # (for SOEL note type), Doc #, Invoice # (for SOPH note type), Doc #, Invoice #, Line # (for SOPL note type), Quote # (for SOQH note type), Quote #, Line # (for SOQL note type), or Vendor (for VEND note type).

Enter the information for the inputs that the system displays for the Note Type you specified. You can press F2 or the icon to search for customers, items, and documents.

Category

The category for the note entry, such as General or Urgent. The system displays the category associated with the setting in the Note Type file or the user preference file as the default. If there is only one category on file for the note type, the system uses it as the default.

Urgent Only

Indicates that you want to display only those notes that are designated as urgent for the Note Type, associated fields, and Category combination entered.

In the browser in the lower portion of the screen, the system displays a list of available notes for Note Type, associated fields, and Category combination entered. The Notes browser displays the note date and time, urgent flag, subject and user that created the note.

Adding, Modifying, and Deleting Notes:

Graphical Users:

If there are no notes available, select to add a note if you have the authority to create notes and the category has not been deactivated. If notes exist you can:

Select the icon to make modified the highlighted note.

Select the icon to add a note.

Select the icon to delete the highlighted note.

If you select to add or to modify a note, the system displays the Note Entry details screen. The Note Type, associated fields, and Category combination entered on the main screen display for reference.

Character Users: If there are no notes available, enter A to add a note if you have the authority to create notes and the category has not been deactivated. If notes exist you can:

Enter a note line number to modify it or enter D to delete a note.

If you select to add or to modify a note, the system displays the Note Entry details screen. The Note Type, associated fields, and Category combination entered on the main screen display for reference.

Subject

Enter or modify the subject for the note.

Tip: Note that once you enter a subject you can save the note even if you have not yet entered any note text or additional information.

Urgent

Indicates the note should be classed as urgent. Notes marked urgent automatically display in Sales Order Entry programs for customers, document header records, document line records, and items.

Note

Enter or modify the text for the note.

Contact

Enter the contact person associated with the note.

Reason

Enter the reason for the note.

After completing the inputs, you can:

Graphical Users:

Select OK to complete the note entry and return to the main screen.

For Item Notes only, you can also Exports to access the Export Selections from Items Notes (SME711) screen, which is used to export items notes to transfer document line notes.

Select Cancel to return to the main screen without entering a note.

When you have finished adding, modifying and deleting notes, you can select:

Print to select of a range of notes to print, and print them to the selected printer.

Lines (for Note types TRDH (transfer document header), POEH (Purchase Order Header Note), POPH (Purchase Order Receipt Header Note) SOEH (Sales Order Header Note), SOPH (Past Sales Order Header Note), SOQH (Quote Document Header Note)) to access Note Entry for transfer document lines associated with the transfer document header.

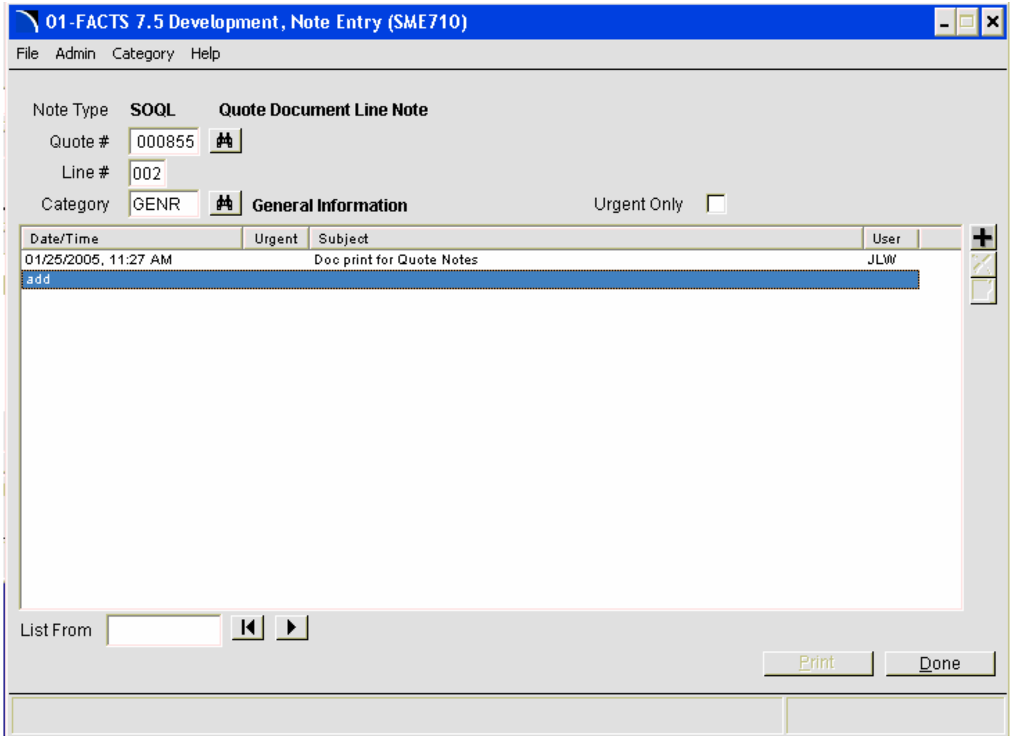
Done to exit the Note Entry (SME710) screen.

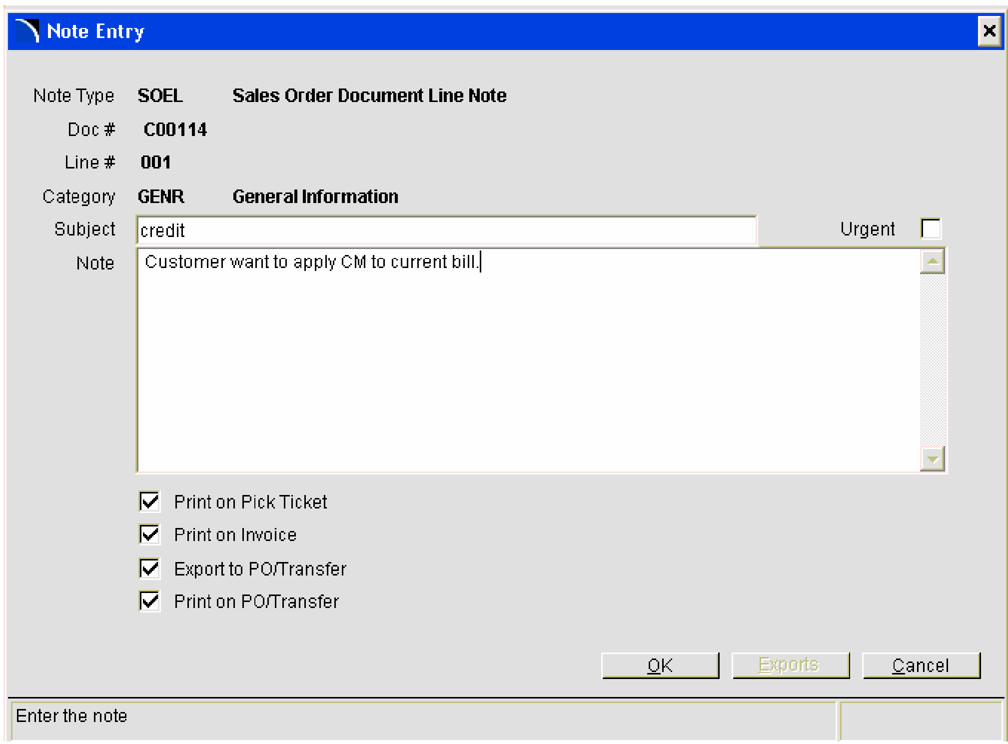
Character Users: Enter:

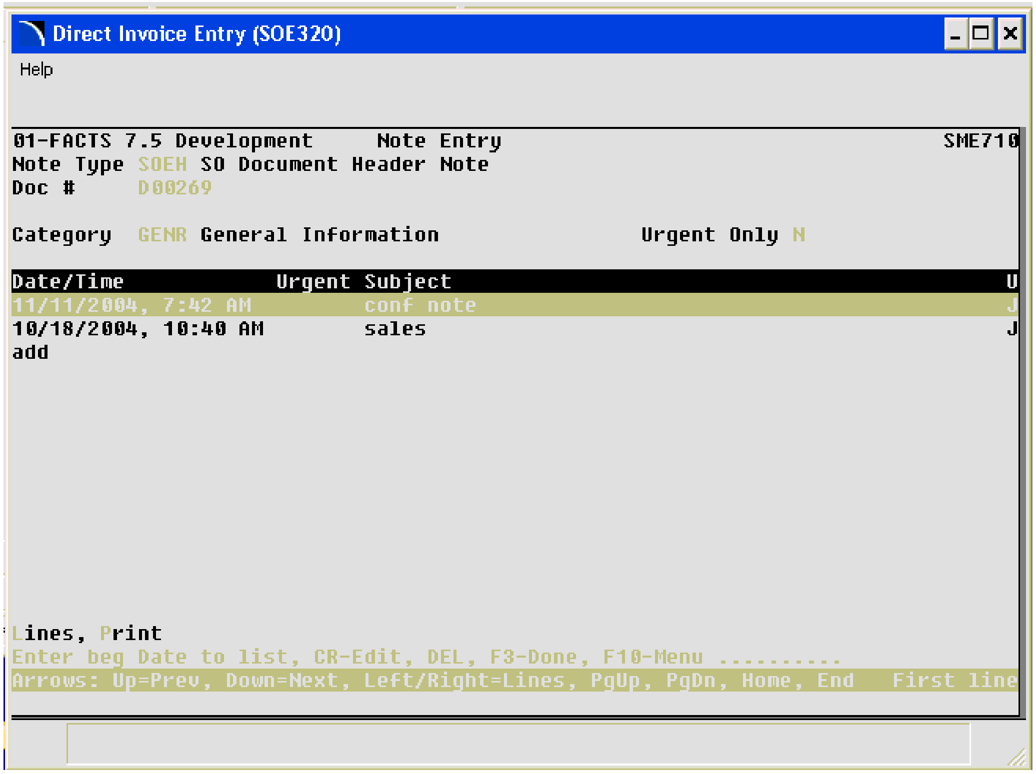
P-Print to access the Print Options screen that allows you to print a single note (highlighted in the browser). Press F10-Menus, File→Print from the menu to access the Print Options screen that allows you to select of a date range of notes to print for the specified notes type and selected the associated fields: Customer, Document and Continuation # **(for ARDC note type)**, Customer **(for CUST note type)**, Item **(for ITEM note type)**, Ticket #, Ship #, Line # **(for TRNL note type),** Ticket #, Ship # **(for TRNH note type),** PO Num **(for POEH note type),** PO Num, Line # **(for POEL note type),** PO Num, Receipt #, Line # **(for POPH note type),** PO Num, Receipt #, Line # **(for POPL note type),** Doc # **(for SOEH note type),** Doc #, Line # **(for SOEL note type),** Doc #, Invoice # **(for SOPH note type),** Doc #, Invoice #, Line # **(for SOPL note type),** Quote # **(for SOQH note type),** Quote #, Line # **(for SOQL note type)**, or Vendor **(for VEND note type)**, and print them to the selected printer.

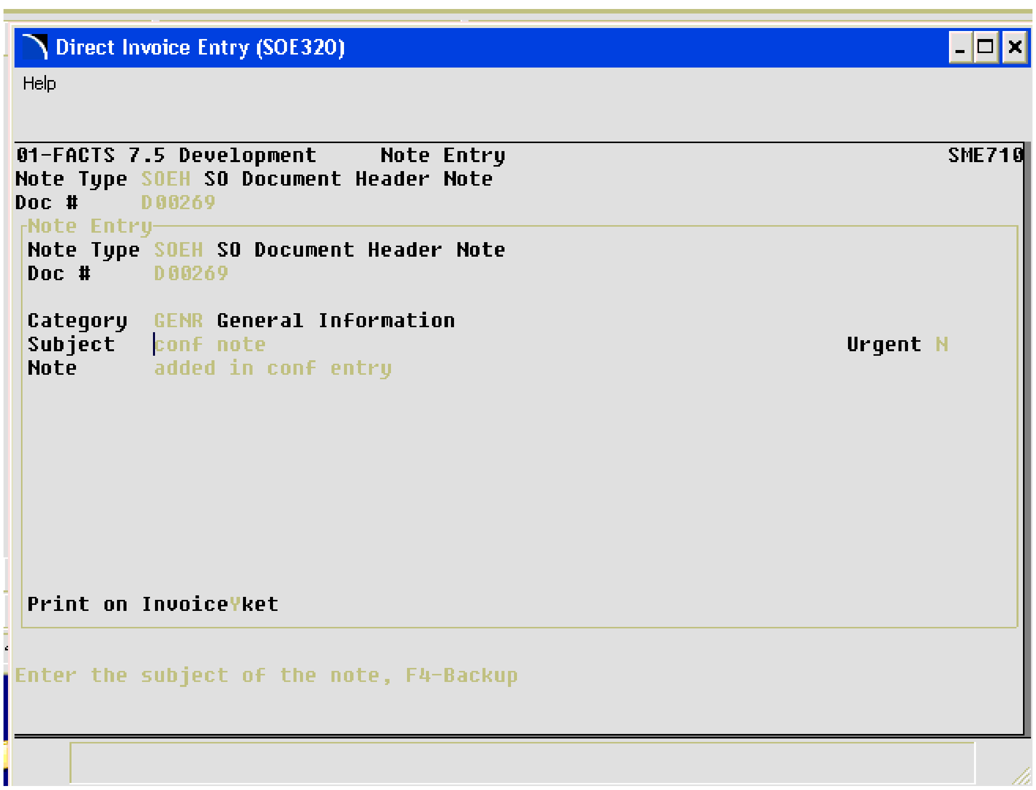
L-Lines ((for Note types **TRDH** (transfer document header), **POEH** (Purchase Order Header Note), **POPH** (Purchase Order Receipt Header Note) **SOEH** (Sales Order Header Note), **SOPH** (Past Sales Order Header Note), **SOQH** (Quote Document Header Note)) to access Note Entry for transfer document lines associated with the transfer document header.

F3-Done to end Note Entry and exit the Note Entry (SME710) screen.






Direct Invoice Entry (SOE320)
Help
01-FACTS 7.5 Development Note Entry SME710
Note Type SOEH SO Document Header Note
Doc # D00269
Category GENR General Information Urgent Only N
Date/Time Urgent Subject U
11/11/2004, 7:42 AM conf note J
10/18/2004, 10:40 AM sales J
add
Lines, Print
Enter beg Date to list, CR-Edit, DEL, F3-Done, F10-Menu ....
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line


Direct Invoice Entry (SOE320)
Help
01-FACTS 7.5 Development Note Entry SME710
Note Type SOEH SO Document Header Note
Doc # D00269
Note Entry
Note Type SOEH SO Document Header Note
Doc # D00269
Category GENR General Information
Subject conf note Urgent N
Note added in conf entry
Print on InvoiceYket
Enter the subject of the note, F4-Backup

How to enter and maintain notes for AR documents, transfer tickets, Purchase Order documents, Sales Order documents customers, items, or vendors

1. Type SME710 at the Access Code menu prompt to directly access Note Entry (SME710).

2. In the Note Type field, enter the type of note you want to modify or enter. You can select from: ARDC (AR document), CUST (customer), ITEM (item) TRDH (transfer document header), TRDL (transfer document line) PODH (purchase order document header), PODL (purchase order document line), SODH (sales order document header), SODL (sales order document line) or VEND (vendor). Press F2 or the icon to search for Note Types. The Note Type you select determines the inputs that the system displays next.

3. For the Associated Fields: Customer, Document and Continuation # (for ARDC note type), Customer (for CUST note type), Item (for ITEM note type), Ticket #, Ship #, Line # (for TRNL note type), Ticket #, Ship # (for TRNH note type), PO Num (for POEH note type), PO Num, Line # (for POEL note type), PO Num, Receipt #, Line # (for POPH note type), PO Num, Receipt #, Line # (for POPL note type), Doc # (for SOEH note type), Doc #, Line # (for SOEL note type), Doc #, Invoice # (for SOPH note type), Doc #, Invoice #, Line # (for SOPL note type), Quote # (for SOQH note type), Quote #, Line # (for SOQL note type), or Vendor (for VEND note type), enter the information for the inputs that the system displays for the Note Type you specified. You can press F2 or the icon to search for customers, items, and documents.

4. In the Category field, enter the category for the note entry, such as General or Urgent. The system displays the category associated with the setting in the Note Type file or the user preference file as the default. If there is only one category on file for the note type, the system uses it as the default.

5. **Graphical Users**: Select the Urgent Only checkbox to indicate that you want to display only those notes that are designated as urgent for the Note Type, associated fields, and Category combination entered.

   Character Users: Enter Y for Urgent Only to indicate that you want to display only those notes that are designated as urgent for the Note Type, associated fields, and Category combination entered.

6. In the browser in the lower portion of the screen, the system displays a list of available notes for Note Type, associated fields, and Category combination entered. The Notes browser displays the note date and time, urgent flag, subject and user that created the note.

7. **Graphical Users**: If there are no notes available, select to add a note if you have the authority to create notes and the category has not been deactivated. If notes exist you can:

   Select the icon to make modified the highlighted note.

   Select the icon to add a note.

   Select the icon to delete the highlighted note.

Character Users: If there are no notes available, enter A to add a note if you have the authority to create notes and the category has not been deactivated. If notes exist you can:
Enter a note line number to modify it or enter D to delete a note.

8. If you select to add or to modify a note, the system displays the Note Entry details screen. The Note Type, associated fields, and Category combination entered on the main screen display for reference.

9. Enter the following information for the note:

   Subject--Enter or modify the subject for the note.

   Urgent--Indicate the note should be classed as urgent. Notes marked urgent automatically display in Sales Order Entry programs for customers, document header records, document line records, and items.

   Note--Enter or modify the text for the note.

   Contact--Enter the contact person associated with the note.

   Reason--Enter the reason for the note.

10. After completing the note inputs, you can:

    Select **OK** or **F3** to complete the note entry and return to the main screen.

    Select **Cancel** or **F4** to return to the main screen without entering a note.

    For Item Notes only, you can also **Exports** to access the Export Selections from Items Notes (SME711) screen, which is used to export items notes to transfer document line notes.

11. When you have finished adding, modifying and deleting notes, you can select:

    Graphical Users:

    Print to access the Print Options screen that allows you to print a single note (highlighted in the browser). Select File→Print from the menu to access the Print Options screen that allows you to select of a date range of notes to print for the specified notes type and selected the associated fields: Customer, Document and Continuation # (for ARDC note type), Customer (for CUST note type), Item (for ITEM note type), Ticket #, Ship #, Line # (for TRNL note type), Ticket #, Ship # (for TRNH note type), PO Num (for POEH note type), PO Num, Line # (for POEL note type), PO Num, Receipt #, Line # (for POPH note type), PO Num, Receipt #, Line # (for POPL note type), Doc # (for SOEH note type), Doc #, Line # (for SOEL note type), Doc #, Invoice # (for SOPH note type), Doc #, Invoice #, Line # (for SOPL note type), Quote # (for SOQH note type), Quote #, Line # (for SOQL note type), or Vendor (for VEND note type) and print them to the selected printer.

    Lines (for Note types TRDH (transfer document header), POEH (Purchase Order Header Note), POPH (Purchase Order Receipt Header Note) SOEH (Sales Order Header Note), SOPH (Past Sales Order Header Note), SOQH (Quote Document Header Note) to access Note Entry for transfer document lines associated with the transfer document header.

    Done to exit the Note Entry (SME710) screen.

Character Users: Enter:

P-Print to access the Print Options screen that allows you to print a single note (highlighted in the browser). Press F10-Menus, File→Print from the menu to access the Print Options screen that allows you to select of a date range of notes to print for the specified notes type and selected the associated fields: Customer, Document and Continuation # (for ARDC note type), Customer (for CUST note type), Item (for ITEM note type), Ticket #, Ship #, Line # (for TRNL note type), Ticket #, Ship # (for TRNH note type), PO Num (for POEH note type), PO Num, Line # (for POEL note type), PO Num, Receipt #, Line # (for POPH note type), PO Num, Receipt #, Line # (for POPL note type), Doc # (for SOEH note type), Doc #, Line # (for SOEL note type), Doc #, Invoice # (for SOPH note type), Doc #, Invoice #, Line # (for SOPL note type), Quote # (for SOQH note type), Quote #, Line # (for SOQL note type), or Vendor (for VEND note type) and print them to the selected printer.

L-Lines (for Note types TRDH (transfer document header), POEH (Purchase Order Header Note), POPH (Purchase Order Receipt Header Note) SOEH (Sales Order Header Note), SOPH (Past Sales Order Header Note), SOQH (Quote Document Header Note) to access Note Entry for transfer document lines associated with the transfer document header.

F3-Done to end Note Entry and exit the Note Entry (SME710) screen.

Notes Security for Customer/Item/Vendor/Transfer Ticket/AR Document Notes/Sales Order Document/Purchase Order Document Notes

This screen is available to the Note Admin User defined on the Security view of User Code F/M to determine which users have Note Entry access by security code, whether users can create/edit categories for note types, and manage category creation by security code. From the Admin menu, you can access the Notes Security screen. You must enter a note type in Note Entry (SME710) before you can access this screen.

Input Descriptions

Use the following input descriptions to enter information for notes:

Notes Entry Security Code

The security codes that determine which users can access Note Entry (SME710). Security codes are assigned to users on the Security view of User Code F/M (SMF410). The system compares the code entered here with those assigned to users and determines whether a user has proper security to enter notes.

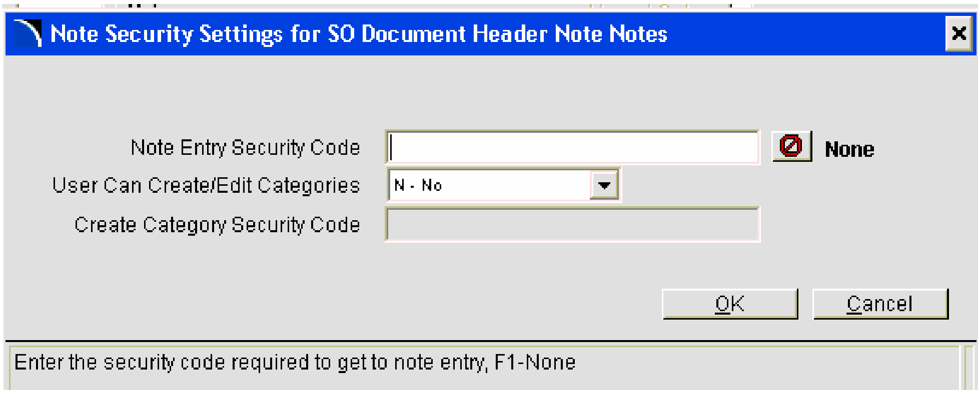
User Can Create/Edit Categories

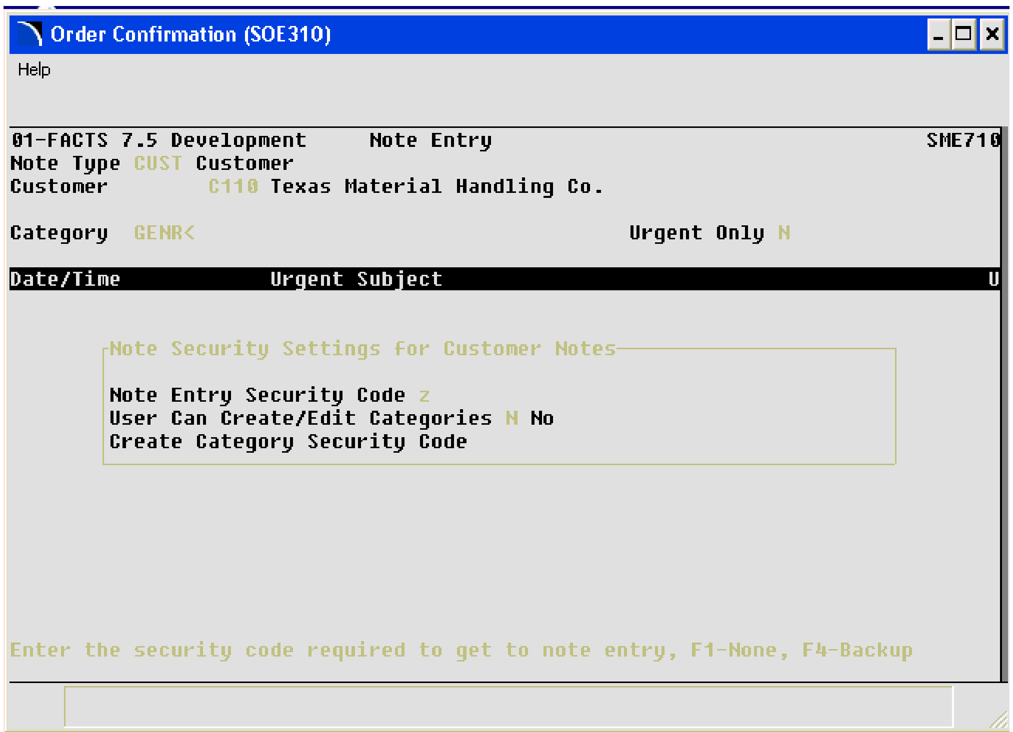
Indicate whether users can create or edit categories for the note type specified. You can select from Y-yes, N-no, or S-With Security Code. This setting determines which Category menu options (Creating Notes and Editing Notes) are available to user in Note Entry (SME710).

Create Category Security Code

The security codes that determine which users can access creating categories via the Category→Creating Categories menu option in Note Entry (SME710). This input is only available if you select S-With Security Code for the User Can Create/Edit Categories input (above).

Security codes are assigned to users on the Security view of User Code F/M (SMF410). The system compares the code entered here with those assigned to users and determines whether a user has proper security to create categories.


Note Security Settings for SO Document Header Note Notes
Note Entry Security Code
None
User Can Create/Edit Categories
N - No
Create Category Security Code
OK
Cancel
Enter the security code required to get to note entry, F1-None


Order Confirmation (SOE310)
Help
01-FACTS 7.5 Development Note Entry SME710
Note Type CUST Customer
Customer C110 Texas Material Handling Co.
Category GENR< Urgent Only N
Date/Time Urgent Subject U
Note Security Settings for Customer Notes
Note Entry Security Code z
User Can Create/Edit Categories N No
Create Category Security Code
Enter the security code required to get to note entry, F1-None, F4-Backup

Creating Categories

Use the Creating Category screen to add categories for a note type. From the Category menu, you can access programs to edit, delete, and create note categories. Any note type can have an unlimited number of additional information fields associated with it, and any category of notes can have an unlimited number of additional information fields associated with it.

Notes are sorted and stored by note type and category. Notes processing comes with a standard category for each note type. For each note type: ARDC (AR document), CUST (customer), ITEM (item), POEH (Purchase Order Header Note), POEL (Purchase Order Line Note), POPH (Purchase Order Receipt Header Note), POPL (Purchase Order Receipt Line Note), SOEH (Sales Order Header Note), SOEL (Sales Order Line Note), SOPH (Past Sales Order Header Note), SOPL (Past Sales Order Line Note), SOEL (Sales Order Line Note), SOQH (Quote Document Header Note), SOQL (Quote Document Line Note), and VEND (vendor), the system provides a GENR-general note category. You can create additional categories using the Creating Category screen. User-created categories have a 3 character ID. System generated categories have only 3 characters.

Screens from the Category menu are available to the Note Admin User set on the Security view of Company Control F/M and for general users based on setting on the Notes Security Setting for Customer/Item/Vendor/Ar document/IC transfer ticket/Purchase Order document/Sales Order document Notes screen.

You can associate an unlimited number of categories depending on your system's Note Admin User setting on the Security view of Company Control F/M. You can define a specific user as the Notes Admin User or you can set this field to None so that note categories cannot be created for the specified company.

Input Descriptions

Use the following input descriptions to enter information for notes:

Category ID

The category ID code. This code must begin with a dash and contain 3 characters.

Inactive

Indicates the category should be classed as inactive. Inactive categories cannot be used in creating notes. Inactive note categories do not automatically display notes.

Description

The category description.

Security Code Required to View Notes

The security codes that determine which users can view notes. Security codes are assigned to users on the Security view of User Code F/M (SMF410). The system compares the code entered here with those assigned to users and determines whether a user has proper security to view notes.

Security Code Required to Create Notes

The security codes that determine which users can create notes. The system compares the code entered here with those assigned to users and determines whether a user has proper security to create notes.

Allow Changing Notes

Indicate whether you allow notes in this category to be changed. You can select from: A—Always, U—Only Notes They Created, N—Never. Select A to indicate that you allow notes to be changed in this category with no restrictions, U to indicate that users can only change the notes they create, or N to never allow notes in this category to be modified.

Allow Deleting Notes

Indicate whether you allow notes in this category to be deleted. You can select from: A—Always, U—Only Notes They Created, N—Never. Select A to indicate that you allow notes to be deleted in this category with no restrictions, U to indicate that users can only delete the notes they create, or N to never allow notes in this category to be deleted.

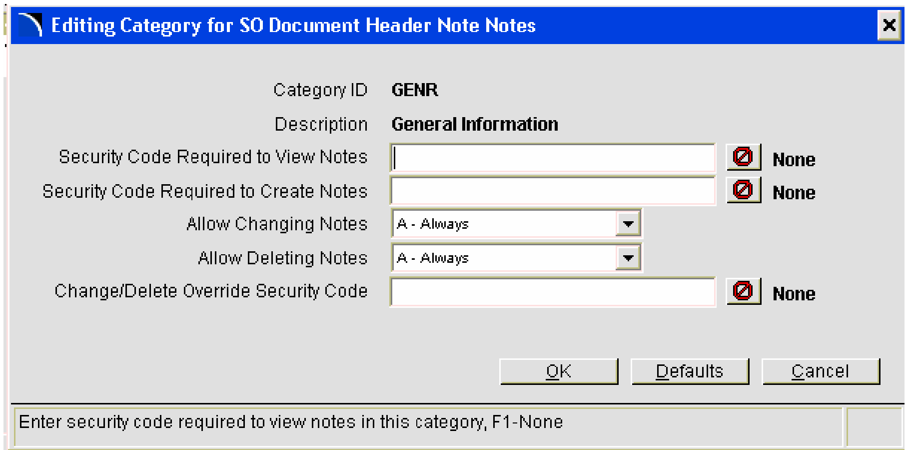
Change/Delete Override Security Codes

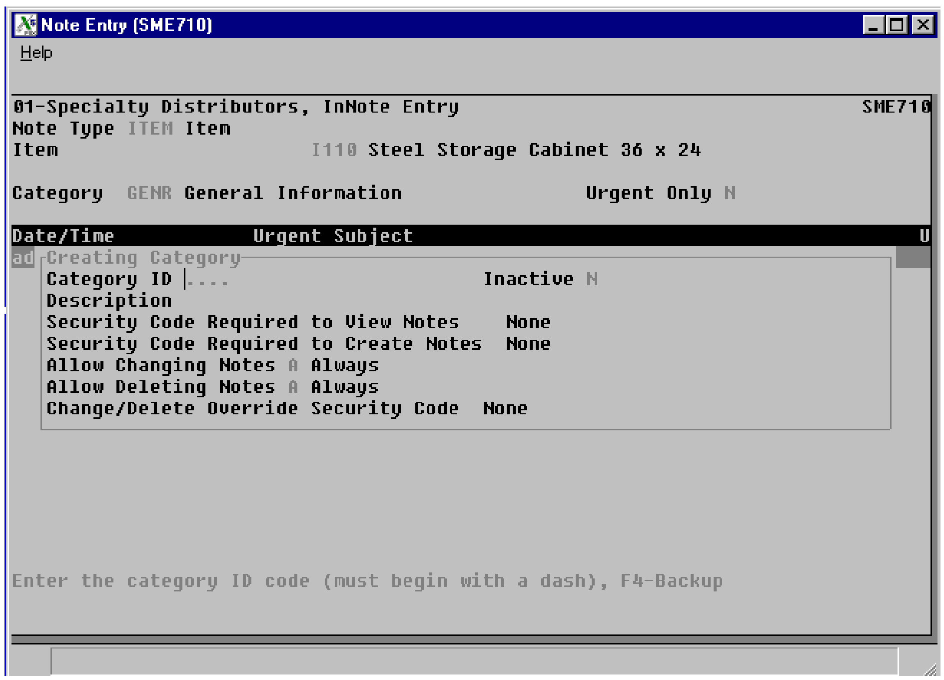
Enter the security code to allow users to change and delete notes even when the category settings (that you enter above) don't allow it. The security code you enter here overrides the Allow Deleting/Changing Notes settings. Users who have this security code assigned to them can still modify or delete notes in this category.

Defaults

Select the Defaults option to access the Category Defaults for Notes screen where you can enter a default subject and default text to display for notes entered in this category.

Select the OK button (character users press F3) to complete the category or the Cancel button (character users press F4) to return to Note Entry (SME710) without creating a category.

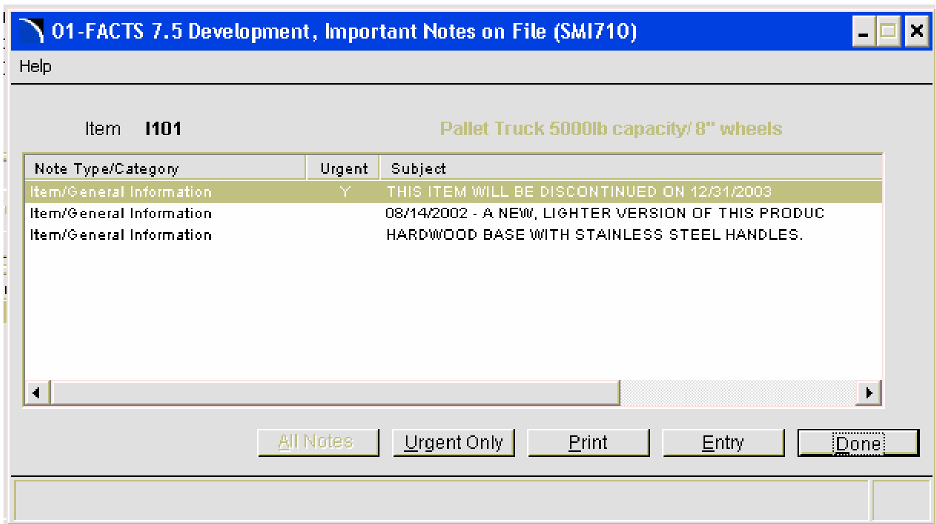

Editing Category for SO Document Header Note Notes
Category ID GENR
Description General Information
Security Code Required to View Notes None
Security Code Required to Create Notes None
Allow Changing Notes A - Always
Allow Deleting Notes A - Always
Change/Delete Override Security Code None
OK
Defaults
Cancel
Enter security code required to view notes in this category, F1-None

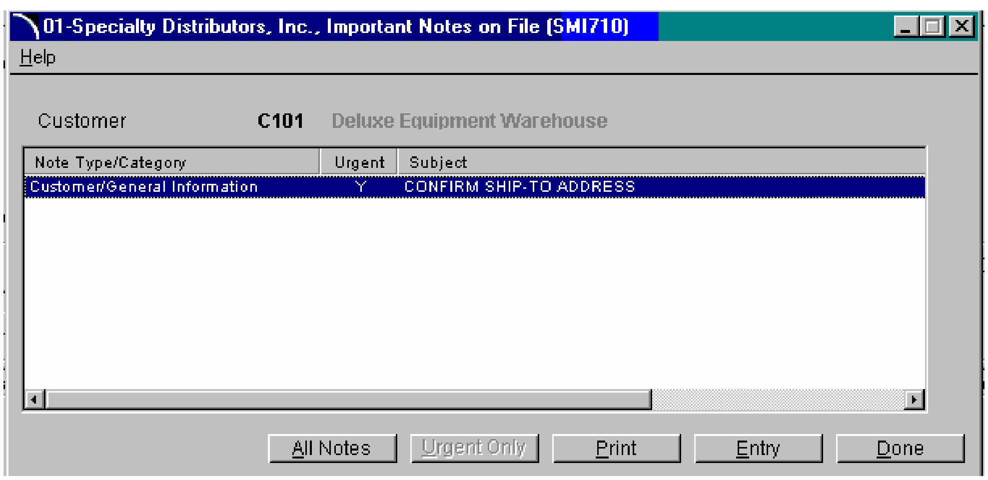

Note Entry (SME710)
Help
01-Specialty Distributors, InNote Entry SME710
Note Type ITEM Item
Item I110 Steel Storage Cabinet 36 x 24
Category GENR General Information Urgent Only N
Date/Time Urgent Subject U
Creating Category
Category ID .... Inactive N
Description
Security Code Required to View Notes None
Security Code Required to Create Notes None
Allow Changing Notes A Always
Allow Deleting Notes A Always
Change/Delete Override Security Code None
Enter the category ID code (must begin with a dash), F4-Backup

Important Notes on File (SMI710)

If you display a record for a customer, vendor, or an item has an urgent note attached to it, the system automatically displays the urgent note in the Important Notes on File dialog box when you access the selected record.

You can:





(Graphical Users)

Double click a note line to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.

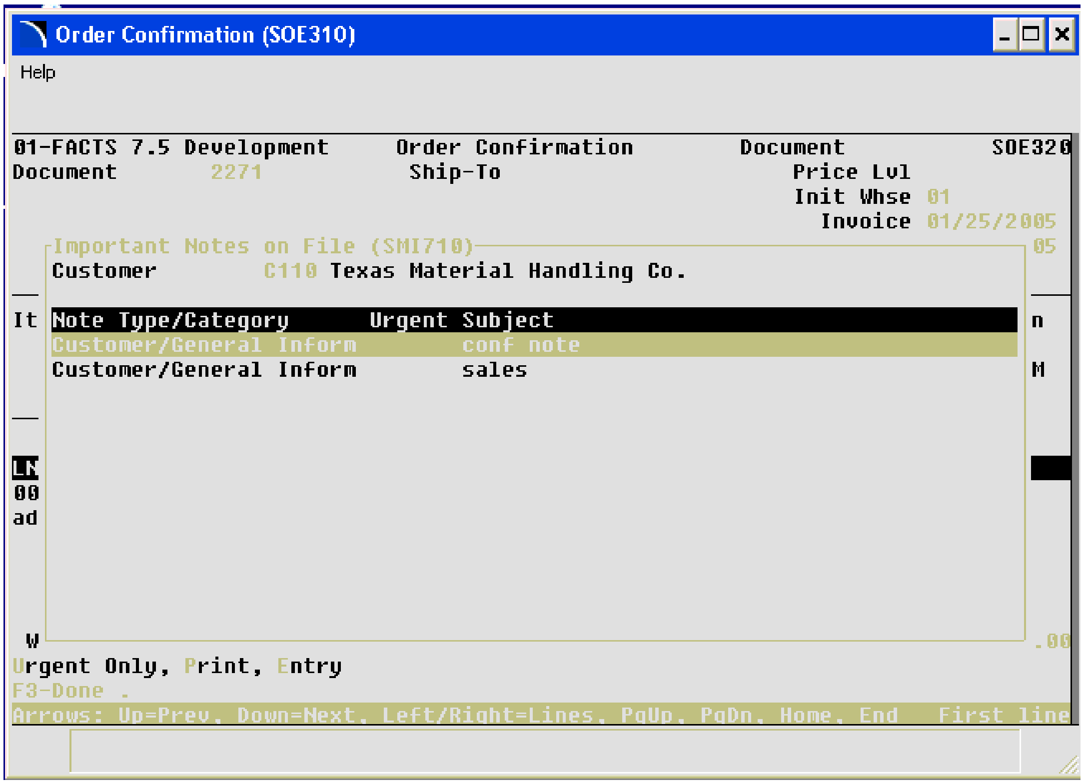
Highlight a note and select the **Print** button to access the Print Options screen. You can specify to print the note to a selected printer or file and specify margin settings for the printout.

Select the **Entry** button to access Note Entry (SME710), where you can edit the urgent note, if you have permission to edit the associated note category.

Select the **All Notes** button to display all notes for the specified item or customer.

Select the **Urgent Only** button to display only notes marked as urgent.

Select the **Done** button to exit the Notes feature.



(Character Users)

Enter the line number for the note and press Enter to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.

Enter the line number for the note and press P-Print to access the Print Options screen. You can specify to print the note to a selected printer or file and specify margin settings for the printout.

Enter the line number for the note and press E-Entry to access the Note Entry (SME710), where you can edit the urgent note, if you have permission to edit the associated note category.

Press **A**-All Notes button to display all notes for the specified item or customer.

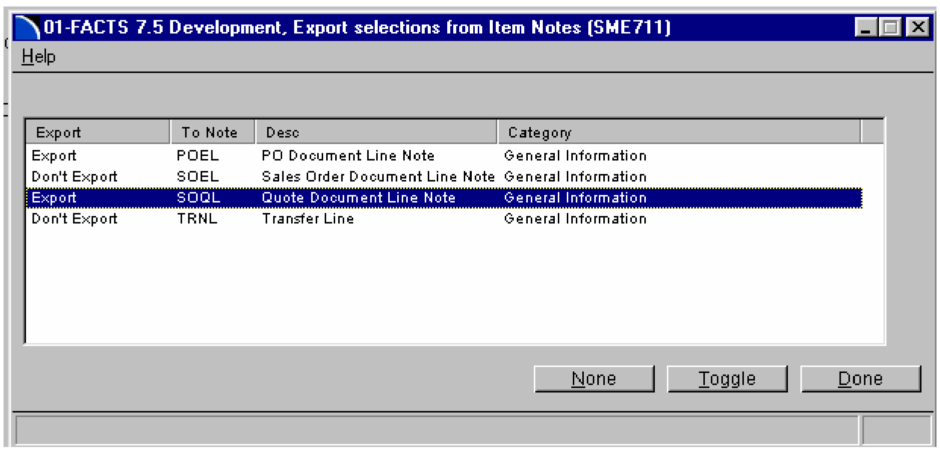
Press **U**-Urgent Only button to display only notes marked as urgent.

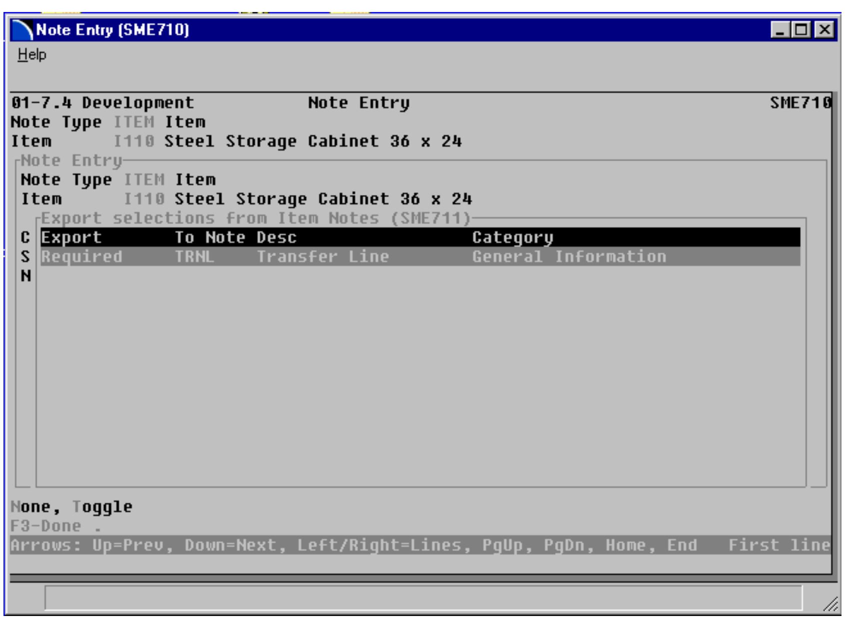
Press **F3** to exit the Notes feature.

Export selections from Item Notes (SME711)

Use this screen to select notes for the **Item** note type and export them to TRDL (transfer document line), PODL (purchase order document line), or SOEL (sales order line note), SOPH (past sales order header note), SOPL (past sales order line note) and SOQL (quote line note) notes.

Select the Exports button to access the Export selections from Item Notes (SME711) screen, if there are exports defined for the specified Note Type and Category. Highlight the note you want to export and press the Toggle button. Click the Toggle option to cycle through the settings: Don't Export, Export, or Required to indicate the export setting for the item note you want to export. When the note is selected for export the 'Export' column in the browser contains the word 'required'. If you do not want to select any notes for exporting, press None. Press Done or F3 to export your selections (if any) and exit the screen.





Banking and Check System

All bank accounts are set up as separate banks (may have same descriptions) through the Bank F/M program. Each bank that you set up is used system wide.

The Banking & Check subsystem maintains bank account balances through postings from

Accounts Payable when checks are written

Accounts Receivable when cash is posted (deposits are made) and when invoices are entered as cash invoices

Payroll when checks are written

Sales Orders when invoices are entered as cash invoices.

You can use Bank Transaction Entry to create and edit open bank transactions, such as deposits, bank transfers, miscellaneous bank transactions and non-bank transactions.

Use the Bank Transaction Register to select open bank transactions to print and optionally update. The registers creates a detail listing and a GL distribution.

Use the Bank Reconciliation program to reconcile your bank transactions in FACTS with your bank statement.

Use the Bank Inquiry program to view general information, stored Ledgercards and written checks.

The Bank Transaction Listing program allows you to print transactions for a selected bank.

Use the Bank Transaction Removal program to print and remove cleared bank transactions only.

Use Bank F/M (SMF510) to create and maintain alphanumeric bank codes, which are used throughout the system to represent banks used by the company and Bank Control F/M to set up the bank transfer clearing account.

Bank Reconciliation System Processing Notes

The Banking system contains bank transaction header and line files (SMTRNH/SMTRNL) that contain the actual bank transactions. You can edit and delete bank transaction header and lines and use this information to reconcile to the bank statement. The indirect or detail transaction header and line files (SMITRH/SMITRL) hold the cash and check transactions that represent cash coming into the bank from other modules in FACTS. These transactions are used to make up the deposit and non-bank transactions in the bank transaction file.

There are 8 types of transactions in the bank transaction file: checks from the AP and PR modules, returned checks from the AR module, deposits, miscellaneous bank transactions, non-bank transactions, transfer in, transfer out and adjustments.

When you create a bank transfer, the system creates the two transfer type records.

The AP check register, PR check register and returned check register all create transactions directly into the bank transaction files. The bank's balance and the bank GL# is updated. The Cash Receipts Register, AR Sales Register and SO Daily Sales Register write records into the indirect transaction header file for the total of each cash type terms code that is set to use the bank's GL. Check type terms codes write to the indirect transaction line file. If the bank for these transactions does not use the deposit system, the registers will automatically create a deposit record in the bank transaction files that is made up of all of the indirect transactions that were created by the register. The bank transaction is set to a status of complete. The system updates the bank's balance and the bank GL#. If the bank does use the deposit system, the system does not update the registers and updates the bank clearing GL# instead of the bank GL#. You can then use the Bank Transaction Entry program to create a bank deposit composed of the open indirect transactions. Optionally, you can set a bank that uses the deposit system to have the registers automatically create the deposit record. This creates one deposit for all of the indirect transactions but is not updated. You can edit or delete this deposit.

Bank Transaction Entry (SME510) allows entry of bank transfers, miscellaneous bank transactions and if the bank uses the deposit system, deposits and non-bank transactions (both of which require selecting indirect transactions). The system maintains an audit file each time you add, edit or delete transactions in Bank Transaction Entry and Bank Reconciliation Entry program.

Bank transactions are updated by running the Bank Transaction Register (SMR510). The Bank Transaction Register prints a register listing of all transactions to be posted and a GL distribution. Then, it updates the bank's balance and the bank GL# and change the status of each bank transaction to complete. Transactions can also be updated immediately from within the Bank Reconciliation program. This updates the bank balance and the GL but not mark the transaction complete. The register prints those transactions also so you have a hardcopy of what was updated.

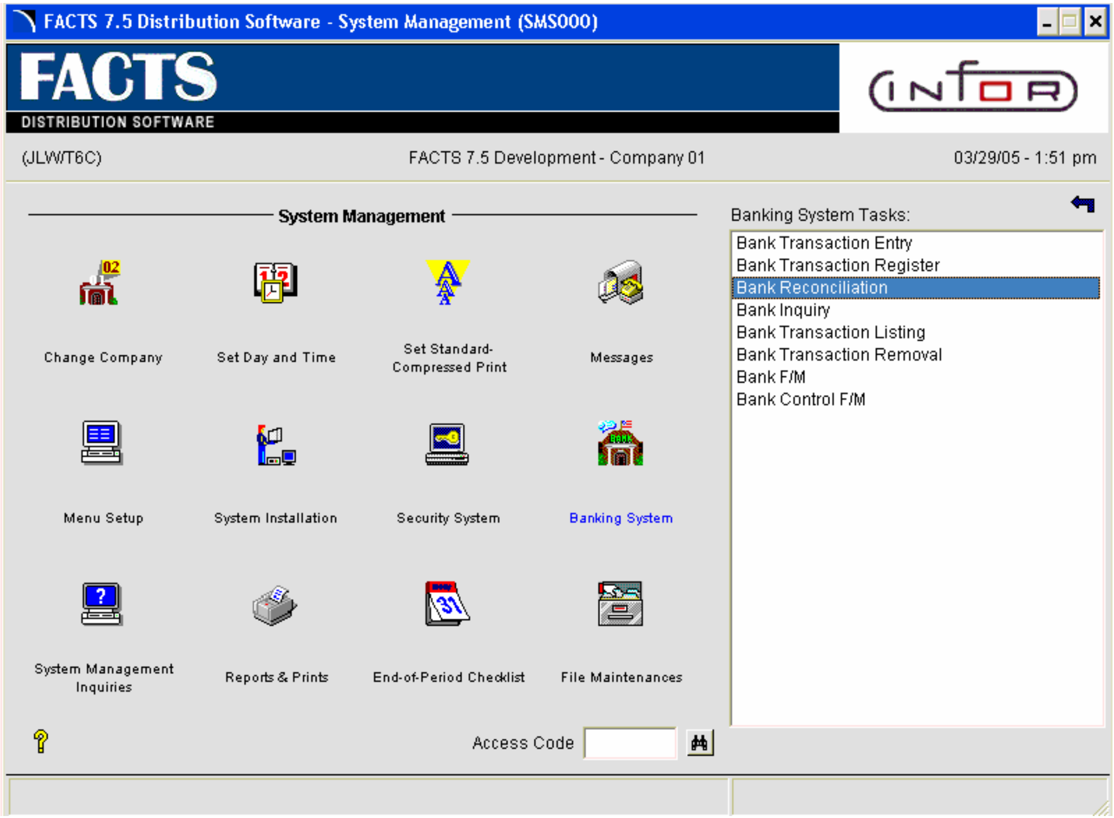
Before a transaction is updated, it can be edited or deleted. Once a transaction is updated either from the Update function in Bank Reconciliation or through the Transaction register, changes or deletions may only be done by making adjustments. Each adjustment has its own data, status, GL distribution, etc. You can change the amount of the transaction and the bank reconciliation processing creates an adjustment record tied to the original for the difference in the amount. This adjustment record updates through the next transaction register. When adjustments exist, the original transaction is presented as the net amount after the adjustments have been applied.

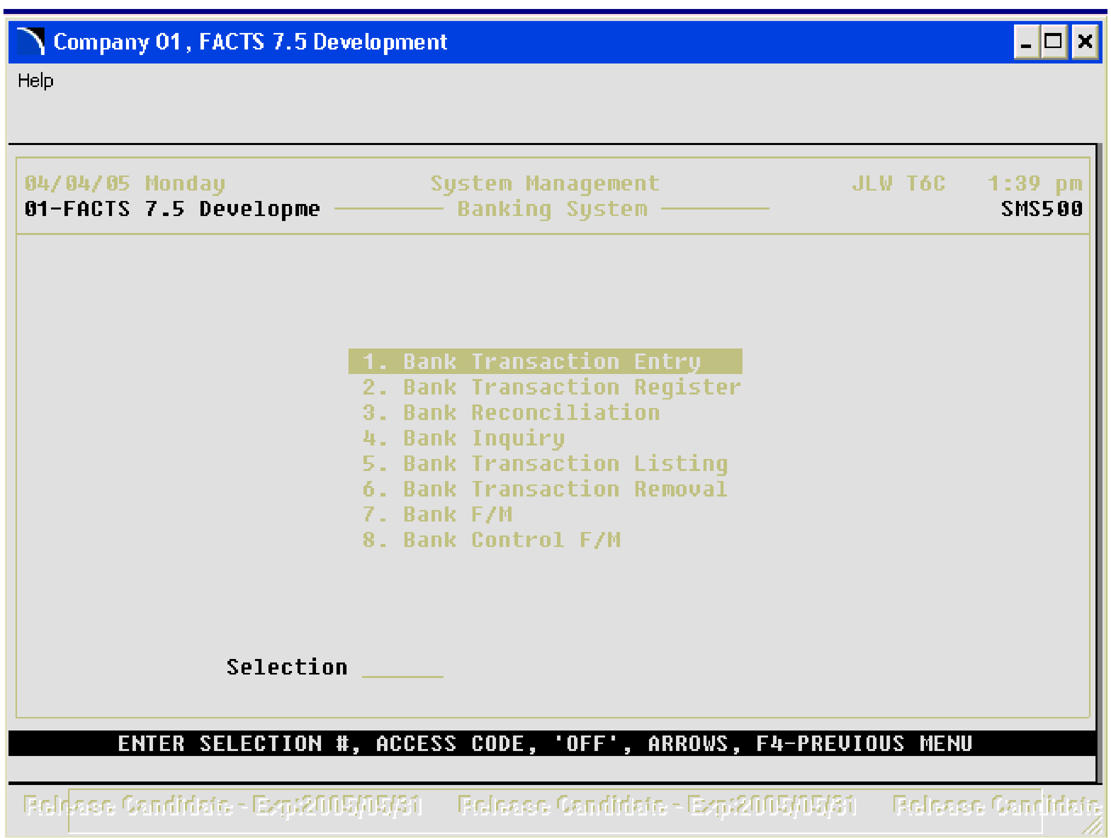
Transactions and adjustments can have a status of: Open, Updated but not run through the register, or Complete (i.e. run through the register).

Use Bank Reconciliation Entry to reconcile the bank transactions to the bank statement. You can quickly set the status of any updated transaction to "cleared". Once the transactions balance, you can select the Reconcile function to change the reconciled flag of all transactions to "Y" and set the reconciled date. The last reconciled balance and date of last reconciliation in the bank file are updated.

Each bank transaction has a cleared status and reconciled status relative to the bank reconciliation function. All sequence numbers for a transaction (i.e. the transaction and all adjustments to it) also have the same cleared and reconciled status.

During Bank Reconciliation, you can enter new transactions, edit open transactions or make adjustments to transactions that are already updated or complete. Use the Update function to update an open transaction or adjustment immediately. This causes the bank balance and GL updates to take place and the transaction status to be changed to "updated". The system also maintains a GL detail file to hold the GL information of each transaction and adjustment that is updated in the bank reconciliation. This record is used by the register to document what GL postings actually occurred and to fill in the remaining detail of register number, etc., in the GL transactions. The Transaction Register has two sections, one for open transactions and one for updated transactions. When the register is updated, the status changes to **Complete** for all transactions appearing on the register.


FACTS 7.5 Distribution Software - System Management (SMS000)
FACTS
DISTRIBUTION SOFTWARE
(JLW/T6C)
FACTS 7.5 Development - Company 01
03/29/05 - 1:51 pm
System Management
Banking System Tasks:
Bank Transaction Entry
Bank Transaction Register
Bank Reconciliation
Bank Inquiry
Bank Transaction Listing
Bank Transaction Removal
Bank F/M
Bank Control F/M
Change Company
Set Day and Time
Set Standard-Compressed Print
Messages
Menu Setup
System Installation
Security System
Banking System
System Management Inquiries
Reports & Prints
End-of-Period Checklist
File Maintenances
Access Code


Company 01, FACTS 7.5 Development
Help
04/04/05 Monday
System Management
JLW T6C
1:39 pm
01-FACTS 7.5 Developme
Banking System
SMS500
1. Bank Transaction Entry
2. Bank Transaction Register
3. Bank Reconciliation
4. Bank Inquiry
5. Bank Transaction Listing
6. Bank Transaction Removal
7. Bank F/M
8. Bank Control F/M
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU
Release Candidate - Exp:2005/05/31
Release Candidate - Exp:2005/05/31
Release Candidate

Bank Transaction Entry (SME510)

Function

Use Bank Transaction Entry to create and edit open bank transactions, such as deposits, bank transfers, miscellaneous bank transactions and non-bank transactions.

Non-bank transactions are a way to take money that was originally intended to go into the bank and direct it to some other GL account. An example of a non-bank transaction is credit card processing fees coming out of the credit card deposit for the day. These transactions create records in the transaction header file, SMTRNH, with a new transaction number and a zero sequence number. You can also "change" an updated or completed transaction. Note that the original transaction does not change but FACTS creates an adjustment record to reflect the changes made. The adjustment record has the same transaction number but will have a non-zero sequence number. This ties all transactions and their adjustments together. The adjustment records are not available in the entry program but the net effect of the adjustment is visible on the original transaction line.

Miscellaneous bank transactions allow you to enter transactions that affect the bank balance and bank GL# and then indicate via the GL# what other account to post it to. Miscellaneous bank transactions are not created from another function in FACTS. An example of a Miscellaneous bank transaction would be bank service charges.

A bank transfer is actually made up of two separate transactions that are tied together. When you select to create a transfer, it means you are transferring money out of the bank of this entry and into another bank that you indicate. FACTS creates two records in the bank transaction file for this. One will be a "transfer out" for the bank that created the transfer. The other will be a "transfer in" for the bank the money is being transferred to. Each bank can only view its own half of this transaction. FACTS keeps these two transactions in sync but only the "transfer out" transaction can be changed. Each bank posts its part of the transfer independently so if either half of the transfer is already updated, the open side can no longer be changed or deleted. Additionally, you cannot adjust the open transaction in Bank Reconciliation Entry until it is updated. If the other half of the transaction cannot be found in the file (if it has been removed), the transaction cannot be changed or deleted and it displays asterisks on the Bank Transaction Register (SMR510) and in the Bank Inquiry (SMI510). Once updated, adjustments can be done from either side and they will no longer effect the other transaction.

You can create new deposits regardless of the "**Use Deposit System**" setting in Bank F/M (SMF510) as long as there are indirect transactions to be selected. This way, if the Use Deposit System setting is inadvertently turned off, any unconsumed indirect transactions can still be used. The cash transactions are in the indirect transaction files and are selected to make up the deposit. If the bank did not use the deposit system, then the individual registers in FACTS create the deposit record in the bank transaction files and marks it as complete.

A non-bank transaction can be created regardless of the "**Use Deposit System**" setting in Bank F/M (SMF510) as long as there are indirect transactions to be selected. This way, if the Use Deposit System setting is inadvertently turned off, any unconsumed indirect transactions can still be used. The cash transactions are in the indirect transaction files and are selected to make up the transaction. FACTS Bank Reconciliation is designed so you can select to take some cash that was received and put it to something other than the bank, like into petty cash. Enter the GL# to post to. Once updated, non-bank transactions cannot be adjusted. You can simply enter any corrections directly into General Ledger.

An adjustment transaction allows you to change a transaction amount after it has already updated the bank balance and General Ledger. You must indicate the GL# to post to for the adjusted amount.

If you do not have either the unrestricted access security code or the restricted access security code in the bank you try to enter, FACTS does not allow you to proceed into the program.

If you have a restricted access security code for the bank entered, you are able to view, edit or delete open deposit and transfer out transactions only.

User Inputs

The following inputs are involved in creating and editing open bank transactions:

1. Bank

Enter the bank code. The entry must be a valid code entered in Bank F/M.
Press F2 or the icon to search.

2. Status

Select the status for the bank transactions you want to display in the browser in the lower portion of the screen.
You can select between Open Only or All
(CUI users will have to use the Chg Filter button in order to change this.)

Note: If you only have a restricted access security code the system sets the Status "O-Open and makes this a display-only field.

3. Include Non-bank Transactions

Indicate whether to include non-bank transactions in the browser. Note that if you select this option, the system displays only open transactions in the browser in the lower portion of the screen.

When you enter a bank code the line browser displays all open and updated bank reconciliation transactions for the specified bank. Transactions display in descending date order. Transaction information in the browser includes the transaction date, the transaction type: D-Deposit, M-Miscellaneous Bank Transaction, T-Bank Transfer or N-Non-bank Transfer, the status for the transaction record; the system initially sets the Status to O—Open, whether the transaction has cleared the bank and/or the transaction has adjustments associated with it, the transaction amount, the GL number (for miscellaneous transfers) or bank code (for bank transfers), the transaction memo, check numbers from AP, PR and returned checks and/or transaction numbers for the bank reconciliation record.

CUI Users: In the Notes: area of the screen, just above the line item section, the system displays BANK to indicate that notes are present. Press F10-Menus to access Notes from the menu.

You can select from the following functions.

Press F2 or Enter (CR) to make changes for the highlighted transaction. You can modify any of the non-key fields of the transaction or add/edit an adjustment to an updated transaction. The

Edit function is not available for a transaction that has been cleared. a transfer in, a transfer or out record, where the other bank's transaction is already updated

Press A (F10-Menu Edit—Add Transaction) to add a new transaction.
When you select to add a new bank transaction, FACTS displays a message prompting for Transaction Type. You can select from: **D**-Deposit, **M**-Miscellaneous Bank Transaction, **T**-Bank Transfer, or **N**-Non-bank Transaction. All other fields will be disabled until the transaction type is selected.

Press DEL to delete the entire highlighted transaction. Note this function is disabled when on any transaction that has been updated from either the update button in Bank Reconciliation or been run through the Bank Transaction Register or for the following types of transaction types:. a cleared transaction, a transfer in, or a transfer out where the other bank's transaction is already updated.
Note that you cannot delete or edit bank transactions that have already been updated or that a status of **cleared** or **reconciled** or bank transactions where the other bank's transaction is already updated.

Press the F3 to save your changes (when editing a line).

GUI Users:

You can select from the following functions.

Select the icon to access Note Entry (SME710) for the bank specified in the program.
Select the icon to make changes for the highlighted transaction. You can modify any of the non-key fields of the transaction or add/edit an adjustment to an updated transaction. The Edit function is not available for a transaction that has been cleared. a transfer in, a transfer or out record, where the other bank's transaction is already updated

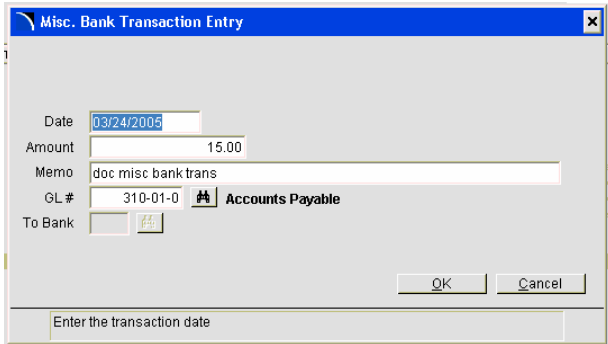
Select the icon to add a new transaction.
When you select to add a new bank transaction, FACTS displays a message prompting for Transaction Type. You can select from: **D**-Deposit, **M**-Miscellaneous Bank Transaction, **T**-Bank Transfer, or **N**-Non-bank Transaction. All other fields will be disabled until the transaction type is selected.

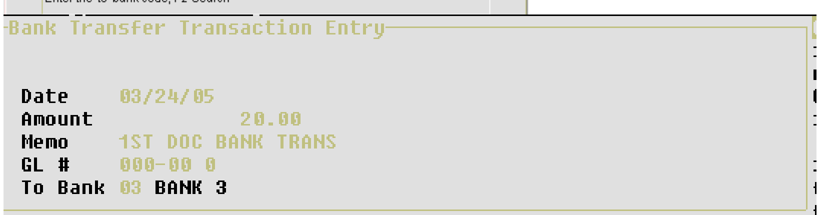
Select the icon to delete the entire highlighted transaction. Note this function is disabled when on any transaction that has been updated from either the update button in Bank Reconciliation or been run through the Bank Transaction Register or for the following types of transaction types:. a cleared transaction, a transfer in, or a transfer out where the other bank's transaction is already updated.
Note that you cannot delete or edit bank transactions that have already been updated or that a status of **cleared** or **reconciled** or bank transactions where the other bank's transaction is already updated.

Select the button to add a line item above the highlighted item in the browser.

Press the icon to save your changes (when editing a line).

If you select to add, edit or insert a miscellaneous bank transaction or bank transfer, the system displays the Transaction Entry or Misc. Bank Transaction Entry window containing the following inputs:





4. Transaction Type

Enter the transaction type (D/M/T/N). You can select from D-Deposit, M-Miscellaneous Bank Transaction, T-Bank Transfer or N-Non-bank Transfer. Note that D-Deposits and N-Non-bank Transfers" are only available if the bank is set to use the FACTS Deposit system.

Note: If you select to enter a deposit or a non-bank transaction, FACTS exits the Bank Transaction Entry (SME510) program and accesses the Deposit and Non-bank Transaction Entry (SME511) program.

5. Transaction Date

Enter the transaction date. Press Enter to use the system date as the default. Press F4 to backup.

6. Cleared

Indicates whether the transaction has cleared the bank. FACTS initially sets the Cleared Status field to "N" for not cleared and the cleared date is left blank.

7. Amount

Enter the transaction amount. Press F4 to backup. For Miscellaneous Bank Transactions, you can enter any non-zero number. For Bank Transfers, you can enter any positive number.

8. Memo

Enter the memo. Press **F4** to backup.

9. GL#

For miscellaneous transfers enter the GL number. Press **F2** or the icon to search. Press F4 to backup.

10. To Bank (for T-Bank Transfers)

For bank transfers enter the bank code for the "To" bank (ie the bank the transfer is going to). Press **F2** or the icon to search. Press **F4** to backup.

GUI Users: Select the **OK** button to enter the transaction information or **Cancel** to exit the *Transaction Entry* window without saving your changes. The system returns to the Bank Transaction Entry (SME510) screen.

CUI Users: Press Enter (CR) to enter the transaction information or **F4** to exit the *Transaction Entry* window without saving your changes. The system returns to the Bank Transaction Entry (SME510) screen.

At the bottom of the *Bank Transaction Entry (SME510)* screen, you can also select from the following functions:

Select **View Detail** for the selected non-bank transaction line to access the View Detail (SME512) program, which lists all cash and check transactions that make up the selected deposit or non-bank transaction

Select **View Adjustments** to access View Adjustments (SME521), which is used to view all adjustment transactions for the selected transaction.

Select the **Done** button to complete bank process. Select the **Done** button again to exit the program.

Menu Options

You can select from the following menu options:

CUI Users: Press **F10** to access menu options.

File

Exit	Closes the program and return to the FACTS menu.

Edit

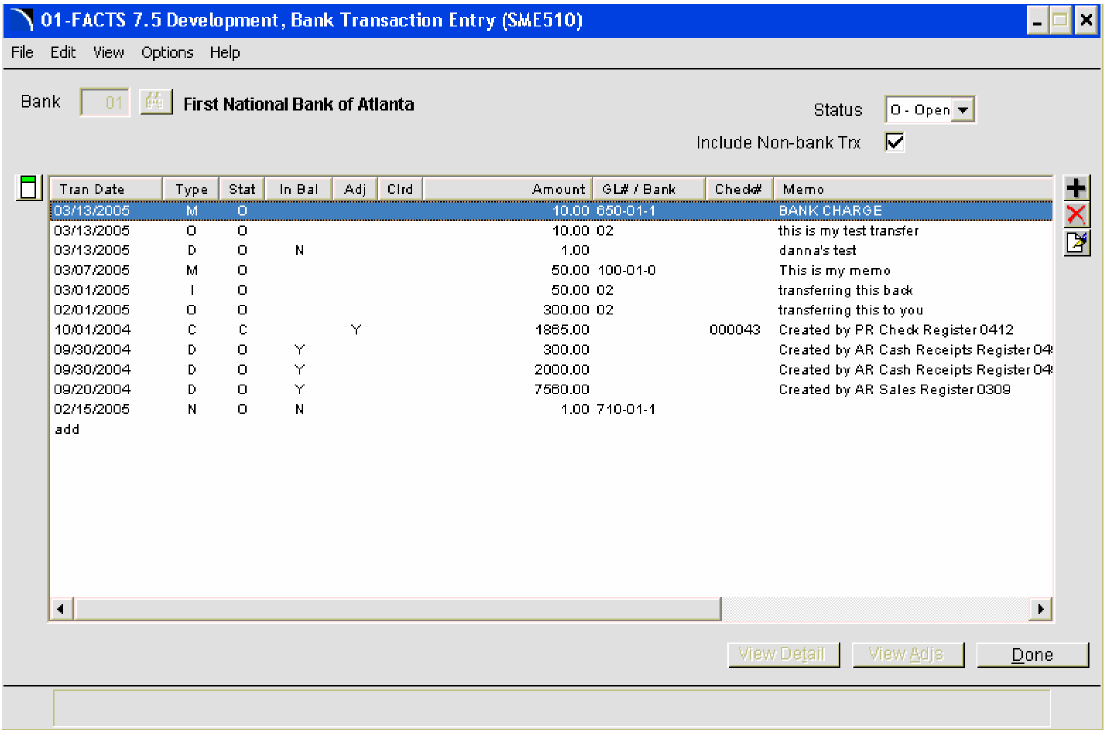
Add Transaction…	Allows you to add a bank transaction, such as deposits, bank transfers, miscellaneous bank transactions and non-bank transactions.
Delete Transaction…	Allows you to delete a bank transaction, such as deposits, bank transfers, miscellaneous bank transactions and non-bank transactions.
Edit Transaction…	Allows you to edit a bank transaction, such as deposits, bank transfers, miscellaneous bank transactions and non-bank transactions.

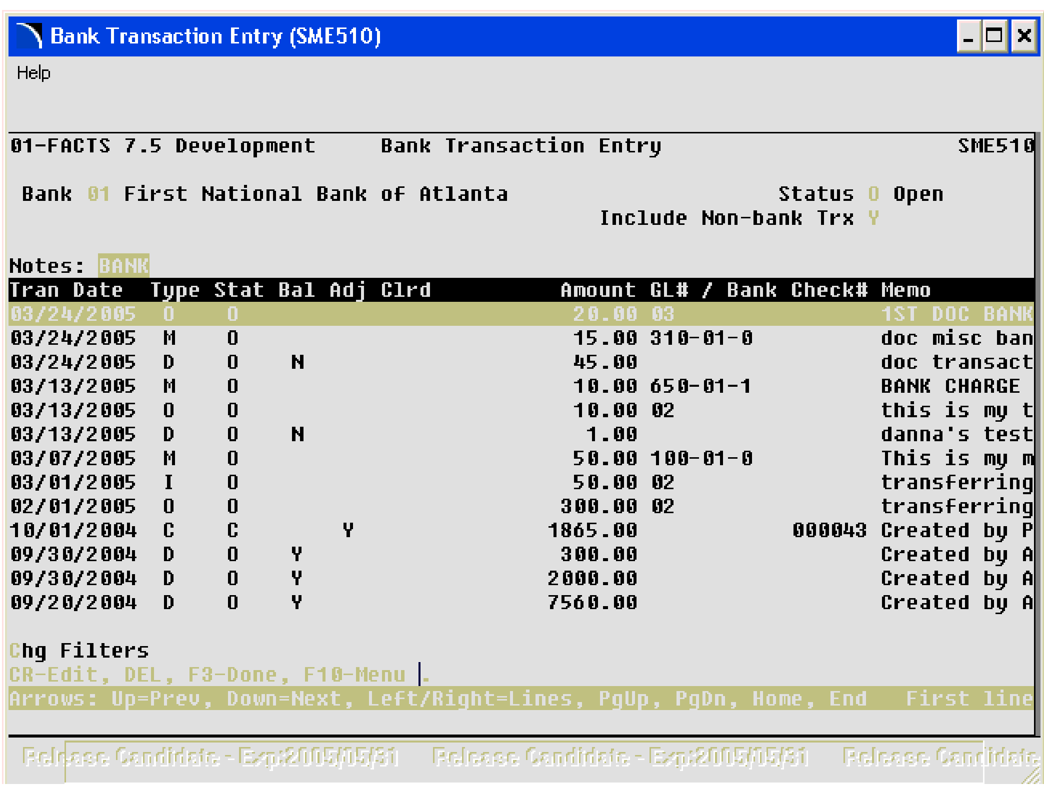
View

Bank Notes…	Displays any notes entered in Notes Entry (SME710) for the selected bank. Refer to the Notes Entry (SME710) topic for details.
Detail	For deposits or non-bank transactions only, select Detail to access the View Detail (SME512) program, which lists all cash and check transactions that make up the selected deposit or non-bank transaction
Adjustments	(For transactions with adjustments) select Adjustments to view all adjustment transactions for the selected transaction. CUI USERS: Select Chg Filter to change the status for the record

Options

C**h**ange Filter	(CUI only and only if user does not have restricted access only)
Print Deposit Ticket	For deposits with the original transaction still open, you can print deposit tickets.


01-FACTS 7.5 Development, Bank Transaction Entry (SME510)
File Edit View Options Help
Bank 01 First National Bank of Atlanta
Status 0 - Open
Include Non-bank Trx
Tran Date Type Stat In Bal Adj Clrd Amount GL# / Bank Check# Memo
03/13/2005 M O 10.00 650-01-1 BANK CHARGE
03/13/2005 O O 10.00 02 this is my test transfer
03/13/2005 D O N 1.00 danna's test
03/07/2005 M O 50.00 100-01-0 This is my memo
03/01/2005 I O 50.00 02 transferring this back
02/01/2005 O O 300.00 02 transferring this to you
10/01/2004 C C Y 1865.00 000043 Created by PR Check Register 0412
09/30/2004 D O Y 300.00 Created by AR Cash Receipts Register 04
09/30/2004 D O Y 2000.00 Created by AR Cash Receipts Register 04
09/20/2004 D O Y 7560.00 Created by AR Sales Register 0309
02/15/2005 N O N 1.00 710-01-1
add
View Detail
View Adjs
Done


Bank Transaction Entry (SME510)
Help
01-FACTS 7.5 Development Bank Transaction Entry SME510
Bank 01 First National Bank of Atlanta Status O Open
Include Non-bank Trx Y
Notes: BANK
Tran Date Type Stat Bal Adj Clrd Amount GL# / Bank Check# Memo
03/24/2005 O O 20.00 03 1ST DOC BANK
03/24/2005 M O 15.00 310-01-0 doc misc ban
03/24/2005 D O N 45.00 doc transact
03/13/2005 M O 10.00 650-01-1 BANK CHARGE
03/13/2005 O O 10.00 02 this is my t
03/13/2005 D O N 1.00 danna's test
03/07/2005 M O 50.00 100-01-0 This is my m
03/01/2005 I O 50.00 02 transferring
02/01/2005 O O 300.00 02 transferring
10/01/2004 C C Y 1865.00 000043 Created by P
09/30/2004 D O Y 300.00 Created by A
09/30/2004 D O Y 2000.00 Created by A
09/20/2004 D O Y 7560.00 Created by A
Chg Filters
CR-Edit, DEL, F3-Done, F10-Menu
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line
Release Candidate - Exp:2005/05/31 Release Candidate - Exp:2005/05/31 Release Candidate

Deposit and Non-bank Transaction Entry (SME511)

Function

Use the Deposit and Non-bank Transaction Entry (SME511) program to create a bank deposit record by using indirect transactions (FACTS creates these transactions from various registers and places them in a holding file when Company Control F/M is set to use the Deposit System). You can enter a total in the header portion of the screen and then chose specific transactions to add up to that total.

Facts also displays this program if you select to enter a deposit or a non-bank transaction, FACTS from the Bank Transaction Entry (SME510) or Bank Reconciliation program (SME520).

Depending on the type of transaction you are entering, FACTS displays the program name as "Deposit Entry – Bank XX" or "Non-Bank Transaction Entry – Bank XX"

User Inputs

The following inputs are involved in creating bank deposit or non-bank transaction records using indirect transactions:

1. Date

Enter the deposit or non-bank transaction date. FACTS displays the system date as the default.

2. Amount

Enter the deposit or non-bank transaction amount. The system compares the deposit amount to the running total of the transactions chosen in the line browser. Before the transaction can be updated, the selected indirect transactions must add up to this amount.

This can be zero if you do not total the deposit beforehand; however, you will have to edit it to reflect the total of the consumed transactions after completing deposit entry. For deposits, you can enter positive numbers only; for non-bank transactions you can enter any non-zero number (positive or negative).

Press **F3-Selected Amount** or the **Calculate** button to set FACTS to a mode that updates the Transaction Amount field as transactions are selected and unselected. If you enter a transaction amount into the field, then FACTS turns off the mode and the amount will only be updated again by the user. When you press **F3**-Selected Amount or the **Calculate** button, FACTS displays a description of "Selecting".

3. Memo

Enter a memo that describes the deposit or non-bank transaction.

4. **Show Trx (transactions) from Bank**

Select one or all banks from which to display indirect transactions. You can press F1or to use all banks. The entry must be a valid code entered in Bank F/M. Press F2 or the icon to search. The system displays the bank the transfer is being created in by default.

5. **Deposit Amount**

FACTS displays the deposit or transaction amount for the specified indirect transactions.

6. **Select Amount**

FACTS displays the distributed amount total for the selected indirect transactions.

7. **Balance**

FACTS displays the balance amount (Transaction Amount minus Selected Amount) for the selected indirect transactions.

8. **Deposit #**

FACTS displays the deposit ticket for the specified indirect transactions.

In the lower section of the screen, the line browser displays all indirect transaction headers for AP and PR checks or all indirect transaction headers with lines that are not tied to another transaction for the selected bank(s).

Information about the indirect transactions includes: the bank, terms code, and number for the register associated with the indirect transaction header, as well as the following indirect bank transaction information: original amount, open or remaining amount, and source—the AR Sales Register/Cash Receipts Register/Daily Sales Register, and type—either all indirect transaction headers for AP and PR checks or all indirect transaction headers with lines that are not tied to another transaction for the selected bank(s), such as AR Sales Register/Cash Receipts Register/Daily Sales Register transactions, and the transaction number the indirect transaction is tied to. For check type transactions browser information includes the check number, such as AP and/or PR checks, the check date, the customer code, the amount of the indirect transaction that is being applied to this deposit, the number for the register associated with the indirect transaction header, and the customer description.

GUI Users: You can select from the following functions for lines in the browser.

Select the icon to make changes to the applied amount for the highlighted transaction. When you select to edit a line for indirect header transaction types, FACTS displays the Edit Line window and prompts you for the new amount. This amount cannot be greater that the remaining open amount. For checks, FACTS displays a screen where you can select and unselect checks to be included on this deposit. The total of all selected checks will be the applied amount.

Select the icon to delete the applied amount highlighted transaction. For checks when you select to delete a line, the system deletes the transaction number.

CUI Users: You can select from the following functions for lines in the browser.

Press Enter to make changes to the applied amount for the highlighted transaction. When you select to edit a line for indirect header transaction types, FACTS displays the Edit Line window and prompts you for the new amount. This amount cannot be greater that the remaining open amount. For checks, FACTS displays a screen where you can select and unselect checks to be included on this deposit. The total of all selected checks will be the applied amount.

Press DEL to delete the applied amount highlighted transaction. For checks when you select to delete a line, the system deletes the transaction number.

At the bottom of the *Deposit and Non-Bank Transaction Entry (SME511)* screen, you can also select from the following functions:

Select Allows you to select the remaining open amount and apply it to this transaction. After, the highlight will advance to the next line.

Unselect Allows you to zero out the selected amount. After, the highlight will advance to the next line.

View Detail Accesses the View Detail (SME512) program for the selected non-bank transaction line, which lists all cash and check transactions that make up the selected deposit or non-bank transaction

Header Accesses the Header Detail window where you modify the date, amount and memo for the header record and modify the bank selected for displaying indirect transactions in Deposit and Non-bank Transaction Entry (SME511).

Done Select **Done** to update the indirect transactions or deposits. Note: If the applied amount does not equal the transaction amount, you can still exit the program but the system displays message stating that the applied amount does not equal the transaction amount. The bank transaction cannot be updated until the selected cash transactions equal the transaction amount entered.

Menu Options

You can select from the following menu options.

CUI Users: Press **F10** to access menu options.

File

Exit Closes the program and return to the FACTS menu.

Edit

Add Transaction… Allows you to add a bank transaction, such as deposits, bank transfers, miscellaneous bank transactions and non-bank transactions.

Delete Transaction… Allows you to delete a bank transaction, such as deposits, bank transfers, miscellaneous bank transactions and non-bank transactions.

Edit Transaction… Allows you to edit a bank transaction, such as deposits, bank transfers, miscellaneous bank transactions and non-bank transactions.

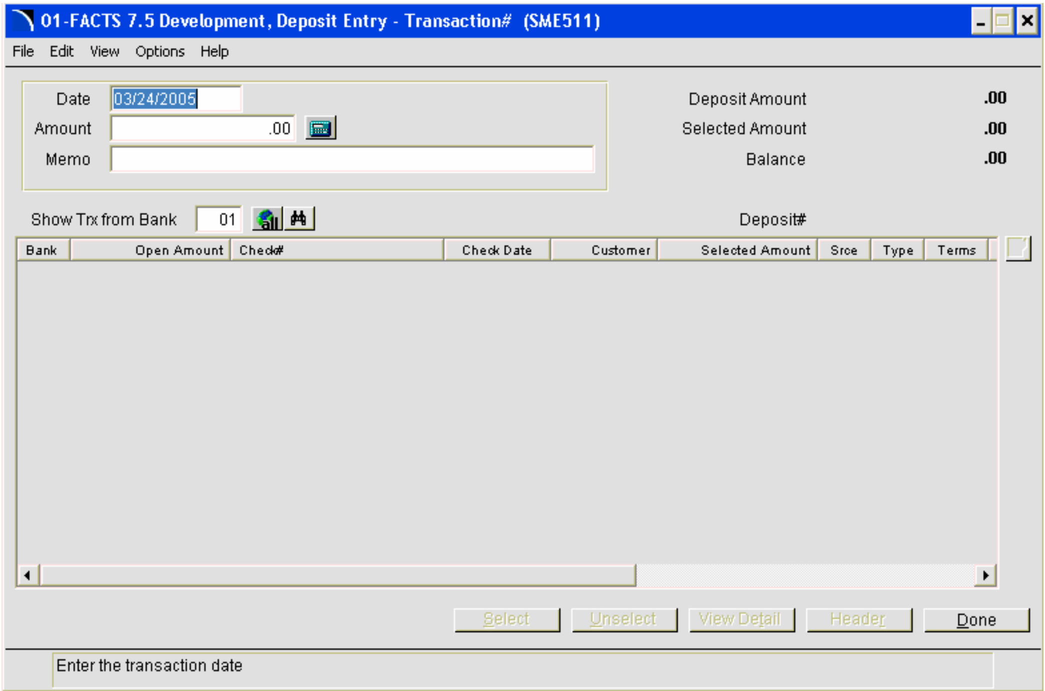
Options

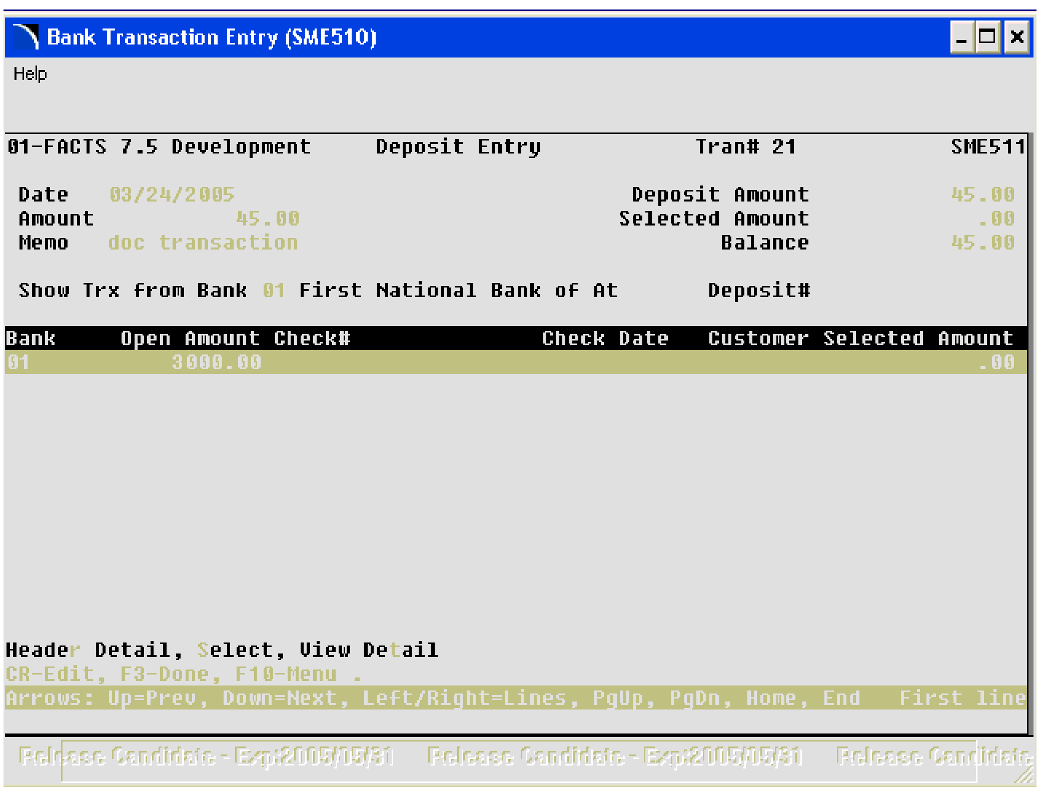
Apply All Allows you to select the remaining open amount and apply it to this transaction. After, the highlight will advance to the next line. You can select All Checks, All Non Checks, and Select All Checks for this **T**ransaction (only if on a check line).

Select Allows you to select the remaining open amount and apply it to this transaction. After, the highlight will advance to the next line.

Unselect Allows you to zero out the selected amount. After, the highlight will advance to the next line.

Print Deposit Ticket For deposits with the original transaction still open, you can print deposit tickets.


01-FACTS 7.5 Development, Deposit Entry - Transaction# (SME511)
File Edit View Options Help
Date 03/24/2005
Amount .00
Memo
Deposit Amount .00
Selected Amount .00
Balance .00
Show Trx from Bank 01
Deposit#
Bank Open Amount Check# Check Date Customer Selected Amount Srce Type Terms
Select Unselect View Detail Header Done
Enter the transaction date


Bank Transaction Entry (SME510)
Help
01-FACTS 7.5 Development Deposit Entry Tran# 21 SME511
Date 03/24/2005 Deposit Amount 45.00
Amount 45.00 Selected Amount .00
Memo doc transaction Balance 45.00
Show Trx from Bank 01 First National Bank of At Deposit#
Bank Open Amount Check# Check Date Customer Selected Amount
01 3000.00 .00
Header Detail, Select, View Detail
CR-Edit, F3-Done, F10-Menu .
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line
Release Candidate - Exp:2005/05/31 Release Candidate - Exp:2005/05/31 Release Candidate

Header Detail

Function

Use the Header Detail window to modify the date, amount and memo for the header record and the bank selected for displaying indirect transactions in Bank Transaction Entry (SME510), Deposit and Non-bank Transaction Entry (SME511) and Bank Reconciliation Entry (SME520).

User Inputs

The following inputs are involved in creating bank deposit or non-bank transaction header records:

1. Date

Enter the deposit or non-bank transaction date. FACTS displays the system date as the default.

2. Amount

Enter the deposit or non-bank transaction amount. The system compares the deposit amount to the running total of the transactions chosen in the line browser. Before the transaction can be updated, the selected indirect transactions must add up to this amount.

This can be zero if you do not total the deposit beforehand; however, you will have to edit it to reflect the total of the consumed transactions after completing deposit entry. For deposits, you can enter positive numbers only; for non-bank transactions you can enter any non-zero number (positive or negative).

Press F3-Selected Amount or the Calculate button to set FACTS to a mode that updates the Transaction Amount field as transactions are selected and unselected. If you enter a transaction amount into the field, then FACTS turns off the mode and the amount will only be updated again by the user. When you press F3-Selected Amount or the **Calculate** button, FACTS displays a description of "Selecting".

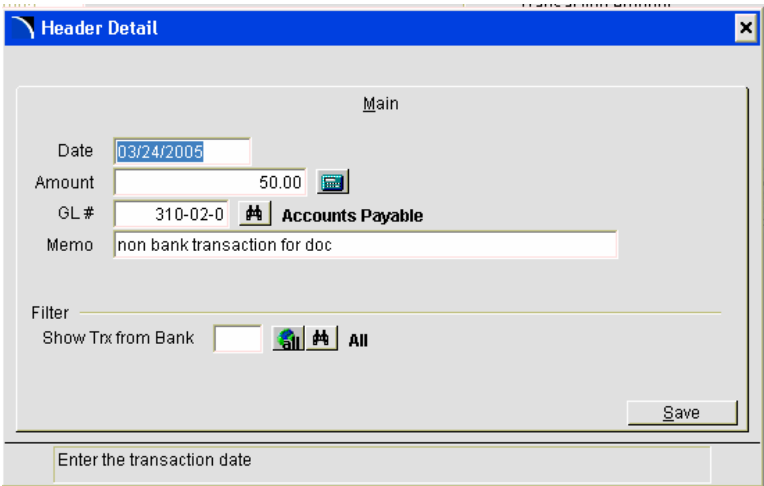
3. Memo

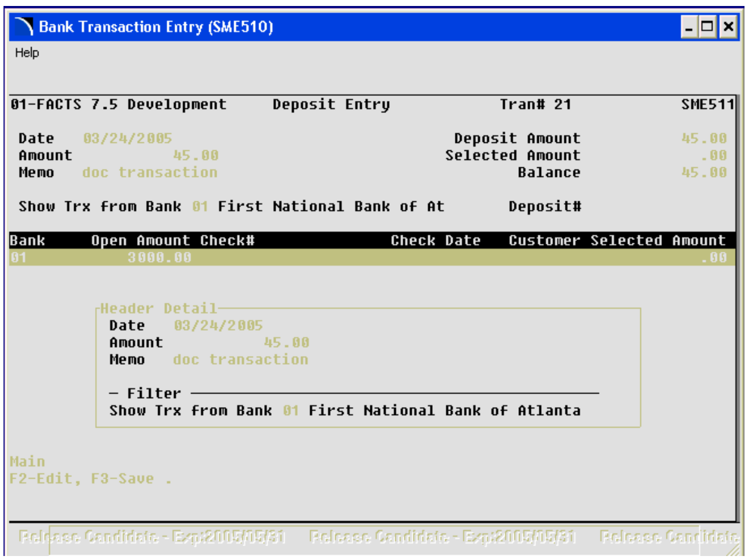
Enter a memo that describes the deposit or non-bank transaction.

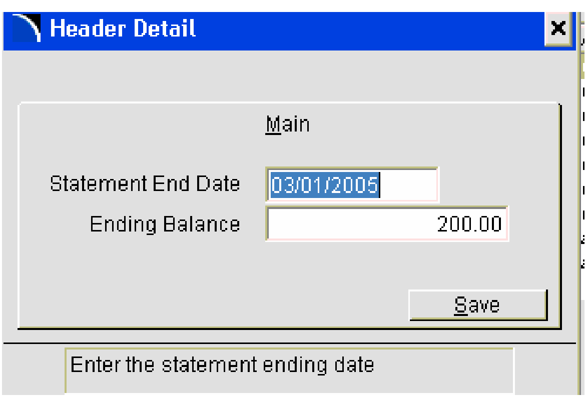
4. Show Trx (transactions) from Bank

Select one or all banks from which to display indirect transactions. You can press F1or all to use all banks. The entry must be a valid code entered in Bank F/M. Press F2 or the icon to search. The system displays the bank the transfer is being created in by default.

When you are finished modifying header information press the **Save** button to return to the Deposit and Non-bank Transaction Entry (SME511) screen.


Header Detail
Main
Date 03/24/2005
Amount 50.00
GL # 310-02-0 Accounts Payable
Memo non bank transaction for doc
Filter
Show Trx from Bank All
Save
Enter the transaction date


Bank Transaction Entry (SME510)
Help
01-FACTS 7.5 Development Deposit Entry Tran# 21 SME511
Date 03/24/2005 Deposit Amount 45.00
Amount 45.00 Selected Amount .00
Memo doc transaction Balance 45.00
Show Trx from Bank 01 First National Bank of At Deposit#
Bank Open Amount Check# Check Date Customer Selected Amount
01 3000.00 .00
Header Detail
Date 03/24/2005
Amount 45.00
Memo doc transaction
Filter
Show Trx from Bank 01 First National Bank of Atlanta
Main
F2-Edit, F3-Save .


Header Detail
Main
Statement End Date 03/01/2005
Ending Balance 200.00
Save
Enter the statement ending date

View Adjustments (SME521)

Function

Use the View Adjustments program to view all adjustment transactions for the selected transaction.

User Inputs

Inputs for View Adjustments are:

1. Transaction Number

The transaction number to view adjustments for.

2. Transaction Type

The transaction type for the transaction. Options are: D-Deposit, M-Miscellaneous Bank Transaction, T-Bank Transfer or N-Non-bank Transfer.

3. Transaction Date

The transaction date in the system.

4. Transaction Amount

The transaction amount for the adjustment.

In the line browser in the lower portion of the screen, FACTS displays the following information for the adjustment transactions:

5. Transaction Date

The date on which the adjustment was entered.

6. Status

The status for the transaction record—O-Open, U-Updated, or C-Complete.

7. Transaction Amount

The amount the balance was adjusted (+/-9999999.99).

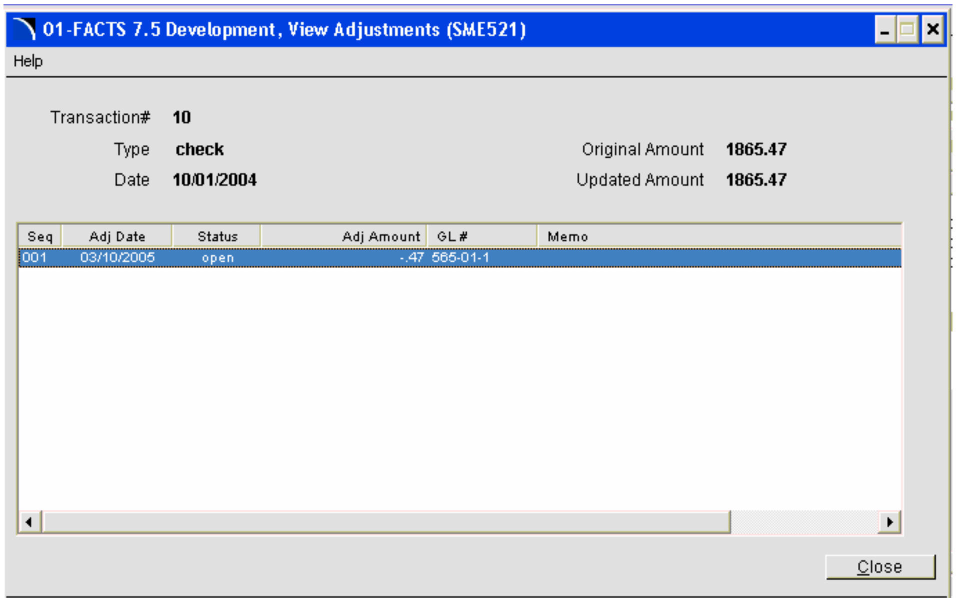
8. GL Number

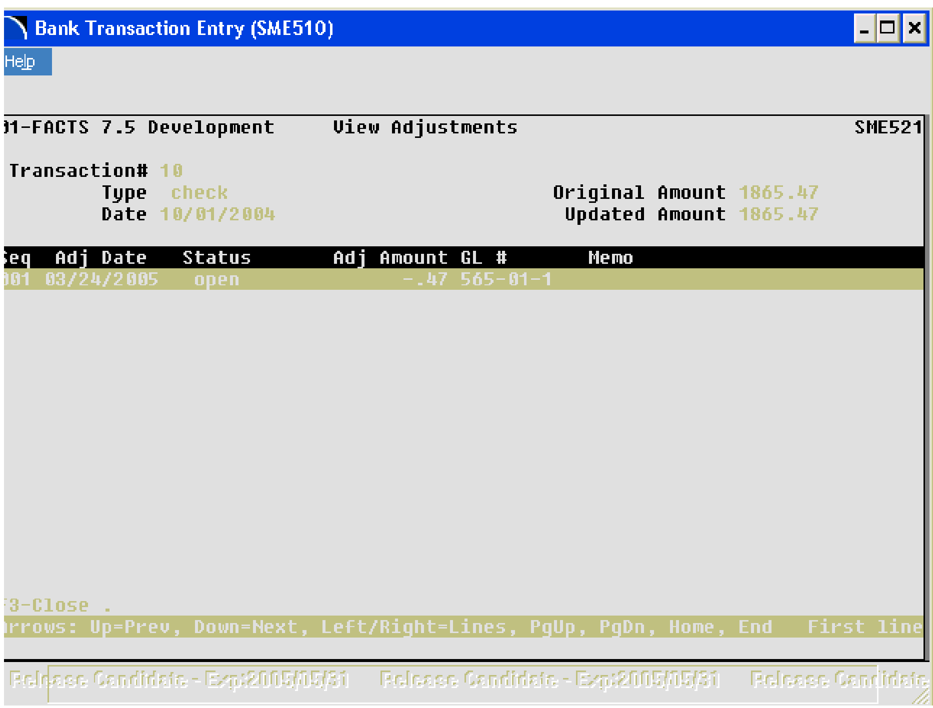
The GL number that will be affected by the adjustment.

9. Memo

The memo explaining the adjustment (up to 25 characters).

Select **Close** or press **F3** to exit the program.


01-FACTS 7.5 Development, View Adjustments (SME521)
Help
Transaction# 10
Type check
Date 10/01/2004
Original Amount 1865.47
Updated Amount 1865.47
Seq Adj Date Status Adj Amount GL # Memo
001 03/10/2005 open -.47 565-01-1
Close


Bank Transaction Entry (SME510)
Help
01-FACTS 7.5 Development View Adjustments SME521
Transaction# 10
Type check
Date 10/01/2004
Original Amount 1865.47
Updated Amount 1865.47
Seq Adj Date Status Adj Amount GL # Memo
001 03/24/2005 open -.47 565-01-1
F3-Close .
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line
Release Candidate - Exp:2005/05/31 Release Candidate - Exp:2005/05/31 Release Candidate

View Detail (SME512)

Function

Use the View Detail (SME512) to display all cash and check transactions that make up the selected transaction in Transaction Entry (SME510), Deposit and Non-bank Transaction Entry (SME511) or the Bank Reconciliation Entry (SME520).

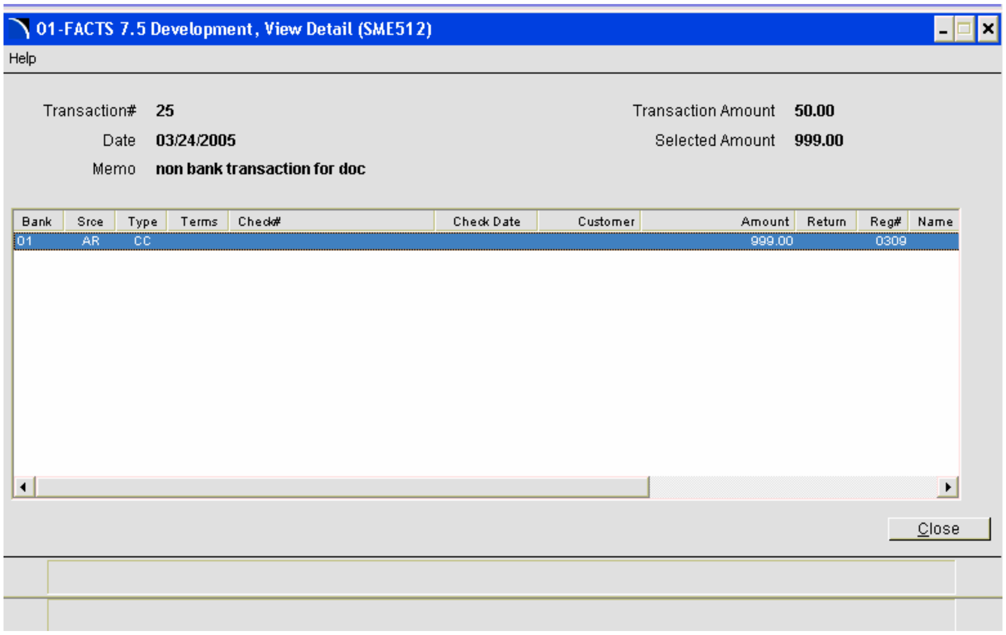
In the upper portion of the screen, FACTS displays the transaction or deposit ticket number, deposit or transaction date, the transaction amount for the selected transaction, the selected amount (amount of the indirect transaction that is being applied to this deposit) and memo that describes the deposit or non-bank transaction.

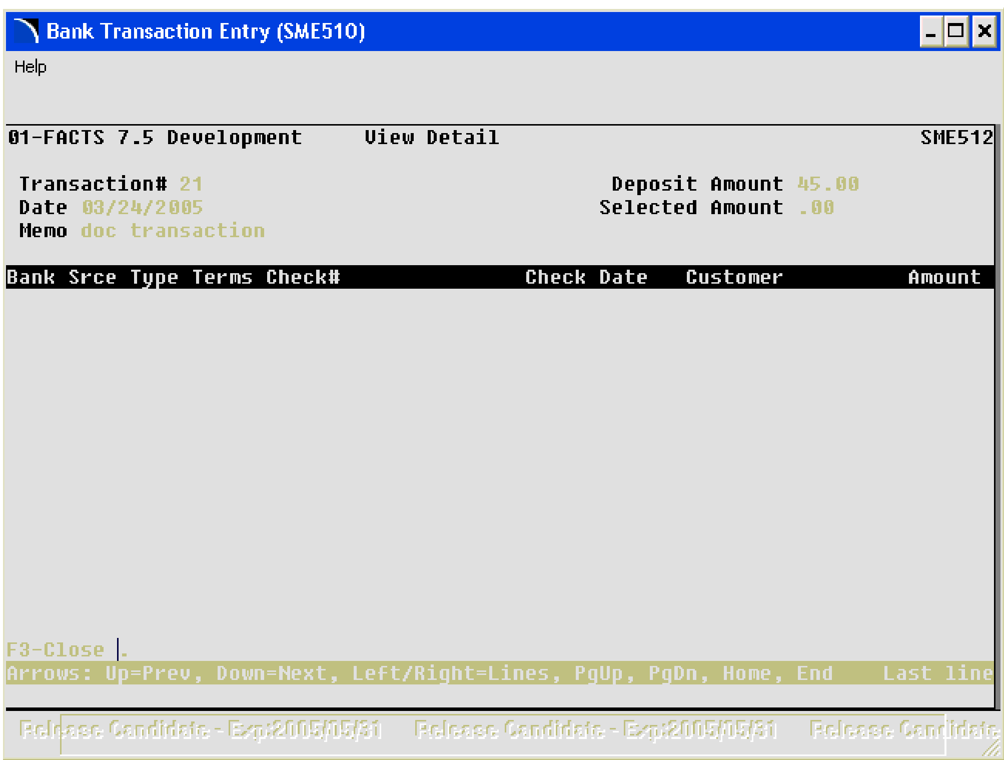
In the browser in the lower portion of the screen, FACTS displays the indirect transactions display for the bank deposit.

Information in the browser includes:

The bank and type (all indirect transaction headers for AP and PR checks or all indirect transaction headers with lines that are not tied to another transaction for the selected bank(s)) for the indirect bank transaction header, the open or remaining amount and transaction source--- (AR Sales Register/Cash Receipts Register/Daily Sales Register) of the indirect bank transaction, and the amount of the indirect transaction that is being applied to this deposit and the number for the register number associated with the indirect transaction header and the amount of the indirect transaction that is being applied to this deposit. For checks, FACTS also displays the check number and date, customer number and name, for type 2 and 3 transactions, FACTS also displays the terms code for the transaction from the AR invoicing program.

Press the **Close** button or **F3** to return to the Transaction Entry (SME510), Deposit and Non-bank Transaction Entry (SME511) or the Bank Reconciliation Entry (SME520) program.


01-FACTS 7.5 Development, View Detail (SME512)
Help
Transaction# 25
Date 03/24/2005
Memo non bank transaction for doc
Transaction Amount 50.00
Selected Amount 999.00
Bank Srce Type Terms Check# Check Date Customer Amount Return Reg# Name
01 AR CC 999.00 0309
Close


Bank Transaction Entry (SME510)
Help
01-FACTS 7.5 Development View Detail SME512
Transaction# 21
Date 03/24/2005
Memo doc transaction
Deposit Amount 45.00
Selected Amount .00
Bank Srce Type Terms Check# Check Date Customer Amount
F3-Close
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End Last line
Release Candidate - Exp:2005/05/31 Release Candidate - Exp:2005/05/31 Release Candidate

Bank Transaction Register (SMR510)

Function

Use the Bank Transaction Register to select open bank transactions to print and optionally update. The registers creates a detail listing and a GL distribution. The update will change the bank balance and write journal entries to GL.

User Inputs

The following inputs are available for the Bank Transaction Register

1. Bank

The bank for the transaction register. Press **F2** or the icon to search.

2. Include Non-Bank Transactions

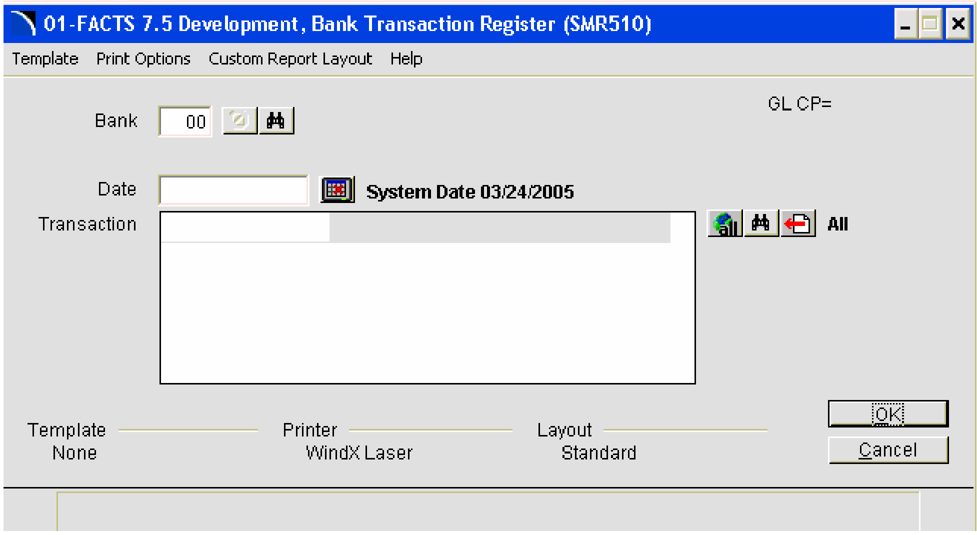
Indicate whether to update non-bank transactions?

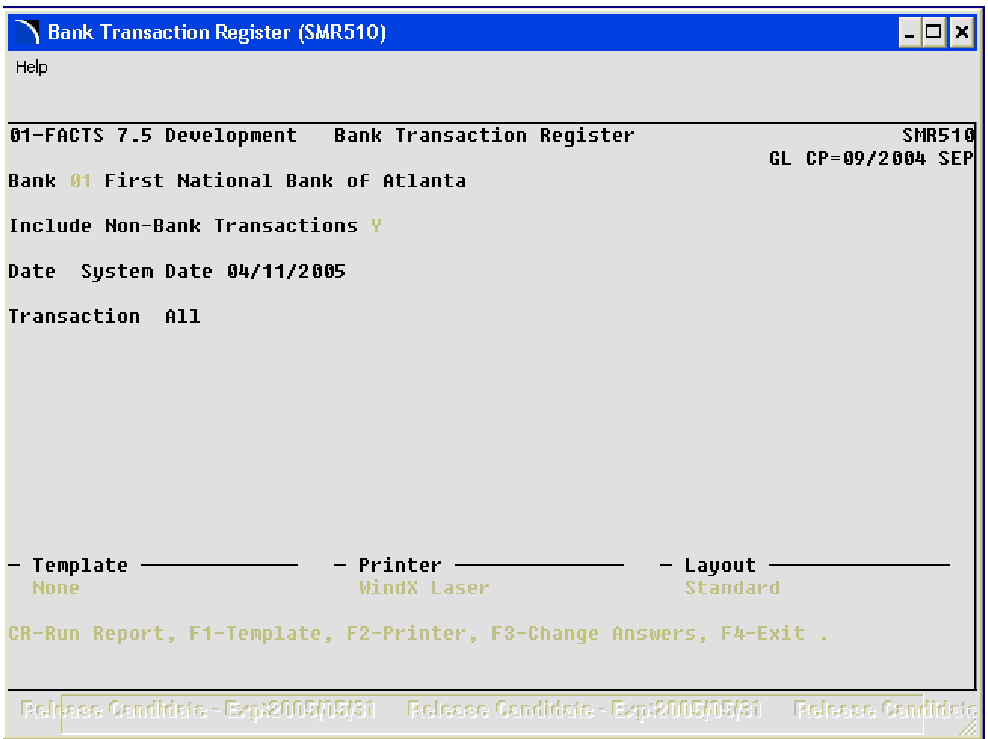
3. Date

Enter the bank transaction register date. Press **F1** to use the system date as the default. The date must be in the current or next GL period.

4. Transaction #

Enter the transaction number to update. Press **F1** to select all transactions; **F2** or the icon to search. Press the icon or **F4** to backup.


01-FACTS 7.5 Development, Bank Transaction Register (SMR510)
Template Print Options Custom Report Layout Help
GL CP=
Bank 00
Date
System Date 03/24/2005
Transaction
All
Template None
Printer WindX Laser
Layout Standard
OK
Cancel


Bank Transaction Register (SMR510)
Help
01-FACTS 7.5 Development Bank Transaction Register SMR510
GL CP=09/2004 SEP
Bank 01 First National Bank of Atlanta
Include Non-Bank Transactions Y
Date System Date 04/11/2005
Transaction All
Template None
Printer WindX Laser
Layout Standard
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .
Release Candidate - Exp:2005/05/31

Bank Reconciliation Entry (SME520)

Function

Use the Bank Reconciliation program to reconcile your bank transactions in FACTS with your bank statement. All transactions up to the cutoff date that are not already marked as reconciled display in the browser in the lower portion of the screen. You can clear and unclear updated transactions.

Processing Notes

As you choose transactions to clear in the line browser, the system adjusts the **Difference** amount. As you select uncleared checks/transactions, the system updates the status from "**uncleared**" to "**cleared**." Once the **Difference** amount is zero, select the **Reconcile** button to finalize the check clearing process. At reconcile, the system updates the checks/transactions status to "**reconciled**." You can exit the Bank Reconciliation program without having to finish the entire task of reconciling.

You also have the ability to "clear" un-updated transactions, but you cannot reconcile them until the Bank Adjustment Register has been run. When you clear un-updated transactions, the system displays a message: "*Please run the Bank Adjustment Register before reconciling*" if there are unposted adjustments on file.

Transaction Adjustments

You can adjust an existing bank transaction within the Bank Reconciliation program. Use this function to correct the occasional clerical error and to allow for credit card companies that take their fee directly from daily deposits into the customer's accounts.

The adjustments to the line may be a file keyed off of the transaction record. This adjustment record must be maintained for audit purposes.

When you enter the adjustment, FACTS also adds it to the bank adjustments file (used in Bank Adjustment Entry), which changes the Unposted Adjustments balance in the header. You can choose the GL account to which the difference is posted.

Bank Adjustments

You can add bank adjustments during the bank reconciliation process.

User Inputs

The following inputs are involved in reconciling bank transactions:

1. **Bank**

The bank you are reconciling.

2. **Beginning Balance**

The ending or statement balance from the last reconciliation.

3. **Cutoff Date**

Enter the date through which to display bank transaction for reconciliation.

4. Ending/Statement Balance

Enter the balance printed on the bank statement.

5. Difference

The system displays the difference as transactions are cleared or uncleared.

GUI Users: You can select from the following functions.

Select the icon to access Note Entry (SME710) for the bank specified in the program.

Select the icon to make changes for the highlighted transaction.

Select the icon to add a new transaction.

Select the button to add a line item above the highlighted item in the browser.

When you add or modify a transaction, the system displays the correct entry screen for your changes. The Transaction Entry, Bank Transfer Entry screen, where you can enter/modify the transaction information. Press OK to enter the information or OK to exit the screen without saving your changes.

Select the icon to delete the highlighted transaction.

Press the icon to save your changes.

CUI Users: You can select from the following browser functions.

Press the **F2** or Edit to make changes for the highlighted transaction.

Press the **A-Add** to add a new transaction.

When you add or modify a transaction, the system displays the correct entry screen for your changes. The Transaction Entry, Bank Transfer Entry screen, where you can enter/modify the transaction information. Press **Enter** to enter the information or **F4** to exit the screen without saving your changes.

Press **DEL** to delete the highlighted transaction.

Press the **F3** to save your changes.

Select the **Clear/Unclear** function to clear/unclear highlighted transactions. To clear, the transaction must be updated. There cannot be any open adjustments to the transaction.

Select the **Clear Range** function to display the Clear Check Range screen where you can enter a range of check numbers to clear. These are type "C" transactions which are the AP and PR checks.

Select the **Update** function to update the reconciliation process. This button is only available if the main transaction or an adjustment to it is open (any open is "Y").The system then prompts you for the date in the current or next GL period to use for both the period and the entry date in the GL journal header record.

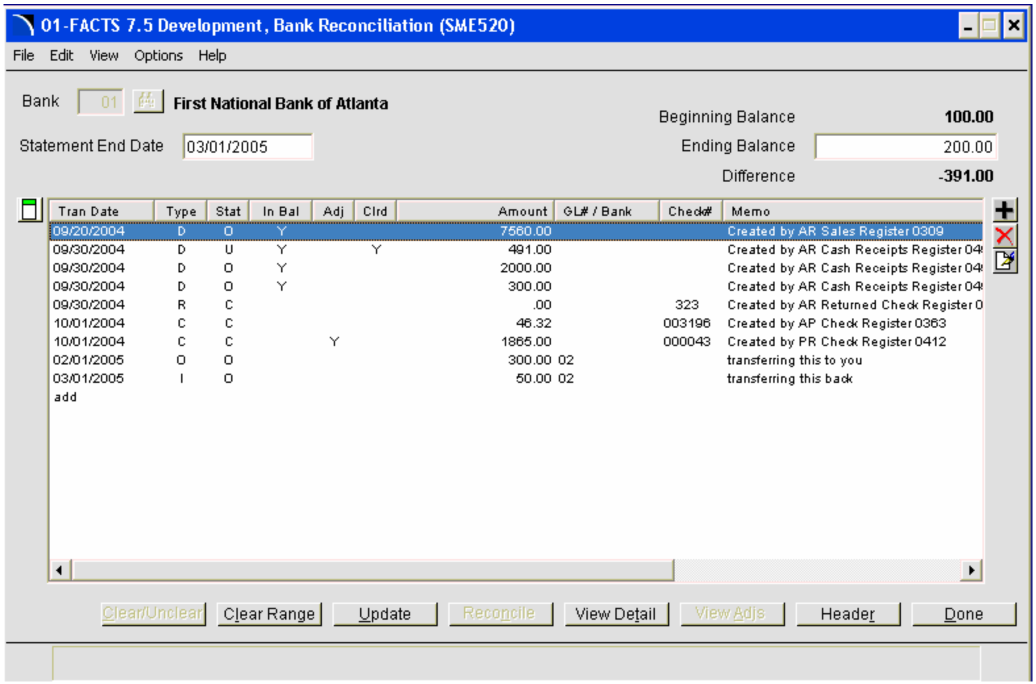
Select the **Reconcile** function to process the reconciled transactions. This function is will only available when the difference is zero. Transactions do not have to be completed (they will be updated at least because they will be cleared).

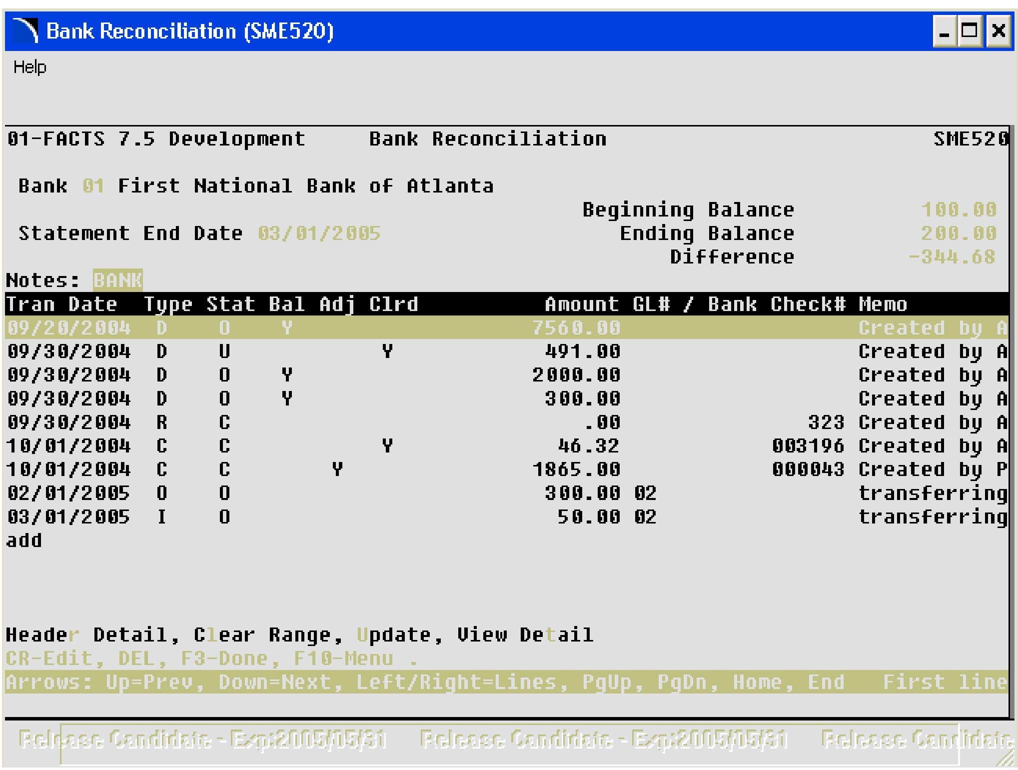
Select **View Detail** to access details about the specified transaction. FACTS displays the appropriate screen for the transaction type. For the selected non-bank transaction lines, FACTS displays the View Detail (SME512) program, which lists all cash and check transactions that make up the selected deposit or non-bank transaction. For checks that have cleared the banking system, FACTS displays the Information for Check screen

Select **View Header** to access the Header Detail window where you can modify the statement ending date, ending balance for the header record in Bank Reconciliation Entry (SME520).

Select **View Adjustments** to access View Adjustments (SME521), which is used to view all adjustment transactions for the selected transaction.

Select the **Done** button to complete bank process. Select the **Done** button again to exit the program.


01-FACTS 7.5 Development, Bank Reconciliation (SME520)
File Edit View Options Help
Bank 01 First National Bank of Atlanta
Statement End Date 03/01/2005
Beginning Balance 100.00
Ending Balance 200.00
Difference -391.00
Tran Date Type Stat In Bal Adj Clrd Amount GL# / Bank Check# Memo
09/20/2004 D O Y 7560.00 Created by AR Sales Register 0309
09/30/2004 D U Y Y 491.00 Created by AR Cash Receipts Register 04
09/30/2004 D O Y 2000.00 Created by AR Cash Receipts Register 04
09/30/2004 D O Y 300.00 Created by AR Cash Receipts Register 04
09/30/2004 R C .00 323 Created by AR Returned Check Register 0
10/01/2004 C C 46.32 003196 Created by AP Check Register 0363
10/01/2004 C C Y 1865.00 000043 Created by PR Check Register 0412
02/01/2005 O O 300.00 02 transferring this to you
03/01/2005 I O 50.00 02 transferring this back
add
Clear/Unclear Clear Range Update Reconcile View Detail View Adjs Header Done


Bank Reconciliation (SME520)
Help
01-FACTS 7.5 Development Bank Reconciliation SME520
Bank 01 First National Bank of Atlanta
Beginning Balance 100.00
Statement End Date 03/01/2005 Ending Balance 200.00
Difference -344.68
Notes: BANK
Tran Date Type Stat Bal Adj Clrd Amount GL# / Bank Check# Memo
09/20/2004 D O Y 7560.00 Created by A
09/30/2004 D U Y 491.00 Created by A
09/30/2004 D O Y 2000.00 Created by A
09/30/2004 D O Y 300.00 Created by A
09/30/2004 R C .00 323 Created by A
10/01/2004 C C Y 46.32 003196 Created by A
10/01/2004 C C Y 1865.00 000043 Created by P
02/01/2005 O O 300.00 02 transferring
03/01/2005 I O 50.00 02 transferring
add
Header Detail, Clear Range, Update, View Detail
CR-Edit, DEL, F3-Done, F10-Menu .
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line
Release Candidate - Exp:2005/05/31 Release Candidate - Exp:2005/05/31 Release Candidate

Bank Inquiry (SMI510)

Function

Use this program to display bank information. Available information includes:

- General Information, including address, contact, phone number, bank account number, current balance, general ledger number and use of ledgercards flag
- Ledgercards information, including date, debit amount, credit amount, balance, memo and register number.
- Check information, including check number, check date, check period, payee number/name, check amount and clear date.
- Notes information— GUI Users: select the icon to access Note Entry (SME710) for the bank specified in the program.

  CUI Users: In the Notes: area of the screen, just above the line item section, the system displays BANK to indicate that notes are present. Press F10-Menus to access Notes from the menu.

The browser in the lower portion of the screen displays the records in the Bank Transaction File. In the Filters section of the screen you can select from the following options to narrow your display:

- Status: Cleared/Reconciled/All
- Type: D-Deposit, M-Miscellaneous Bank Transaction, T-Bank Transfer or N-Non-bank Transfer.

You can display information using the following sort orders:

- Date
- Descending transaction date
- Transaction Number

In the Cutoff date field, you can enter a date to limit the transaction record display in the browser, or select the icon or **F1** to not use a cutoff date.

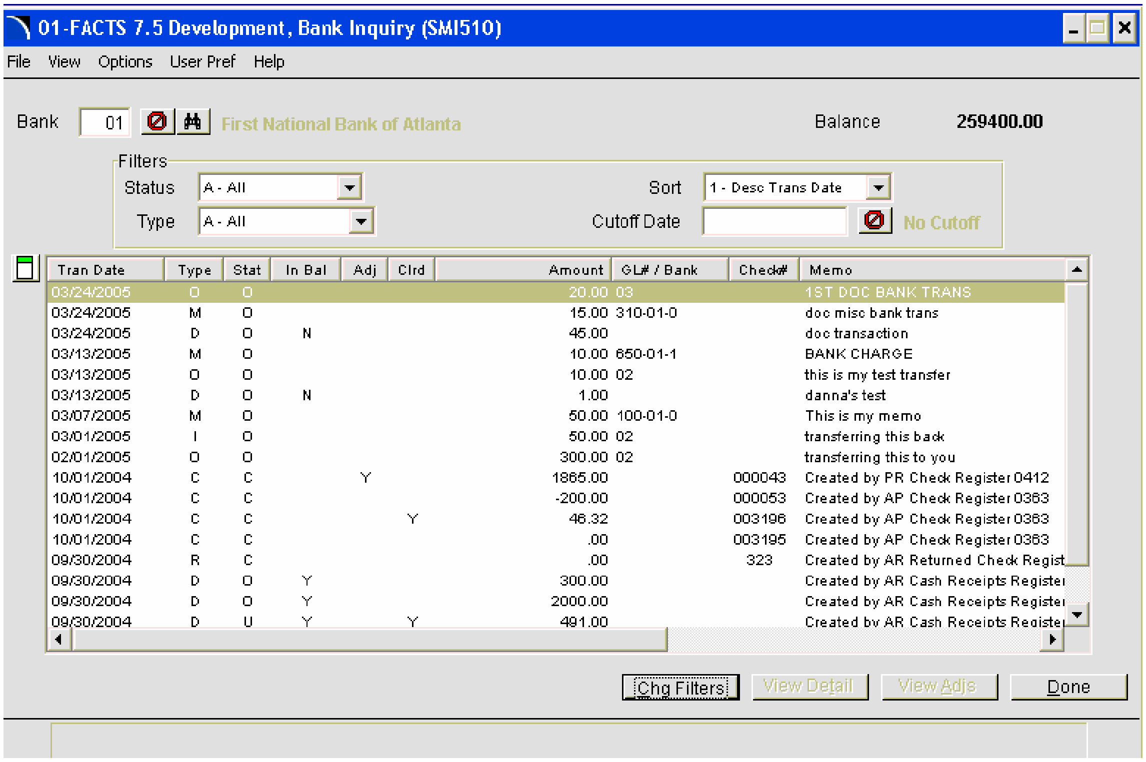
You can double click a bank transaction line in the browser to access the associated Deposit history record.

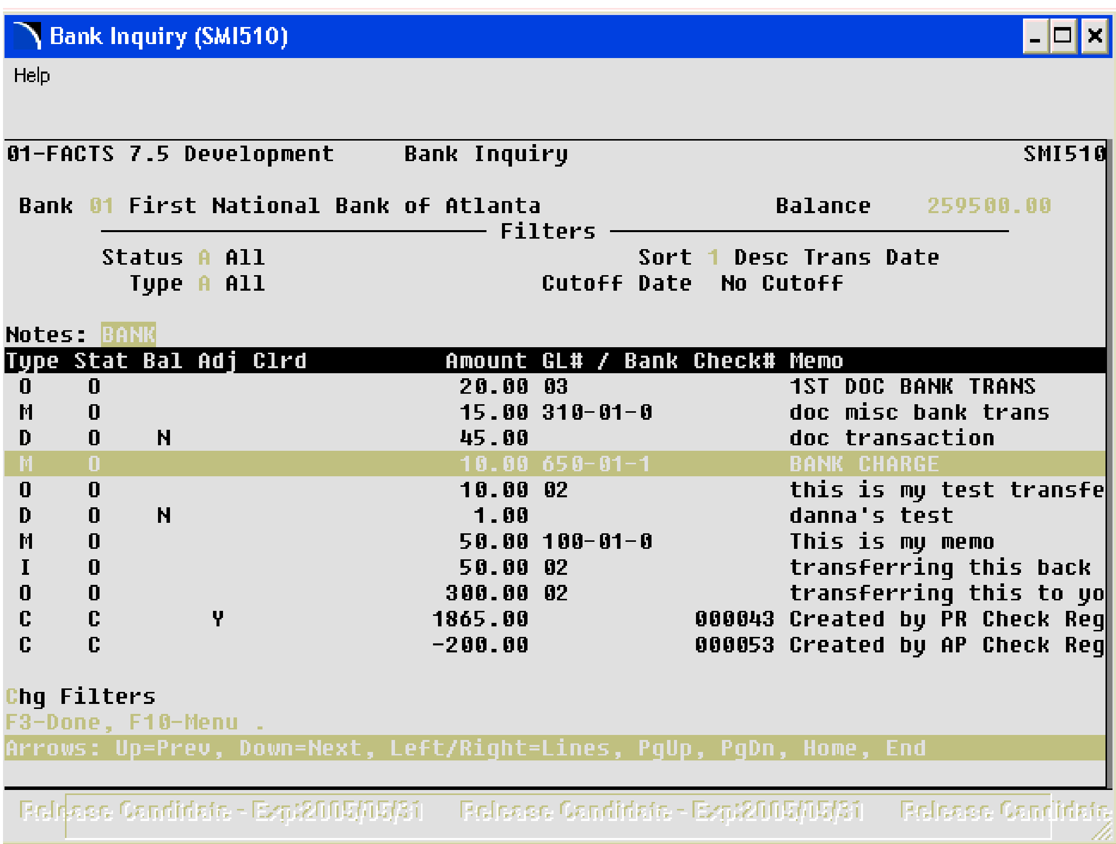
Select **Chg Filter** display the Change Filters dialog box, which is used to change the display criteria for the bank records in the browser.

Select **View Detail** for the selected non-bank transaction line to access the View Detail (SME512) program, which lists all cash and check transactions that make up the selected deposit or non-bank transaction

Select **View Adjustments** to access View Adjustments (SME521), which is used to view all adjustment transactions for the selected transaction.

Select the **Done** button to complete bank inquiry. You can enter another bank code or press **Done** again to exit the program.


01-FACTS 7.5 Development, Bank Inquiry (SMI510)
File View Options User Pref Help
Bank 01 First National Bank of Atlanta
Balance 259400.00
Filters
Status A - All
Type A - All
Sort 1 - Desc Trans Date
Cutoff Date
No Cutoff
Tran Date Type Stat In Bal Adj Clrd Amount GL# / Bank Check# Memo
03/24/2005 O O 20.00 03 1ST DOC BANK TRANS
03/24/2005 M O 15.00 310-01-0 doc misc bank trans
03/24/2005 D O N 45.00 doc transaction
03/13/2005 M O 10.00 650-01-1 BANK CHARGE
03/13/2005 O O 10.00 02 this is my test transfer
03/13/2005 D O N 1.00 danna's test
03/07/2005 M O 50.00 100-01-0 This is my memo
03/01/2005 I O 50.00 02 transferring this back
02/01/2005 O O 300.00 02 transferring this to you
10/01/2004 C C Y 1865.00 000043 Created by PR Check Register 0412
10/01/2004 C C -200.00 000053 Created by AP Check Register 0363
10/01/2004 C C Y 46.32 003196 Created by AP Check Register 0363
10/01/2004 C C .00 003195 Created by AP Check Register 0363
09/30/2004 R C .00 323 Created by AR Returned Check Regist
09/30/2004 D O Y 300.00 Created by AR Cash Receipts Register
09/30/2004 D O Y 2000.00 Created by AR Cash Receipts Register
09/30/2004 D U Y Y 491.00 Created by AR Cash Receipts Register
Chg Filters
View Detail
View Adjs
Done


Bank Inquiry (SMI510)
Help
01-FACTS 7.5 Development Bank Inquiry SMI510
Bank 01 First National Bank of Atlanta Balance 259500.00
Filters
Status A All Sort 1 Desc Trans Date
Type A All Cutoff Date No Cutoff
Notes: BANK
Type Stat Bal Adj Clrd Amount GL# / Bank Check# Memo
O O 20.00 03 1ST DOC BANK TRANS
M O 15.00 310-01-0 doc misc bank trans
D O N 45.00 doc transaction
M O 10.00 650-01-1 BANK CHARGE
O O 10.00 02 this is my test transfe
D O N 1.00 danna's test
M O 50.00 100-01-0 This is my memo
I O 50.00 02 transferring this back
O O 300.00 02 transferring this to yo
C C Y 1865.00 000043 Created by PR Check Reg
C C -200.00 000053 Created by AP Check Reg
Chg Filters
F3-Done, F10-Menu .
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End
Release Candidate - Exp:2005/05/31 Release Candidate - Exp:2005/05/31 Release Candidate

Change Filters

Function

Use the Change Filters dialog box to change the display criteria for the bank records in the browser.

User Inputs

You can modify the following inputs:

1. Status:

Select the document status to use as criteria for bank record display in the browser: You can select from: Cleared/Reconciled/All

2. Type:

Select the document type to use as criteria for bank record display in the browser: You can select from D-Deposit, M-Miscellaneous Bank Transaction, T-Bank Transfer or N-Non-bank Transfer.

3. Sort

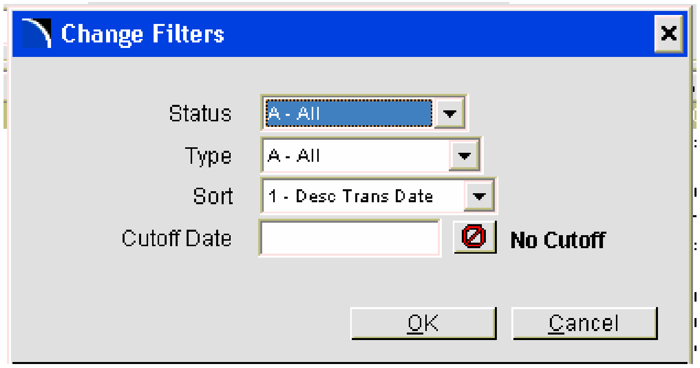
Select the sort order to use as criteria for bank record display in the browser: You can display information using the following sort orders:

- Date
- Descending transaction date
- Transaction Number

4. Cutoff Date

In the Cutoff date field, you can enter a date to limit the transaction record display in the browser, or select the icon or **F1** to not use a cutoff date.

Press **OK** to enter your changes and return to the Bank Inquiry screen or **Cancel** to disregard your changes and return to the Bank Inquiry screen.


Change Filters
Status
A - All
Type
A - All
Sort
1 - Desc Trans Date
Cutoff Date
No Cutoff
OK
Cancel


Change Filters
Status A All
Type A All
Sort 1 Desc Trans Date
Cutoff Date

Bank Transaction Listing (SMR520)

Function

Use the Bank Transaction Listing to print transactions for a selected bank.

User Inputs

The following inputs are available for the Bank Transaction Listing.

1. Order

Select the print order. You can s elect from **E**-descending date, **D**-date, **T**-type, or **N**-transaction # order.

2. Beginning

Enter beginning date to print. Press F1 or the icon to default to FIRST. Press F2 or the icon to search. Press F4 to backup.

3. Ending

Enter ending date to print Press F1 or the icon to default to LAST. Press F2 or the icon to search. Press F4 to backup.

4. Bank

Enter bank code. Press F2 or the icon to search. Press F4 to end.

5. Cleared/Reconciled

Enter the cleared/reconciled status to print. You can select from: A-All, R-Reconciled, N-Not Reconciled, C-Cleared Only, or L-Not Cleared Only.

6. Transaction Type

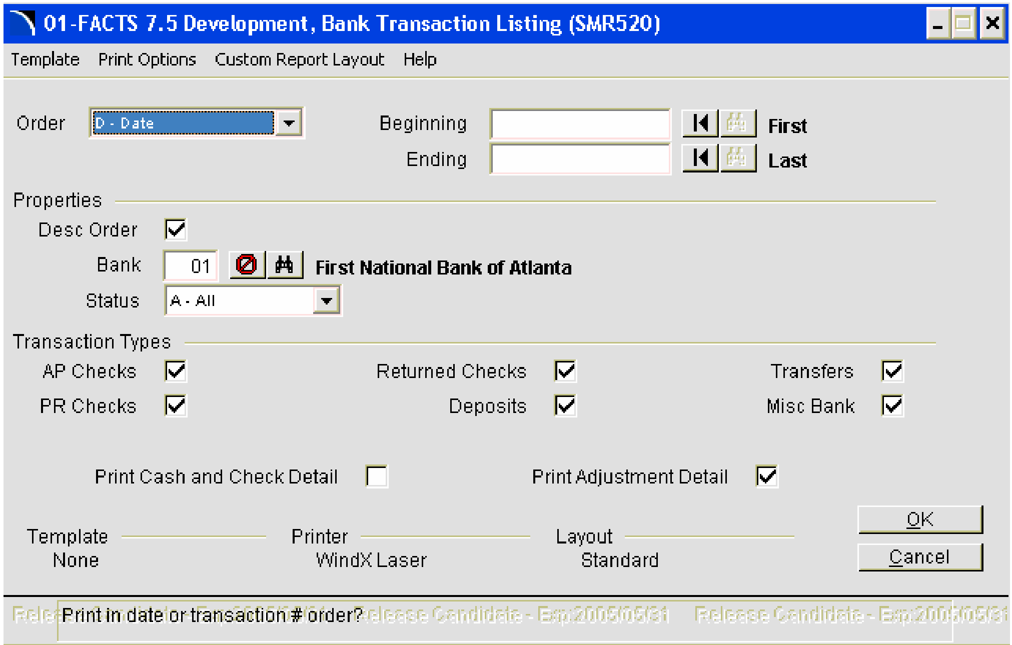
From the checkboxes select from the various types of bank transactions to print. You can select from: checks, deposits, transfers, miscellaneous bank transactions and non-bank transactions.

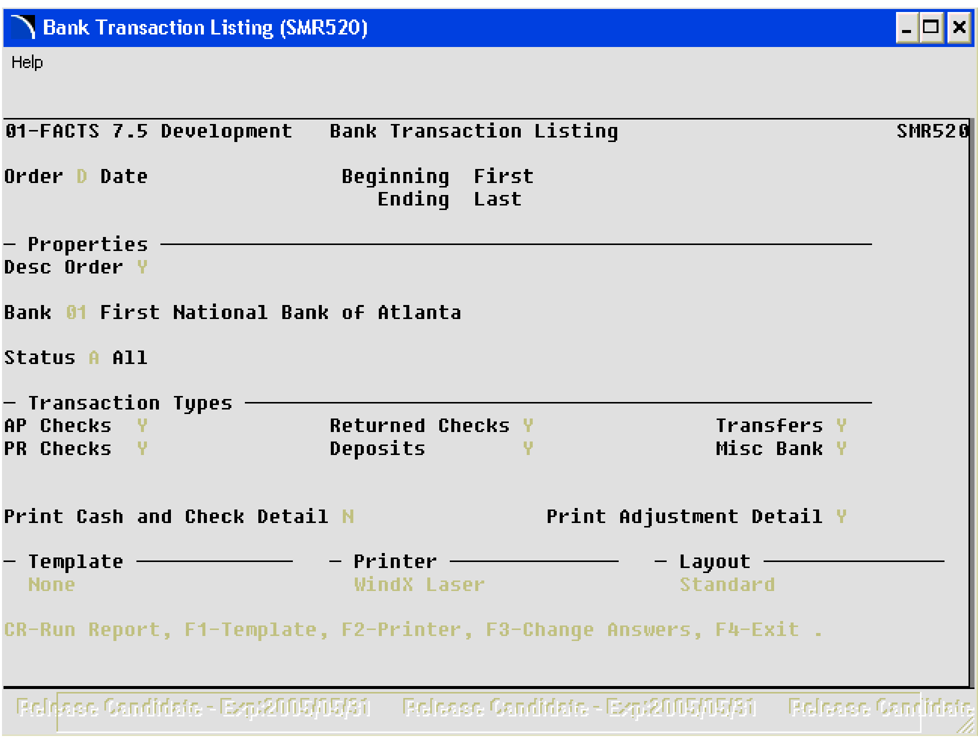
7. Print Deposit Cash and Check Detail

Indicate whether to print cash and check detail for deposit and non-bank transactions? (Y/N), F-Backup

8. Print Adjustment Detail

Indicate whether to print adjustments separately? (Y/N). Press F4-Backup


01-FACTS 7.5 Development, Bank Transaction Listing (SMR520)
Template Print Options Custom Report Layout Help
Order D - Date
Beginning First
Ending Last
Properties
Desc Order
Bank 01 First National Bank of Atlanta
Status A - All
Transaction Types
AP Checks
Returned Checks
Transfers
PR Checks
Deposits
Misc Bank
Print Cash and Check Detail
Print Adjustment Detail
Template None
Printer WindX Laser
Layout Standard
OK
Cancel
Print in date or transaction # order?


Bank Transaction Listing (SMR520)
Help
01-FACTS 7.5 Development Bank Transaction Listing SMR520
Order D Date Beginning First
Ending Last
Properties
Desc Order Y
Bank 01 First National Bank of Atlanta
Status A All
Transaction Types
AP Checks Y Returned Checks Y Transfers Y
PR Checks Y Deposits Y Misc Bank Y
Print Cash and Check Detail N Print Adjustment Detail Y
Template None
Printer WindX Laser
Layout Standard
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Bank Transaction Removal (SMU510)

Function

Use the Bank Transaction Removal program to print and remove cleared bank transactions only.

User Inputs

The following inputs are available for the print and removal of cleared bank transactions:

1. Bank

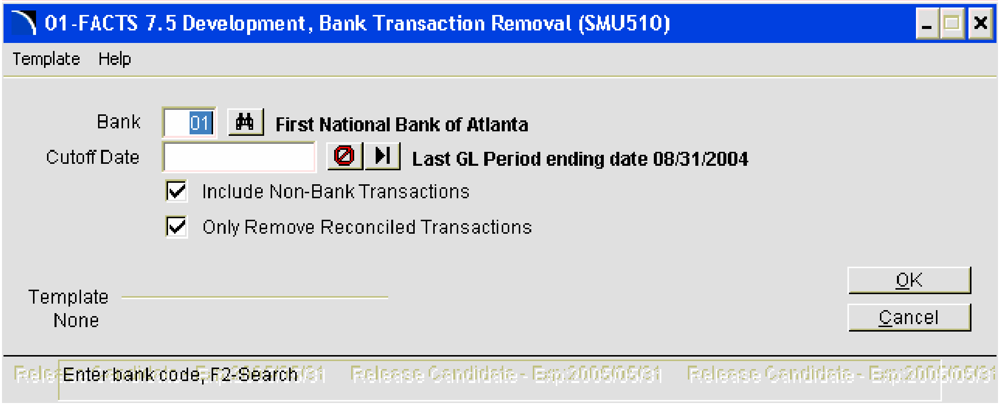
Enter the bank code. The entry must be a valid code entered in Bank F/M.
Press F2 or the icon to search.

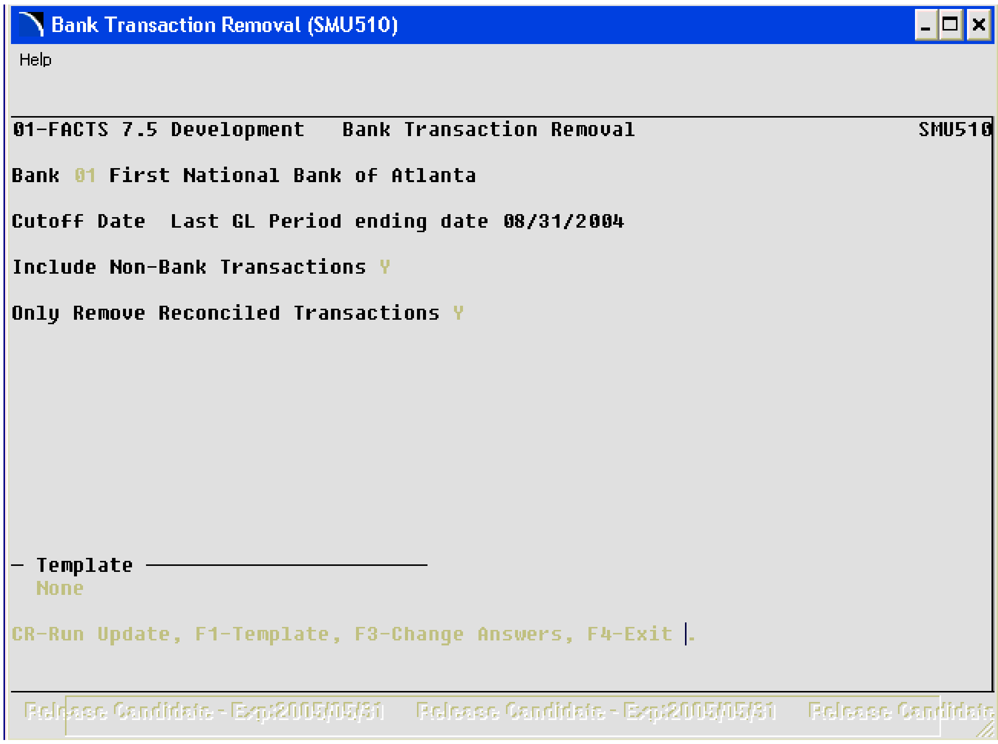
2. Transaction Cutoff Date

Enter transaction date to remove through. You can enter F1-No Cutoff, F2-Last GL Period Ending Date, or F4 to end

3. Only Remove Reconciled Transactions Prompt

Select **Yes** or **No** to indicate whether to *only* remove reconciled transactions?


01-FACTS 7.5 Development, Bank Transaction Removal (SMU510)
Template Help
Bank 01 First National Bank of Atlanta
Cutoff Date Last GL Period ending date 08/31/2004
Include Non-Bank Transactions
Only Remove Reconciled Transactions
Template
None
OK
Cancel
Enter bank code, F2-Search
Release Candidate - Exp:2005/05/31


Bank Transaction Removal (SMU510)
Help
01-FACTS 7.5 Development Bank Transaction Removal SMU510
Bank 01 First National Bank of Atlanta
Cutoff Date Last GL Period ending date 08/31/2004
Include Non-Bank Transactions Y
Only Remove Reconciled Transactions Y
Template
None
CR-Run Update, F1-Template, F3-Change Answers, F4-Exit
Release Candidate - Exp:2005/05/31

Bank F/M (SMF510)

Function

This program allows the user to create and maintain bank records.

Users may establish their own set of valid two-character bank codes to be used in the banking system.

Banks are used by the following programs:

- Cash Receipts & Adjustments Register (deposits)
- Daily Sales Register (cash sales)
- AP and PR Check Registers (checks)

A valid general ledger account number for the bank (cash-in-bank) must be set up in the general ledger Account F/M program prior to using this program.

User Inputs

The following inputs are involved in creating a bank record:

General tab

1. Bank

Enter the bank code (up to 2 characters). If one character is entered, the system pads the input with a 0 on the left. F2 allows a search (ref. 3).

2. Bank Name

Enter the bank name (up to 30 characters).

3. Bank Address 1

Enter the first line of the bank address (up to 30 characters). If all three lines are not required, use only the first two.

4. Bank Address 2

Enter the second line of the bank address (up to 30 characters).

5. Bank Address 3

Enter the third line of the bank address (up to 30 characters)

6. Contact

Enter the name of the person you work with at the bank (up to 25 characters).

7. Phone #

Enter the bank phone number including area code and dashes (up to 17 characters).

8. Bank Account #

Enter the bank account number (up to 20 characters).

9. Current balance

This input is always skipped. Any adjustments should be made through the Adjust Bank Balance program. This is to ensure proper audit trails.

10. Bank G/L #

Enter the General Ledger account number for cash in this bank. This account number is used during General Ledger distribution when various Check Registers are run. The entry must be a valid general ledger number. F2 allows a search.

In the Security Code section, enter security codes side by side for this access to t his bank.

12. Unrestricted Access

Enter a character from a-z, A-Z or 0-9 to define the security code that authorizes users to have unrestricted access to bank information and processing in Transaction Entry.

To authorize a user for the unlimited access to this bank, make sure this code appears in the Security Code field of that user's record in User Code F/M.

13. Limited Access

Enter a character from a-z, A-Z or 0-9 to define the security code that authorizes users to see open bank transfers and deposits in Transfer Entry (SME510).

To authorize a user for the limited access to this bank, make sure this code appears in the Security Code field of that user's record in User Code F/M.

Reconciliation tab

1. Use Deposit System

Indicate whether you company uses the deposit system for indirect transactions from the AR Sales Register and Cash Receipts Register and the Daily Sales Register. If the "Use Deposit System" flag is set to "Yes", the system enables the Bank Transfer Clearing Account input in Bank F/M to indicate the cash clearing GL account for the bank account.

2. Bank Clearing GL Account

Enter the General Ledger account number for indirect transactions processed through the Deposit System in this bank. FACTS uses this account when indirect transactions post to the holding file and clears the account when the Deposit Register runs. The entry must be a valid general ledger number. F2 or the icon to a search. Press to enter 'none'.

4. Auto Create Deposit

Enter Y-yes or N-no to indicate whether to Auto create deposit records in bank file. Press F4 to b**ackup.**

5. Separate Deposit for Credit Card

Indicate whether to auto create separate deposit records in bank file for credit card transactions. Press **F4** to backup.

6. Separate Deposit for Debit Card

Indicate whether to auto create separate deposit records in bank file for debit card transactions. Press

F4 to `backup`.

History tab

1. AP Last Reg Check # Printed

Enter last regular accounts payable check number printed (1-999999). During system setup, this entry should be set to one less than the first accounts payable check number you print on this system. CR initially defaults to 000000.

2. AP Last Man Check # Used

Enter the last manual accounts payable check number used (1-999999). This entry should be set to the last check number used in your manual check book when processing begins. CR initially defaults to 000000.

3. AR Last Deposit Ticket #

Enter last accounts receivable deposit ticket number (1-99999), as listed on your preprinted deposit tickets (if applicable). CR initially defaults to 0000.

4. PR Last Reg Check # Printed

Enter last regular payroll check number printed (1-999999), as listed on your preprinted checks (if applicable). CR initially defaults to 000000.

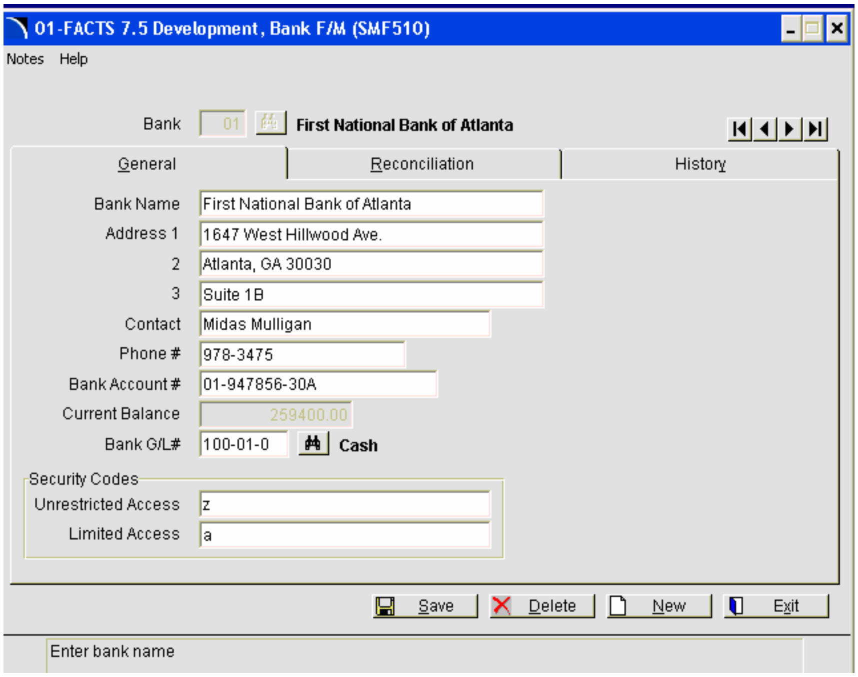
5. PR Last Manual Check # Used

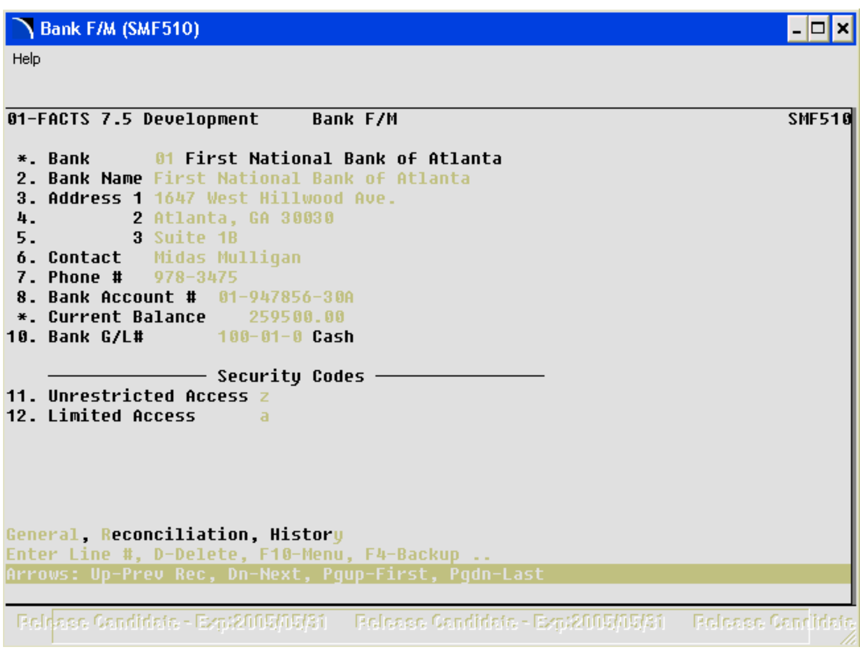
Enter the last manual payroll check number used (1-999999). This entry should be set to the last check number used in your manual check book when processing begins. CR initially defaults to 000000.

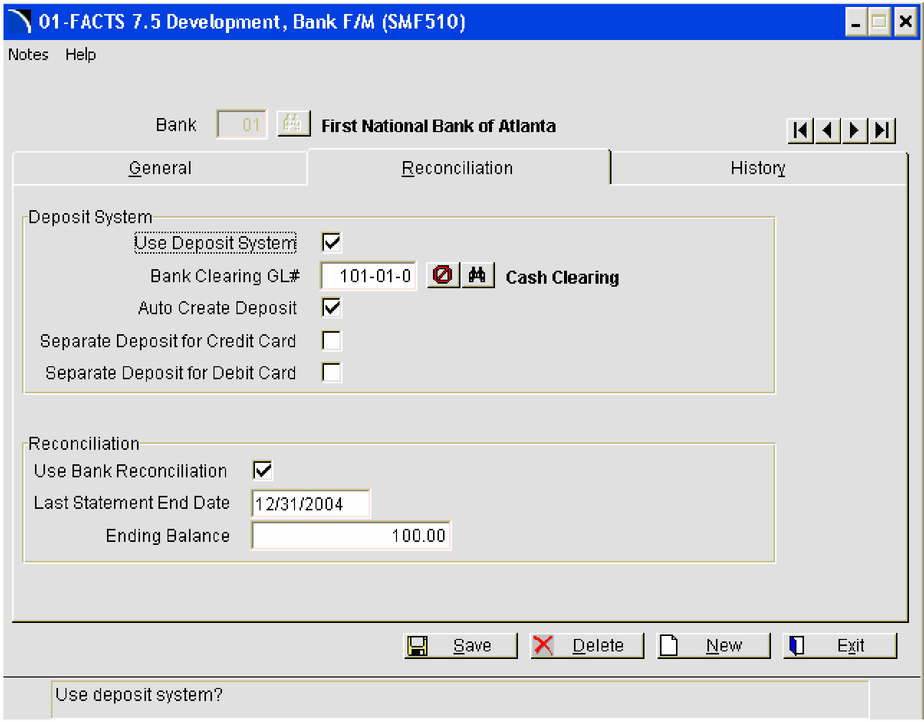
Technical Notes

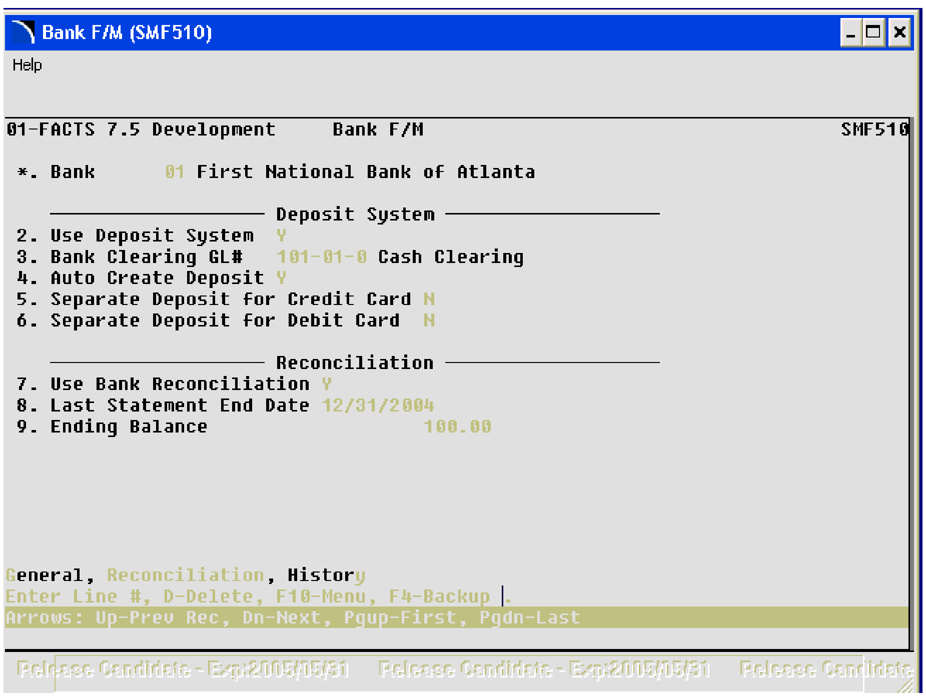
FILES USED - GLMSTR, GLALPX, SMLEDG, SMCHKR

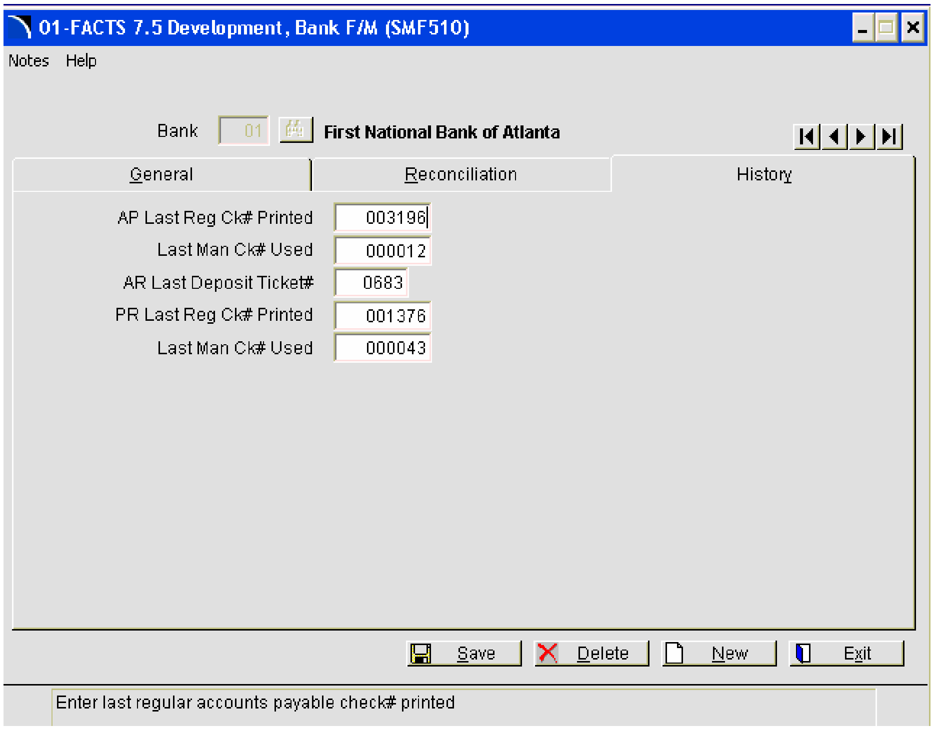
FILES UPDATED – SMCNTL

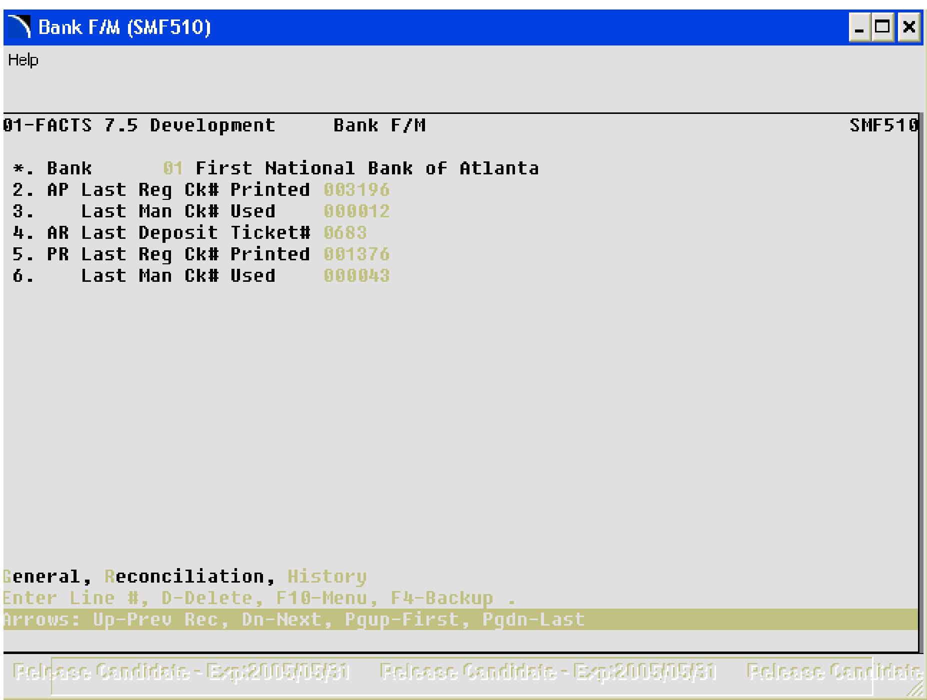

01-FACTS 7.5 Development, Bank F/M (SMF510)
Notes Help
Bank 01 First National Bank of Atlanta
General Reconciliation History
Bank Name First National Bank of Atlanta
Address 1 1647 West Hillwood Ave.
2 Atlanta, GA 30030
3 Suite 1B
Contact Midas Mulligan
Phone # 978-3475
Bank Account # 01-947856-30A
Current Balance 259400.00
Bank G/L# 100-01-0 Cash
Security Codes
Unrestricted Access z
Limited Access a
Save Delete New Exit
Enter bank name


Bank F/M (SMF510)
Help
01-FACTS 7.5 Development Bank F/M SMF510
*. Bank 01 First National Bank of Atlanta
2. Bank Name First National Bank of Atlanta
3. Address 1 1647 West Hillwood Ave.
4. 2 Atlanta, GA 30030
5. 3 Suite 1B
6. Contact Midas Mulligan
7. Phone # 978-3475
8. Bank Account # 01-947856-30A
*. Current Balance 259500.00
10. Bank G/L# 100-01-0 Cash
Security Codes
11. Unrestricted Access z
12. Limited Access a
General, Reconciliation, History
Enter Line #, D-Delete, F10-Menu, F4-Backup ..
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last
Release Candidate - Exp:2005/05/31 Release Candidate - Exp:2005/05/31 Release Candidate


01-FACTS 7.5 Development, Bank F/M (SMF510)
Notes Help
Bank 01 First National Bank of Atlanta
General
Reconciliation
History
Deposit System
Use Deposit System
Bank Clearing GL# 101-01-0 Cash Clearing
Auto Create Deposit
Separate Deposit for Credit Card
Separate Deposit for Debit Card
Reconciliation
Use Bank Reconciliation
Last Statement End Date 12/31/2004
Ending Balance 100.00
Save
Delete
New
Exit
Use deposit system?


Bank F/M (SMF510)
Help
01-FACTS 7.5 Development Bank F/M SMF510
*. Bank 01 First National Bank of Atlanta
Deposit System
2. Use Deposit System Y
3. Bank Clearing GL# 101-01-0 Cash Clearing
4. Auto Create Deposit Y
5. Separate Deposit for Credit Card N
6. Separate Deposit for Debit Card N
Reconciliation
7. Use Bank Reconciliation Y
8. Last Statement End Date 12/31/2004
9. Ending Balance 100.00
General, Reconciliation, History
Enter Line #, D-Delete, F10-Menu, F4-Backup
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last
Release Candidate - Exp:2005/05/31 Release Candidate - Exp:2005/05/31 Release Candidate


01-FACTS 7.5 Development, Bank F/M (SMF510)
Notes Help
Bank 01 First National Bank of Atlanta
General Reconciliation History
AP Last Reg Ck# Printed 003196
Last Man Ck# Used 000012
AR Last Deposit Ticket# 0683
PR Last Reg Ck# Printed 001376
Last Man Ck# Used 000043
Save Delete New Exit
Enter last regular accounts payable check# printed


Bank F/M (SMF510)
Help
01-FACTS 7.5 Development Bank F/M SMF510
*. Bank 01 First National Bank of Atlanta
2. AP Last Reg Ck# Printed 003196
3. Last Man Ck# Used 000012
4. AR Last Deposit Ticket# 0683
5. PR Last Reg Ck# Printed 001376
6. Last Man Ck# Used 000043
General, Reconciliation, History
Enter Line #, D-Delete, F10-Menu, F4-Backup .
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last
Release Candidate - Exp:2005/05/31 Release Candidate - Exp:2005/05/31 Release Candidate

Bank Control F/M (SMF580)

Function

Use Bank Control F/M to set up the bank transfer clearing account. The system uses the bank transfer clearing account when posting bank transfers so that each bank can update its side of the transfer independently. Bank Control F/M is also where the system keeps track of the last register number used for the Transaction Register.

User Inputs

Inputs for Bank Control F/M are:

1. Bank Transfer Clearing GL#

Enter the clearing GL account # for bank transfers. Press F2 to search or F4 to backup.

2. GL Distribution

Indicate how to setup Bank distribution to GL. You can select from: **0** Not Used, **1** Print Only, **2** Print Post Summary, **3** Print Post Detail. Press F4 to backup.

3. Journal

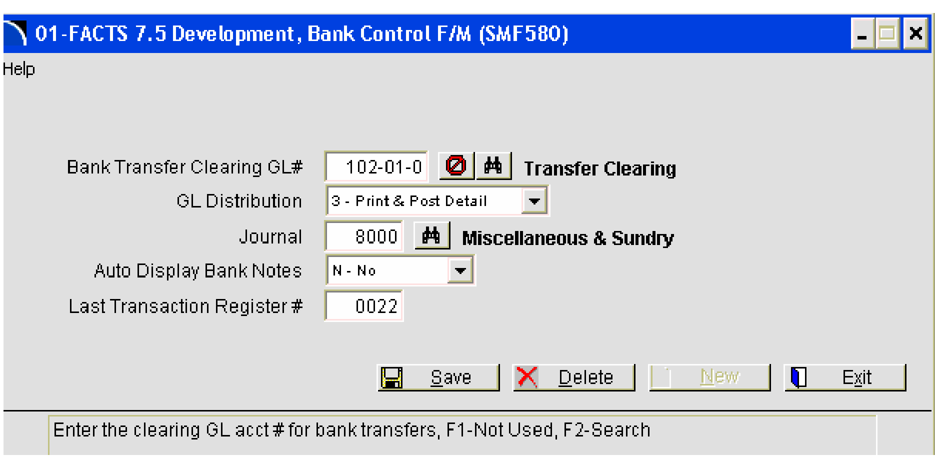
Enter GL journal to post to. Press **F2** to search or **F4** to backup.

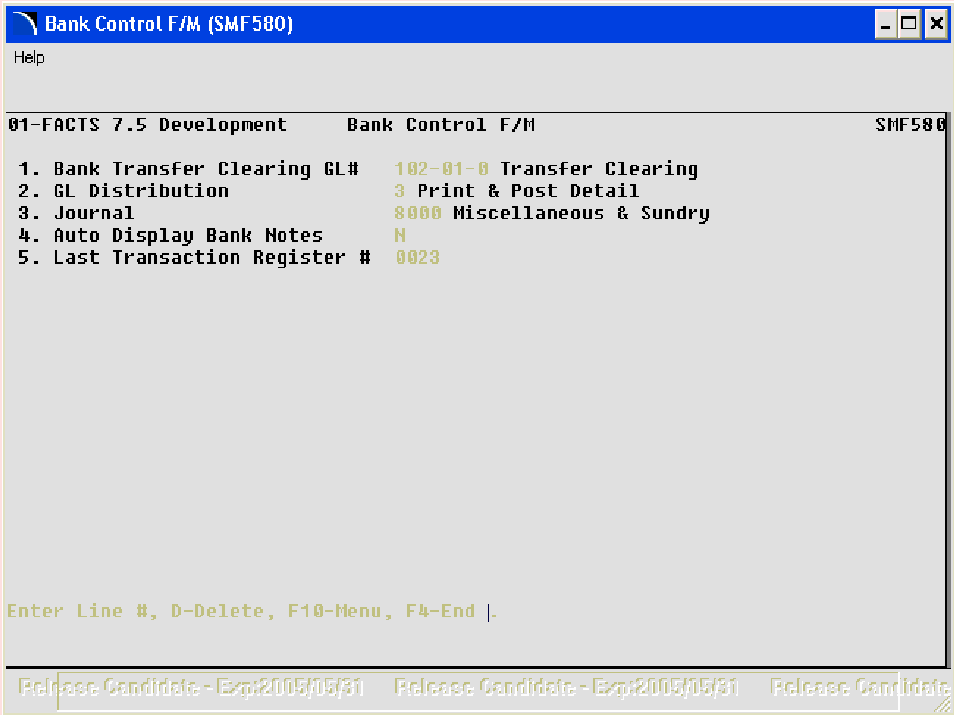
4. Auto Display Bank Notes

Indicate whether to you want FACTS to automatically display system notes for the specified bank in Transaction Entry (SME110) and Reconciliation Entry. (SME520). You can select from: **Y**-yes, **N**-no, or **U**-Urgent only. Press **F4** to backup.

5. Last Transaction Register #

Enter last transaction register # used. Press **F4** to backup.




Bank Control F/M (SMF580)
Help
01-FACTS 7.5 Development Bank Control F/M SMF580
1. Bank Transfer Clearing GL# 102-01-0 Transfer Clearing
2. GL Distribution 3 Print & Post Detail
3. Journal 8000 Miscellaneous & Sundry
4. Auto Display Bank Notes N
5. Last Transaction Register # 0023
Enter Line #, D-Delete, F10-Menu, F4-End
Release Candidate - Exp:2005/05/31 Release Candidate - Exp:2005/05/31 Release Candidate

Inquiries

The System Administration inquiries enable administrators to analyze information in various views.

The **Summary Management Inquiry** provides, by branch and department, the current accounts payable and receivable balance, cash in bank, inventory valuation, open purchase and sales order balance and sales history for the last six periods.

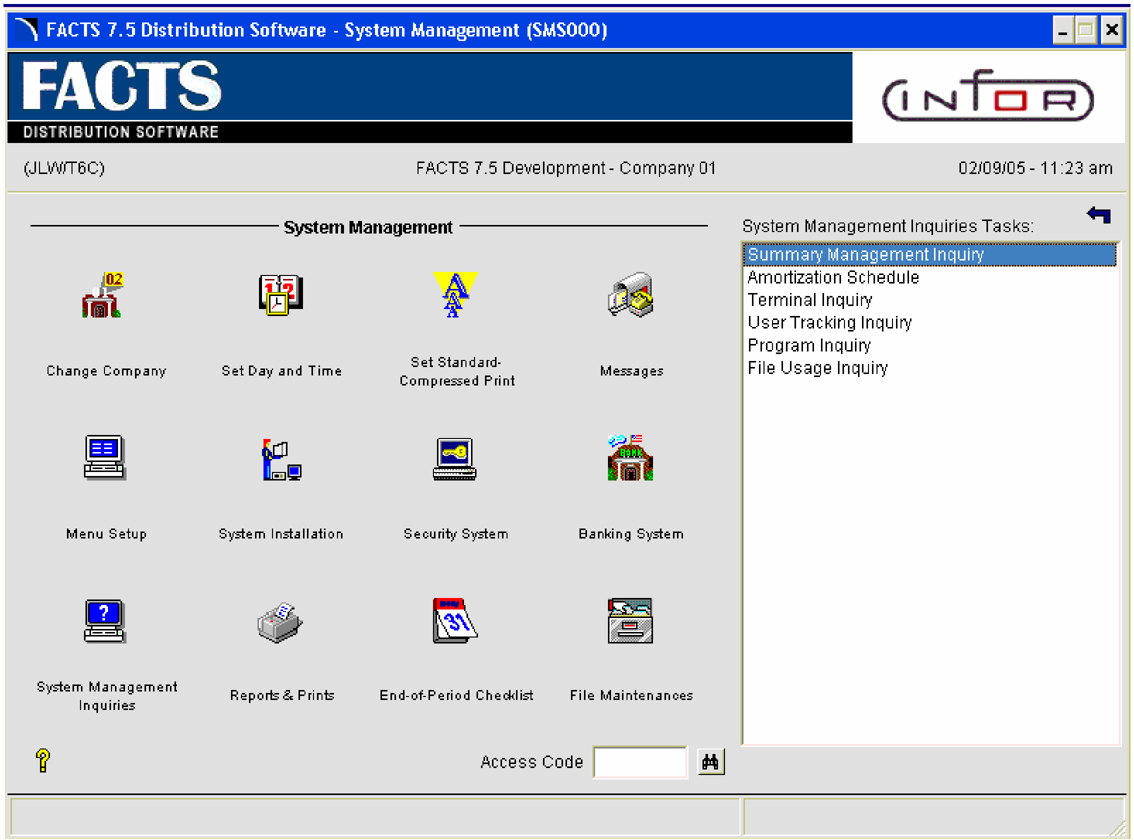
The **Amortization Schedule** allows users to enter a loan principle, interest rate and period of time for a loan and the loan payments will be listed on the screen.

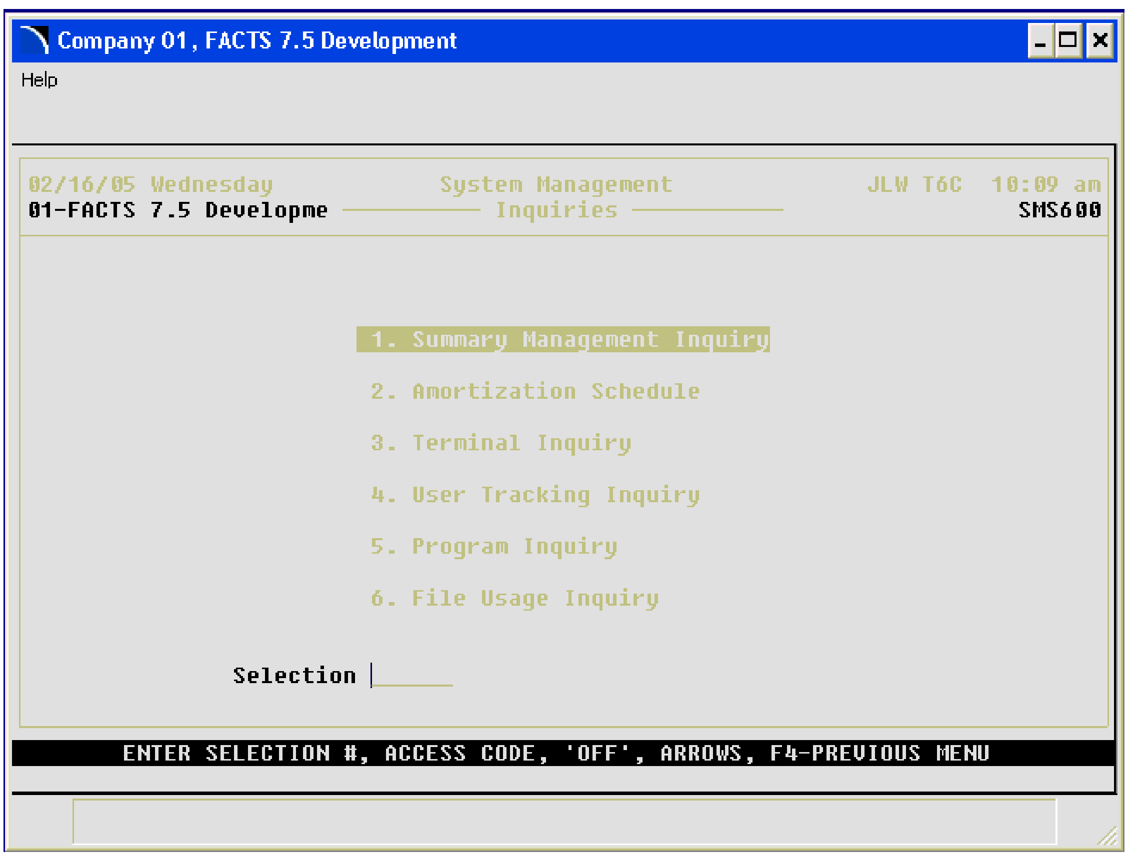
The **Terminal Inquiry** displays all terminals logged into the system and the company and program being accessed by each user.

The **User Tracking Inquiry** provides a list by user code itemizing which programs are accessed and the time used (if the user tracking flag is set to Y in the System Control F/M). (See the section on user tracking in the overview section.)

The **Program Inquiry** allows the user to view in list form all the programs and menus set up in the Program F/M on the screen along with their access codes and security codes.

The **File Usage Inquiry** provides a list by file name and by percentage used of all file specific information.


FACTS 7.5 Distribution Software - System Management (SMS000)
FACTS
DISTRIBUTION SOFTWARE
(JLW/T6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:23 am
System Management
System Management Inquiries Tasks:
Summary Management Inquiry
Amortization Schedule
Terminal Inquiry
User Tracking Inquiry
Program Inquiry
File Usage Inquiry
Change Company
Set Day and Time
Set Standard-Compressed Print
Messages
Menu Setup
System Installation
Security System
Banking System
System Management Inquiries
Reports & Prints
End-of-Period Checklist
File Maintenances
Access Code


Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday
System Management
JLW T6C 10:09 am
01-FACTS 7.5 Developme
Inquiries
SMS600
1. Summary Management Inquiry
2. Amortization Schedule
3. Terminal Inquiry
4. User Tracking Inquiry
5. Program Inquiry
6. File Usage Inquiry
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Summary Management Inquiry (SMI610)

Function

This program allows the user to display on the terminal, by branch and department, the current accounts payable balance, accounts receivable balance, cash in bank, inventory valuation, open purchase order balance, and open sales order balance. Also included is sales history for the next period and the last six periods (includes sales, cost and gross margin %).

In the **Account F/M** program in general ledger, each GL account number is assigned a summary management type to be used in this inquiry. The types are cash (used to calculate cash in bank), cost (used to calculate cost and gross margin % in sales history), inventory (used to calculate inventory valuation), payables (used to calculate open payables balance), receivables (used to calculate open receivables balance) and sales (used to calculate sales and gross margin % in sales history). Also in the Account F/M program, each GL account number is assigned an account type. Next period journal entries for GL account numbers assigned an account type of assets or liabilities are included in this inquiry.

The open purchase orders are calculated from the purchase order file. The open sales orders are calculated from the sales order file. The figures displayed are calculated each time the program is used.

User Inputs

The following steps are involved in using the Summary Management Inquiry program:

1. Branch

Enter the branch. The entry must be a valid branch. CR defaults to ALL. F2 allows a search (ref. 3).

2. Department

Enter the department. The entry must be a valid department. CR defaults to ALL. F2 allows a search (ref. 3).

The program calculates and displays the current balances and sales history information. It includes next period transactions from General Ledger to include the most current information available.

3. CR-Redisplay. F4-Backup

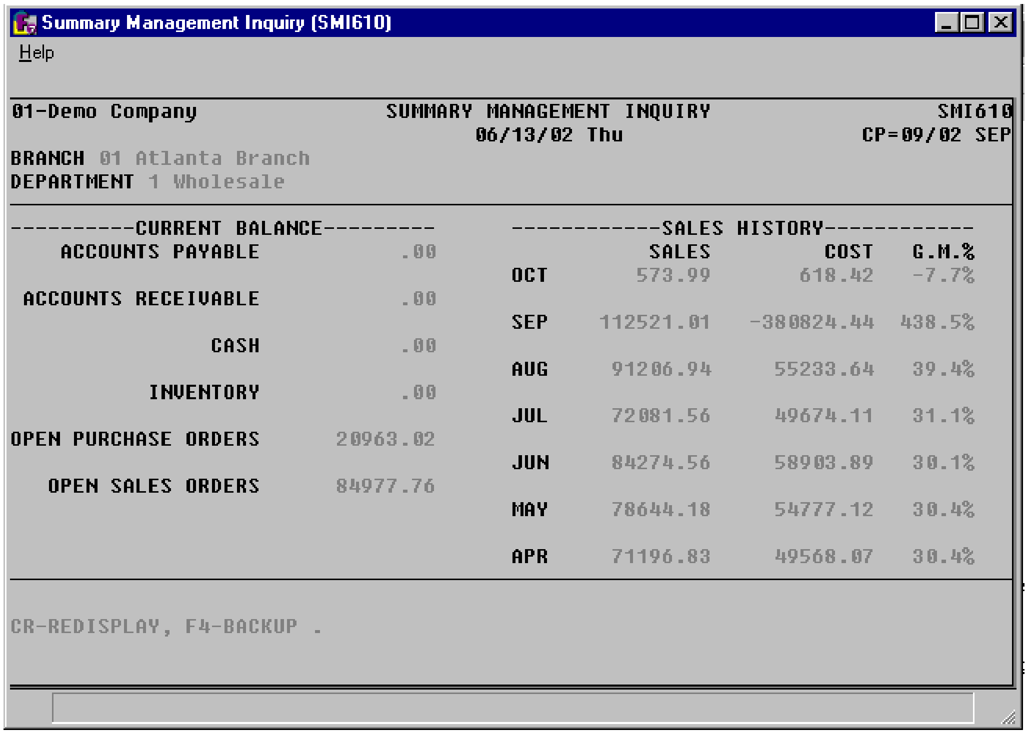
Press CR to recalculate and redisplay the figures for the same branch and department. Press F4 to back up to input #2.

Technical Notes

The program uses the account file (GLMSTR), the account by summary management type file (GLMSMX), the journal file (GLJRNL) and its associated sort file (GLJRNX) to calculate the accounts payable, accounts receivable, cash and inventory balances and the sales history. The program uses the purchase order file (PORDER) to calculate open purchase orders and the sales order file (SORDER) to calculate open sales orders.

FILES USED - SMCNTL, GLMSTR, GLJRNL, GLMSMX, GLJRNX, PORDER, SORDER

FILES UPDATED – NONE



How to display account balance information

1. Access this program selecting System Management→Inquiries→ Summary Management Inquiry.

2. In the Branch input, enter the branch code. Press Enter (CR) to default to ALL. Press F2 to search.

3. In the Department input, enter the department code, if they are used. Press Enter (CR) to default to ALL Press F2 to search.

4. The program calculates and displays the current Accounts Payable balance, Accounts Receivable balance, cash in bank, inventory valuation, open Purchase Order balance, and Open Sales Order balance and sales history information for the next period and the last six periods (includes sales, cost and gross margin %). It includes next period transactions from General Ledger to include the most current information available. .

5. Press CR (or Enter) to recalculate and redisplay the figures for the same branch and department. Press F4 to back up to the Department input.

6. You can enter another branch/department and display additional information or press F4 to exit the program.

Amortization Schedule (SMI620)

Function

This program allows the user to enter in certain variables to attain an Amortization Schedule. The user enters the information and the program calculates, and either prints on the screen or the printer, the schedule of the loan.

The user has the option to enter:

- Loan description
- Loan principle
- Interest rate
- Life of loan
- Starting month

The screen is divided into two portions. The upper portion of the screen is called the header portion where the user information is entered, and the calculated monthly payment, total payment and total interest are displayed. The lower portion of the screen is called the line-item portion and consists of the information concerning the loan balance, etc., by month.

Schedule information includes the following: one line per month of a year - year, month, total accumulated months, payment, principle, interest, total interest paid, and balance of the loan. The information entered, calculated, and displayed is not stored by the system.

User Inputs

The following inputs are involved in using the Amortization Schedule:

1. Description

Enter the loan description (up to 40 characters).

2. Principle

Enter the principle amount of the loan (.01-9,999,999.99).

3. Rate

Enter the interest rate (.001-99.999). CR defaults to 0.

4. Months

Enter the life of the loan in months (1-999).

5. Start Month

Enter the starting month of year of the loan (1-12). CR defaults to 1.

This concludes the user portion of the header. The system now displays the calculated monthly payment, total payment, and total interest in the header portion.

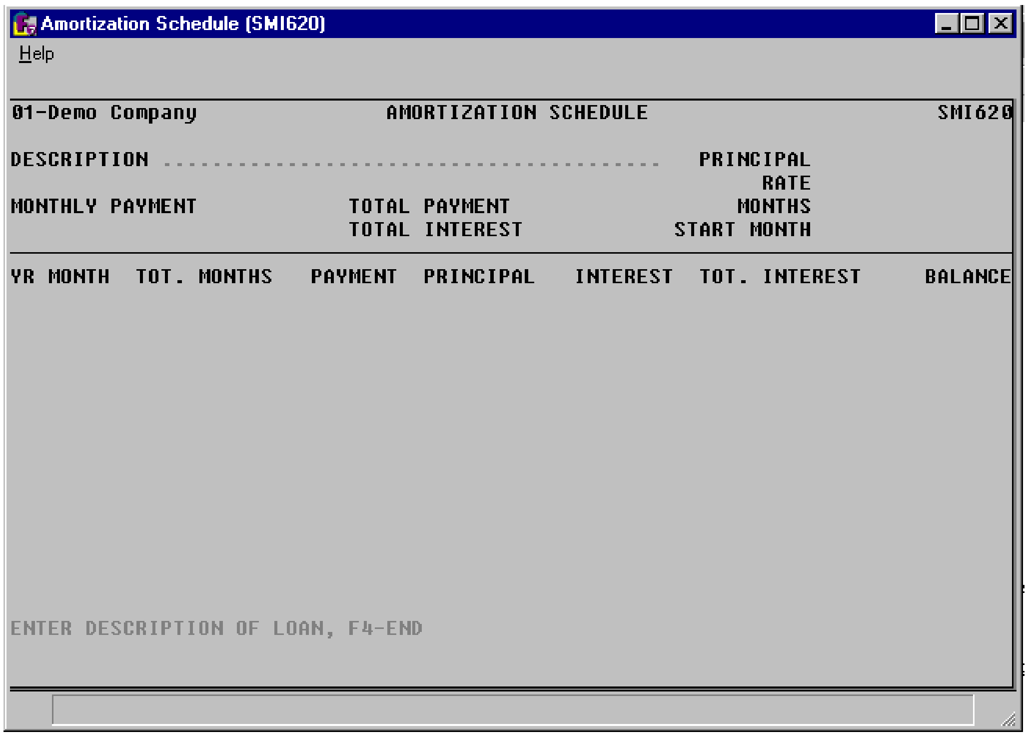
6. Print Schedule

Enter a **T**-terminal or one of the available printer numbers displayed at the bottom of the screen to determine where to print the calculated schedule. CR defaults to T.

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - NONE



How to attain an Amortization Schedule

1. Access this program selecting System Management→Inquiries→Amortization Schedule.
2. (Optional) In the Description input, enter the loan description (up to 40 characters).
3. In the Principle input, enter the principle amount of the loan (.01-9,999,999.99).
4. In the Rate input, enter the interest rate (.001-99.999). Press Enter (CR) to default to 0.
5. In the Months input, enter the life of the loan in months (1-999).
6. In the Start Month input, enter the starting month of year of the loan (1-12). Press Enter (CR) to default 1.
7. The system now displays the calculated monthly payment, total payment, and total interest in the header portion. At the command prompt, the system displays the message: Print Schedule? Enter a T-terminal or one of the available printer numbers displayed at the bottom of the screen to determine where to print the calculated schedule. Press Enter (CR) to default to T.
8. In the lower portion of the screen, the system displays the following schedule information: one line per month of a year - year, month, total accumulated months, payment, principle, interest, total interest paid, and balance of the loan.
9. When you have finished reviewing the amortization schedule, you can enter additional loan parameters or press F4 to exit the program.

Terminal Inquiry (SMI630)

Function

This program allows the user to view every terminal currently being used. This inquiry displays as follows: terminal number, terminal description, user code, user name, program designation, program name and company number. Terminal numbers are displayed until the screen becomes full. The user may then press CR to display the next group of terminals.

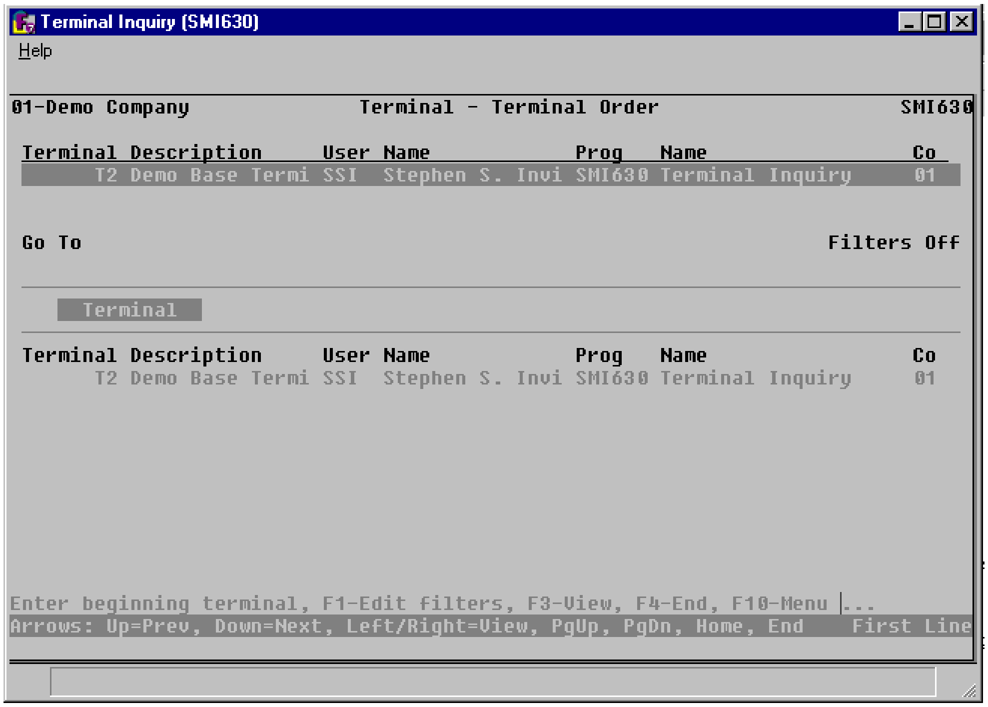
User Inputs

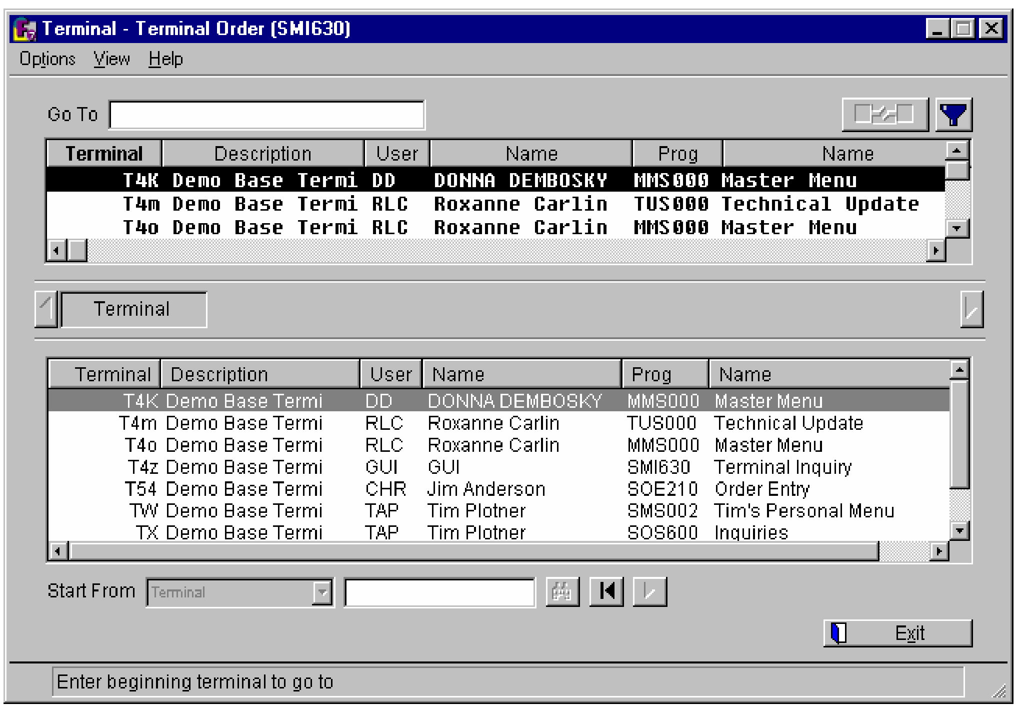
No input is necessary initially. Press CR to continue displaying terminals. F4 exits the program.

Technical Notes

FILES USED - SMCNTL, SMTRCT, SMZART, SMNAME

FILES UPDATED - NONE


Terminal Inquiry (SMI630)
Help
01-Demo Company
Terminal - Terminal Order
SMI630
Terminal Description User Name Prog Name Co
T2 Demo Base Termi SSI Stephen S. Invi SMI630 Terminal Inquiry 01
Go To
Filters Off
Terminal
Terminal Description User Name Prog Name Co
T2 Demo Base Termi SSI Stephen S. Invi SMI630 Terminal Inquiry 01
Enter beginning terminal, F1-Edit filters, F3-View, F4-End, F10-Menu ...
Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End
First Line


Terminal - Terminal Order (SMI630)
Options View Help
Go To
Terminal Description User Name Prog Name
T4K Demo Base Termi DD DONNA DEMBOSKY MMS000 Master Menu
T4m Demo Base Termi RLC Roxanne Carlin TUS000 Technical Update
T4o Demo Base Termi RLC Roxanne Carlin MMS000 Master Menu
Terminal
Terminal Description User Name Prog Name
T4K Demo Base Termi DD DONNA DEMBOSKY MMS000 Master Menu
T4m Demo Base Termi RLC Roxanne Carlin TUS000 Technical Update
T4o Demo Base Termi RLC Roxanne Carlin MMS000 Master Menu
T4z Demo Base Termi GUI GUI SMI630 Terminal Inquiry
T54 Demo Base Termi CHR Jim Anderson SOE210 Order Entry
TW Demo Base Termi TAP Tim Plotner SMS002 Tim's Personal Menu
TX Demo Base Termi TAP Tim Plotner SOS600 Inquiries
Start From
Terminal
Exit
Enter beginning terminal to go to

How to view session information

1. Access this program selecting System Management→Inquiries→Terminal Inquiry.

2. The system displays the following information: terminal number, terminal description, user code, user name, program designation, program name and company number.

3. When the screen display becomes full, press Enter (CR) to continue displaying terminals.

4. Press F4 to exit the program.

User Tracking Inquiry (SMI640)

Function

This program allows the user to display program usage information by user code. Display is limited to user codes set up to be tracked through the User Code F/M.

Inquiry information includes for each user: date, program designation, program name, time of entry into program, time of exit from program, time period program was in use, time period since last program used, and special notes. The following special notes may be displayed on the screen:

IN NOF - indicates the time of entry is not on file (for example if a user gets into the program through BASIC rather than through the menus).

OUT NOF - indicates the time the program was ended is not on file.

ABORTED - indicates the user aborted during an error (!!).

ESCAPED - indicates the user escaped out of the program.

ENDED - indicates the user ended a program (example - during a report if the user presses the escape key and uses the option F4-END.

User Inputs

The following inputs are involved in inquiring about users:

1. User

Enter the beginning user code (up to 3 characters). CR defaults to FIRST.

2. Beginning Date

Enter the beginning date to display for (ref. 1). CR defaults to the first date on file.

Technical Notes

The inquiry proceeds by reading through the user-tracking file (SMUSRT) for all information which meets the criteria entered.

FILES USED - SMCNTL, SMUSRT, SMZART, SMNAME

FILES UPDATED – NONE

Program Inquiry (SMI650)

Function

This program allows the user to view program names, descriptions, access codes and security codes in program name order. This inquiry is useful to find the six-character designation of a program. The user may enter the beginning search characters or begin with the first program designation on file. Names are displayed until the screen becomes full. The user may then display the next group in name order or enter new search characters.

Program names are defined using the Program Name F/M. Security codes are assigned through the Password & Security Code F/M.

User Inputs

The following input is involved in performing a Program Inquiry:

1. Beginning Search Characters

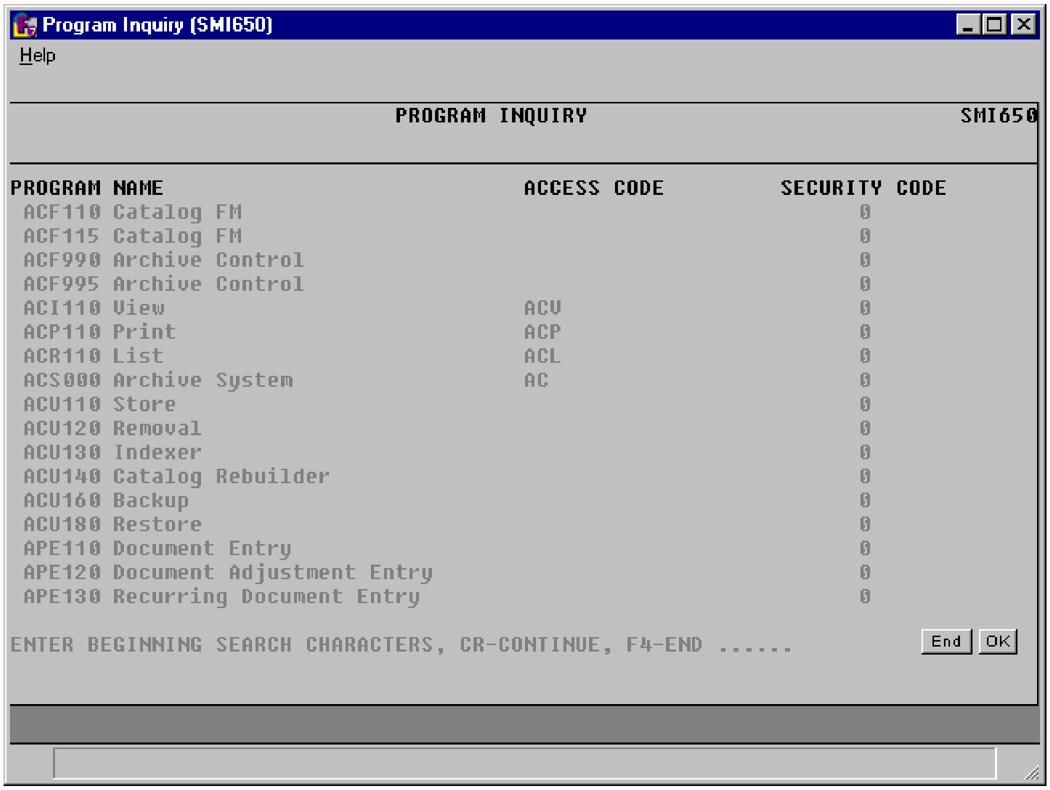
Enter the search characters to be used in beginning the display (up to 6 characters). CR begins with the first program designation on file. The system searches for a match to the entered characters and begins the display with those characters or the next name in alphabetical order. Display continues until the screen is full. The user may then continue the display in alpha order or enter new search characters. An efficient method of finding a program name is to input the module code to which the program belongs. For example, to find the name of the Cash Receipts Entry program, enter AR - the module code for accounts receivable. All AR program names and descriptions are displayed in alphabetical order.

Technical Notes

The system reads through the program name file (SMNAME) to display all screen information.

FILES USED - SMCNTL, SMNAME

FILES UPDATED - NONE


Program Inquiry (SMI650)
Help
PROGRAM INQUIRY SMI650
PROGRAM NAME ACCESS CODE SECURITY CODE
ACF110 Catalog FM 0
ACF115 Catalog FM 0
ACF990 Archive Control 0
ACF995 Archive Control 0
ACI110 View ACV 0
ACP110 Print ACP 0
ACR110 List ACL 0
ACS000 Archive System AC 0
ACU110 Store 0
ACU120 Removal 0
ACU130 Indexer 0
ACU140 Catalog Rebuilder 0
ACU160 Backup 0
ACU180 Restore 0
APE110 Document Entry 0
APE120 Document Adjustment Entry 0
APE130 Recurring Document Entry 0
ENTER BEGINNING SEARCH CHARACTERS, CR-CONTINUE, F4-END ......
End
OK

How to view program information

1. Access this program selecting System Management→Inquiries→Program Inquiry.

2. In the Beginning Search Characters input, enter the search characters to be used in beginning the display (up to 6 characters). Press Enter (CR) to begin with the first program designation on file.

3. The system searches for a match to the entered characters and begins the display with those characters or the next name in alphabetical order. Display continues until the screen is full.

4. You can continue the display in alpha order or enter new search characters.

5. When you have finished reviewing program information, press F4 to exit the program.

File Usage Inquiry (SMI660)

Function

This program allows the user to inquire into information concerning file usage. Users may display files based on percentage used. Inquiry information includes the following: file name, file description, file type, key size, record size (i.e., total size of record), record number (i.e., number of records defined for this file), records used (i.e., number of allocated records), and percent of records used.

User Inputs

The following inputs are involved in inquiring about file usage:

1. Minimum Percent

Enter the minimum percent used for a file to be displayed (1-99). CR defaults to all files, i.e., all files are displayed regardless of percentage used.

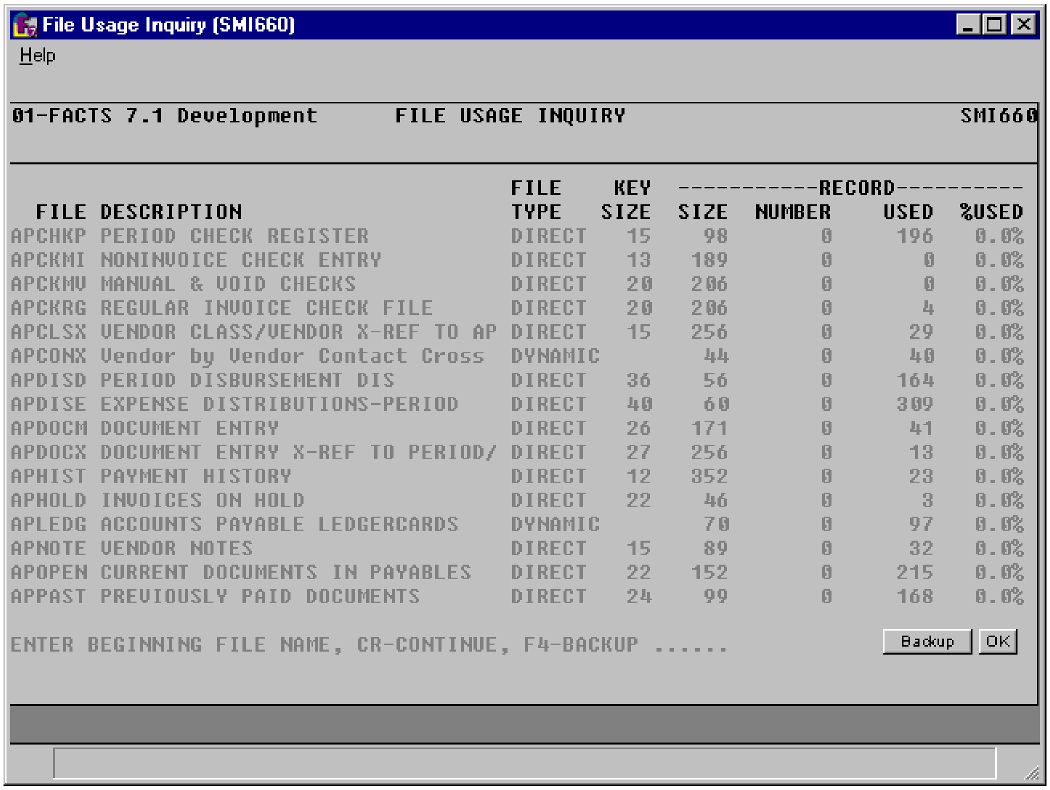
2. Beginning File Name

Enter the beginning file name to display (6 characters). CR defaults to the first file name (alphabetically).

Technical Notes

FILES USED - SMCNTL, SMFILE

FILES UPDATED - NONE



File Usage Inquiry (SMI660)

Help

01-FACTS 7.1 Development FILE USAGE INQUIRY SMI660

FILE	DESCRIPTION	FILE TYPE	KEY SIZE	RECORD SIZE	RECORD NUMBER	RECORD USED	RECORD %USED
APCHKP	PERIOD CHECK REGISTER	DIRECT	15	98	0	196	0.0%
APCKMI	NONINVOICE CHECK ENTRY	DIRECT	13	189	0	0	0.0%
APCKMV	MANUAL & VOID CHECKS	DIRECT	20	206	0	0	0.0%
APCKRG	REGULAR INVOICE CHECK FILE	DIRECT	20	206	0	4	0.0%
APCLSX	VENDOR CLASS/VENDOR X-REF TO AP	DIRECT	15	256	0	29	0.0%
APCONX	Vendor by Vendor Contact Cross	DYNAMIC		44	0	40	0.0%
APDISD	PERIOD DISBURSEMENT DIS	DIRECT	36	56	0	164	0.0%
APDISE	EXPENSE DISTRIBUTIONS-PERIOD	DIRECT	40	60	0	309	0.0%
APDOCM	DOCUMENT ENTRY	DIRECT	26	171	0	41	0.0%
APDOCX	DOCUMENT ENTRY X-REF TO PERIOD/	DIRECT	27	256	0	13	0.0%
APHIST	PAYMENT HISTORY	DIRECT	12	352	0	23	0.0%
APHOLD	INVOICES ON HOLD	DIRECT	22	46	0	3	0.0%
APLEDG	ACCOUNTS PAYABLE LEDGERCARDS	DYNAMIC		70	0	97	0.0%
APNOTE	VENDOR NOTES	DIRECT	15	89	0	32	0.0%
APOPEN	CURRENT DOCUMENTS IN PAYABLES	DIRECT	22	152	0	215	0.0%
APPAST	PREVIOUSLY PAID DOCUMENTS	DIRECT	24	99	0	168	0.0%

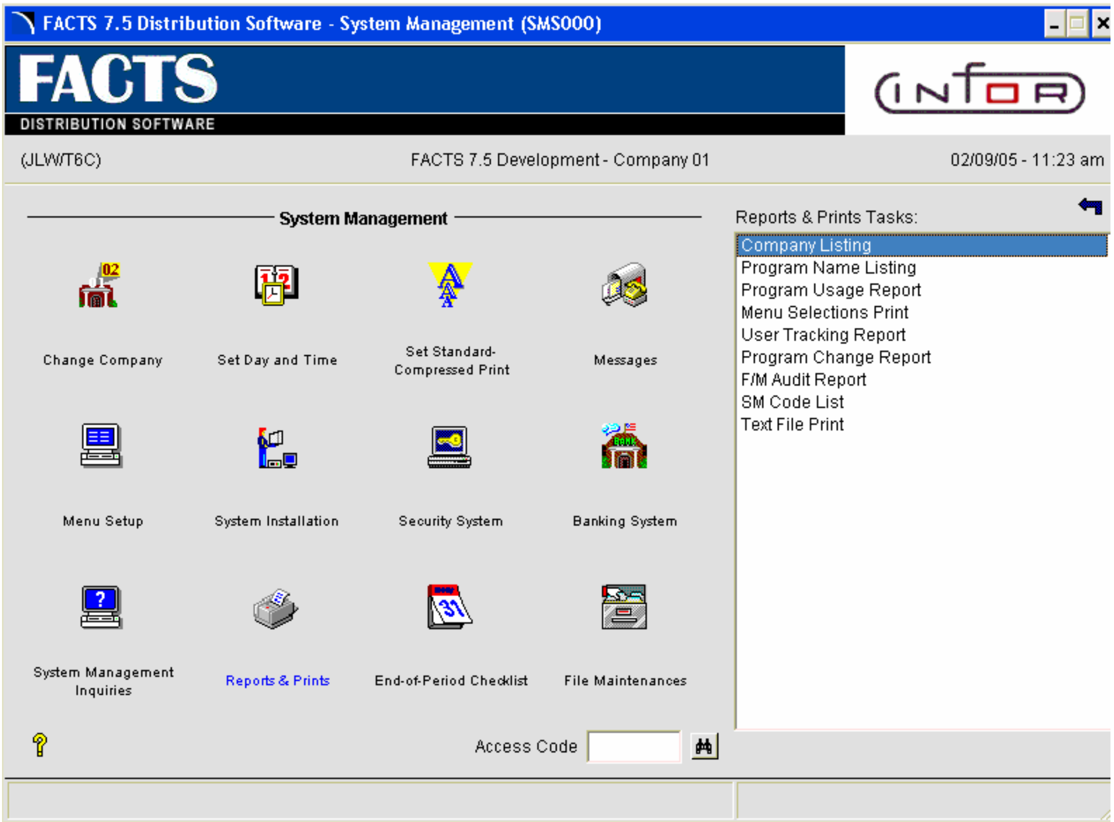
ENTER BEGINNING FILE NAME, CR-CONTINUE, F4-BACKUP ......

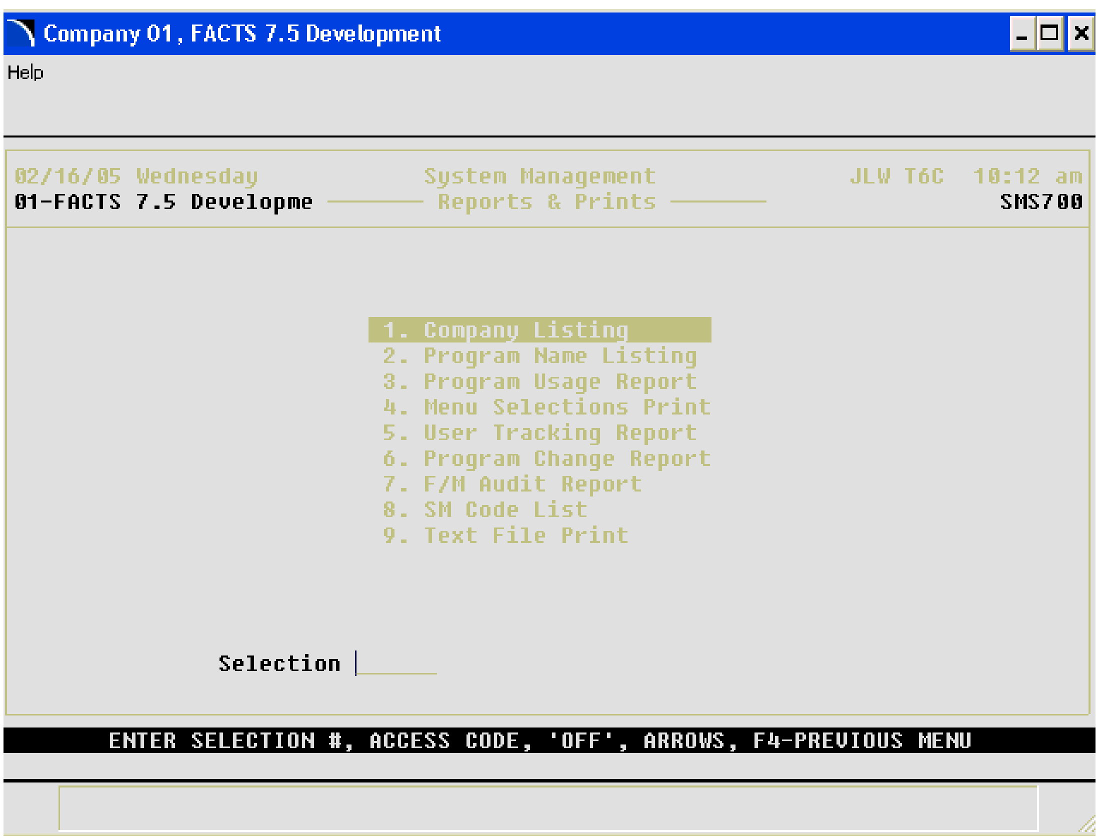
Backup OK

Reports & Prints

The reports and prints programs provide lists of companies, programs, menus, users on the system and program changes.

1. The Company Listing provides a list of all companies, addresses and phone numbers on the system.
2. The Program Name Listing provides a list of all programs (and menus) set up in the Program F/M along with terminal and printer validity if selected.
3. The Program Usage Report provides a list of each program defined and lists the menus containing the program.
4. The Menu Selections Print prints a range of menus (as determined by the user) which may be helpful in setting up security.
5. The User Tracking Report prints a list of users using the system as to which programs are accessed and the time used (if the user Tracking Flag is set to Y in the System Control F/M). (See the section on the user tracking in the overview section.)
6. The Program Change Report prints a list of program changes from the Program Change F/M. The user (affiliate) enters program changes. If no program changes are entered, this report will not be used.
7. The F/M Audit Report prints a list of any changes made to the file information through file maintenance programs. This information is limited to file maintenance programs where an audit trail is being kept for changes (as set in the Program Name F/M).
8. The Help Text Print provides all the help text available by help code.
9. The SM Code List prints a list of various SM codes including terminals, printers, banks, branches and files.


FACTS 7.5 Distribution Software - System Management (SMS000)
FACTS
DISTRIBUTION SOFTWARE
(JLWT6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:23 am
System Management
Change Company
Set Day and Time
Set Standard-Compressed Print
Messages
Menu Setup
System Installation
Security System
Banking System
System Management Inquiries
Reports & Prints
End-of-Period Checklist
File Maintenances
Access Code
Reports & Prints Tasks:
Company Listing
Program Name Listing
Program Usage Report
Menu Selections Print
User Tracking Report
Program Change Report
F/M Audit Report
SM Code List
Text File Print


Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday
System Management
JLW T6C 10:12 am
01-FACTS 7.5 Developme
Reports & Prints
SMS700
1. Company Listing
2. Program Name Listing
3. Program Usage Report
4. Menu Selections Print
5. User Tracking Report
6. Program Change Report
7. F/M Audit Report
8. SM Code List
9. Text File Print
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Company Listing (SMR710)

Function

This program allows the user to obtain a listing of all companies set up to run on the system. Report information includes the following: company number, name, address, and phone number. Also included is the total number of companies listed.

User Inputs

The following inputs are involved in printing a Company Listing:

1. Beginning Company

Enter the beginning company code to print (2 characters). Press F1 to enter FIRST. Press F2 to search existing company codes

2. Ending Company

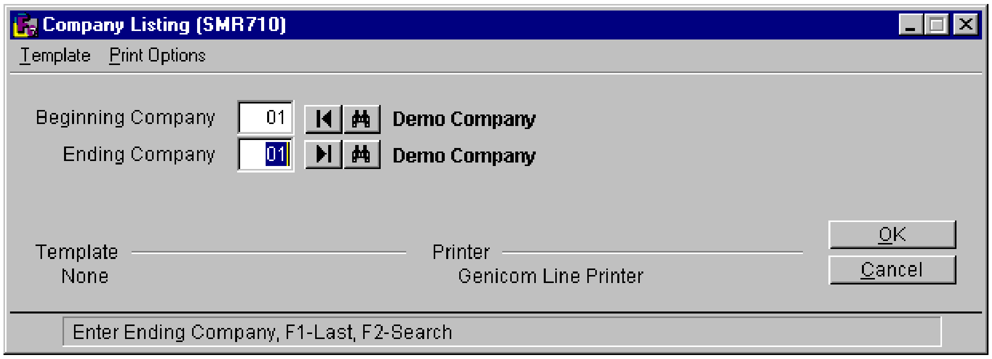
Enter the ending company code to print (2 characters). Press F1 to enter LAST. Press F2 to search existing company codes.

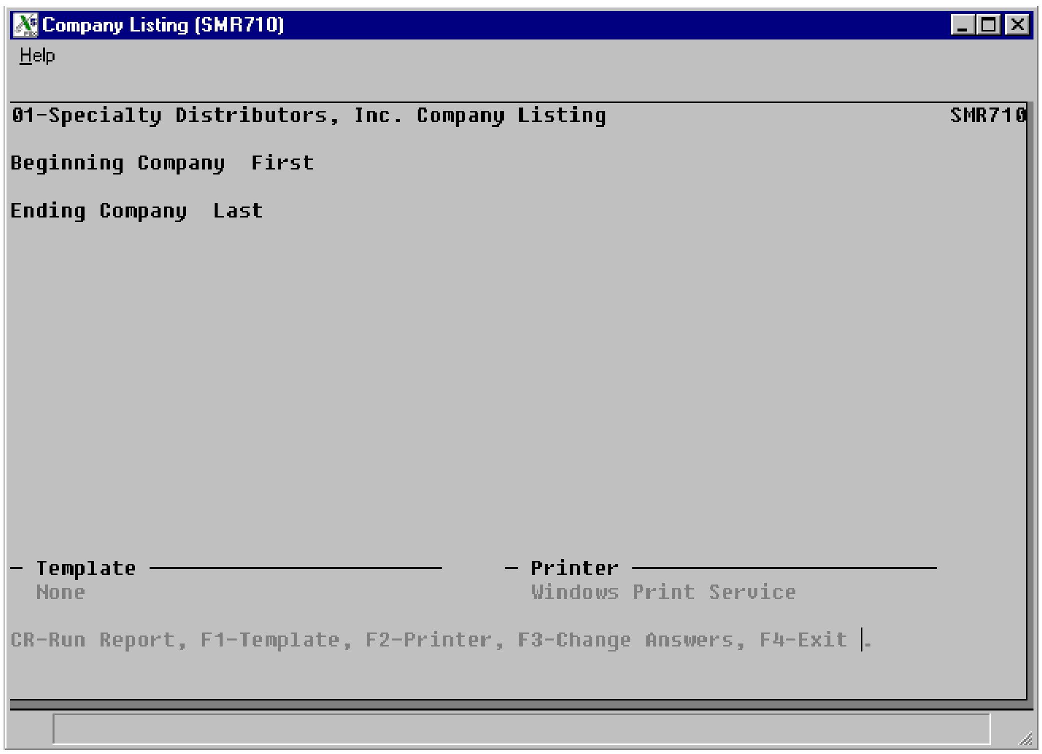
Technical Notes

Printing proceeds by reading through the company control file (SMCNTL) and printing the information for companies that are within the range of beginning and ending companies entered.

FILES USED - SMCNTL

FILES UPDATED - NONE


Company Listing (SMR710)
Template Print Options
Beginning Company 01 Demo Company
Ending Company 01 Demo Company
OK
Cancel
Template
None
Printer
Genicom Line Printer
Enter Ending Company, F1-Last, F2-Search


Company Listing (SMR710)
Help
01-Specialty Distributors, Inc. Company Listing SMR710
Beginning Company First
Ending Company Last
Template
None
Printer
Windows Print Service
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

Program Name Listing (SMR720)

Function

This program allows the user to obtain a report of program names, descriptions, security codes, terminal validity and printer usage. The printout may be used as a worksheet to initially define security information and printer usage or as reference for users.

Report information includes the following: program designation, name, security code and access code. For each of up to 999 terminal numbers, validity (Y or N) is printed along with the printer-selection option number and the normal printer. Program descriptions, terminal validity and printer usage are defined in the Program Names F/M. Security codes are issued through the Password and Security Code F/M.

User Inputs

The following inputs are involved in printing the Program Name Listing:

1. Beginning Program

Enter the beginning program to print (up to 6 characters). Press F1 to enter FIRST. Press F2 to search existing programs.

2. Ending Program

Enter the ending program to print (up to 6 characters). Press F1 to enter LAST. Press F2 to search existing programs.

3. Security Codes

Enter the security code(s) in any combination side by side to print (0-9). Press F1 to enter all.

4. Validity & Printer Information

Enter **V**-terminal validity, and/or **P**-printer information to indicate what information is to be included on the report. Press F1 to enter NONE. If you select NONE, the program skips the beginning and ending terminal inputs.

5. Beginning Terminal

If you entered NONE in the Validity and Printer Information input, the program skips this entry. If you selected V or P, enter the first terminal number that you want to appear on the report. Enter the beginning terminal number to print (up to 3 characters). Press F1 to enter FIRST.

6. Ending Terminal

If you entered NONE in the Validity and Printer Information input, the program skips this entry. If you entered V or P, enter the last terminal code that should appear on the report. Press F1 to enter the LAST terminal code on record. Press F2 to search existing terminal codes.

7. Skip

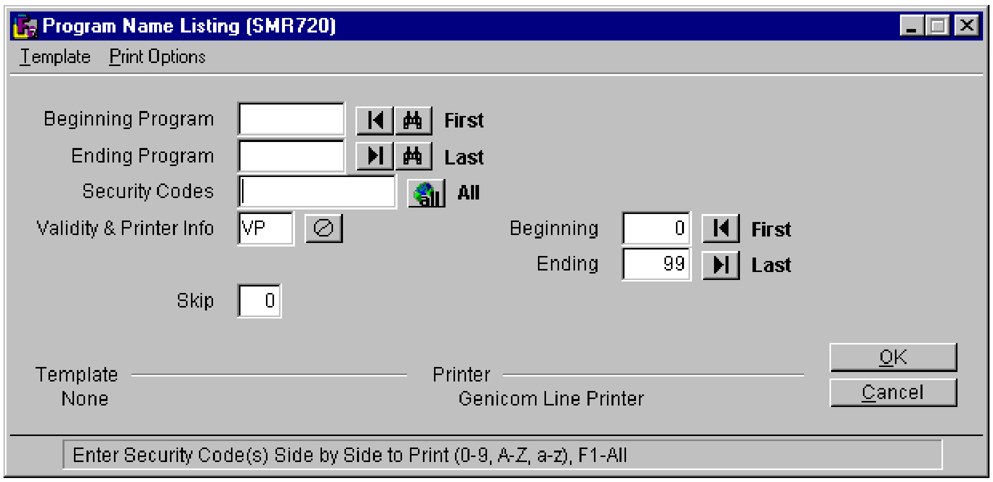
Enter the number of lines to skip between programs (0-9). The program defaults to 0.

Technical Notes

The program proceeds by reading through the program name file (SMNAME) for all programs which meet the criteria entered.

FILES USED - SMCNTL, SMNAME

FILES UPDATED - NONE



Program Usage Report (SMR730)

Function

This program allows the user to obtain a report of program designations, names and the menus on which they appear. The report may also print only programs that are not used on any menu. This printout is useful to purge the names of unused programs or to alert the user to place a program on a menu.

Report information includes the following: program designation, and the name of each menu on which the program appears. The total number of programs printed is also included.

Program names are defined through the Program Name F/M. Menus are constructed through the Menus F/M.

User Inputs

The following inputs are involved in printing the Program Usage Report:

1. Beginning Program

Enter the first program that should appear on the report. Program codes must be six characters long. Press F1 to enter the FIRST record on file. Press F2 to search existing programs.

2. Ending Program

Enter the last program that should appear on the report. Make sure the program you enter is six characters long. Press F1 to enter the LAST program on record. Press F2 to search existing programs.

3. Unused Only

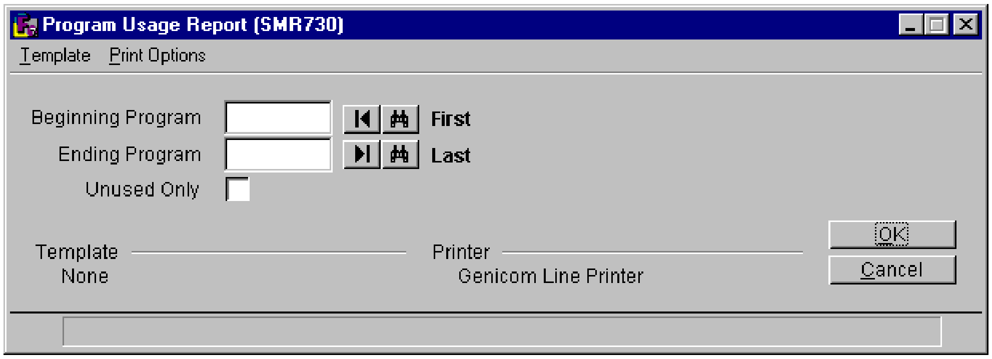
Indicate whether you want to print only those programs not assigned to any menu. The program defaults to N.

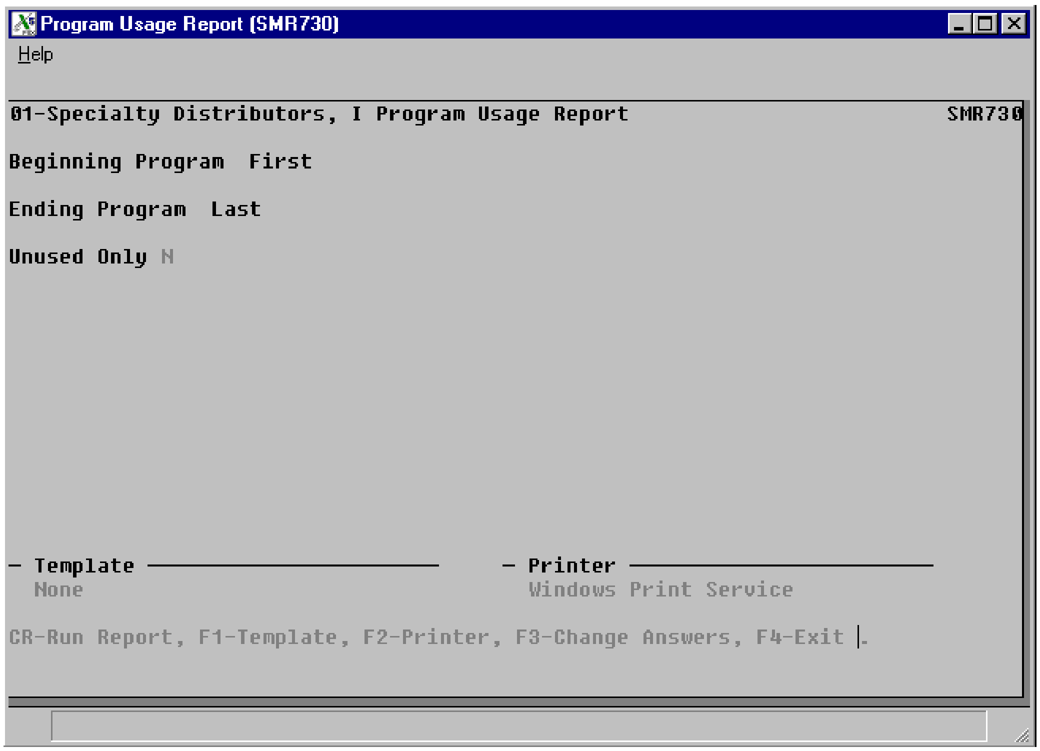
Technical Notes

The program proceeds by reading through the program name file (SMNAME) for all programs which meet the criteria entered.

FILES USED - SMCNTL, SMNAME

FILES UPDATED - NONE


Program Usage Report (SMR730)
Template Print Options
Beginning Program
First
Ending Program
Last
Unused Only
Template
None
Printer
Genicom Line Printer
OK
Cancel


Program Usage Report (SMR730)
Help
01-Specialty Distributors, I Program Usage Report SMR730
Beginning Program First
Ending Program Last
Unused Only N
Template
None
Printer
Windows Print Service
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

Menu Selections Print (SMR740)

Function

This program allows the user to obtain a report of all menu information. It is useful to verify that selector menus and security codes are defined properly.

Report information includes the following: menu name, menu description, return program, and the names, descriptions and security codes of all programs called by the menu. The report format resembles the actual screen display.

Menus are defined through the Menu F/M and security codes are maintained through the Password and Security Code F/M.

User Input

The following inputs are involved in printing the Menu Selections Print:

1. Beginning Menu

Enter the menu with which you want the report to begin. Press F1 to enter the FIRST menu on record.

2. Ending Menu

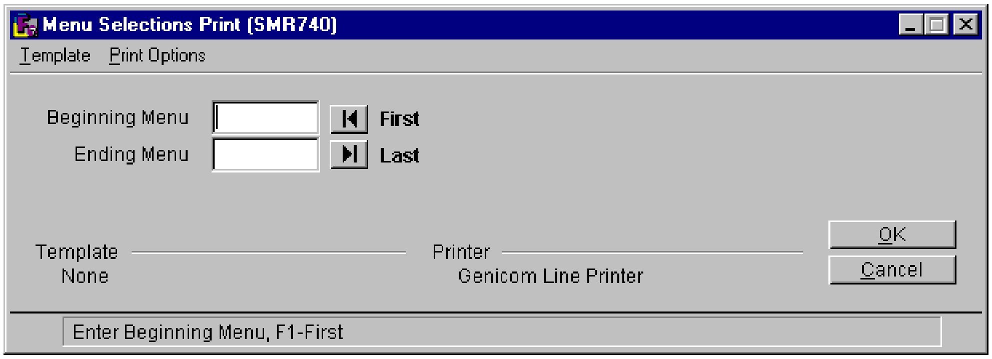
Enter the menu with which you want the report to end. Press F1 to enter the LAST menu on record.

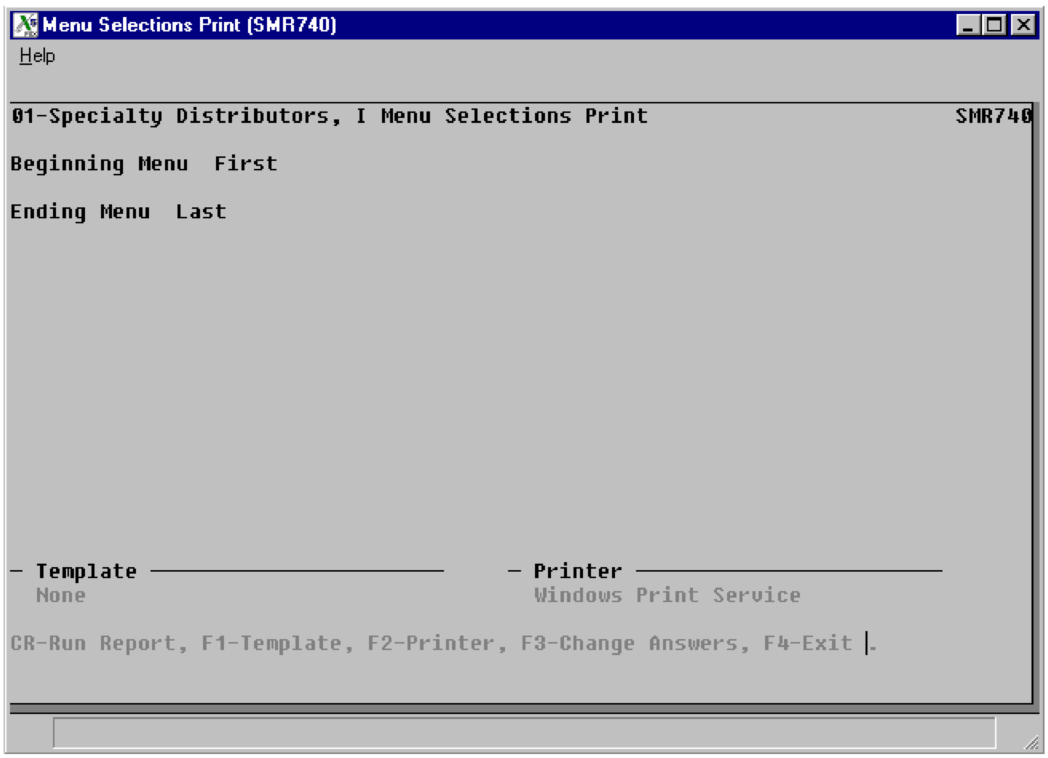
Technical Notes

The program proceeds by reading through the menu file (SMSLCT) for menus that meet the entered criteria. The program name file (SMNAME) is referenced to print program descriptions.

FILES USED - SMCNTL, SMSLCT, SMNAME

FILES UPDATED - NONE


Menu Selections Print (SMR740)
Template Print Options
Beginning Menu
First
Ending Menu
Last
Template
None
Printer
Genicom Line Printer
OK
Cancel
Enter Beginning Menu, F1-First


Menu Selections Print (SMR740)
Help
01-Specialty Distributors, I Menu Selections Print SMR740
Beginning Menu First
Ending Menu Last
Template
None
Printer
Windows Print Service
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

User Tracking Report (SMR750)

Function

This program allows the user to print a listing of program usage information. Reporting is limited to user codes being tracked by the user tracking system.

Report information includes the following for each user: user code, user name, date, program designation, program name, security code, time of entry into program, time of exit from program, time period program was in use, time period since last program used, and special notes. The following special notes may be printed:

IN NOF - indicates the time of entry is not on file (for example if a user accesses the program through Business Basic rather than through the menus).

OUT NOF - indicates the time the program was ended is not on file

ABORTED - indicates the user aborted during an error (!!).

ESCAPED - indicates the user escaped out of the program.

ENDED - indicates the user ended a program (example - during a report if the user hits the escape key and the option F4-END).

User Inputs

The following inputs are involved in printing the User Tracking Report:

1. Beginning User

Enter the beginning user (up to 3 characters). Press F1 to enter the LAST user on record. Press F2 to search existing user codes.

2. Ending User

Enter the beginning user (up to 3 characters). Press F1 to enter the FIRST user on record. Press F2 to search existing user codes.

3. Beginning Date

Enter the beginning date (ref. 1). Press F1 to enter the FIRST possible date in the system.

4. Ending Date

Enter the ending date (ref. 1). Press F1 to enter the LAST possible date in the system.

5. Program

Enter the program designation. (ie: APE120, APR220) The entry must be a valid program. The program defaults to ALL. Press F2 to search existing program designations.

6. Security Codes

Enter the program security codes side by side to print (0-9). You can use 0-9, A-Z and a-z. The program defaults to ALL of the codes. .

Technical Notes

Printing proceeds by reading through the user-tracking file (SMUSRT) for all information which meets the criteria entered.

FILES USED - SMCNTL, SMUSRT, SMZART, SMNAME

FILES UPDATED - NONE

Program Change Report (SMR760)

Function

This program allows the user to print a report of program changes entered through the Program Change F/M.

The user has the option to enter the beginning and ending program and the cutoff date.

Report information includes the following: program designation, date and memo of changes. The report also lists total number of programs listed.

User Inputs

The following inputs are involved in printing the Program Change Report:

1. Beginning Program

Enter the beginning program to print. Press F1 to enter the FIRST program on record. Press F2 to search existing printer designations.

2. Ending Program

Enter the beginning program to print. Press F1 to enter the LAST program on record. Press F2 to search existing printer designations.

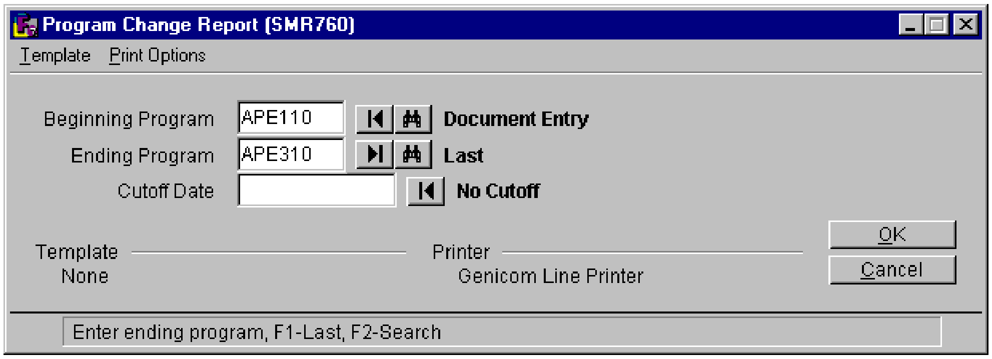
3. Cutoff Date

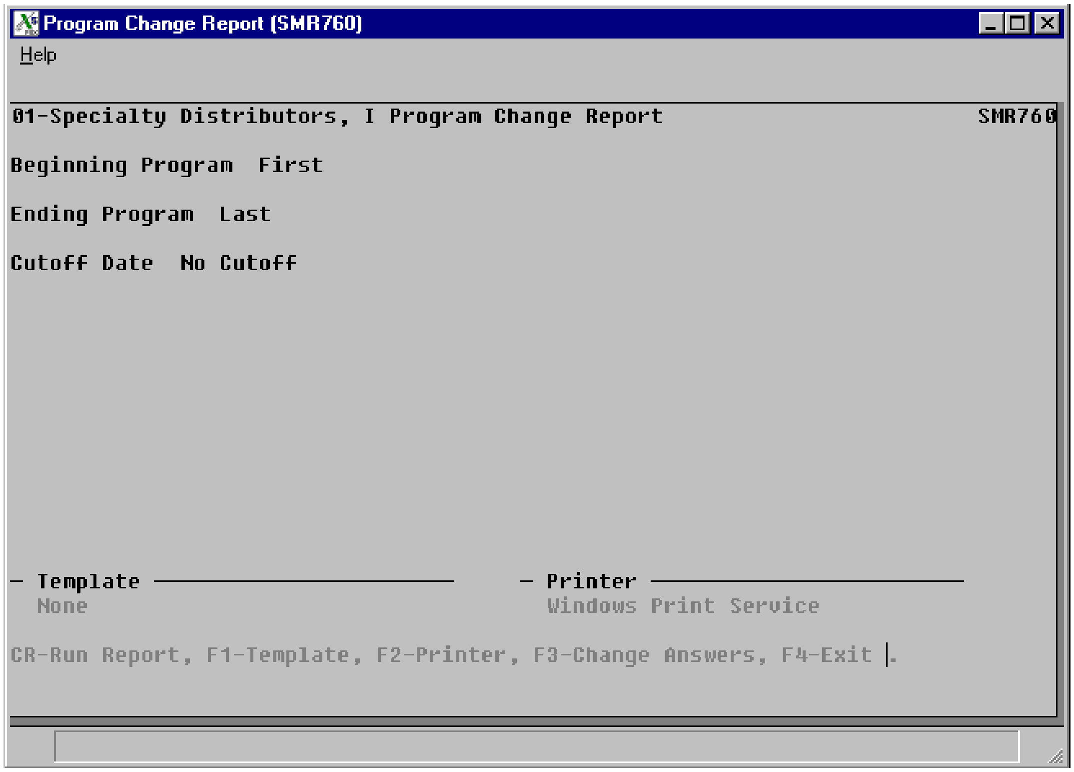
Changes entered before this date are not included on the report. The program defaults to NO CUTOFF.

Technical Notes

FILES USED - SMCNTL, SMCHNG, SMNAME

FILES UPDATED - NONE


Program Change Report (SMR760)
Template Print Options
Beginning Program APE110 Document Entry
Ending Program APE310 Last
Cutoff Date No Cutoff
Template None
Printer Genicom Line Printer
OK
Cancel
Enter ending program, F1-Last, F2-Search


Program Change Report (SMR760)
Help
01-Specialty Distributors, I Program Change Report SMR760
Beginning Program First
Ending Program Last
Cutoff Date No Cutoff
Template
None
Printer
Windows Print Service
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

F/M Audit Report (SMR770)

Function

This program allows the user to print a report of any changes made to file information through F/M programs. This information is limited to F/M programs where an audit trail is kept for changes (as set in the Program F/M).

Report information includes the following: program designation, program name, date of changes, user code, user description, company and a list of the old record and new (changed) information as listed in the file.

User Inputs

The following inputs are involved in printing the F/M Audit Report:

1. Beginning Program

Enter the beginning program to print. Press F1 to enter the FIRST program on record. Press F2 to search existing programs.

2. Ending Program

Enter the ending program to print. Press F1 to enter the LAST program on record. Press F2 to search existing programs.

3. Beginning Date

Enter the beginning date of changes to print (ref. 1). Press F1 to enter the FIRST possible date..

4. Ending Date

Enter the ending date of changes to print (ref. 1). Press F1 to enter the LAST possible date.

5. User

Enter the User Code to print. Press F1 to enter ALL existing user codes. Press F2 to search existing user codes..

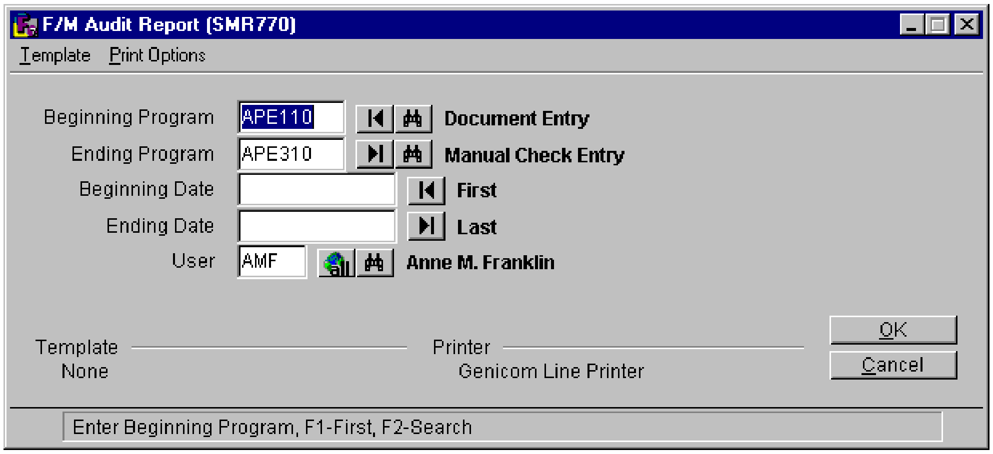
6. Check the Report. OK To Remove Records Just Printed?

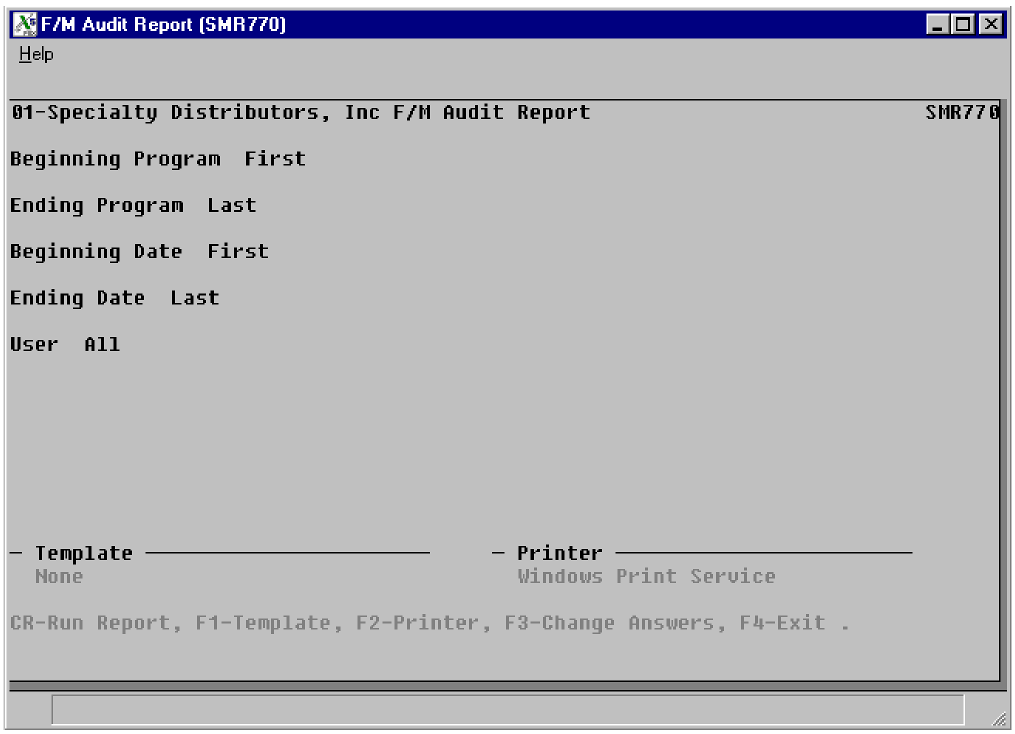
Select **OK** or enter **Y** to remove the records. Select **CANCEL** or enter **N** to leave the records in the system.

Technical Notes

FILES USED - SMCNTL, SMNAME, SMZART

FILES UPDATED - SMFMCH


F/M Audit Report (SMR770)
Template Print Options
Beginning Program APE110 Document Entry
Ending Program APE310 Manual Check Entry
Beginning Date First
Ending Date Last
User AMF Anne M. Franklin
Template None
Printer Genicom Line Printer
OK
Cancel
Enter Beginning Program, F1-First, F2-Search


F/M Audit Report (SMR770)
Help
01-Specialty Distributors, Inc F/M Audit Report SMR770
Beginning Program First
Ending Program Last
Beginning Date First
Ending Date Last
User All
Template None
Printer Windows Print Service
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

SM Code List (SMR790)

Function

This program allows the user to print a listing of each of the following system management codes:

- Terminal
- Printer
- Bank
- Branch
- File

Each code above is entered in its own file maintenance program.

The user has the option to:

- Select the code to print.
- Select the beginning and ending code.

Report information includes each code and the information stored with the code. The total number of codes listed is also included.

User Inputs

The following inputs are involved in printing the SM Code List:

1. Select Number

Select the type of management code you want to print. The program defaults to Terminal.

2. Beginning Order Choice

Select the beginning order choice to print of the code selected. Press F1 to enter the FIRST code on record. Press F2 to search existing codes.

3. Ending Order Choice

Select the ending order choice to print of the code selected. Press F1 to enter the LAST code on record. Press F2 to search existing codes.

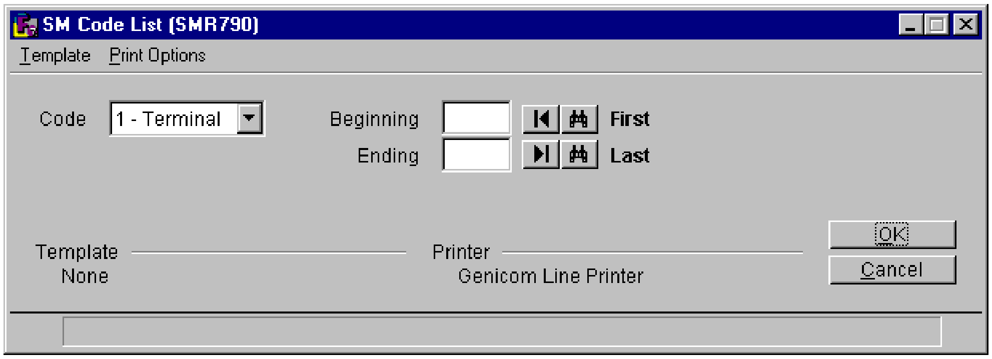
.

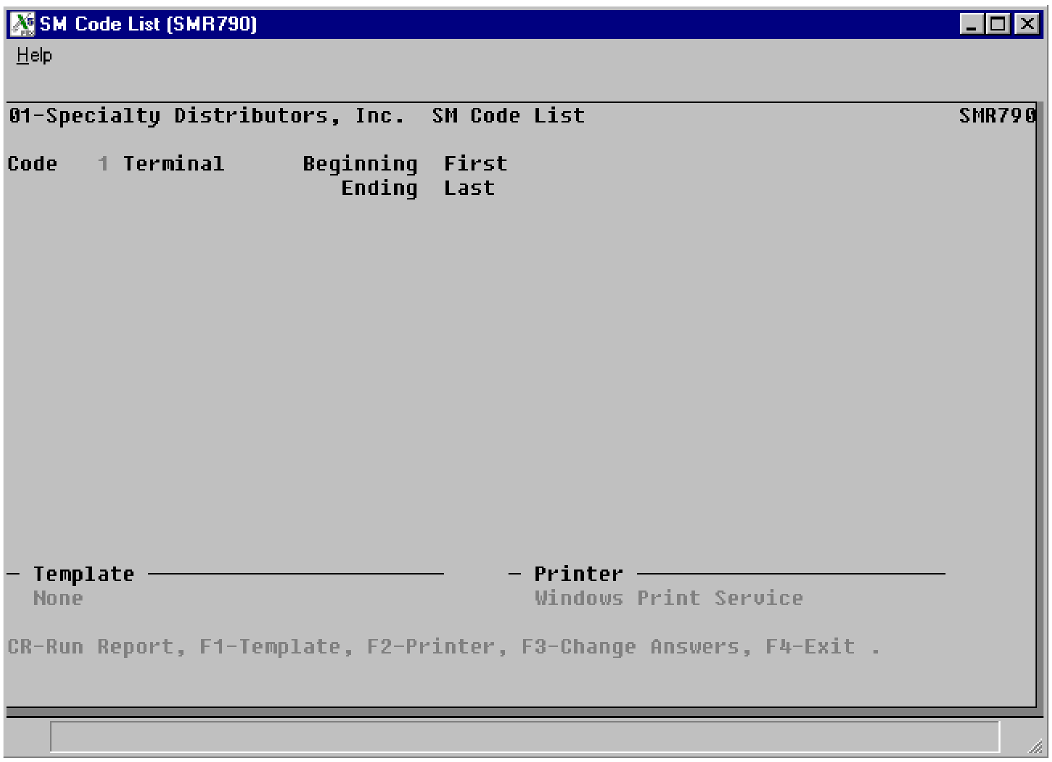
Technical Notes

Printing proceeds by reading through the control file (SMCNTL) for the codes that meet all criteria entered.

FILES USED - SMCNTL, SMFILE, SMMODS

FILES UPDATED - NONE


SM Code List (SMR790)
Template Print Options
Code 1 - Terminal
Beginning First
Ending Last
Template
None
Printer
Genicom Line Printer
OK
Cancel


SM Code List (SMR790)
Help
01-Specialty Distributors, Inc. SM Code List SMR790
Code 1 Terminal Beginning First
Ending Last
Template
None
Printer
Windows Print Service
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Text File Print (SMR910)

Function

This program allows the user to obtain a print out of any ASCII or text file. You may use this program to print a copy of your configuration file or any other ASCII file.

User Inputs

The following steps are involved in printing a text file:

1. File Name

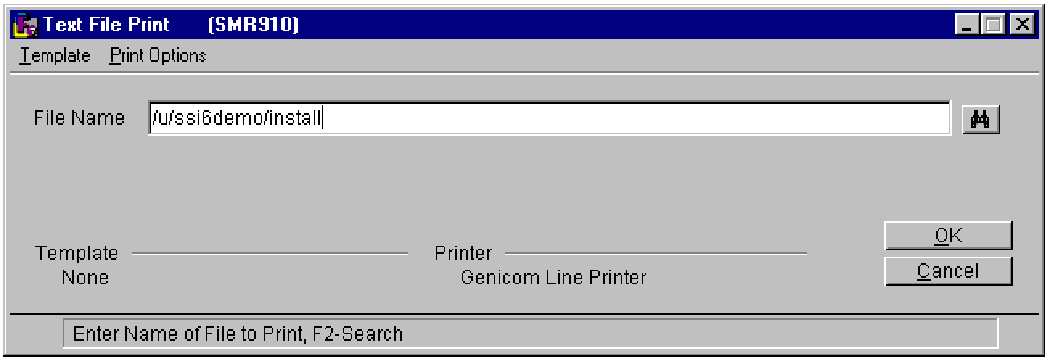
Enter the name of the file to print. You must include any necessary path that is in the file name.

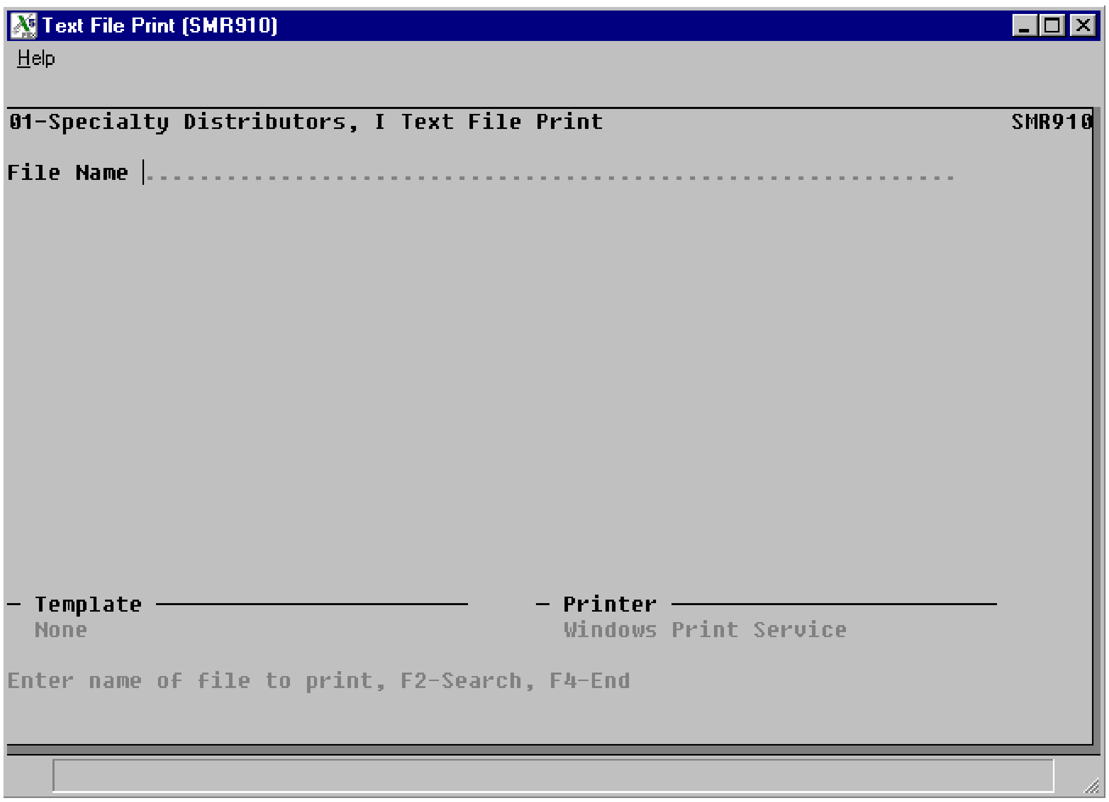
Technical Notes

The program proceeds to print the contents of the file selected. Note that this program will only print text files that are 20 bytes or greater in length.

FILES USED - SMCNTL

FILES UPDATED - NONE

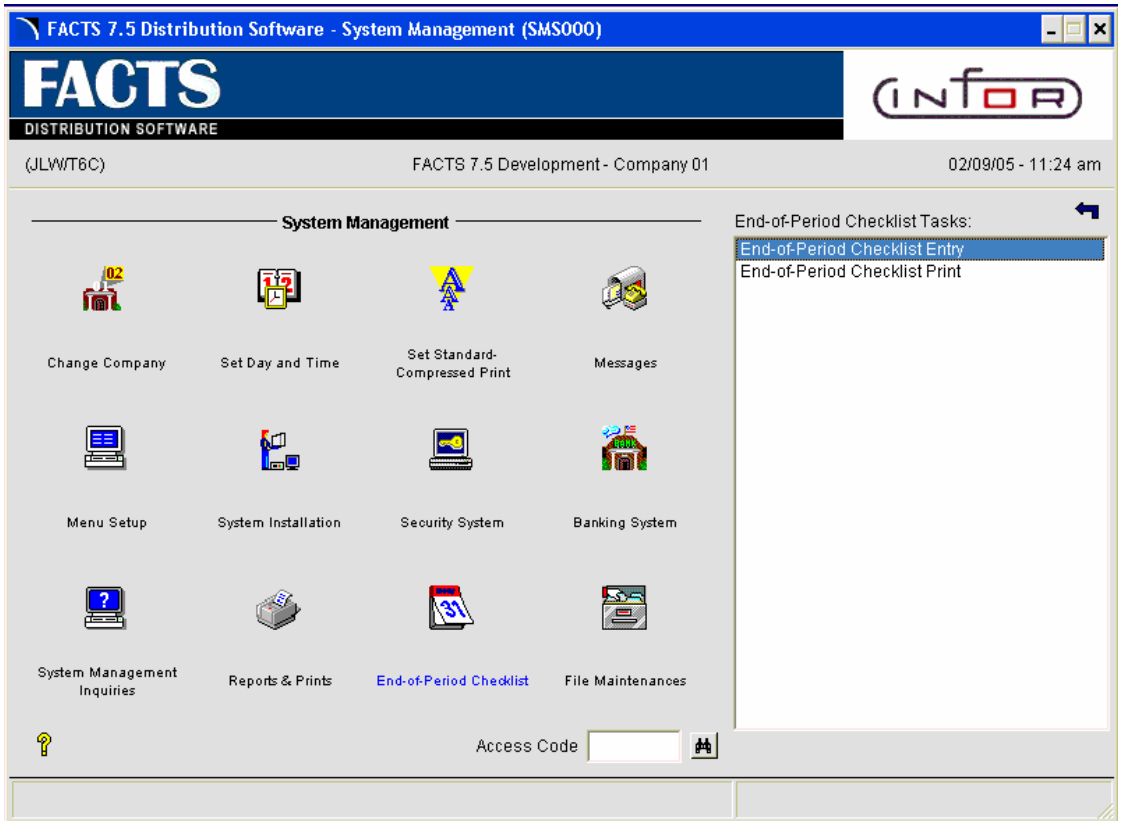

Text File Print (SMR910)
Template Print Options
File Name
/u/ssi6demo/install
Template
None
Printer
Genicom Line Printer
OK
Cancel
Enter Name of File to Print, F2-Search

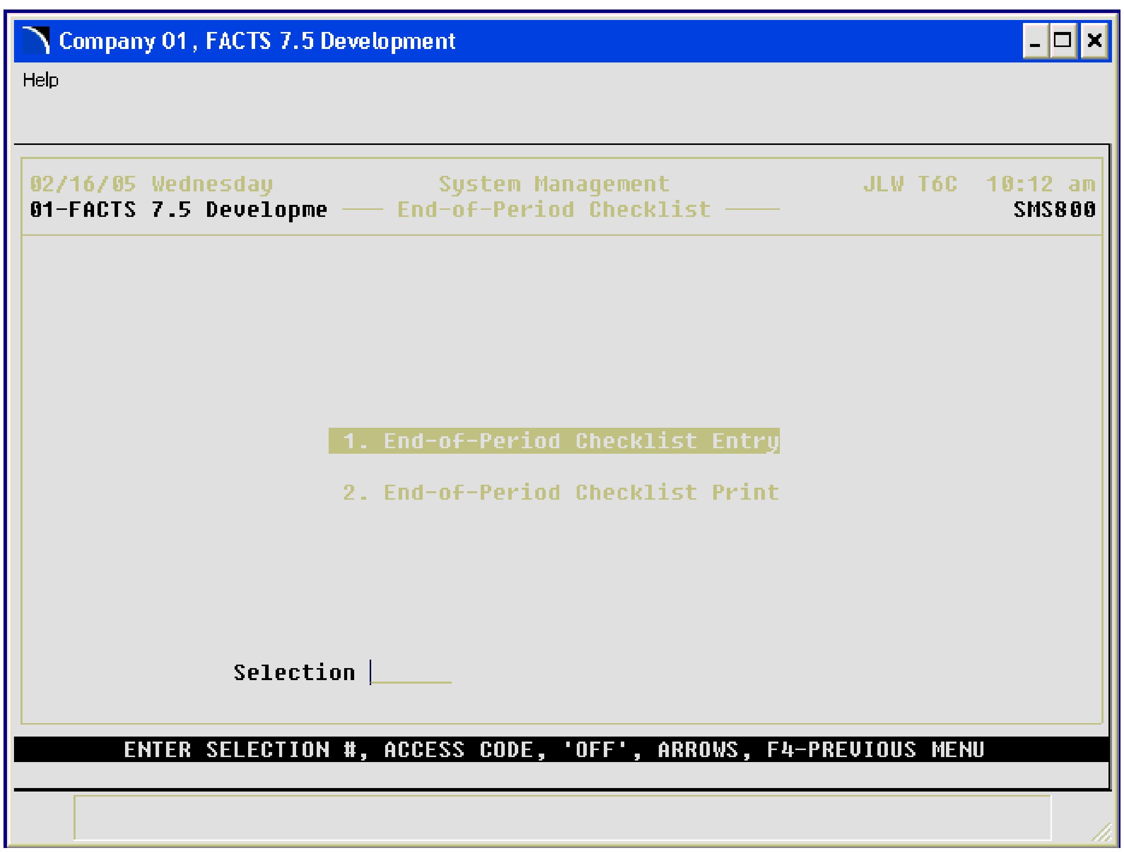

Text File Print (SMR910)
Help
01-Specialty Distributors, I Text File Print
SMR910
File Name
Template
None
Printer
Windows Print Service
Enter name of file to print, F2-Search, F4-End

CHAPTER 9

End of Period

The System Management End-of-Period Checklist menu provides the user with two programs used to aid the user in running the end-of-period procedures each period. Initially, all standard end-of-period procedures are provided in the End-of-Period Checklist Entry program by module. If the user needs to change any of these procedures to better fit the company's needs, changes may be made through this program. For example, in the accounts receivable end-of-period checklist, there is a procedure to run the Service Charge Register. This register is optional and may therefore be removed from the end-of-period checklist if a company does not charge service (finance) charges. The End-of-Period Checklist Print program prints a list of all end-of-period procedures (as set in the End-of-Period Checklist program). The checklist should be used every period of the year as the period procedures are completed.


FACTS 7.5 Distribution Software - System Management (SMS000)
FACTS
DISTRIBUTION SOFTWARE
(JLWT6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:24 am
System Management
End-of-Period Checklist Tasks:
End-of-Period Checklist Entry
End-of-Period Checklist Print
Change Company
Set Day and Time
Set Standard-Compressed Print
Messages
Menu Setup
System Installation
Security System
Banking System
System Management Inquiries
Reports & Prints
End-of-Period Checklist
File Maintenances
Access Code


Company 01 , FACTS 7.5 Development
Help
02/16/05 Wednesday
System Management
JLW T6C 10:12 am
01-FACTS 7.5 Developme
End-of-Period Checklist
SMS800
1. End-of-Period Checklist Entry
2. End-of-Period Checklist Print
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

End-Of-Period Checklist Entry (SME810)

Function

This program allows the user to add procedures for all modules to the end-of-period checklist. This is particularly useful for organizing month-end close-out procedures.

User Inputs

The following inputs are involved in creating the end-of-period checklist:

1. Module

Enter the 2-character module code (e.g., AP) F2 allows a search (ref. 2).

2. Line Number/Description

Enter line of text (up to 70 characters per line). This should be a short description of the task. Entries should be made in the order you would expect to perform the task.

Once line-items have been added, the following options are available:

 # - Line number to change. Notes may be changed or deleted by entering the line number. Enter whether to **C**-change or **D**-delete. If D is entered, the line is deleted. If C is entered, enter text (up to 70 characters). During this change routine CR defaults to the currently displayed value of the input. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. If a new line number is added, the old line number is deleted. F2 allows the user to set the line number increment (1-10). F4 backs up to the main input.

L - List line numbers. A limited number of line numbers appear on the screen at anytime. the list function allows line numbers to be redisplayed. The operator selects the beginning line number to list.

A - Add a line number. New line numbers may be added as needed. F3 ends entry of lines. F4 backs up to the line number, enter the new line number. F2 allows the user to set the line number increment (1-10). F4 (from line #) will back up and delete the previous line.

M - Move a line number. Enter beginning line number to move. Enter ending line number to move. Enter line number where text will be moved (existing lines will be replaced) one line at a time, or blocks of lines may be moved.

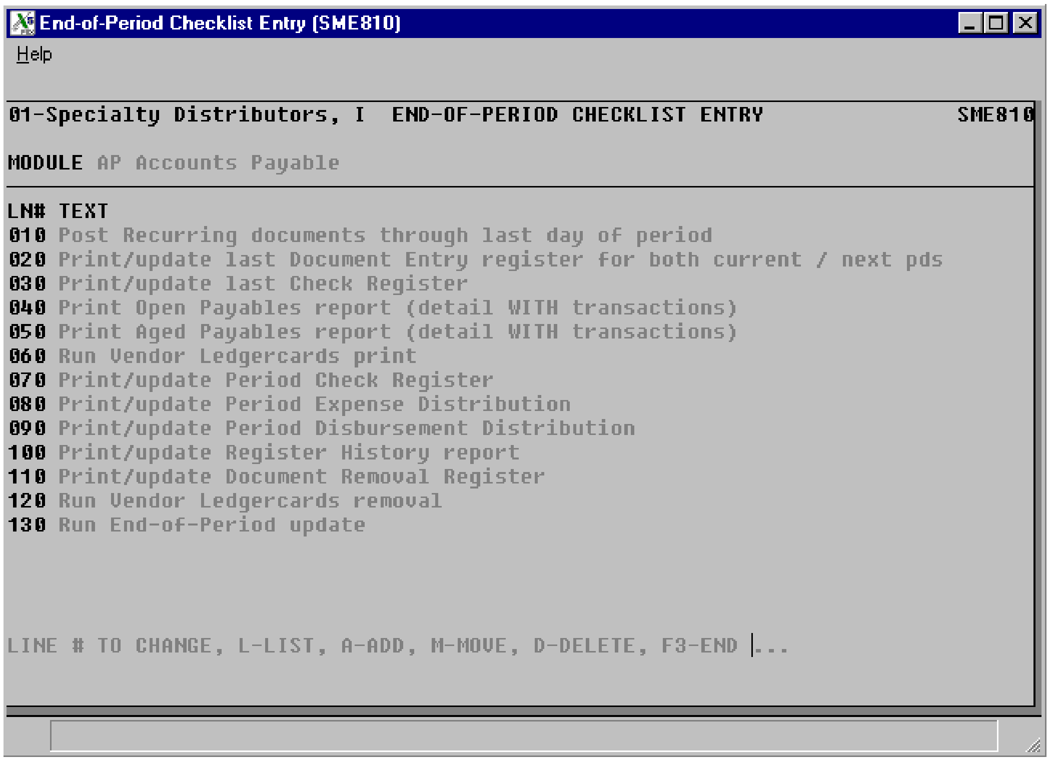
D - Delete a line number. One line or several lines of notes can be deleted at any one time. Enter beginning and ending line numbers to delete. Enter **N** or **YES** to delete. CR defaults to N.

F3 - Access the ending routine.

Technical Notes

FILES USED - SMCNTL, SMMODS

FILES UPDATED - SMEOPL



End-Of-Period Checklist Print (SMR810)

Function

This program allows the user to print an end-of-period checklist by module code as entered in the End-of-period Checklist Entry program.

Report information includes the following: module code heading, and the descriptions in order that they are entered in the entry program. Also, included is the total number of modules.

User Inputs

The following inputs are involved in printing the End-of-Period Checklist:

1. Beginning Module

Enter the beginning module code (e.g., AP). Press F1 to enter the FIRST module code on record. Press F2 to search existing module codes.

2. Ending Module

Enter the ending module code. Press F1 to enter the LAST module code on record. Press F2 to search existing module codes..

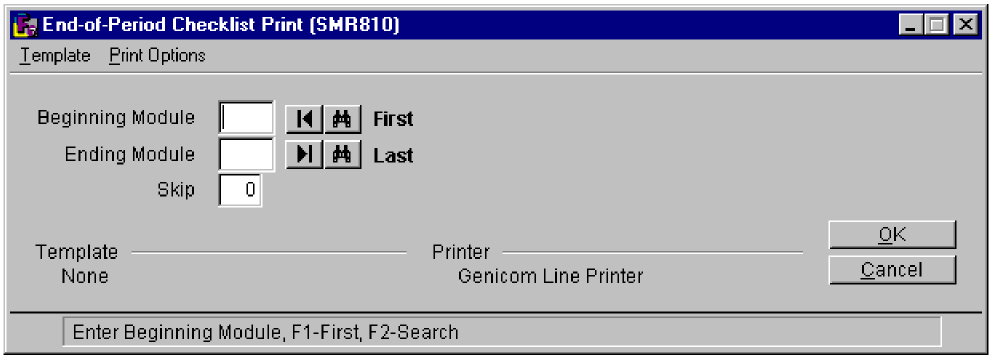
3. Skip

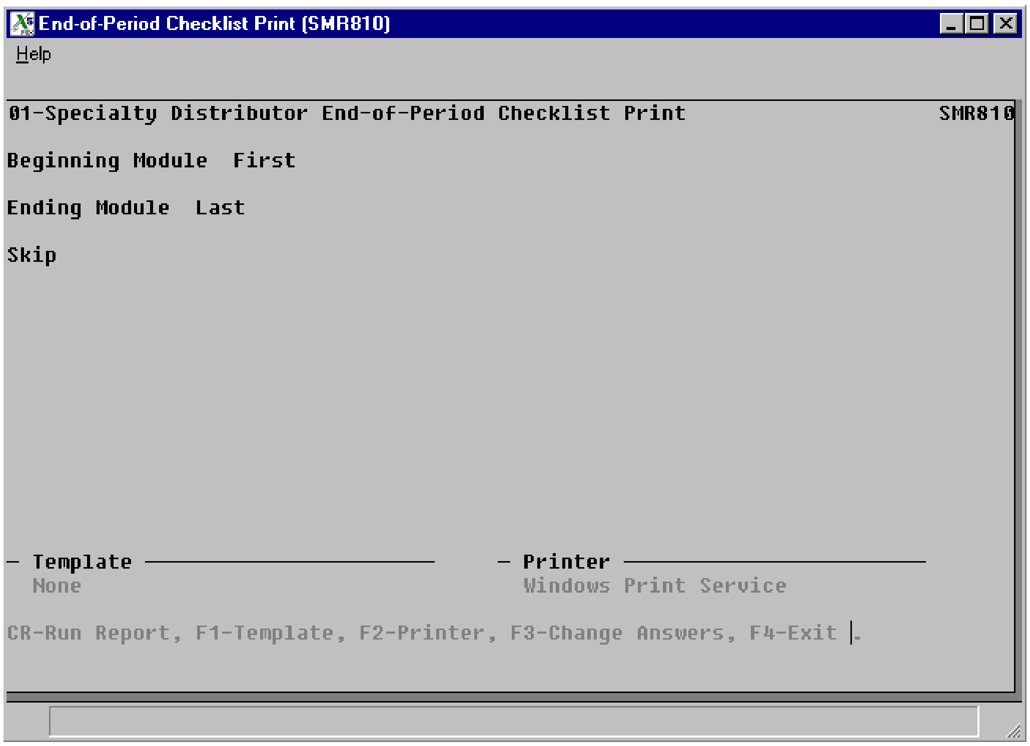
Enter the number of lines to skip between steps when printing.

Technical Notes

FILES USED - SMCNTL, SMEOPL, SMMODS

FILES UPDATED - NONE


End-of-Period Checklist Print (SMR810)
Template Print Options
Beginning Module First
Ending Module Last
Skip 0
Template None
Printer Genicom Line Printer
OK
Cancel
Enter Beginning Module, F1-First, F2-Search


End-of-Period Checklist Print (SMR810)
Help
01-Specialty Distributor End-of-Period Checklist Print SMR810
Beginning Module First
Ending Module Last
Skip
Template None
Printer Windows Print Service
CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit

CHAPTER 10

File Maintenances

System Management file maintenance programs allow users to enter, change and delete data. Use these programs to enter the initial data required to configure the system (refer to the Installation Manual).

Use **Company F/M** to create companies in the system, along with the authorization codes.

Use the **Company Control F/M** to set company-wide controls and parameters in the system (length of item number, modules used, etc.).

Use the **Terminal F/M** to configure displays and special function keys for each user.

Use **Printer F/M** to set up printers in FACTS, using aliases created in the ProvideX link file utility.

Enter information from the authorization code sheet in **System Control F/M**, for example software serial number, software release number, modules purchased, etc.

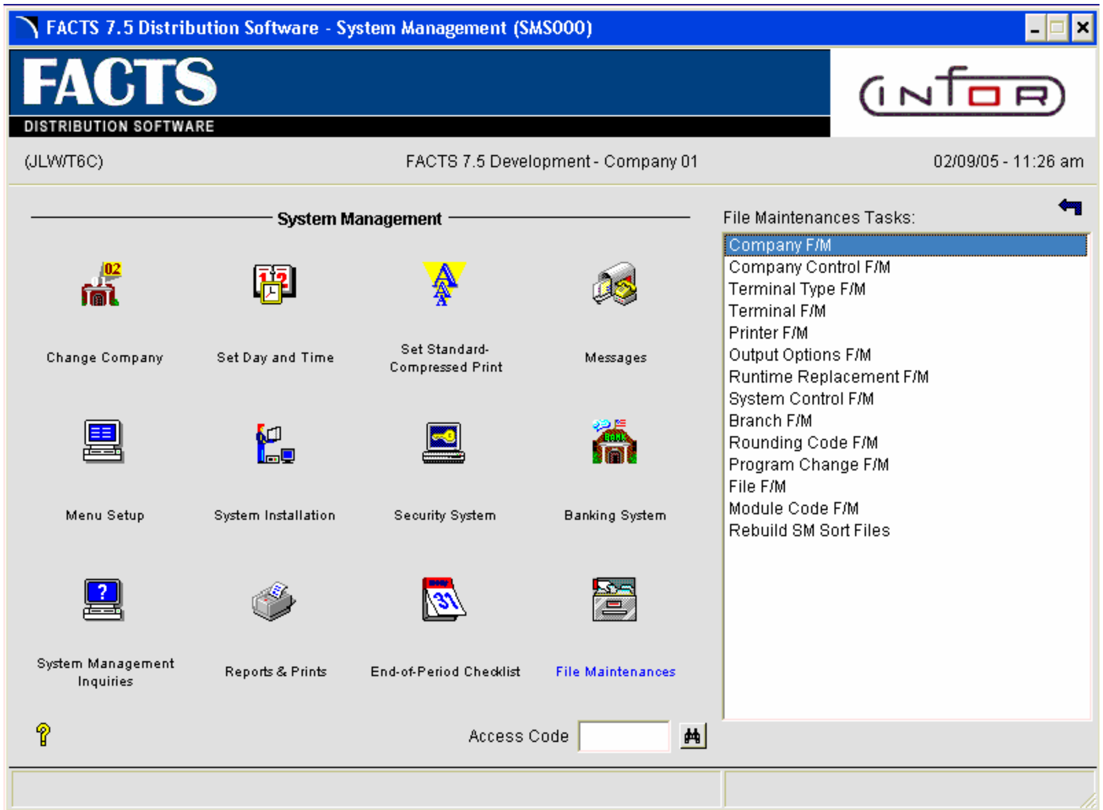
➲ All of these programs contain controls and flags that are critical to FACTS. Once they have been set, **do not change them**. Any modifications made after initial installation will cripple the system. (See the Installation Manual for further information.)

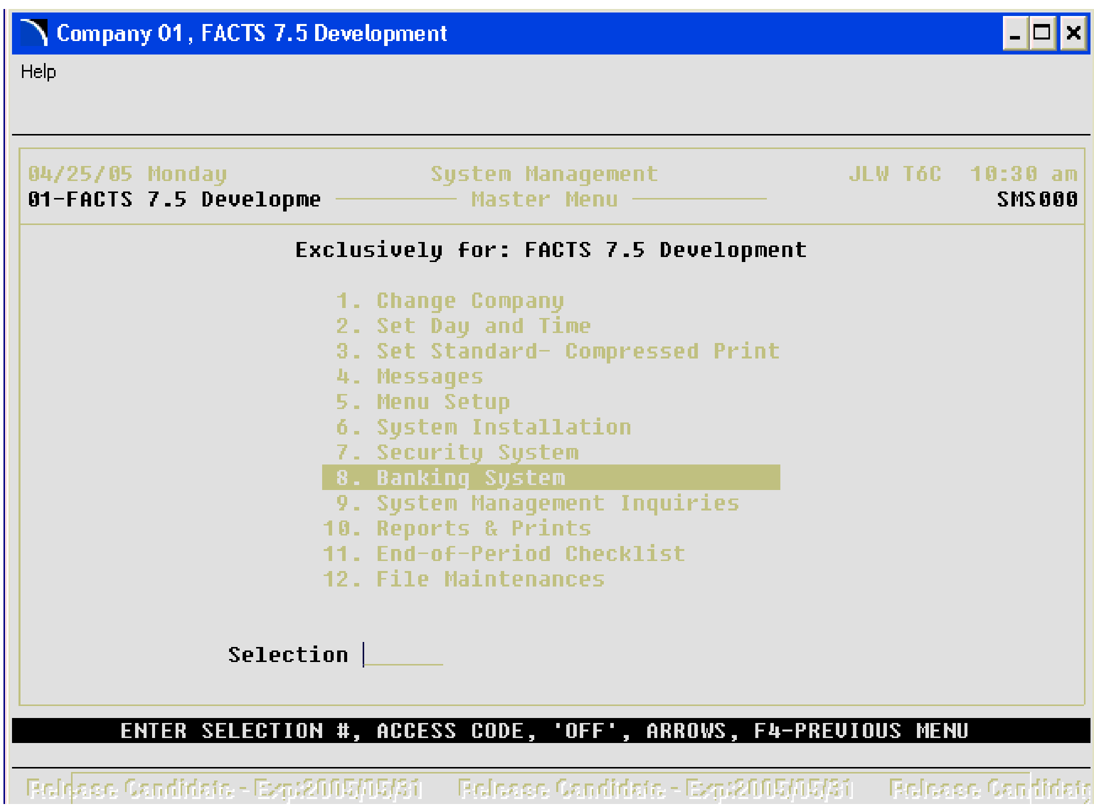
Several other programs are available on this menu, and can be modified throughout the lifetime of the system.

System Administrators or local FACTS personnel can use the **Program Change F/M** to maintain any program changes made to the system.

Use Rounding Code F/M (SMF610) to enter rounding code information for contract pricing.

The **Custom Help Text Entry** and **Program Help F/M** programs are used to enter help text into program inputs throughout the system.


FACTS 7.5 Distribution Software - System Management (SMS000)
FACTS
DISTRIBUTION SOFTWARE
(JLW/T6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:26 am
System Management
Change Company
Set Day and Time
Set Standard-Compressed Print
Messages
Menu Setup
System Installation
Security System
Banking System
System Management Inquiries
Reports & Prints
End-of-Period Checklist
File Maintenances
Access Code
File Maintenances Tasks:
Company F/M
Company Control F/M
Terminal Type F/M
Terminal F/M
Printer F/M
Output Options F/M
Runtime Replacement F/M
System Control F/M
Branch F/M
Rounding Code F/M
Program Change F/M
File F/M
Module Code F/M
Rebuild SM Sort Files


Company 01 , FACTS 7.5 Development
Help
04/25/05 Monday System Management JLW T6C 10:30 am
01-FACTS 7.5 Developme Master Menu SMS000
Exclusively for: FACTS 7.5 Development
1. Change Company
2. Set Day and Time
3. Set Standard- Compressed Print
4. Messages
5. Menu Setup
6. System Installation
7. Security System
8. Banking System
9. System Management Inquiries
10. Reports & Prints
11. End-of-Period Checklist
12. File Maintenances
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU
Release Candidate - Exp:2005/05/31

Company F/M (SMF910)

Function

This program allows the user to create and maintain companies in the company control file. Users establish their own set of valid companies to be set up on the system. Companies should be numbered beginning with 01, 02, etc. The main company must be 01.

IMPORTANT: Use the procedures outlined in the *Installation Manual.* There is no quick, easy way to set up a new company for processing.

User Inputs

The following inputs are involved in creating a new company:

1. Company

Enter the (2-digit) company code. CR defaults to the first company on file. F2 allows a search (ref. 3).

2. Name

Enter the company name (up to 30 characters).

3. Address 1

Enter the company address (up to 30 characters).

4. Address 2

Enter the company address (up to 30 characters). If only two lines are needed, use the first 2.

5. Address 3

Enter the company address (up to 30 characters).

6. Phone Number

Enter the phone number including area code and dashes (up to 17 characters).

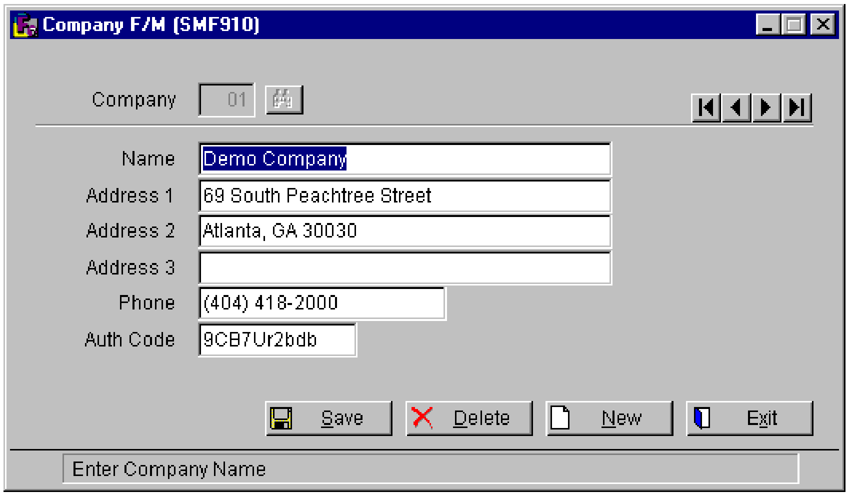
7. Authorization Code

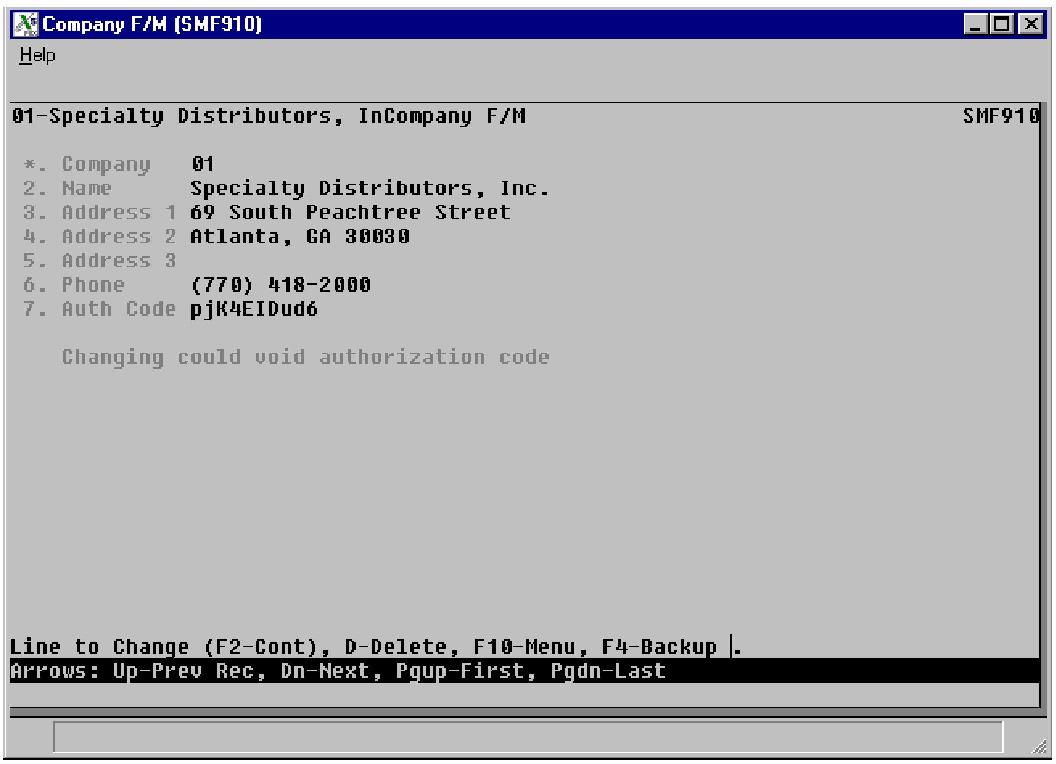
Enter the authorization code. This is provided by Infor.

WARNING: You will cripple the system if you change this code without the consent of Infor.

Technical Notes

FILES UPDATED - SMCNTL


Company F/M (SMF910)
Company 01
Name Demo Company
Address 1 69 South Peachtree Street
Address 2 Atlanta, GA 30030
Address 3
Phone (404) 418-2000
Auth Code 9CB7Ur2bdb
Save
Delete
New
Exit
Enter Company Name


Company F/M (SMF910)
Help
01-Specialty Distributors, InCompany F/M SMF910
*. Company 01
2. Name Specialty Distributors, Inc.
3. Address 1 69 South Peachtree Street
4. Address 2 Atlanta, GA 30030
5. Address 3
6. Phone (770) 418-2000
7. Auth Code pjK4EIDud6
Changing could void authorization code
Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Company Control F/M (SMF920)

Function

Use this program to create and maintain control parameters for a company.

CAUTION! Virtually every program in the system checks this control record during live processing. We seldom recommend that you make changes to this program after initial installation. Changes to certain prompts, especially those dealing with GL numbers and number lengths, will adversely affect the system.

User Inputs

The following inputs are involved in creating the company control record. 💣 indicates that changing the field after initial installation may have serious repercussions. Please check with your Affiliate before you make any changes.

General tab

💣1. Length of G/L #

Enter the length of the general ledger account number (4-10 digits). The length includes digits only and does not include possible dashes that may be part of the general ledger number. For example, if the G/L # is 000-00-0, the length is 6.

2. G/L # Print Mask

Enter the general ledger number print mask (4-14). For example, if five digits are chosen as GL number length with a mask of 000-000, the GL number 15505 would be displayed as 155-05 when entered in the system. The length must be at least as long as the general ledger number.

💣3. Branch Position

This determines the position of the branch within the general ledger number. Even if the company does not use part of its general ledger number to designate branch, this record must be set up. If branches are not used, enter zero. If branches are used, enter the position of the first character of the branch in the general ledger number. Assume, for example, in GL numbers 100-01 and 100-02, 01 and 02 indicate the branch. The entry would then be 4, meaning the branch starts in the fourth position of the general ledger number.

💣4. Department Position

This determines the position of the department within the general ledger number. Even if the company does not use part of its general ledger number to designate departments, this record must be set up. If departments are not used, set this to zero. If departments are used, enter the position of the first character of the department in the general ledger number. Assume, for example, in GL numbers 100-01 and 100-02, 01 and 02 indicate the department. The entry would then be 4, meaning the department starts in the fourth position of the general ledger number.

☛5. Length Of Dept

Enter the length of the department number (1-4). As in the example above, the length of the department number is 2. Any entry from the first digit to the last digit in the GL number is accepted.

☛6. Length Of Item #

Enter the length of the item number (4-20). CR initially defaults to 20.

☛7. Item # Pad

Enter whether to pad the item number with blanks on the **1**-left or **2**-right. CR initially defaults to 1.

☛8. # Of Periods/Year

Enter the number of periods in a year (4-13). Twelve is the standard entry. CR initially defaults to 12.

9. Commission Flag

Indicate whether the system should L-always choose the lowest commission in the hierarchy, H-always choose the highest commission in the hierarchy, or X-calculate (always choose the commission that the hierarchy determines). The X-calculate option means to not give preference to the highest or lowest commission in the hierarchy, but simply follow the hierarchy order.

10. Commission Basis

Enter in priority order how to calculate commissions using **S**-salesperson, **C**-customer **I**-item and **P**-contract price percentages (all must be entered). Note that the **P**-contract price option only applies to *contract* prices, not level and quantity prices.

Calculating Commissions

When calculating commissions, the system first checks the value of the Commission Flag. If the Commission Flag is set to H- always choose the Highest commission in the hierarchy, the system returns the highest commission %, excluding the line's commission %, after replacing the item's commission with the price's commission if necessary. If the Commission flag is set to "L- always choose the Lowest commission in the hierarchy", it returns the lowest, non-blank, commission %, excluding the line's commission %, after replacing the item's commission with the price's commission if necessary.

If the value of the Commission Flag is set to X-calculate (always choose the commission that the hierarchy determines), the system checks the Commission Basis for the first priority to determine which commission percentage to use. As the priority string is being navigated, the first entry that has a commission other than "No Priority" (or blank) will be returned as the correct commission %. If set to SCIP the system would calculate the commission using the percentage assigned to the salesman who sold the merchandise. If no priority is assigned to the salesman, the second priority is checked. The system would then calculate the commission using the percentage assigned to the customer the merchandise was sold to. If no priority is assigned to the customer, the third priority is checked. The system would then calculate the commission using the percentage assigned to the item that was sold.

If the price type is not a contract price, the position of the Price's Commission % in the hierarchy will be ignored, and if a Price Commission is present, it will replace the Item's Commission % (regardless of whether the Item's Commission was "No Priority").

If the user override flag is set for the line-item during order entry processing, the system returns the Line's Commission as the correct commission %.

11. Gross Margin % Basis

Enter whether to use **C**-cost or **P**-price as the basis for gross margin percent calculations. CR initially defaults to C. This flag affects the calculation of gross margin in all programs using it .

12. Date Format Mask

Enter whether the date format to be used throughout the system is **MMDDYY** - American or **DDMMYY** - European. CR initially defaults to MMDDYY.

13. Override Password

Enter a password (up to 6 characters) that is used for two purposes:

- to access a document that another user is currently modifying. No one may access a document in SO, IC, or PO that is being modified by another user unless they enter this password.
- to change the field in the Nonstatic Control F/Ms of SO, IC, and PO that prohibits other terminals from running the indicated register.

14. Credit Card Processor

Choose the method of processing credit cards. You can select from: **ICVerify**, **Verisign**, or **Manual**. Press **Enter** to default to **Manual**. If you attempt to modify this field and any non-processed credit card transactions exist in the SORSOP file, the system displays a message that the Credit Card Processor method cannot be changed until all pending transactions are processed.

Security tab

1. Template Security

Define the security code that enables designated users to create system-wide templates in reports.

Enter a character from a-z, A-Z or 0-9.

Authorize a user to create system-wide security by entering this code in the User Code F/M **Security Code** field (*System Management→Security System→User Code F/M)*

2. Export Security

Define the security code that enables designated users export search results to an ASCII or Excel file.

Enter a character from a-z, A-Z or 0-9.

Authorize a user to export by entering this code in the User Code F/M **Security Code** field (*System Management→Security System→User Code F/M)*

3. DW Security

Define the security code that authorizes users to access the data warehouse system. Enter a character from a-z, A-Z or 0-9.

To authorize a user for data warehousing, make sure this code appears in the Security Code field of that user's record in User Code F/M.

Modules Used tab

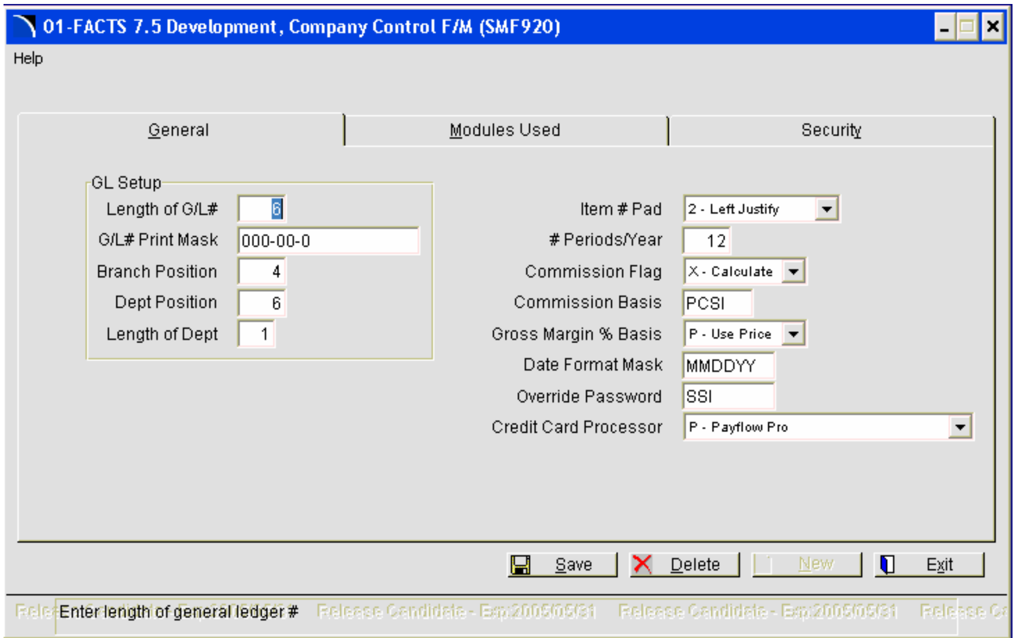
1. Use Modules

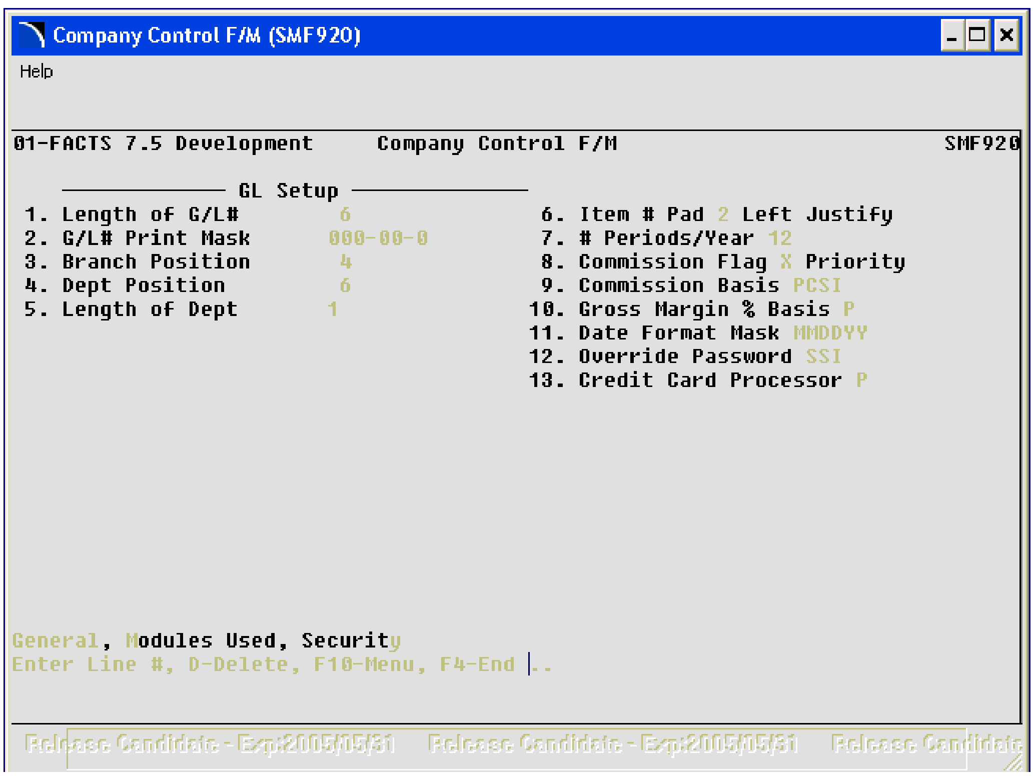
Select the modules that this company will use. The module codes must appear on the FACTS Authorization Sheet. In character, enter **Y** or **N** for each module to indicate whether each module listed is used.

Technical Notes

FILES USED - SMMODS

FILES UPDATED - SMCNTL


01-FACTS 7.5 Development, Company Control F/M (SMF920)
Help
General
Modules Used
Security
GL Setup
Length of G/L# 6
G/L# Print Mask 000-00-0
Branch Position 4
Dept Position 6
Length of Dept 1
Item # Pad 2 - Left Justify
Periods/Year 12
Commission Flag X - Calculate
Commission Basis PCSI
Gross Margin % Basis P - Use Price
Date Format Mask MMDDYY
Override Password SSI
Credit Card Processor P - Payflow Pro
Save
Delete
New
Exit
Enter length of general ledger #
Release Candidate - Exp:2005/05/31


Company Control F/M (SMF920)
Help
01-FACTS 7.5 Development Company Control F/M SMF920
GL Setup
1. Length of G/L# 6
2. G/L# Print Mask 000-00-0
3. Branch Position 4
4. Dept Position 6
5. Length of Dept 1
6. Item # Pad 2 Left Justify
7. # Periods/Year 12
8. Commission Flag X Priority
9. Commission Basis PCSI
10. Gross Margin % Basis P
11. Date Format Mask MMDDYY
12. Override Password SSI
13. Credit Card Processor P
General, Modules Used, Security
Enter Line #, D-Delete, F10-Menu, F4-End ..
Release Candidate - Exp:2005/05/31

Terminal Type F/M (SMF880)

Use this program to specify the hex code command sequence for navigation and function keys to use when you switch to TeleFACTS from WordPerfect. The file maintenance is supplied with two records for the Wyse 60 terminal.

NOTE: Use this file maintenance only if you are using the WordPerfect interface for issuing letters, and your arrow keys and function keys get scrambled when you go to TeleFACTS. Therefore, you do not have to complete this file maintenance unless this problem arises. At that point, you should contact Customer Services and Solutions to help you develop the hex codes for your terminal.

User Inputs

The following fields are involved in creating and maintaining terminal types for WordPerfect.

1. Terminal Type

Enter the terminal type that is used as the term cap variable. The entry is for all terminals of this type using TeleFACTS. You must enter it in exact upper- and lowercase letters as it is defined in the term cap file and the user's term variable. CR defaults to the current terminal type, so you can press the RETURN key to define the record for this terminal. Press F2 to search for valid terminal types already set up in this program. Press F3 to display the next record on file.

Navigation Keys Tab

2. Description

Enter a description of the terminal type (up to 30 characters).

3-8. Command Sequence and Description

Enter up to 6 hex code command sequences to redefine such keys as navigational when you switch to TeleFACTS from WordPerfect. The codes can be up to 30 characters long. For each command sequence, you can enter a description that further explains what the hex code does (up to 30 characters).

Special Function Keys Tab

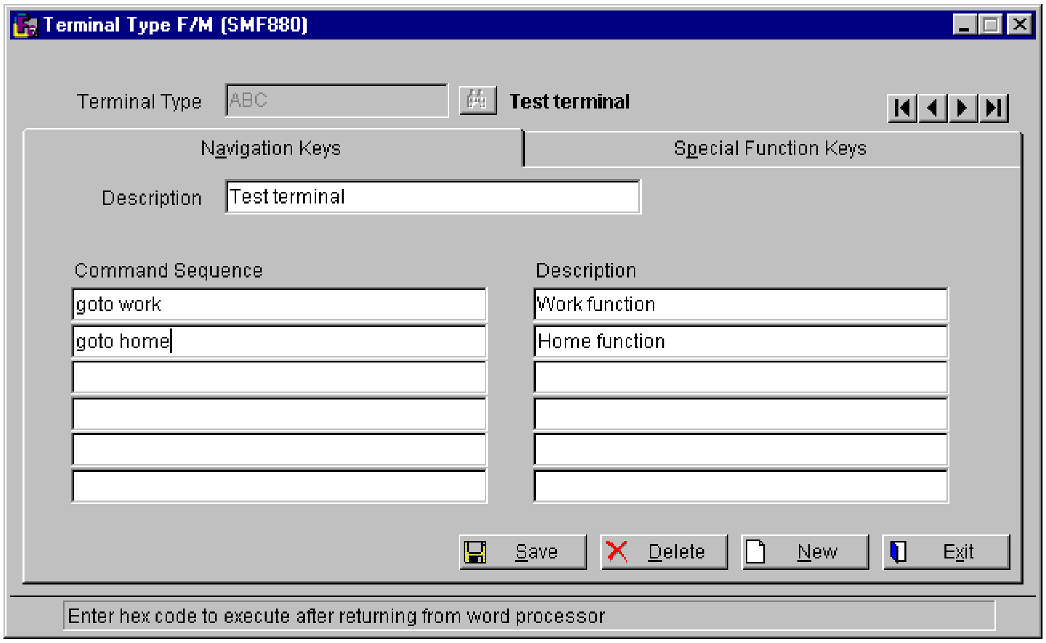
9-12. Command Sequence and Description

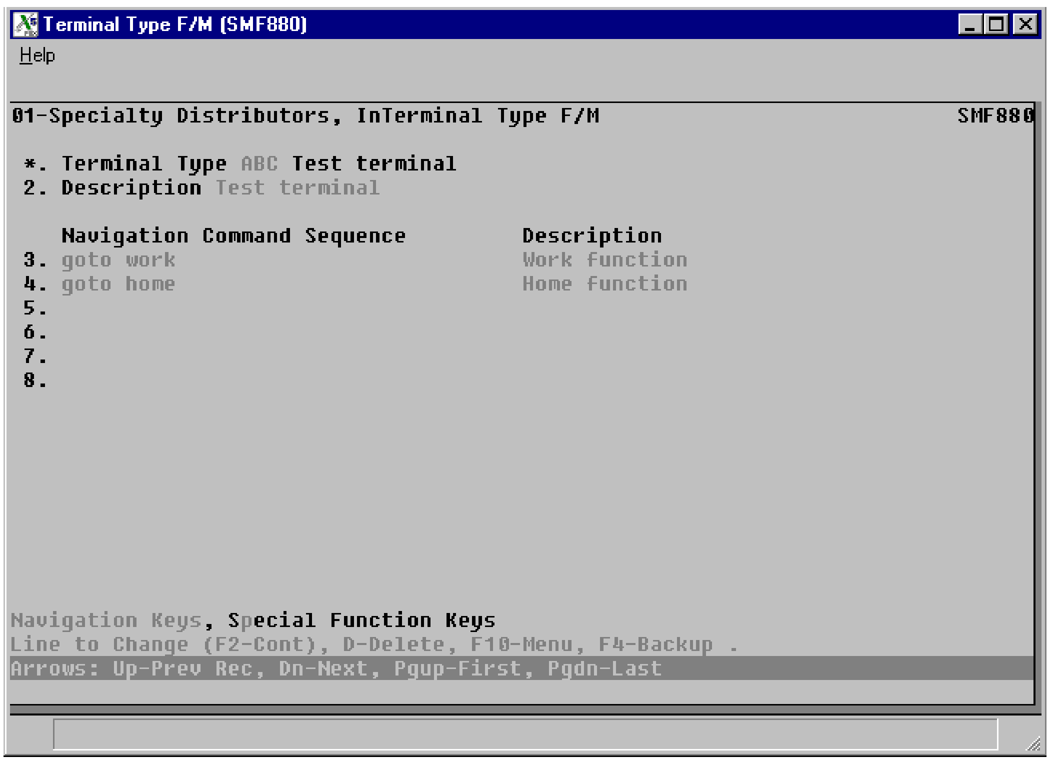
Enter up to 4 hex code command sequences to redefine special function keys used when you switch to TeleFACTS from WordPerfect. The codes can be up to 30 characters long. For each command sequence, you can enter a description that further explains what the hex code does (up to 30 characters).

When you go to TeleFACTS from WordPerfect, the system prints these hex codes to the screen, which is transparent to the user. The hex codes redefine the keys to the proper values for FACTS.

Technical Notes

FILES UPDATED - TMTERM

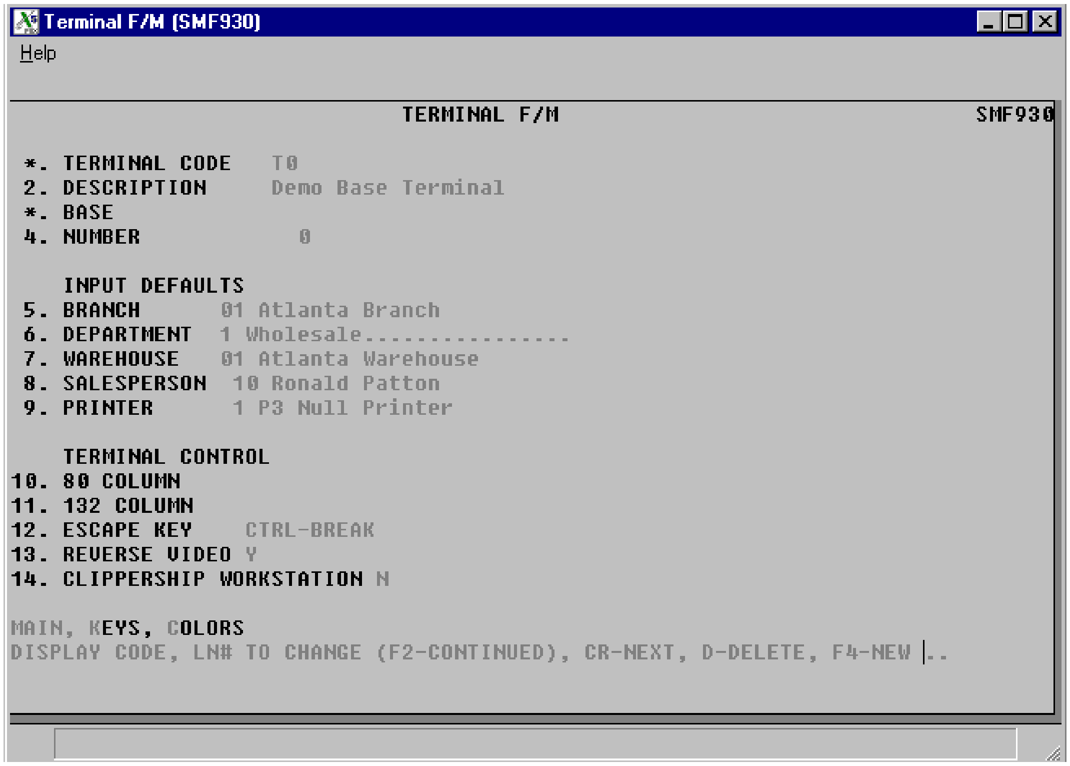




Terminal F/M (SMF930)

Function

This is an administrative level program. Use it to set up defaults for each terminal, especially screen colors and special key functions.



User Inputs

Main screen

FACTS maintains several of the fields found on the main screen during live processing.

***. Terminal Code**

This field is display only. Using the environment variables (SSI_BASE) created during installation, FACTS assigns permanent terminal codes to users as they initially sign into FACTS (e.g., T1, T10, T11, T22).

Say you have five FACTS users: John, Marianne, Sean and Kathy, each are about to sign into FACTS for the first time.

John starts a FACTS session. The system finds his SSI_BASE value and assigns the terminal code T1. His SSI_BASE value appears in Terminal F/M in **Description** (displays in all caps) and **Base** (displays as entered). T1 is now permanently assigned to John until John is deleted from the system.

John immediately starts a second session and the system assigns the terminal code T2, also permanently assigned to John.

Next Marianne starts a FACTS session. The system finds her SSI_BASE value and assigns terminal code T3.

Sean signs on and the system assigns the terminal code T4. Then Kathy signs on and gets the terminal code T5.

If Marianne starts another FACTS session, the system assigns the next available terminal code – T6.

Each user can sign in up to nine times, which means every user can run up to nine FACTS sessions at once. As a result, each user can potentially have nine terminal codes permanently assigned to them. The only way the terminal code can be separated from the user is by deleting the user from the system via User Code F/M.

Users cannot create or edit terminal codes from this program. Terminal codes are only created as each user sign into the system.

2. Description

The system automatically creates a terminal description for the select code from the SSI_BASE value created during installation. You can modify this description if you choose. The descriptions can be 25 characters long.

***. Base**

The system also automatically creates the base from the SSI_BASE value, which is an environment variable set during installation. You cannot edit values for existing records from this program. For new records you can enter a base ID only in this field. See the Installation Manual for more information about setting SSI_BASE.

4. Number

Groups of users can share one terminal number so that the system administrator can quickly set program security or designate a default printer for the group.

For instance, a company may want to prevent salespeople from accessing Salesperson/Territory F/M so they cannot change their own sales history and the number of calls they are required to make. In every terminal record that belongs to a salesperson, a system administrator can enter **1**, for example, in the terminal number prompt.

Once terminal numbers are assigned, the administrator can use them in Program F/M to set up program level security and default printers. (Access Program F/M by selecting *System Management→Menu Setup→Program F/M*).

You can enter terminal numbers from 0 to 980, depending on the number of terminals set in the System Control F/M.

Input Defaults

Whenever the system asks for branch, department, warehouse, salesperson or printer information during live processing, the user assigned to this terminal code can press the Enter key (referred to as CR in the software) to get these defaults.

5. Branch

Enter the branch that should serve as the default branch for this terminal (2 digits).

6. Department

Enter the GL department that should server as the default department for this terminal (the length of this input is set in Company Control F/M).

7. Warehouse

Enter the warehouse that should serve as the default warehouse for this terminal (2 characters).

8. Salesperson

Enter the salesperson/territory that should serve as the default salesperson for this terminal (up to 3 characters).

9. Printer

Enter default printer for this terminal.

Terminal Control

Use this section to set escape sequences for printing and reverse video. This section also contains a flag that enables administrators to designate the selected terminal as a Clippership workstation.

10. 80 Column

This input and the next is really for users who need to "Print to Terminal." Enter the escape sequence (up to 10 characters) that set the terminal to 80 column (normal mode) screen. The escape sequence is based on the type of terminal and should be listed in the user's manual for the terminal in question. F3 defaults to none.

11. 132 Column

Enter the escape sequence (up to 10 characters) that sets the terminal to 132 column screen mode. This sequence is used when printing reports of more than 80 columns to the terminal screen. The escape sequence is based on the type of terminal and should be listed in the terminal manual. F3 defaults to none.

12. Escape Key

Use this input to set up a description of the key sequence that enables users on this terminal to stop processing reports or registers, for instance.

Enter up to 10 characters. For example, if you enter ESCAPE, the system will display on screen **ESCAPE TO STOP** while reports and registers are processing so that users know which key to press if they need to abort the job. CR defaults to ESCAPE.

If the system does not support windows and colors, the following inputs do not appear on the screen. If the system does support windows and colors, set the defaults for each of the inputs.

13. Reverse Video

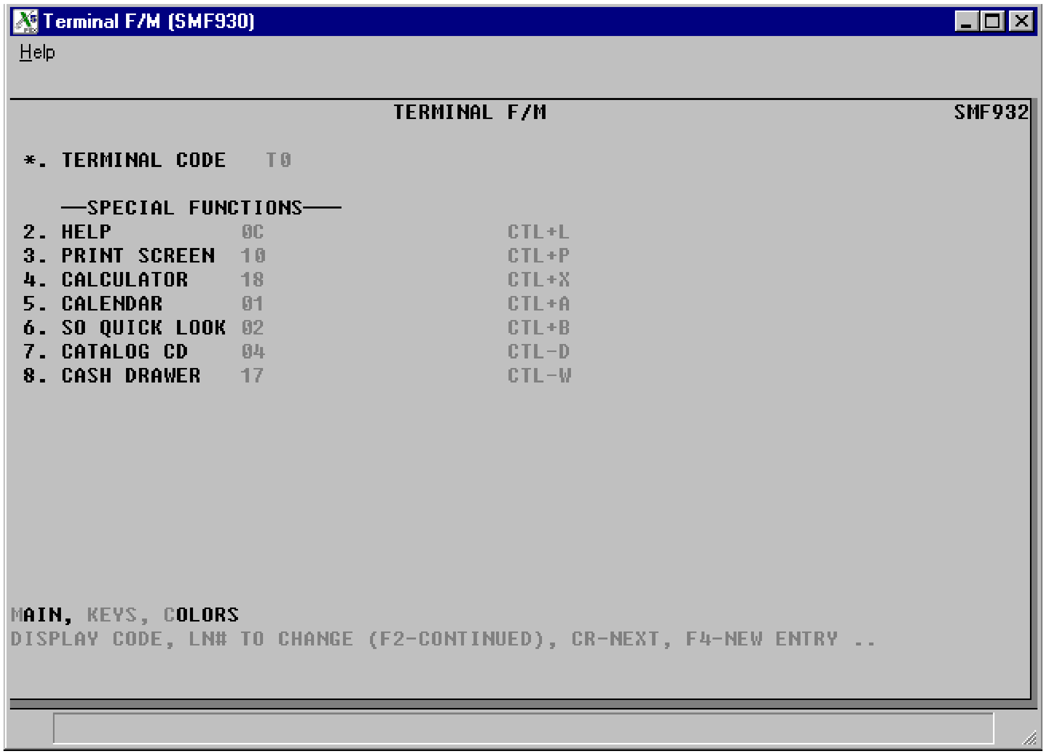
Enter **N** or **Y** to indicate whether this terminal supports **reverse** video. On monitors that support reverse video, certain information is displayed in reverse intensities. For monitors that do not support reverse video, the background is displayed in foreground and the foreground is displayed in background.

14. Clippership Workstation

If Clippership is not installed on the, skip this input. This flag enables you to set the selected terminal as the Clippership Workstation. This identifies the terminal as the lone workstation using Clippership in the Single-Workstation processing mode, which gives the user working on this terminal the ability to perform FACTS Confirmation and Clippership shipping simultaneously.

This feature is useful when one FACTS user performs Confirmation and Shipping duties for a company.

Make sure this flag is set to **Y** for each of the terminal codes assigned to the user who performs confirmation and shipping tasks. Set this flag to **N** for all other terminal codes.



Keys tab

To access the Keys tab, enter K at the selection prompt and press Enter.

The inputs on the Terminal F/M's Keys tab enable administrators to set up specific special function keys, which become keyboard shortcuts to these functions. These keys are specific to *each terminal*. The terminal code appears at the top of this screen so that administrators can see which terminal they are configuring without having to switch back to the main screen.

Administrators: When you're setting special function keys in this program, remember that each user may have been assigned more than one terminal code.

Map navigational and other special function keys (page up, page down, arrows, Report Writer, etc.) in the ProvideX keyboard mapping utility. For more information about this feature and general instructions on mapping keys in ProvideX, see Chapter 2 in the *Installation Manual.*

To set the following keys: Press the key or key sequence that should serve at the keyboard shortcut for each function. Once you press the key or key combination, the hex code that represents that keystroke will appear to the right of the input. Press the Tab key once and enter a description of this key or key sequence (up to six characters). For example, if you set the hotkey for Print Screen to be the combination of the Control and X keys, enter "Ctrl+X" as the description.

2. Help

Press the key or key sequence that should fire the on-line help system on this terminal. The on-line help system in integrated into FACTS. This key does not open the FACTS PDF Documentation Library.

3. Print Screen

Press the key or key sequence that should give users the capability to perform a screen print on this terminal.

4. Calculator

Press the key or key sequence that should open the on-line calculator on this terminal. This hotkey only works inside FACTS programs, not in the menu system.

5. Calendar

Press the key or key sequence that should open the on-line calendar on this terminal. This hotkey only works inside FACTS programs, not in the menu system.

6. SO Quick Look

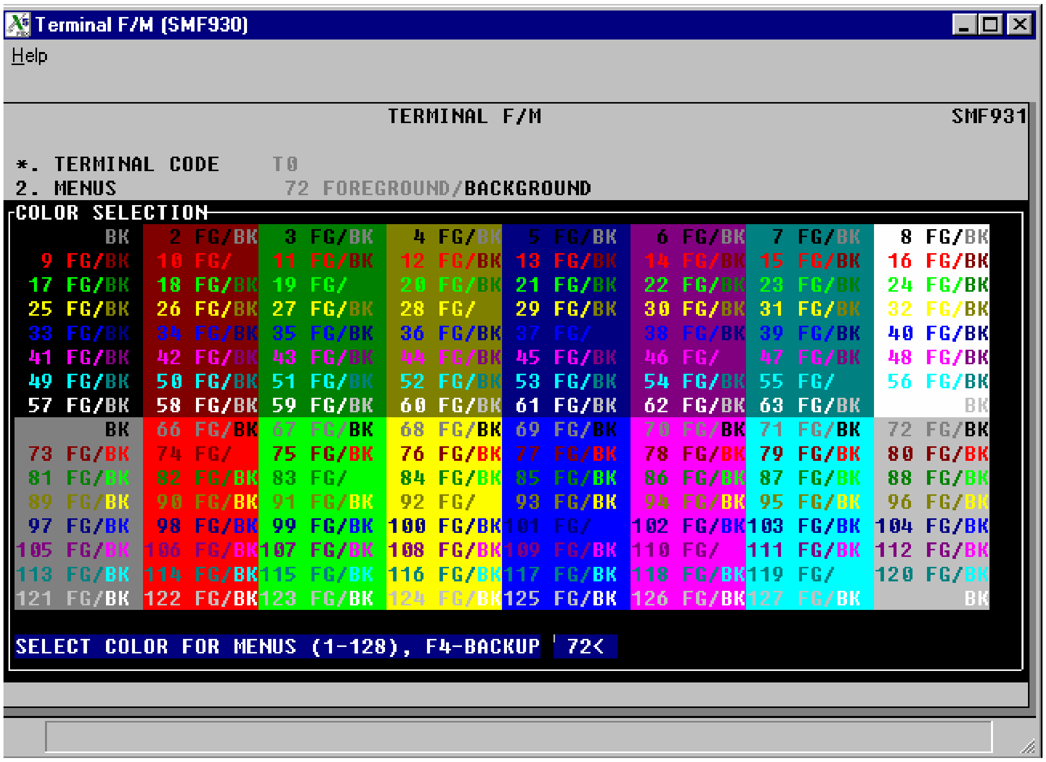
Press the key or key sequence that should run the Quick Look feature in Sales Order Entry programs on this terminal.

7. Catalog CD

Press the key or key sequence that should open the catalog CD for electronic price updates on this terminal. If you don’t use electronic price updates, you can leave this blank.

8. Cash Drawer

Press the key or key sequence that opens the cash drawer on this terminal. If you don’t use the Cash Drawer system in the Sales Orders module, skip this prompt.



Color tab

To access the Colors tab, enter C at the selection prompt and press Enter.

The terminal code appears at the top of the screen so administrators can see which terminal they are working on at a glance.

Foreground and background colors can be modified for menus, general programs, help routines, searches, inquiries, messages and window borders.

To modify colors: Select a line number. Review the options in the pop-up window that appears and enter the number corresponding to the desired color combination (1-128).

Press Enter. Back at the Colors tab, select another line number if you wish to edit more colors. As with special function keys, users can have more than one terminal code assigned to them. To make their color combinations consistent from session to session, remember to set the same colors for every terminal code assigned to a user.

Technical Notes

Key definitions are set in the overlay SMF932. When adding a new record, defaults will be used for all Key Codes.

FILES UPDATED - SMCNTL

Printer F/M (SMF940)

Function

Use this program to set up printers that need to be accessed through FACTS.

In the majority of printer configurations, you will only need to set the first three fields on this program's main tab. However, other tabs are available and can be accessed by entering the following codes at the selection prompt:

D - double graph

S - single graph

T - transition graph

F - fonts page 1

P - fonts page 2

For printers that support graphics and special print attributes, this program also allows you to define these features for printing in FACTS. Options **D**, **S**, and **T** are for using graphic characters in reports and forms so that, for instance, invoices are printed with ruling boxes instead of dashes and exclamation points. Options **F** and **P** are for printers that support special font attributes, such as boldface and italic type.

This program is the last of four steps for configuring printers. For complete instructions on printer configuration in FACTS and ProvideX, see Chapters 2 and 4 in the *Installation Manual.*

User Inputs

Main Screen

1. Printer Number

FACTS allows you to create the exact number of printers that you specified in System Control F/M. You must assign each printer a number, beginning with the number 0. *The last printer number you assign should be one less than the total number of printers entered in System Control F/M.* Throughout the character system, users can select FACTS printers by entering these numbers.

2. Designation

The designation is the same thing as the link file name. The printer designation must contain three characters or fewer. Examples: LP1, P1, P2.

3. Description

Enter the Description of Output from the Printer Configuration Worksheet. Printer descriptions can be up to 25 characters long. Make sure the description gives users some indication of the printer being selected and the format it will produce. For example, **HP 4000 Port. 10 cpi**, for a HP Laserjet 4000 that outputs in Portrait and 10 cpi print, or **Okidata Land. Compressed** to indicate an Okidata outputting in Landscape and compressed print.

The rest of the prompts on this tab can be skipped.

4. Carriage Width

ProvideX printer drivers now handle carriage width. Accept the default. Enter the width of the carriage on the printer (0-999). CR initially defaults to 132.

5. Bar Code On

Applies to CodeLight users. Enter hex code to turn bar code on. CR initially defaults to none.

6. Bar Code Off

Applies to CodeLight users. Enter hex code to turn bar code off. CR initially defaults to none.

7. Bar Code Select

Applies to CodeLight users. Enter hex code to select the specific bar code type needed to print. CR initially defaults to none.

8. Landscape

ProvideX printer drivers handle orientation. Skip this prompt. If the printer supports landscape printing, enter the hex code sequence to initiate printing.

9. Portrait

Provides printer drivers handle printer resets. Skip this prompt. Enter the hex code sequence to return to portrait printing from landscape printing.

Double Graph tab

This tab only becomes available after you set the required fields on the main tab. Then, from any tab in this program enter **G**.

This screen allows you to enter ASCII codes that produce graphical double lines. For each of the following fields, enter the appropriate ASCII code for the printer. The window in the lower-left corner of the screen shows a picture of the graphic for which you are entering the ASCII code. CR defaults to **000** for each.

2. double horizontal line
3. double vertical line
4. double upper-left corner
5. double upper-right corner
6. double lower-left corner
7. double lower-right corner
8. double cross
9. double top “T”
10. double bottom “T”
11. double left “T”
12. double right “T”

Single Graph tab

You can access the single graph screen after you have completed all prompts on the main screen and have added the record. Then, from any screen in this program enter **S**.

This screen allows you to enter ASCII codes for graphics of single lines. For each of the following fields, enter the appropriate ASCII code for the printer. The window in the lower-left corner of the screen shows a picture of the graphic for which you are entering the ASCII code. CR defaults to **000** for each.

2. single horizontal line
3. single vertical line
4. single upper-left corner
5. single upper-right corner
6. single lower-left corner
7. single lower-right corner
8. single cross
9. single top "T"
10. single bottom "T"
11. single left "T"
12. single right "T"

Transition Graph tab

You can access the transition graph screen after you have completed all prompts on the main screen and have added the record. Then, from any screen in this program enter **T**.

This screen allows you to enter ASCII codes for graphics to intersect double and single lines. Fields #20-23 are for fill patterns. For each of the following fields, enter the appropriate ASCII code for the printer. The window in the lower-left corner of the screen shows a picture of the graphic for which you are entering the ASCII code. CR defaults to **000** for each.

- To intersect a vertical single line to horizontal double lines:

  2. upper-left corner
  3. upper-right corner
  4. lower-left corner
  5. lower-right corner
  6. cross
  7. top "T"
  8. bottom "T"
  9. left "T"
  10. right "T"

- To intersect horizontal double lines to a vertical single line:

  11. upper-left corner
  12. upper-right corner
  13. lower-left corner
  14. lower-right corner
  15. cross
  16. top "T"
  17. bottom "T"
  18. left "T"
  19. right "T"

- For fill patterns:

  20. lightest box
  21. medium box
  22. dark box
  23. darkest box

Fonts Page 1 tab

You can access the font screen–page 1 after you have completed all prompts on the main screen and have added the record. Then, from any screen in this program enter **F**.

This screen allows you to enter hex codes for special print attributes, such as italic and boldface print. For each of the following fields, enter the appropriate hex code for the printer. CR defaults to blanks for each.

2-3.	start and end reverse print
4-5.	start and end double underline
6-7.	start and end boldface print
8-9.	start and end italic print
10-11.	start and end shaded print
12-13.	start and end drop shadow print
14-15.	start and end outline print
16-17.	start and end subscript print

Fonts Page 2

You can access the font screen–page 2 after you have completed all prompts on the main screen and have added the record. Then, from any screen in this program enter **P**.

This screen lets you continue defining special print attributes. For each of the following fields, enter the appropriate hex code for the printer. CR defaults to blanks for each.

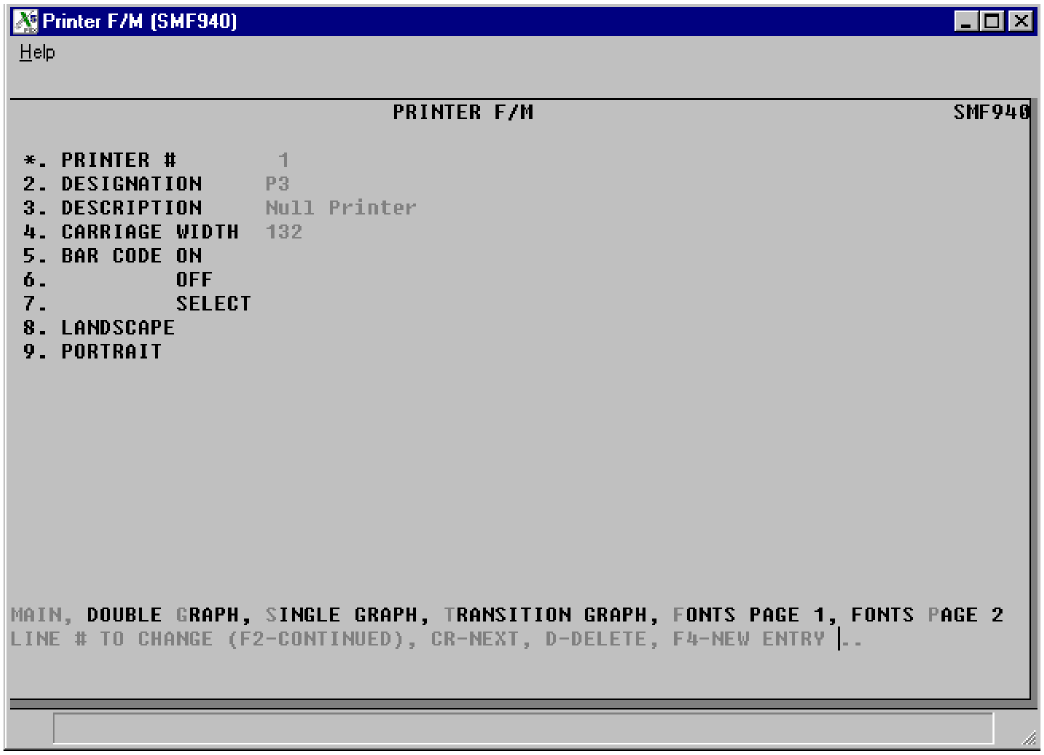
2.-3.	start and end superscript print
4.-5.	start and end tall character print
6.-7.	start and end wide character print
8.-9.	start and end tall and wide character print
10.	start 10 characters per inch print
11.	start 12 characters per inch print
12.	start 15 characters per inch print
13.	start 17 characters per inch print
14.	start 6 lines per inch print

15. start 8 lines per inch print

16. start 12 lines per inch print

Technical Notes

FILES UPDATED - SMCNTL, SMFNTS



Most users only need to use the first three prompts in the program. The rest of the inputs and tabs are rarely needed.

Output Options F/M (SMF620)

Use this program to set up output options for printing reports with multiple outputs. You can print a report to a printer, the viewer and to a file all in one process. After setting up output options and properly configuring reports, you can print reports to Excel, XML (Can print to TCP/IP port), ASCII Delimited (Can print to TCP/IP port) files, other (programmer defined files), or to an HTML file.

Reports with multiple output options include:

- ·ICR710: Stock Status Report
- ·GLR710: Trial Balance/Detail Ledger
- ·ARR740: Customer Listing
- ·APR750: Vendor Listing

Output options allow you to expand your reporting capabilities beyond defining a printer (in Printer F/M). Advantages to using output options are:

Printing to output types

- When creating a report as a file, an administrator can control file output to always be placed on the client PC or always on the server
- When creating a report as a file, an administrator can control what the filename will be with run-time replacements (see below for an explanation of what these are).
- Output can be customized with open, close, post-open, pre-close, and post close procedures.
- Regular printers (printers set up in Printer F/M) can still be used.
- Output can be sent to a PDF viewer.

The following inputs are involved in creating output options:

Main Tab

1. Output Code

Enter a 4-character alphanumeric code for the output.

2. Description

Enter a 30-character description.

3. Output Type

Select an Output type--choices are Printer, XML, ASCII Delimited (comma separated), ASCII Text (flat file) or PDF.

Printer: If you chose Printer as the output type, choose a printer defined in Printer F/M. Normally, printers will continue to be used without defining them as an Output, just as they have been used in FACTS previously. However, since outputs can additionally have custom post-open, pre-close, and post-close programming procedures defined, the ability to use a printer in an Output can bring expanded printer flexibility without code customization.

Output To: If you choose XML or either ASCII as the output type, you have the option to print to a file, a TCP/IP port, or Other. Note: if you set up your Output Option to output to a TCP/IP port, you must ensure the listening port is set up to accept the output and utilize the information as the customer desires.

Server Directory: If you chose an Output type that creates a file, you can indicate you want it to output to a server directory of your choice. This field requires that specific directory exists due to server operating system security issues. (Since every user may not have permissions to create a directory on the server, it isn't practical to allow the directory to be created at runtime.) You may use runtime replacements (see below). Note: Directories cannot be modified at run-time.

Client Directory: If you chose an Output type that creates a file, indicate if you want the report to be output to a client directory of your choice. You may optionally choose if FACTS can auto-create the directory if it doesn't exist. You may use runtime replacements (see below). Note: Directories cannot be modified at run-time.

4. File name

This field can be left blank. If a filename is entered, you cannot change the filename at runtime. You may use runtime replacements. If the file already exists, the new file will be created with a number on the end, incremented by one (i.e, filename1.txt, filename2.txt, etc).

5. File Extension

If the administrator wants to pre-define a default file extension, it can be entered here. You will be able to override the default.

6. TCP/IP Address

Enter the TCP/IP address for the output. Note that this is only used with Output to TCP/IP output type and is not changeable at runtime.

7. Open Procedure

This field is available for a programmer to create a custom procedure and enter it here. This is only available if the Output To output type is "Other".

8. Close Procedure

This field is available for a programmer to create a custom procedure and enter it here. This is only available if the Output To output type is "Other".

Procedures Tab

1. Post Open

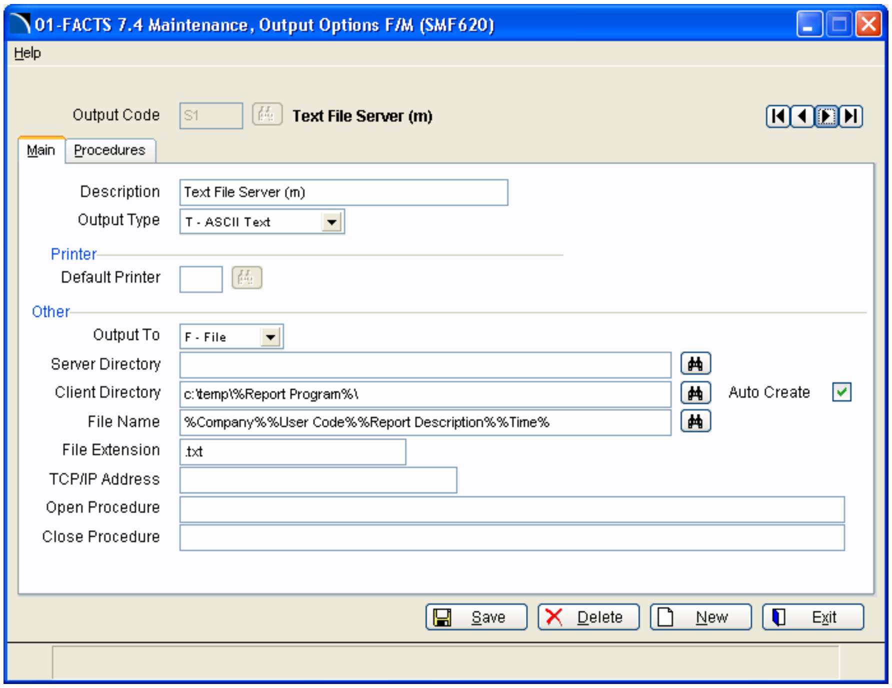
This field is available for a programmer to create a custom procedure and enter it here.

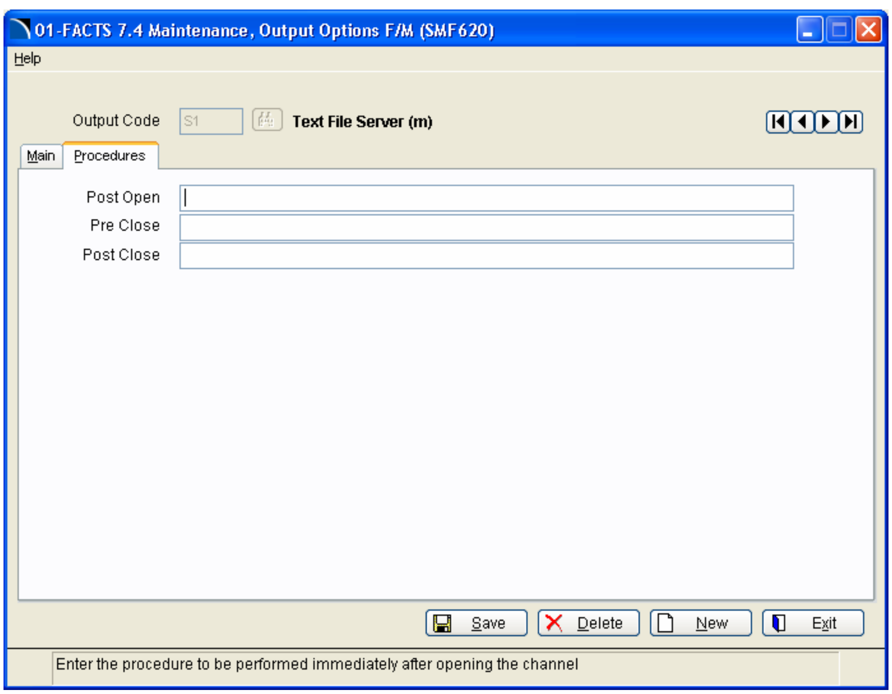
2. Pre Close

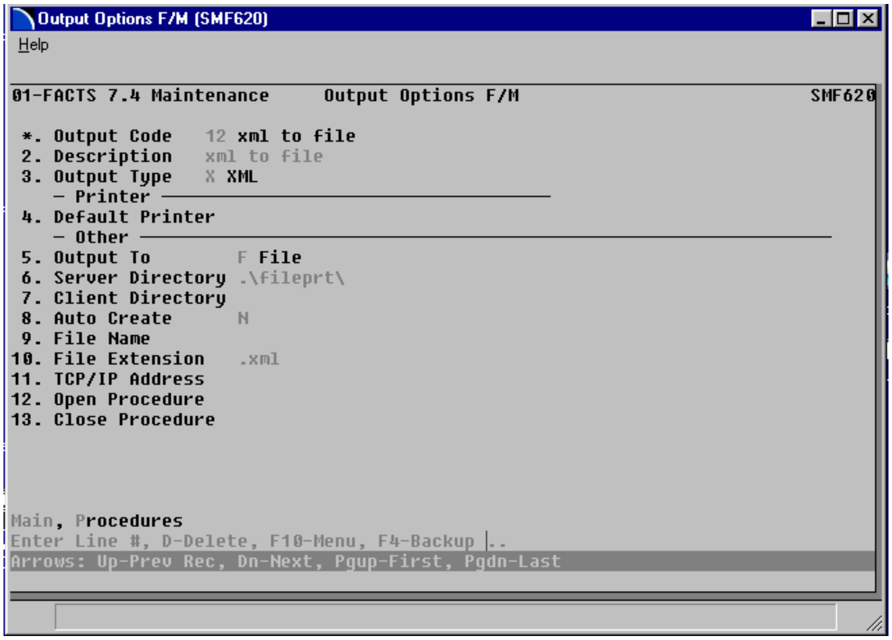
This field is available for a programmer to create a custom procedure and enter it here.

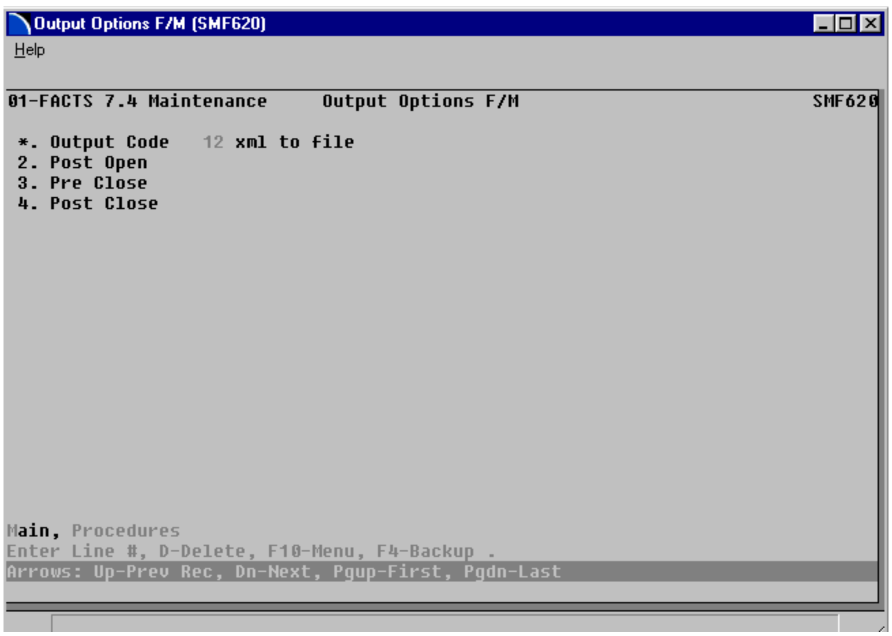
3. Post Close:

This field is available for a programmer to create a custom procedure and enter it here.






Output Options F/M (SMF620)
Help
01-FACTS 7.4 Maintenance Output Options F/M SMF620
*. Output Code 12 xml to file
2. Description xml to file
3. Output Type X XML
– Printer
4. Default Printer
– Other
5. Output To F File
6. Server Directory .\fileprt\
7. Client Directory
8. Auto Create N
9. File Name
10. File Extension .xml
11. TCP/IP Address
12. Open Procedure
13. Close Procedure
Main, Procedures
Enter Line #, D-Delete, F10-Menu, F4-Backup ..
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last


Output Options F/M (SMF620)
Help
01-FACTS 7.4 Maintenance Output Options F/M SMF620
*. Output Code 12 xml to file
2. Post Open
3. Pre Close
4. Post Close
Main, Procedures
Enter Line #, D-Delete, F10-Menu, F4-Backup .
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Runtime Replacement F/M (SMF630)

Use this program to define non-standard runtime replacement variables needed for FACTS Report Formatter processing

Runtime replacements are data elements that may change depending on when the report is run. For instance, if you run a report and want to save it to disk, you may always want the filename to consist of the program name and the date (for example: ICR71004012004.txt). You can define your output option to contain "Program Name"+"Date" and the filename will be created uniquely each time you run the report.

Some common runtime replacements come with standard FACTS (company number, company name, time, user code, etc.). However, a technical person can define new ones if you have a need that is not met by the standard runtime replacements.

Inputs

The following inputs are involved in creating runtime replacement variables:

1. Description

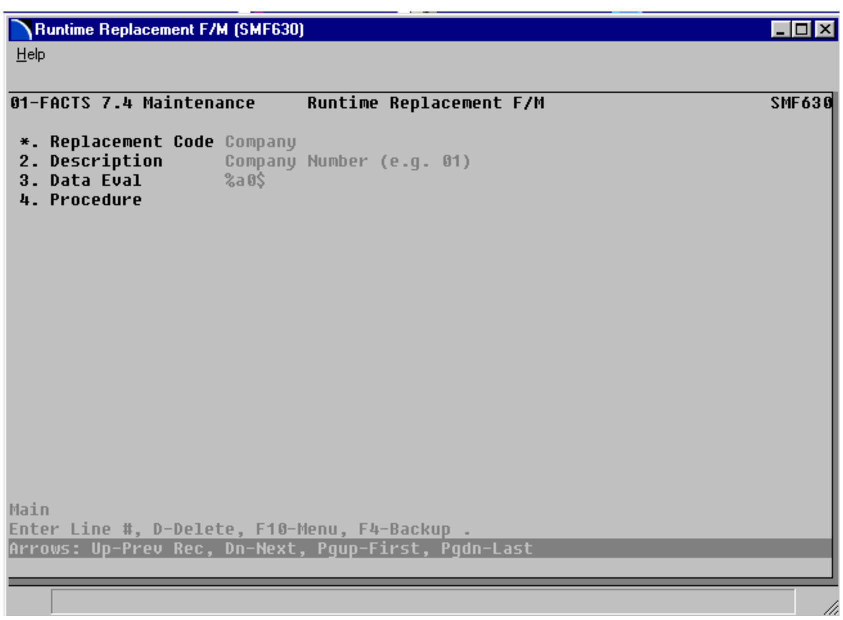
The replacement code description. Press F2 or the icon to access the Runtime Replacement Search screen so you can select from a listing of standard FACTS runtime replacement variables.

2. Data Eval

The string algorithm to use at runtime.

3. Procedure

The procedure to use immediately prior to using the eval.



System Control F/M (SMF950)

Function

Use this program to enter FACTS-related authorization code information, such as total number of terminals, modules purchased, etc. Make sure you have your FACTS Authorization Code Sheet ready when you're setting up this program.

When entering data, make sure answers you provide are *accurate* and *consistent* with what is printed on the Authorization Code Sheet. Every program in the FACTS system checks this record. Any inaccuracies will crash the system.

DO NOT CHANGE the software level, serial number, modules purchased, main company name, ASCII Bit Set and maximum number of terminals after initial installation without contacting Infor. Unauthorized changes to these fields will crash the system.

User Inputs

To set up the System Control F/M, complete the following fields.

***1. ASCII Bit Set**

Enter whether to use ASCII 0-low or 1-high order bit set. CR initially defaults to 0. On most machines it should be set to 0. On Basic Four MPX machines, it is set to 1.

2. Number Of Printers

Enter the number of *logical* FACTS printers (0-99). Refer to the Printer Configuration Worksheet you filled out from the PIA manual. CR initially defaults to 1.

***3. Maximum Terminals**

Enter the maximum number of terminals that can be logged onto FACTS at any time as determined by your purchase agreement. This appears on the Authorization Code Sheet as Max FACTS Users. CR initially defaults to 20.

NOTE: If you are increasing the number of terminals, you must perform the following steps **only with the help of your Affiliate**:

- First, expand the SMNAME file by 4 bytes for each terminal. Do this before entering this program and changing the **Maximum Terminals** field.

- Increase the number of terminals in this field. The following message will be displayed: **SMNAME will have to be updated to use the new terminals. CR-continue.** When you save the changed record and press F4 to exit the program, the following message is displayed: **Update SMNAME to use the new terminals? (Y/N).**

- Enter **Y** to access the screen for the Device Usage Expansion Program (SMU340). Complete the prompts for your installation.

4. Use User Tracking

Leave this input defaulted to **N**. User Tracking enabled on a system-wide level quickly depletes disk space.

5. Menu Timeout

The menu timeout is a security feature that lets you set the number of minutes users can leave a terminal inactive before the system automatically signs them off the system. The menu timeout does not work while users are working in a program.

Set the timeout for anywhere between one and 99 minutes. Enter a 0 if you never want the timeout feature to activate. CR initially defaults to 10 minutes.

***6. Facts Level**

This field is set to default to the current revision level. Accept this default by pressing the Enter key (referred to as CR in the software).

***7. Serial Number**

Enter the FACTS Serial Number that appears in the upper left-hand portion of the FACTS Authorization Code Sheet. **Make sure what you enter exactly matches the number that appears on the sheet.**

***8. Main Company Name**

Enter the Main Company Name that appears on the FACTS Authorization Code Sheet. **Make sure the name you enter exactly matches the name that appears on the sheet. This field is case sensitive.**

9. Affiliate Name

Enter the name of the local Affiliate office. This name can be up to 30 characters long and appears on the Banner Screen (in character mode) or the Sign On Screen (in graphical mode).

10. Phone Number

Enter the Affiliate office's phone number, including area code and dashes (up to 17 characters). The phone number is displayed on the FACTS Banner Screen in character mode. In GUI, this phone number and other Affiliate information appears when users press the Affiliate button on the Sign On screen.

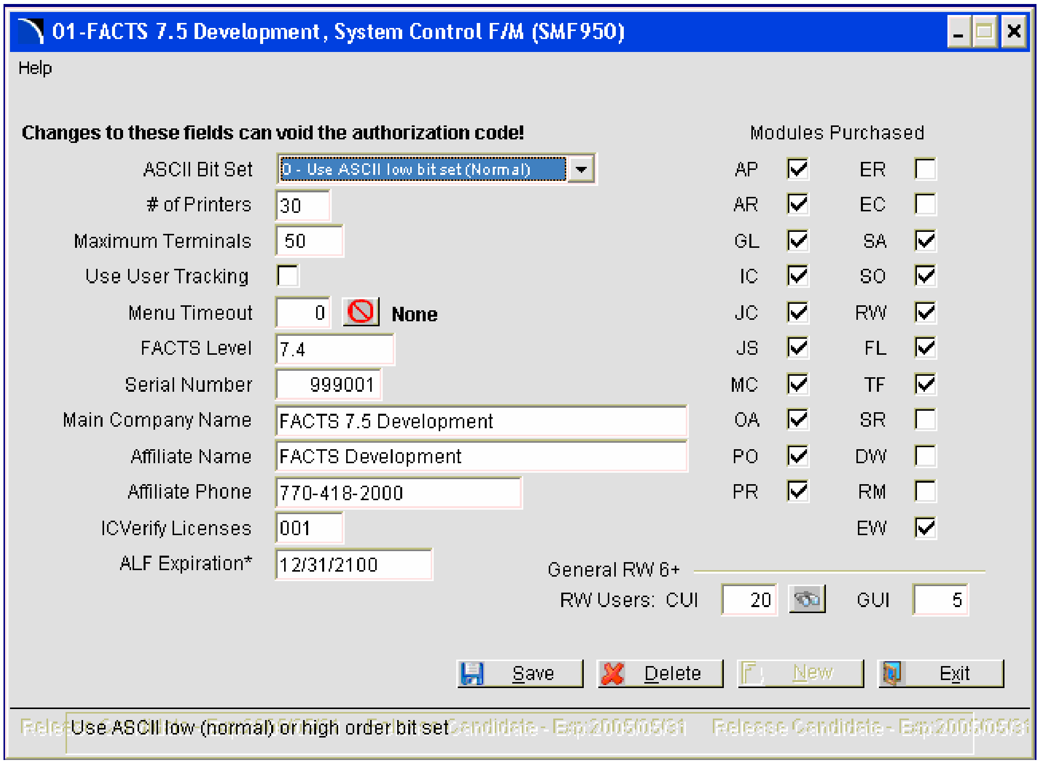
11. IC Verify Licenses

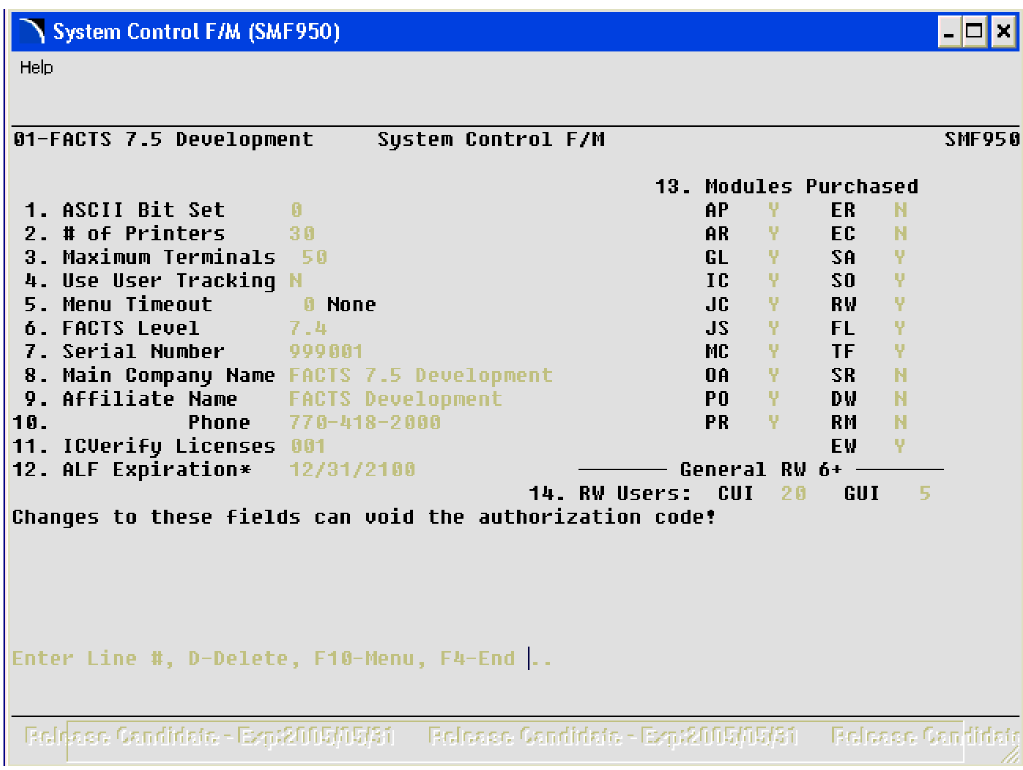
Enter the number of IC Verify licenses purchased. The system will support up to 999 licenses.

Technical Notes

FILES USED - SMNAME, SMMODS

FILES UPDATED - SMCNTL


01-FACTS 7.5 Development, System Control F/M (SMF950)
Help
Changes to these fields can void the authorization code!
Modules Purchased
ASCII Bit Set
0 - Use ASCII low bit set (Normal)
# of Printers 30
Maximum Terminals 50
Use User Tracking
Menu Timeout 0 None
FACTS Level 7.4
Serial Number 999001
Main Company Name FACTS 7.5 Development
Affiliate Name FACTS Development
Affiliate Phone 770-418-2000
ICVerify Licenses 001
ALF Expiration* 12/31/2100
AP AR GL IC JC JS MC OA PO PR
ER EC SA SO RW FL TF SR DW RM EW
General RW 6+
RW Users: CUI 20 GUI 5
Save Delete New Exit
Use ASCII low (normal) or high order bit set
Release Candidate - Exp:2005/05/31


System Control F/M (SMF950)
Help
01-FACTS 7.5 Development System Control F/M SMF950
13. Modules Purchased
1. ASCII Bit Set 0
2. # of Printers 30
3. Maximum Terminals 50
4. Use User Tracking N
5. Menu Timeout 0 None
6. FACTS Level 7.4
7. Serial Number 999001
8. Main Company Name FACTS 7.5 Development
9. Affiliate Name FACTS Development
10. Phone 770-418-2000
11. ICVerify Licenses 001
12. ALF Expiration* 12/31/2100
AP Y ER N
AR Y EC N
GL Y SA Y
IC Y SO Y
JC Y RW Y
JS Y FL Y
MC Y TF Y
OA Y SR N
PO Y DW N
PR Y RM N
EW Y
General RW 6+
14. RW Users: CUI 20 GUI 5
Changes to these fields can void the authorization code!
Enter Line #, D-Delete, F10-Menu, F4-End
Release Candidate - Exp:2005/05/31

Branch F/M (SMF955)

Function

This program allows the user to enter and maintain branches to be used throughout the system.

The branch may be imbedded (inserted) in the GL account number and transaction from AP, AR, IC, JC, MC, PO, PR and SO may be posted to general ledger by branch. The branch is separate from the department. Branches may be set up as separate profit centers where departments may be set up within branches. Financial reports may be printed by branch; therefore, whenever a branch is entered or used for a warehouse, the branch defaults to the branch assigned to the terminal. The warehouse branch (where applicable) takes precedence over the terminal branch. In accounts payable a branch is assigned to each document; most AP reports print by branch. In accounts receivable a branch is assigned to each customer; each AR invoice document is assigned the branch assigned to the customer. In sales orders each invoice document is assigned the branch assigned to the warehouse (except the Statement Print).

In all AR reports, the branch assigned to the document takes precedence over the branch assigned to the customer. The Statement Print sorts the documents assigned to the customer and prints the customers by branch. In payroll a branch is assigned to each employee; most PR reports print by branch.

In inventory control, sales orders, purchase orders and manufacturing control, a branch is assigned by the branch assigned to the warehouse.

User Inputs

The following steps are involved in entering and maintaining branches:

1. Branch

Enter the branch code (2 digits). F2 allows a search (ref. 3).

2. Description

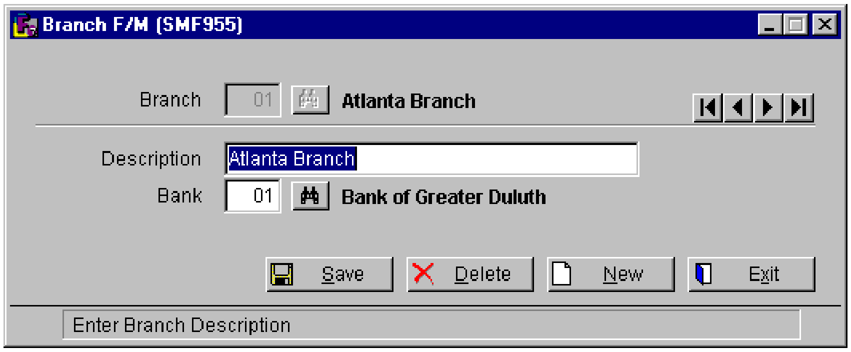
Enter the description of the branch (up to 30 characters).

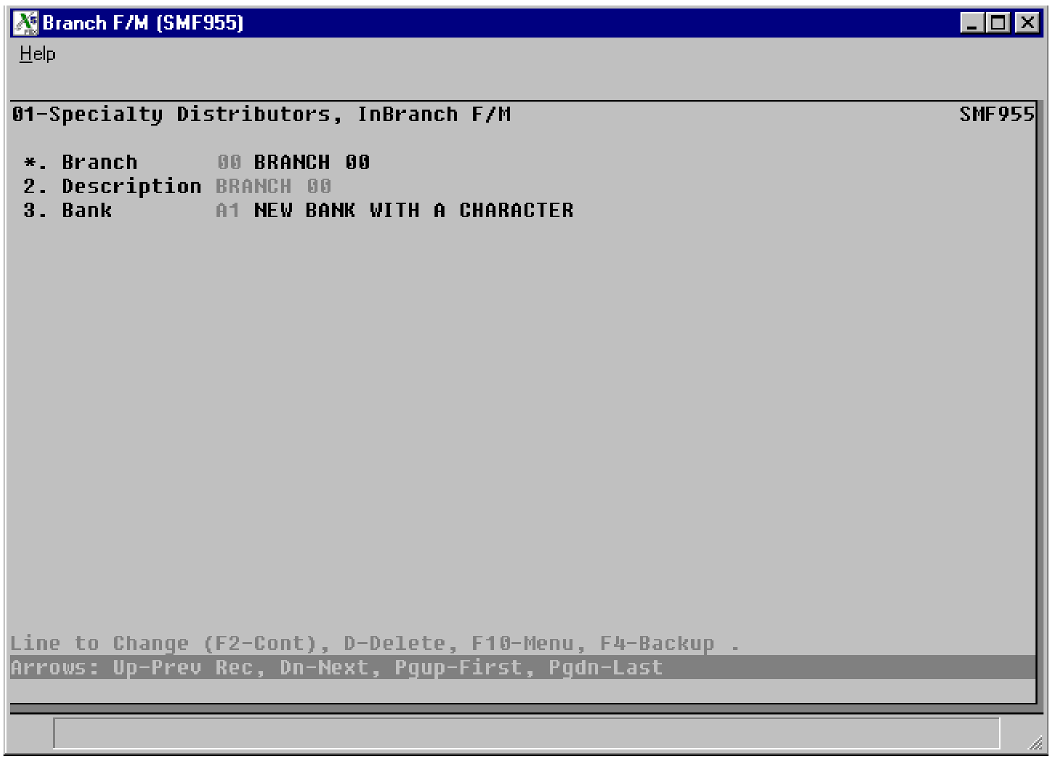
3. Bank

Enter the default bank for the branch. The entry must be a valid bank. F2 allows a search (ref. 3).

Technical Notes

FILES UPDATED - SMCNTL


Branch F/M (SMF955)
Branch 01 Atlanta Branch
Description Atlanta Branch
Bank 01 Bank of Greater Duluth
Save
Delete
New
Exit
Enter Branch Description


Branch F/M (SMF955)
Help
01-Specialty Distributors, InBranch F/M SMF955
*. Branch 00 BRANCH 00
2. Description BRANCH 00
3. Bank A1 NEW BANK WITH A CHARACTER
Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup .
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Rounding Code F/M (SMF610)

Use Rounding Code F/M (SMF610) to enter rounding code information for contract pricing. This maintenance program allows you to establish rounding rules for contract prices, then indicate on the contract which rounding code (if any) to use.

You can set rounding rules by several methods:

- The percentage change limit for action, and you can indicate the action to be taken when the percentage change limit is reached
- The dollar minimum to met for action to be required, and you can indicate the action to be taken when the percentage change limit is reached.
- The program or algorithm to use for the rounding rule.
- How to round dollars and/or cents for contract pricing.

User Inputs

The following prompts are required to enter rounding code information:

1. Rounding Code

Enter the rounding code (e.g., AP or 1,) (2 characters).

2. Description

Enter rounding description (e.g., Basic Rounding .05) (up to 30 characters).

Note that during processing the system checks the **$ Minimum** value first and performs the **$ Action** before checking the **% Limit** value and performing the **% Action**.

3. % Limit

Enter the percentage change limit for action to be required. For example if you enter 5 in this input the system reads it as: Take % action is changer is greater than 5%.

4. % Action

Enter the action to be done when the percentage limit is met. You can select from: **N**—Do Not Round, **C**-Round Cents Only, or **A**-Use Another Rounding Code.

5. Alt Code

If you select to use an alternate rounding code enter it in the **Alt Code** input adjacent to the **Action %** input.

6. $ Minimum

Enter the dollar minimum for action to be required. For example if you enter 10 in this input the system reads it as: Take $ Action if price is less than 10$.

7. $ Action

Select the action to be done when the dollar minimum is not met. You can select from: **N**—Do Not Round, **C**-Round Cents Only, **A**-Use Another Rounding Code

8. Alt Code

If you select to use an alternate rounding code enter it in the **Alt Code** input adjacent to the **$ Action** input.

Note that you can enter a rounding procedure (input #9) *or* select how you want to round dollars and cents (inputs 10-11). You cannot enter both a rounding procedure and use the **Round Dollars** and **Round Cents** inputs in one rounding code record.

9. Procedure

Enter the program and label to use a customer rounding algorithm.

10. Round Dollars

Enter the Select how you want the dollars rounded. You can select from: **N-Do Not Round dollars**, **1-Up to the next increment of**, **2-Down to the next increment of**, **3-To nearest increment of**, **4-Up to end with**, **5-Down to end with**, **6-To nearest number ending with**, or **7-Force dollars to**

In the adjacent input, enter the value to use in how you selected to round dollars in contract prices that use this rounding code.

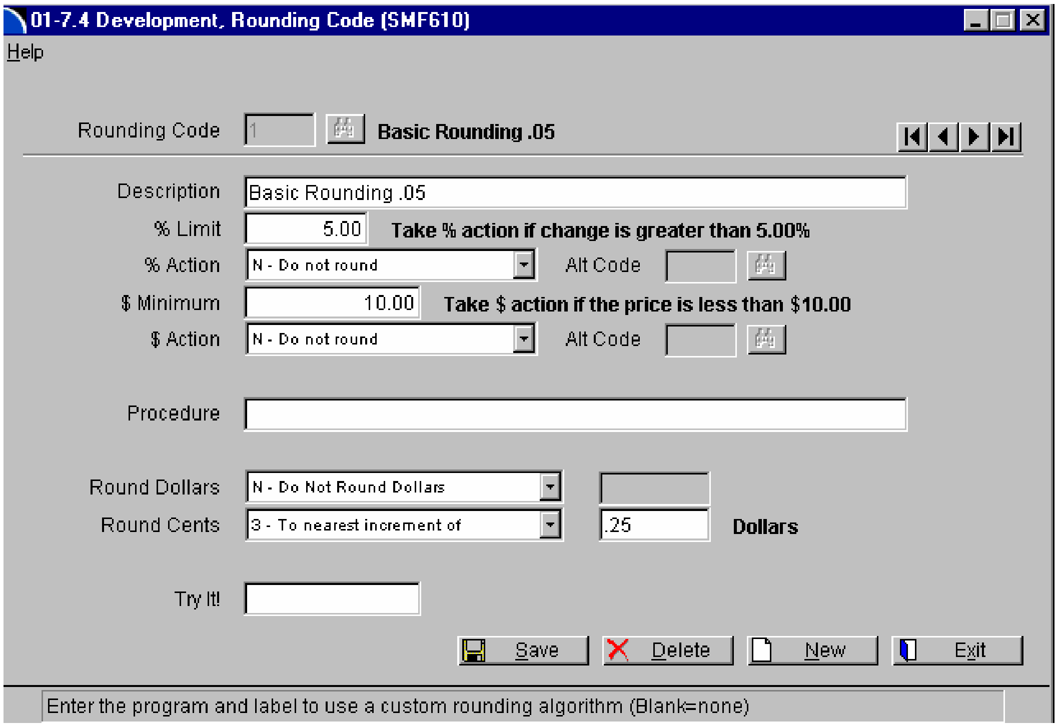
11. Round Cents

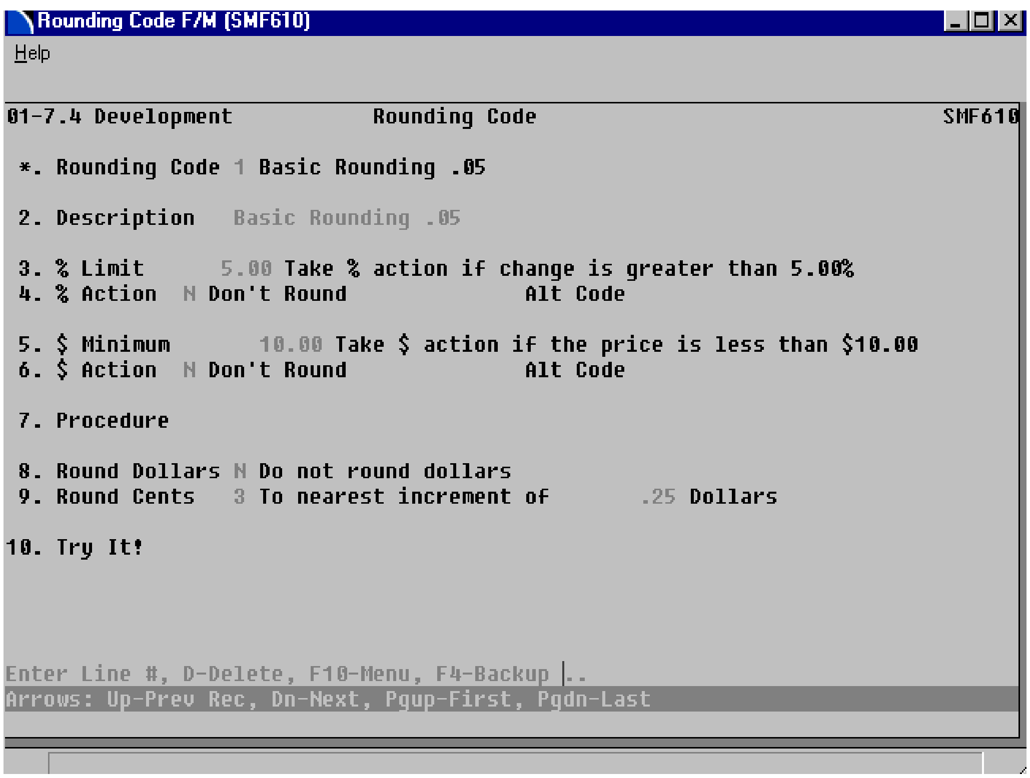
Select how you want the cents rounded. You can select from: **N-Do Not Round Cents**, **1-Up to the next increment of**, **2-Down to the next increment of**, **3-To nearest increment of**, **4-Up to end with**, **5-Down to end with**, **6-To nearest number ending with**, or **7-Force Cents to**

In the adjacent input, enter the value to use in how you selected to round dollars in contract prices that use this rounding code.

12. Try It!

Enter a value to test the rounding rule against. The system displays the rounded value to the right side of this input.


01-7.4 Development, Rounding Code (SMF610)
Help
Rounding Code 1 Basic Rounding .05
Description Basic Rounding .05
% Limit 5.00 Take % action if change is greater than 5.00%
% Action N - Do not round Alt Code
$ Minimum 10.00 Take $ action if the price is less than $10.00
$ Action N - Do not round Alt Code
Procedure
Round Dollars N - Do Not Round Dollars
Round Cents 3 - To nearest increment of .25 Dollars
Try It!
Save Delete New Exit
Enter the program and label to use a custom rounding algorithm (Blank=none)


Rounding Code F/M (SMF610)
Help
01-7.4 Development Rounding Code SMF610
*. Rounding Code 1 Basic Rounding .05
2. Description Basic Rounding .05
3. % Limit 5.00 Take % action if change is greater than 5.00%
4. % Action N Don't Round Alt Code
5. $ Minimum 10.00 Take $ action if the price is less than $10.00
6. $ Action N Don't Round Alt Code
7. Procedure
8. Round Dollars N Do not round dollars
9. Round Cents 3 To nearest increment of .25 Dollars
10. Try It!
Enter Line #, D-Delete, F10-Menu, F4-Backup ..
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Program Change F/M (SMF960)

Function

This program allows the user to keep track of any programming changes made on the system. The Program Change Report lists program changes in this file.

User Inputs

The following prompts are involved in entering program changes:

1. Program

Enter the program designation of the program modified (6 characters).

2. Sequence Number

The sequence number (e.g., **01**-1st change, **02**-2nd change, etc.) is assigned by the system automatically. The user may back up to it from input #3.

3. Date

Enter the date the change was made (ref. 1). CR defaults to the system date.

4. Memo 1

Enter the memo on the change (i.e., line # changed, change made, reason for change)(up to 60 characters).

5. Memo 2

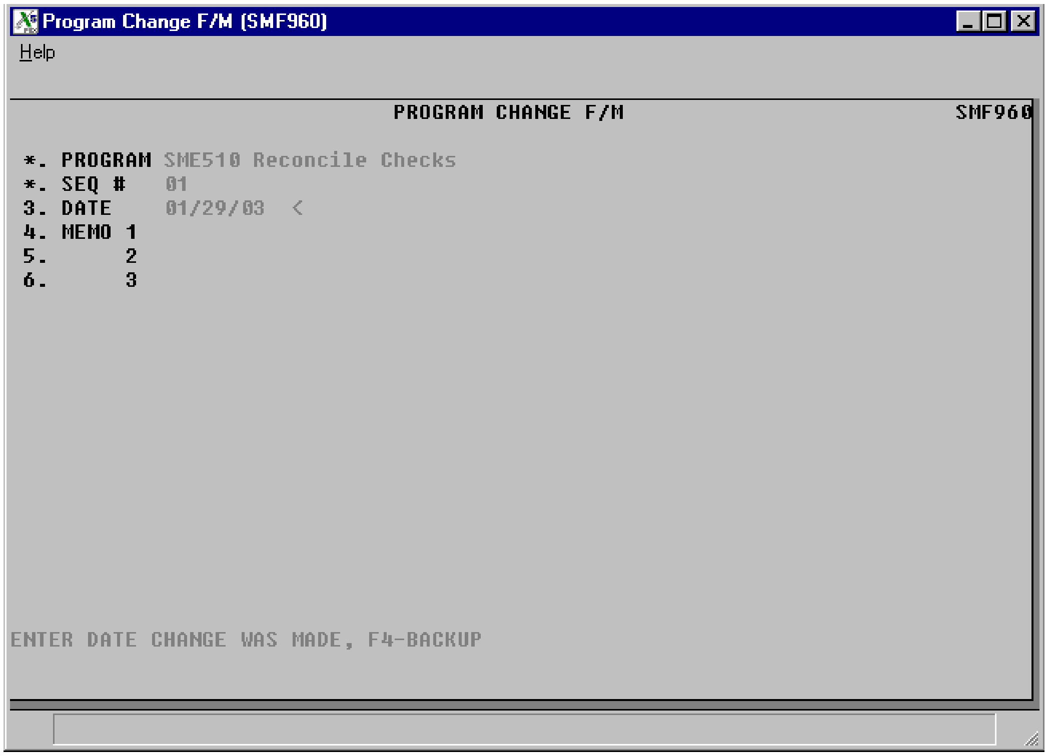
Enter the memo on the change (up to 60 characters).

6. Memo 3

Enter the memo on the change (up to 60 characters).

Technical Notes

FILES UPDATED - SMCHNG


Program Change F/M (SMF960)
Help
PROGRAM CHANGE F/M SMF960
*. PROGRAM SME510 Reconcile Checks
*. SEQ # 01
3. DATE 01/29/03 <
4. MEMO 1
5. 2
6. 3
ENTER DATE CHANGE WAS MADE, F4-BACKUP

File F/M (SMF970)

Function

This program allows the user of the FACTS system to add or modify file names, if files are to be added or changed in the standard system. This information is used with the survey system. All necessary entries are included with your system when purchased.

User Inputs

The following prompts are involved in entering file names:

1. File Name

Enter file name (e.g., ARCUST) (6 characters).

2. Description

Enter file description (e.g., customer file) (up to 40 characters).

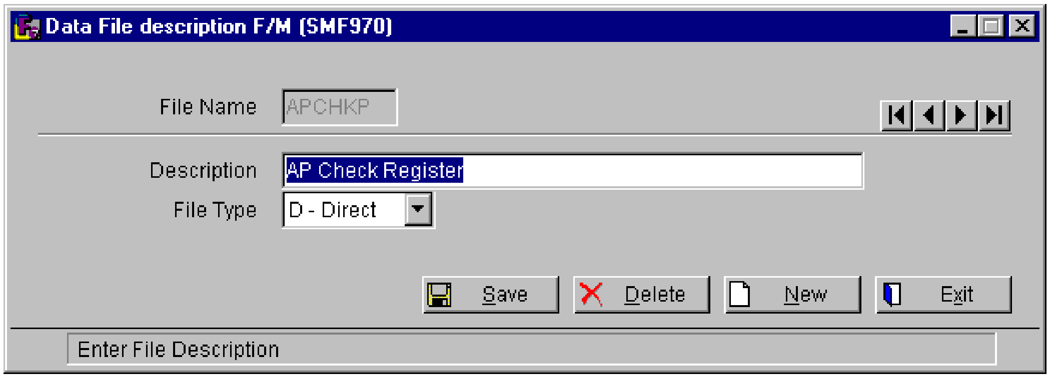
3. File Type

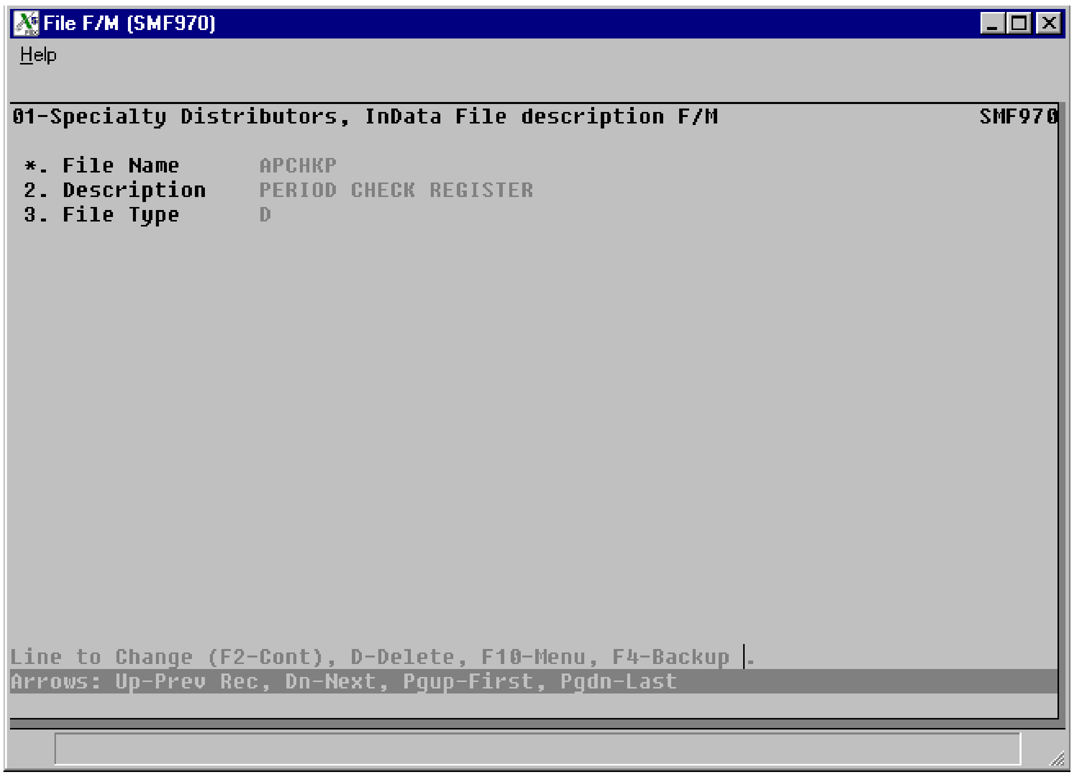
Enter whether the file type is **D**-direct, **M**-multikeyed, **S**-sort, or **I**-indexed (maximum 1 character). CR initially defaults to D.

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - SMFILE


Data File description F/M (SMF970)
File Name
APCHKP
Description
AP Check Register
File Type
D - Direct
Save
Delete
New
Exit
Enter File Description


File F/M (SMF970)
Help
01-Specialty Distributors, InData File description F/M SMF970
*. File Name APCHKP
2. Description PERIOD CHECK REGISTER
3. File Type D
Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Module Code F/M (SMF980)

Function

This program allows the user to add module codes. The necessary information is included with your system, no entries are required initially. The module codes are used in the survey system.

User Inputs

The following prompts are involved in entering module codes:

1. Module Code

Enter the module code (e.g., AP) (2 characters).

2. Description

Enter module description (e.g., Accounts Payable) (up to 30 characters).

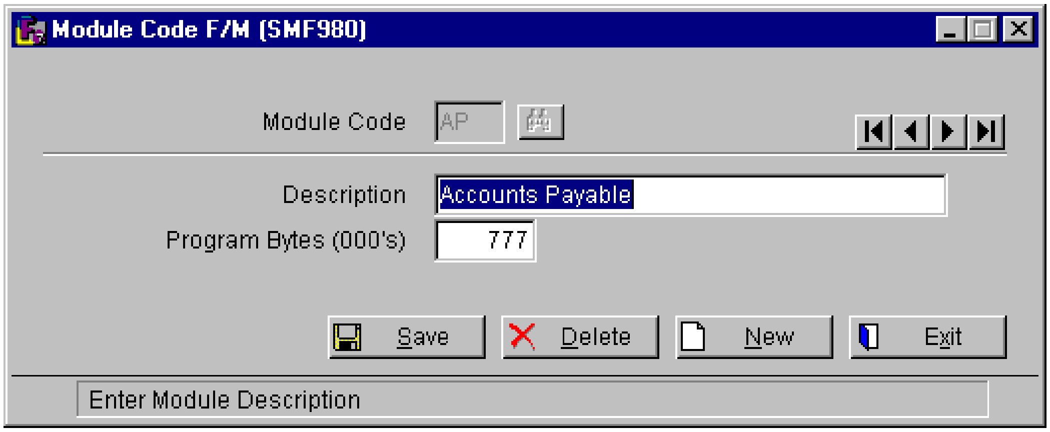
3. Program Bytes

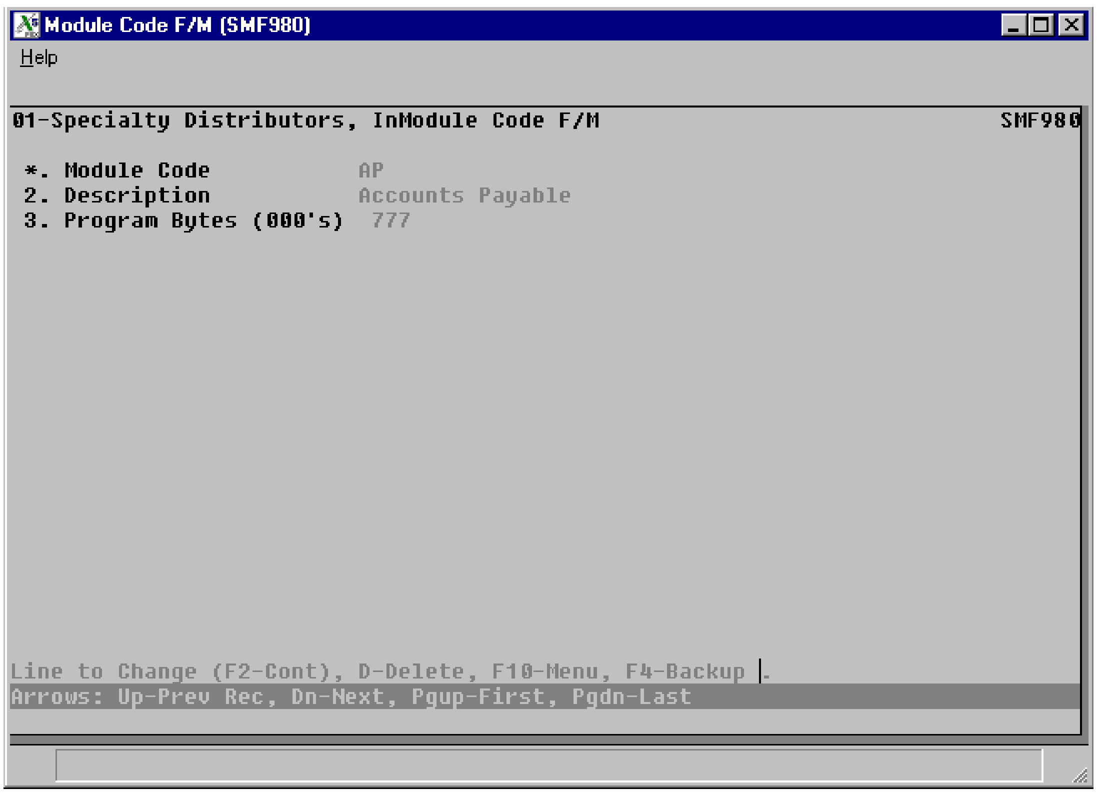
Enter number of bytes for all of this module's programs in thousands (e.g., 676) (0-9999).

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - SMMODS


Module Code F/M (SMF980)
Module Code
AP
Description
Accounts Payable
Program Bytes (000's)
777
Save
Delete
New
Exit
Enter Module Description


Module Code F/M (SMF980)
Help
01-Specialty Distributors, InModule Code F/M
SMF980
*. Module Code AP
2. Description Accounts Payable
3. Program Bytes (000's) 777
Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Custom Help Text Maintenance (SME910)

Function

This program allows the user to add and maintain customized help text. Help text is entered by code. Each code contains a description and lines of text that may be assigned to any input of any program in the system. Help text is on-line documentation designed to provide more information on the screen for the user when needed.

Help codes are user defined and each code may contain up to 999 lines of text. Once help codes are set up through this program, the user may use the Program Help F/M program to assign the help code(s) to the appropriate prompts of programs throughout the system.

Standard or customized help codes can be entered here. Once standard help text is changed, it becomes customized and can never be overwritten by standard help text.

Users may add, change or delete help text at any time.

User Inputs

The following steps are involved in entering help text:

1. Help Code

Enter the help code (up to 15 characters). F1 allows standard help text codes to be entered. F2 allows a search (ref. 3).

2. Description

Enter the description of the help code (up to 50 characters).

3. Begin With Standard Help Text for This Code?

Enter **Y** or **N** to indicate whether to start changes by pulling in existing standard help text. If Y is entered here, standard help text is displayed for the entered code, and changes may be made to this. If N is entered here, no help text is displayed, but may be entered. If help text is entered here for an existing help text code, the entered help text will overwrite the previous help text. CR defaults to Y.

Line numbers are assigned beginning with 010 and automatically increment by 10. Enter text (up to 70 characters per line).

F3 ends entry of lines. F4 backs up to the line number; enter the beginning line number. F2 allows the user to set the line number increments (1-10). If the increment is set to one, a maximum of 999 lines may be entered. F4 (from line #) will back up and delete the previous line.

Once help text lines have been added, the following options are available:

 # - Changes a line number. Text lines may be changed or deleted by entering the line number. Enter whether to **C**-change or **D**-delete. If D is entered, the line is deleted. If C is entered, enter text (up to 70 characters). During this change routine, CR defaults to the currently displayed value of the input. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. If a new line number is added, the old line number is deleted. F2 allows the user to set the line number increment (1-10). F4 backs up to the main input.

L - Lists line numbers. A limited number of line numbers appear on the screen at any time. The list function allows line numbers to be redisplayed. The user selects the beginning line number to list.

A - Adds a line number. New line numbers may be added as needed. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. F2 allows the user to set the line number increment (1-10). F4 (from line #) will back up and delete the previous line.

M - Moves a line number. Enter beginning line number to move. Enter ending line number to move. Enter line number where text will be moved (existing lines will be replaced) one line at a time, or blocks of lines may be moved.

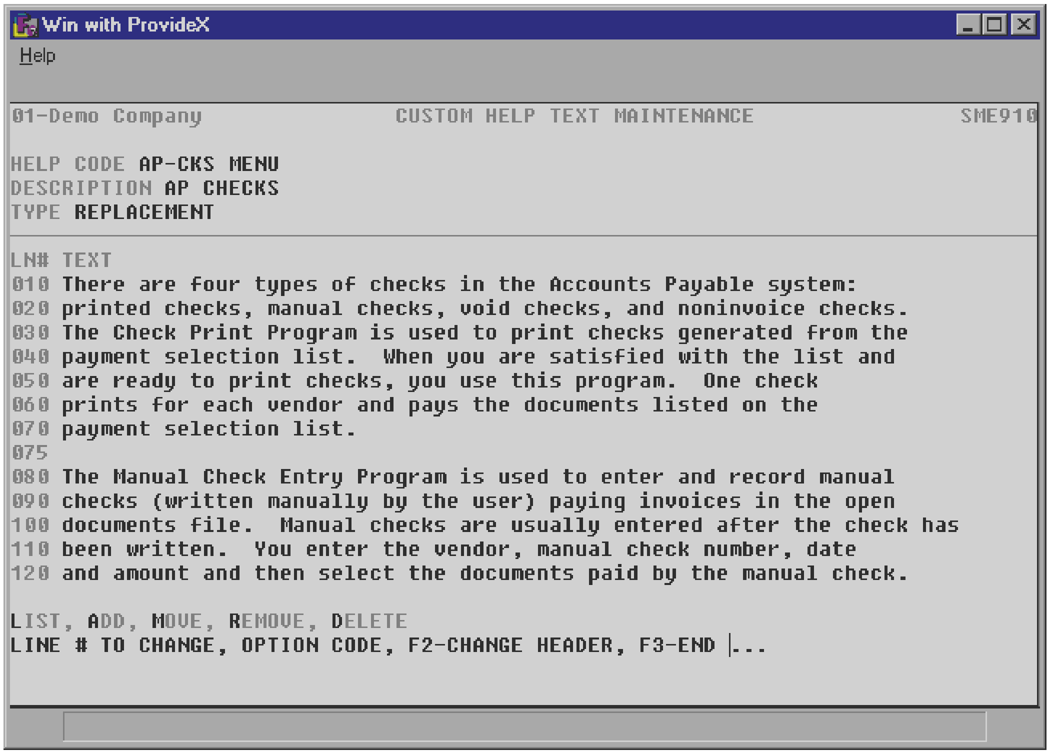
D - Deletes a line number. One line or several lines of notes can be deleted at any one time. Enter beginning and ending line numbers to delete. Enter N or YES to delete. CR defaults to N.

P - Pulls in standard help text. This option is only available if N was entered at the **Begin with standard help text for this code?** prompt, and either no custom help text was entered, or custom help text was entered, but then deleted. It allows standard help text to be pulled in after custom help text is entered and then deleted.

Technical Notes

FILES USED - SMCNTL, SMMODS

FILES UPDATED - SMHELP, SMHLPX


Win with ProvideX
Help
01-Demo Company CUSTOM HELP TEXT MAINTENANCE SME910
HELP CODE AP-CKS MENU
DESCRIPTION AP CHECKS
TYPE REPLACEMENT
LN# TEXT
010 There are four types of checks in the Accounts Payable system:
020 printed checks, manual checks, void checks, and noninvoice checks.
030 The Check Print Program is used to print checks generated from the
040 payment selection list. When you are satisfied with the list and
050 are ready to print checks, you use this program. One check
060 prints for each vendor and pays the documents listed on the
070 payment selection list.
075
080 The Manual Check Entry Program is used to enter and record manual
090 checks (written manually by the user) paying invoices in the open
100 documents file. Manual checks are usually entered after the check has
110 been written. You enter the vendor, manual check number, date
120 and amount and then select the documents paid by the manual check.
LIST, ADD, MOVE, REMOVE, DELETE
LINE # TO CHANGE, OPTION CODE, F2-CHANGE HEADER, F3-END ...

Program Help F/M (SMF990)

Function

This program allows the user to assign help codes set up in the Custom Help Text Entry to prompts in programs throughout the system.

Each input of each program may be assigned up to four help codes. These codes are then displayed in order when help text is accessed when the user needs further instruction for entering data at the input.

Help codes are entered with unlimited text in the Custom Help Text Entry program.

User Inputs

The following steps are involved in assigning help codes to program prompts:

1. Program

Enter the program designation (name of the program that contains the input where help text is to be displayed (up to 6 characters). The entry must be a valid program designation. F2 allows a search (ref. 3).

2. Help Number

Enter the help number , (i.e., the input number of the program entered in input #1) where help text is to be displayed (1-99).

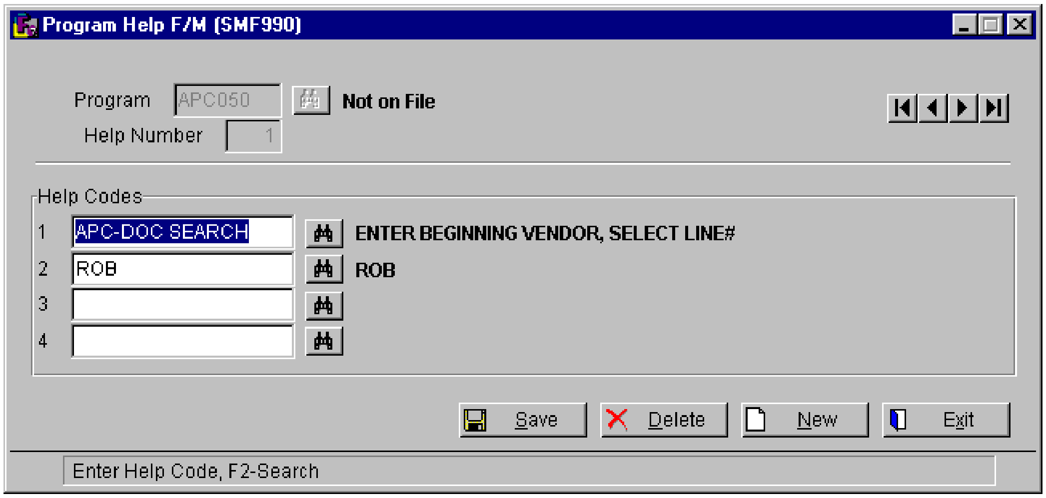
3-6. Help Code

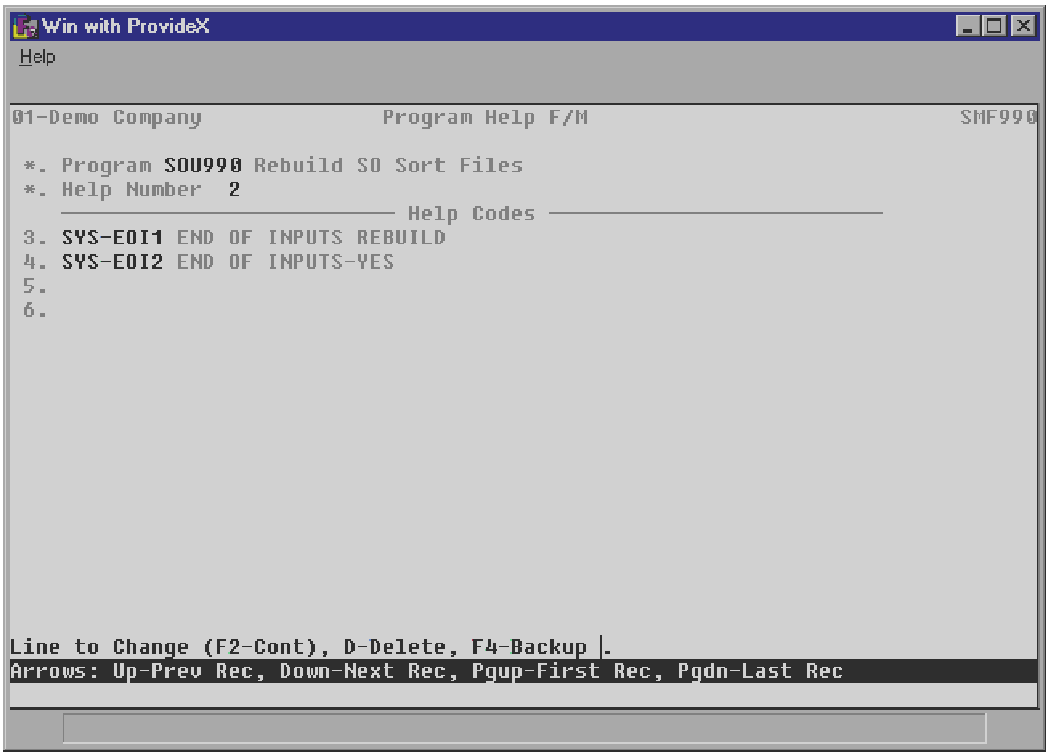
Enter up to four valid help codes (one for each input) to be displayed when accessing help text at **Help Number**. F2 allows a search (ref. 3). At the help code search, press F1 to toggle between custom help codes and standard help codes.

Technical Notes

FILES USED - SMCNTL, SMNAME, SMHELP

FILES UPDATED - SMHLPR


Program Help F/M (SMF990)
Program APC050 Not on File
Help Number 1
Help Codes
1 APC-DOC SEARCH ENTER BEGINNING VENDOR, SELECT LINE#
2 ROB ROB
3
4
Save Delete New Exit
Enter Help Code, F2-Search


Win with ProvideX
Help
01-Demo Company Program Help F/M SMF990
*. Program SOU990 Rebuild SO Sort Files
*. Help Number 2
Help Codes
3. SYS-EOI1 END OF INPUTS REBUILD
4. SYS-EOI2 END OF INPUTS-YES
5.
6.
Line to Change (F2-Cont), D-Delete, F4-Backup
Arrows: Up-Prev Rec, Down-Next Rec, Pgup-First Rec, Pgdn-Last Rec

Rebuild SM Sort Files (SMU990)

Function

This program allows the user to rebuild system management sort files.

Sort files are used throughout the FACTS system to enable the user to report or retrieve information in an order other than the order in which the main file is stored. For example, the records of the customer files are stored in customer number order. To access this file in alphabetical order requires a sort file which is stored by an alpha lookup by customer number. The corresponding record in the main file may then be accessed for the needed information.

The Rebuild SM Sort Files program should only be run under the supervision of your affiliate.

User Inputs

The following prompts are required to rebuild SM sort files:

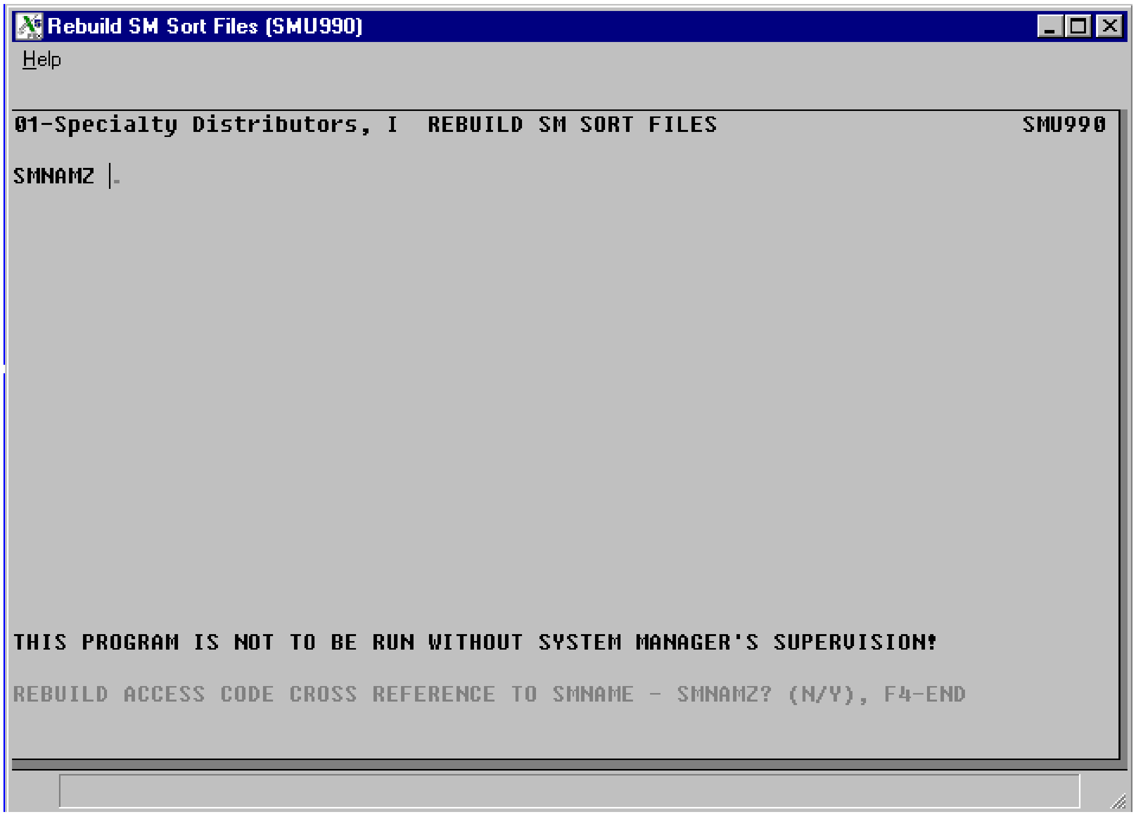
1. SMNAMZ

Enter **N** or **Y** to indicate whether to rebuild SMNAMZ. This file is the SM menu access code program designation to the program name file (SMNAME). This file is used when typing an access code from any menu. The system checks to find the program assigned to this access code. CR defaults to N.

Technical Notes

FILES USED - SMCNTL, SMNAME, SMFILE

FILES UPDATED - SMNAMZ


Rebuild SM Sort Files (SMU990)
Help
01-Specialty Distributors, I REBUILD SM SORT FILES SMU990
SMNAMZ
THIS PROGRAM IS NOT TO BE RUN WITHOUT SYSTEM MANAGER'S SUPERVISION!
REBUILD ACCESS CODE CROSS REFERENCE TO SMNAME - SMNAMZ? (N/Y), F4-END

User-Defined Field Characteristics Entry (SMC996)

Function

Use this program to configure user-defined fields in the following file maintenances, Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910), and to have the fields available in inquiries for information only. User-defined fields (UDFs) give the end-user the ability to establish the fields meaning and characteristics.

To access this program your (your user code) must be setup with administrator privileges for User-defined Fields on the Security tab of User Code F/M (SMF410).

When an authorized user accesses a file maintenance that has user defined fields available, you will have the menu option to edit the field characteristics. Once you set the field characteristics, exit the File Maintenance program and reentering the program will update the screen with the new field values. Entering and editing the data in the user defined fields functions exactly like it does for any other field.

To configure user-defined fields:

1. After you select the administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).above, exit FACTS and log back in to allow this change to take effect.
2. Access the desired file maintenance program: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).
3. Access the User-Defined screen of the selected file maintenance.
4. Select the Configure icon or press F1, and the system displays the User-Defined Field Characteristics Entry (SMC996) program, where you can enter up to five user-defined fields and the characteristics associated with the field.

Limitations/Exclusions

- When you change/set characteristics of UDF's from a file maintenance program, you must exit the file maintenance and re-enter the file maintenance for those changes to take effect.
- UDF's may only be Dates, Strings, or Numerics. They cannot be paragraph fields, validated GL Number fields, or validated Period fields without a modification.
- No UDF may be more than 50 characters long.
- UDFs are not be available in searches without a modification.
- Users cannot establish validation procedures or search procedures for UDFs without a modification.
- No more than 20 valid values may be established for a validated list.
- Infor does not support entering UDFs for Temporary Ship Tos.

- User-Defined Fields are available in the file maintenances and on an inquiry view, but they are not automatically available as columns in searches or appear on reports.

User Inputs

The following prompts are required to configure user-defined fields:

1. Screen Label

The field name (up to 10 characters) to display for the user defined field of the file maintenance program.

2. Prompt Text

The command line text (up to 62 characters) to display when the cursor accesses the user defined field of the file maintenance program.

3. Tool Tip

The text (up to 100 characters) to display when the mouse pointer focuses on the user defined field of the file maintenance program.

In the Data Definition section of the screen, complete the following:

4. Field Type

The type of user defined field you are configuring: T-Text (default), D-Date, N-Numeric.

5. Length

The length of the data (up to 50) for the field you are defining.

6. Justification

The justification positioning for the user defined field: 0-Left Justified, 1-Right Justified.

7. Force Case

GUI Users: Select this checkbox to indicate you would like to force the data entered in the user-defined field to be upper-case.

CUI Users: `Enter Y-yes` to indicate you would like to force the data entered in the user-defined field to be upper-case. `Otherwise enter N-no.`

8. Required

GUI Users: Select this checkbox to indicate you would like the user-defined field to be a required entry.

CUI Users: `Enter Y-yes` to indicate you would like the user-defined field to be a required entry. `Otherwise enter N-no.`

9. Numeric Mask

Select the numeric mask for the user defined field. Note this prompt is only available for user-defined fields with a field type of Numeric and must equal the length of the data specified.

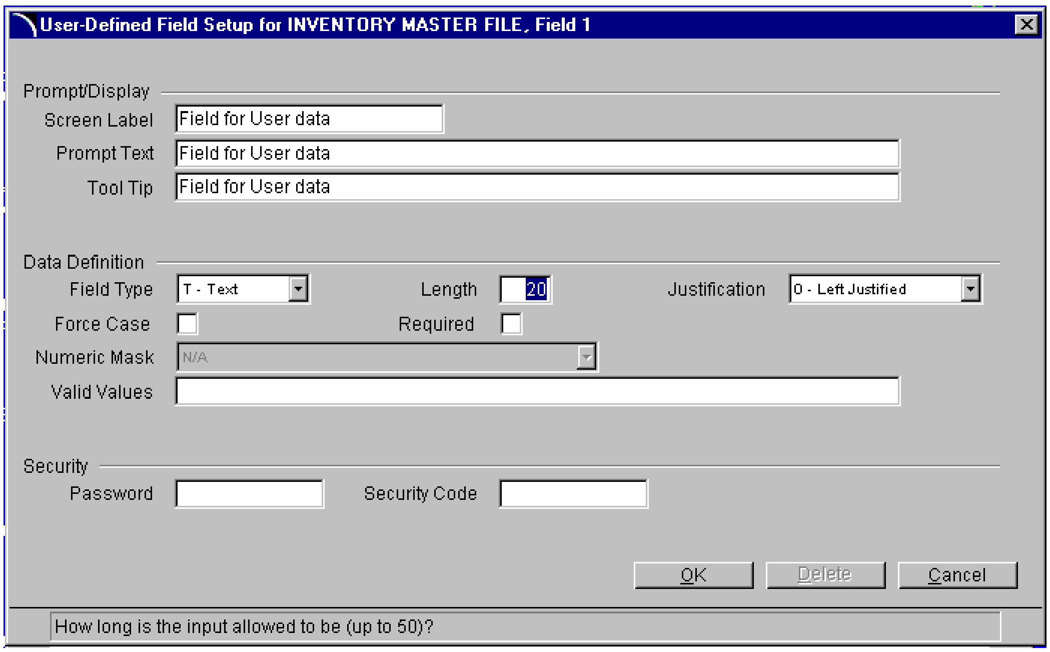
In the Security section of the screen, complete the following:

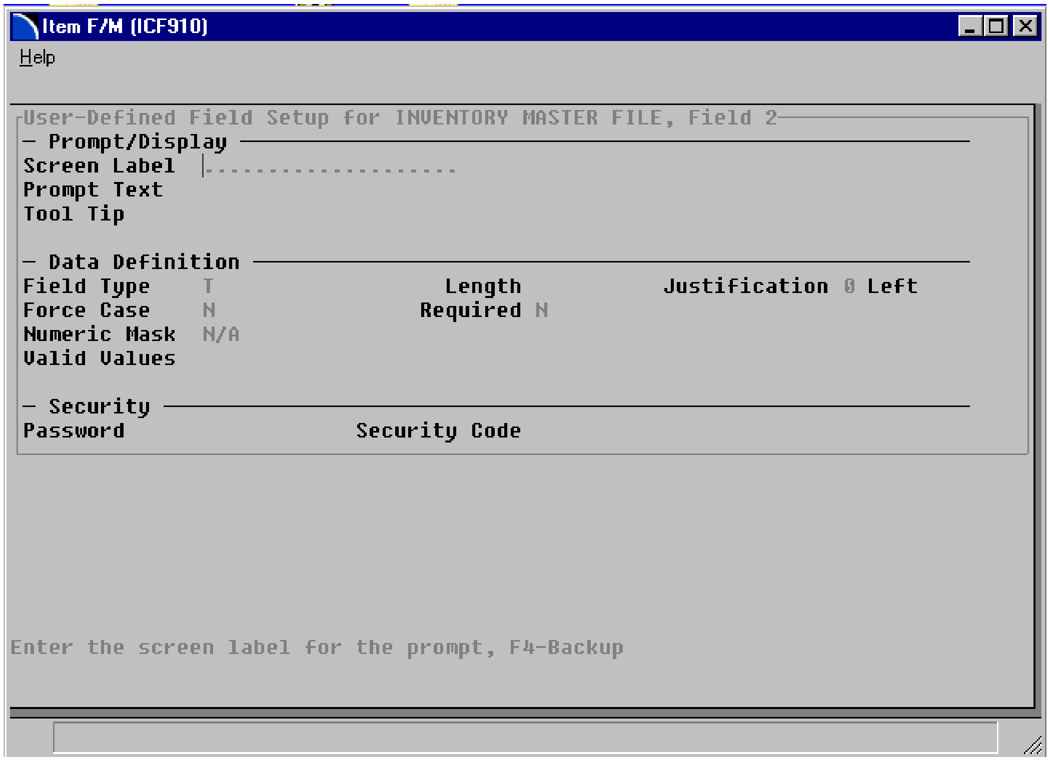
10. Password

Enter the password (if any) you want to require for the user-defined field.

11. User Code

Enter the user code (if any) you want to require for the user-defined field.




Item F/M (ICF910)
Help
User-Defined Field Setup for INVENTORY MASTER FILE, Field 2
Prompt/Display
Screen Label
Prompt Text
Tool Tip
Data Definition
Field Type T
Length
Justification 0 Left
Force Case N
Required N
Numeric Mask N/A
Valid Values
Security
Password
Security Code
Enter the screen label for the prompt, F4-Backup

Job Stream

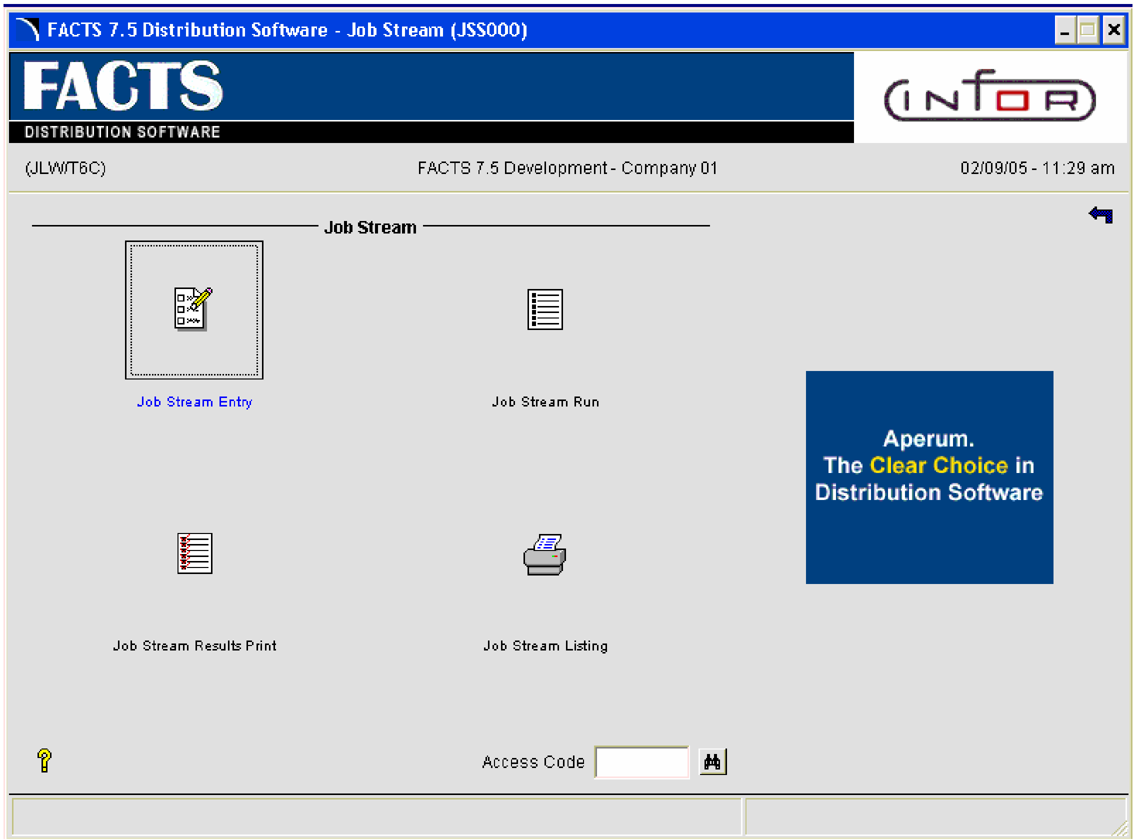
The FACTS Job Stream System allows the user to set up a sequence of programs to run in a series without user's interaction.

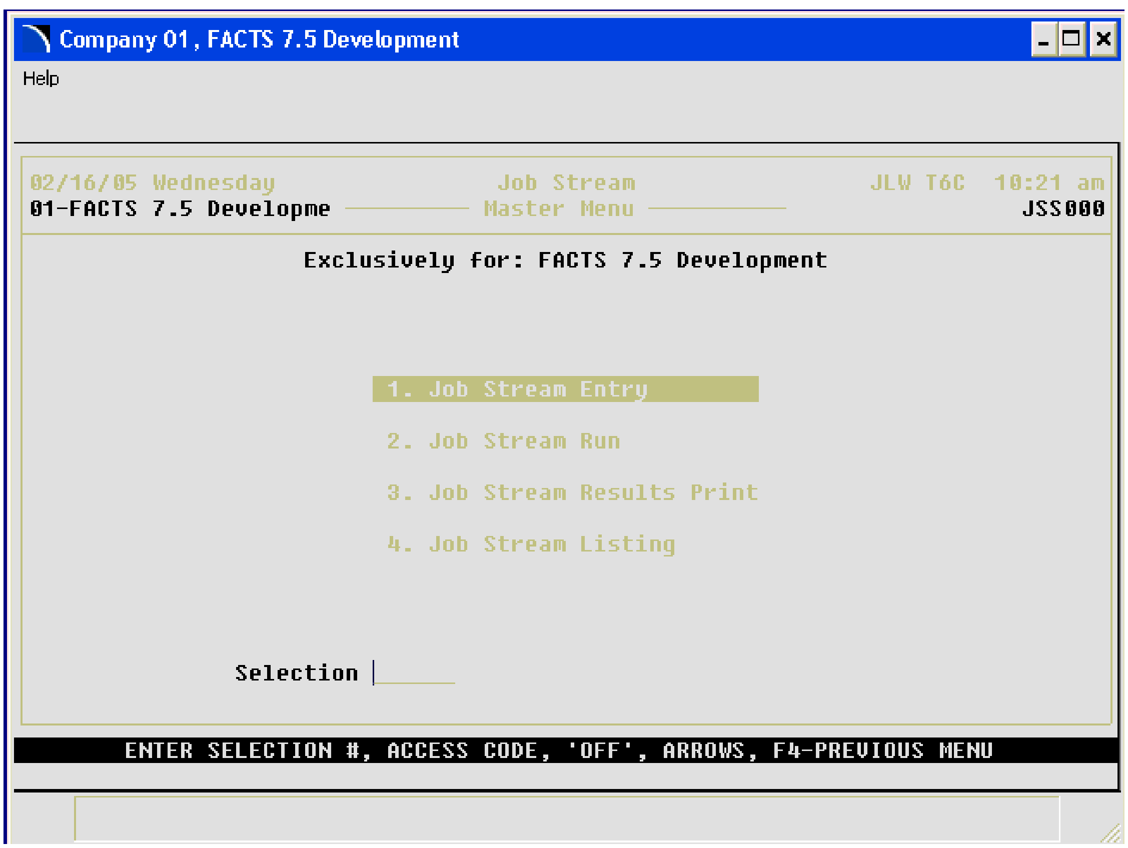
Job Stream is a timesaving module in that various reports including end-of-period reports may be set up and run without user's supervision. The user may set up a job stream to include up to 99 reports and can let it run overnight without having to watch and start each report individually.

The Job Stream System is efficient and flexible in allowing the user to set up as many job streams as needed. Each job stream asks questions about each program entered which assists the user in the actual running of the job stream. It also allows the user, at the time of setting up the job stream, to enter in the inputs for each program. For example, if the user wants to run four customer lists in four different sort orders, he can enter the customer list four times varying the inputs each time.

When a job stream is complete, the user may run a Results Print program to find out the status of how a particular job stream ran, the time each report took to print, if an error was encountered, etc.

The job stream module also includes a Job Stream Listing which prints what job stream programs were included, how the user answered the questions associated with the program, and what the inputs were for each program. Job streams may be entered, changed or deleted at any time.


FACTS 7.5 Distribution Software - Job Stream (JSS000)
FACTS
DISTRIBUTION SOFTWARE
(JLW/T6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:29 am
Job Stream
Job Stream Entry
Job Stream Run
Aperum.
The Clear Choice in
Distribution Software
Job Stream Results Print
Job Stream Listing
Access Code


Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday
Job Stream
JLW T6C 10:21 am
01-FACTS 7.5 Developme
Master Menu
JSS000
Exclusively for: FACTS 7.5 Development
1. Job Stream Entry
2. Job Stream Run
3. Job Stream Results Print
4. Job Stream Listing
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Job Stream Entry (JSE110)

Function

This program allows the user to create and maintain records in the job stream file. A job stream is where the user may set up a series of programs to run without user interaction.

The Job Stream Entry Screen consists of two sections. The upper portion of the screen is called the header portion where general information such as job stream code, description and date last run are entered. The lower portion of the screen is called the line-item portion where each program and information such as number of pages, number of copies, etc., is entered.

A number of questions are asked about every program set up in the job stream to aid the user:

- Continue with rest of job stream if an error occurs in this program?
- Run this program if an error occurs in a previous program?
- Printer used?
- Is a special form required?
- Paper width?
- Paper length?
- Change paper before running the program?
- Number of parts paper?
- Number of copies to print?
- Number estimated pages for this program?
- If there is an update involved, what should the system do?

After the above questions are asked, the program proceeds to the actual inputs for each program (see User Inputs documentation on the specific program).

A listing of all job streams entered is available by running the Job Stream Listing program. Job streams are executed by running the Job Stream Run program and results of those job streams are available by running the Job Stream Results Print program.

User Inputs

The following inputs are involved entering a job stream:

1. Job Stream

Enter the job stream code (up to 6 characters). Example: END may be set up to run the end-of-period reports. F2 allows a search (ref. 2).

2. Description

Enter the job stream description (up to 30 characters).

This concludes the header portion of the Job Stream Entry program. At this time the header is created. After the header record is created only the description may be changed. The job stream code can only be changed by deleting and re-entering the job stream code.

Line numbers are assigned automatically beginning with 010 and incrementing by 10 for each additional line/program up to 990. In the rare case where 99 entries have been made, the program advances to the **prompt-selection input** and refuses further entries.

3. Program

Enter the program name. The entry must be a valid program in the program names file and the program must be job streamable, i.e., it must be a print, report or update program. F3 ends line program entries after at least one line has been created. F4 removes the line and backs up to the previous line number. F2 allows a search (ref. 2).

4. Error-C

Enter **N** or **Y** to indicate whether to continue with the rest of the job stream if an error occurs in this program of this job stream. CR defaults to N.

5. Error-R

Enter **N** or **Y** to indicate whether to run this program if an error occurs in a previous program of this job stream. CR defaults to N.

Printer - The following inputs are questions regarding the printer.

6. P #

Enter the printer number to use (up to 999). CR defaults to 0 - LP. F2 allows a search (ref.2).

7. SF (Special Form)

Enter **N** or **Y** to indicate whether a special form is required (this is a memo field). CR defaults to N.

8. WID (Width of Paper)

Enter the paper width in inches (.1 to 99.9) (this is a memo field); it is used for reporting purposes only and does not control the program. CR defaults to 14 for standard green bar computer paper.

9. LEN (Length of Paper)

Enter the paper length in inches (.1 to 99.9) (this is a memo field); it is used for reporting purposes only and does not control the program. CR defaults to 11.

10. CH (Change)

Enter **N** or **Y** to indicate whether you need to change the printer paper for this program. CR defaults to N. If Y is entered, the job stream will stop and wait for a **RUN** to begin the program after a paper change.

11. PT (Parts)

Enter the number of parts paper i.e. thickness, to run on (1-99)(this is a memo field); it is used for reporting purposes only and does not control the program. CR defaults to 1.

12. CPY (Copy)

Enter the number of copies to print (1-99). CR defaults to 1.

13. # PGS (Pages)

Enter the estimated number of pages needed to run this program (1-9999). This number is used in aiding the user at the time the job stream is run in adding up the estimated number of pages (this is a memo field). CR defaults to 0.

14. UP (Update)

If there is an optional update following this print, enter **S**-to skip the update, **R**-to run the update or **O-**for operator selection, i.e., the user must enter whether to update at the time when the program is running. CR defaults to S.

15. After the above questions, the user now answers the questions for the specific program.

Enter the inputs (see User Inputs section of documentation on the program).

This concludes an entry in the line program portion of the job stream entry program. At this time, a line program record is created in the job stream file. The line number is incremented by ten, displayed, and the program returns to the program input for the next line program. F3 ends entries for the current job stream.

The **prompt-selection input** allows the operator to perform a number of functions:

 # - Changes a line program. Line programs may be **C**-change, **D**-delete, **M**-move, **S**-show the original answers, or **A**-answer questions for this line by entering the line number to be changed.

C - Change routine allow the user to change the programs job stream information. During this change routine, F1 allows the currently displayed value to remain the same.

D - Delete routine delete the entire line.

M - Move routine allow the user to enter the new line number and the system renumbers and moves the entire line.

S - Show routine display all answers entered for the job stream.

A - Answer routine allow the user to answer questions for the specific program.

A - Adds a line program. Line programs may be added as needed. F2 allows a search (ref. 2). F3 ends entries.

L - Lists line programs. A limited number of line programs appear on the screen at any one time. The list function allows line programs to be re-displayed. The operator selects the beginning line number to list.

F2 - Changes header. This allows the operator to change the job stream description. CR allows the currently displayed value to remain the same.

D - Deletes the job stream. The job stream may be deleted at any time. All line program records are removed. The screen is then cleared and the program returns to the job stream code input to await further entries.

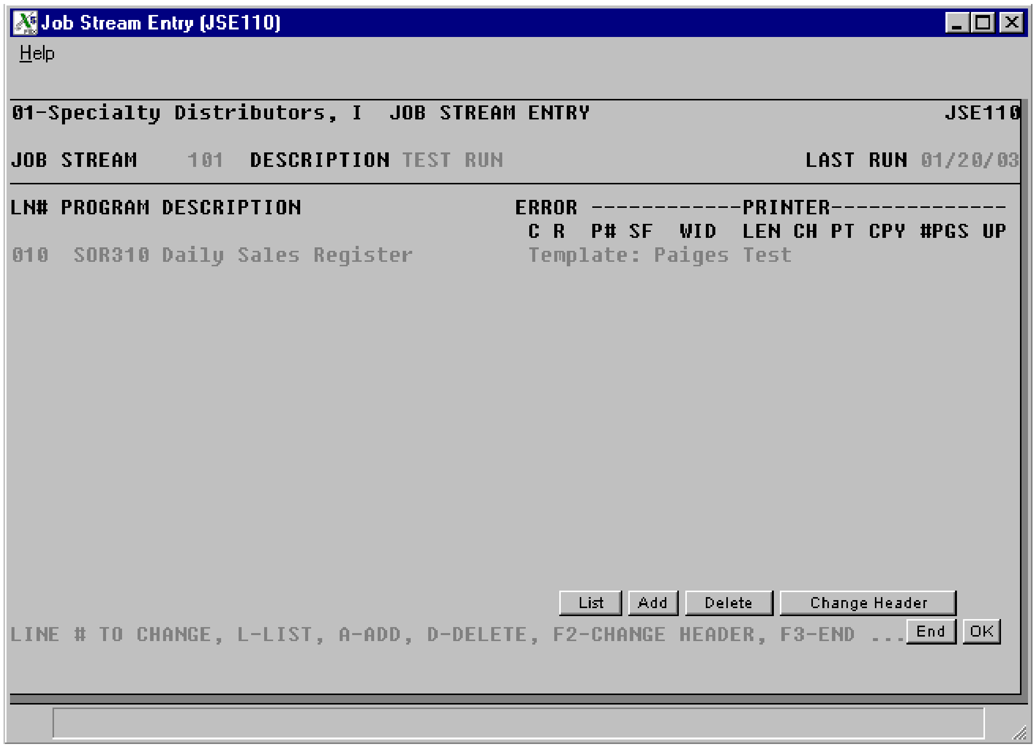
F3 - Accesses the ending routine. F3 ends entries for the current job stream.

Technical Notes

At the conclusion of the header portion, a header record is created in the job stream file (JSJOBS). At the conclusion of a line program, a line-item record is created in the job stream file.

FILES USED - SMCNTL, SMNAME, SMTRCT

FILES UPDATED - JSJOBS



How to create and maintain records in the job stream file

1. Access this program by selecting Job Stream→Job Stream Entry.

2. In the Job Stream input, enter an existing job stream code (up to 6 characters) or create a new one. For example, END may be the name of the job stream code you use to run the end-of-period reports. F2 allows a search of existing codes.

3. If you're creating a new code, enter a description for it in the input. The description can be up to 30 characters long. If you have selected an existing code, the description automatically displays.

4. After you complete the header section, press Enter (CR) to access the Job Stream Entry line-item section:

5. In the Program input, enter the program name. The entry must be a valid program in the program names file and the program must be compatible with the Job Stream system — that is, it must be a print, report or update program. You can press F3 to end line program entries after at least one line has been created, F4 to remove the line and back up to the previous line number, or press F2 to search.

6. In the Error-C input, enter N or Y to indicate whether to continue with the rest of the job stream if an error occurs in this program during this job stream. Press Enter (CR) to default to N.

7. In the Error-R input, enter N or Y to indicate whether to run this program if an error occurs in a previous program of this job stream. Press Enter (CR) to default to N.

8. In the Printer section, the following inputs are questions regarding the printer.

   P # Enter the printer number to use (up to 999). Press Enter (CR) to default to 0 - LP. F2 allows a search.

   SF (Special Form) Enter N or Y to indicate whether the program prints to a special form (this is a memo field). Press Enter (CR) to default to N.

   WID (Width of Paper) Enter the paper width in inches (.1 to 99.9) (this is a memo field); it is used for reporting purposes only and does not control the program. Press Enter (CR) to default to 14 for standard green bar computer paper.

   LEN (Length of Paper) Enter the paper length in inches (.1 to 99.9) (this is a memo field); it is used for reporting purposes only and does not control the program. Press Enter (CR) to default to 11.

   CH (Change) Enter N or Y to indicate whether you need to change the printer paper for this program. Press Enter (CR) to default to N. If Y is entered, the job stream will stop and wait for a RUN to begin the program after a paper change.

PT (Parts) Enter the number of parts paper i.e. thickness, to run on (1-99)(this is a memo field); it is used for reporting purposes only and does not control the program. Press Enter (CR) to default to 1.

CPY (Copy) Enter the number of copies to print (1-99). Press Enter (CR) to default to 1.

PGS (Pages) Enter the estimated number of pages needed to run this program (1-9999). This number helps you add up the estimated number of pages at the time the job stream is running (this is a memo field). Press Enter (CR) to default to 0.

UP (Update) If there is an optional update following this print, enter S-to skip the update, R-to run the update or O-for operator selection, i.e., the user must enter whether to update at the time when the program is running. Press Enter (CR) to default to S.

9. After the above questions, the system displays questions for inputs in the specific program. Enter the inputs for the program specified as you normally would. Repeat these steps for each program you want to add to the job stream.

10. When you finish adding programs, press F3 to end entries. The following options can be accessed from the prompt-selection input once you have created line items and ended entries.

Line # to change. At the selection prompt, enter the number of the line that you want to modify. The options are C-change, D-deleted, M-moved, S-show the original answers, or A-answer questions for this line.

C Change. Allows you to change any information on that line, including program name and any printing specifications. If you decided you want to leave the information as it is, press F1 to keep the currently displayed information.

D Delete. Allows you to delete the line you selected.

M Move. Allows you to move this line, which changes the order in which the program runs. The program asks you for a new line number.

S Show. Displays all answers you supplied for the job stream.

A Answer. Allows you to answer questions for the specific program.

The rest of the options affect the line-item entry section, rather than an individual line.

L Lists line programs. Since a limited number of line programs appear on the screen at any one time, the list function lets you display additional lines. Select the beginning line number that you want to see listed.

A Adds a line program. Once you've finished making line entries, you may decide you want to add additional programs to the job stream. Enter A at the prompt. Press F2 to search for a program name. Press F3 to end entries.

F2 Changes header. This allows you to change the job stream description. CR allows the currently displayed value to remain the same.

D Deletes the job stream. The job stream may be deleted at any time. All line program records are removed. The screen is then cleared and the program returns to the job stream code field to await further entries.

F3 Accesses the ending routine. F3 ends entries for the current job stream.

11. When you have finished entering job stream information, press F4 to exit the program.

Job Stream Run (JSU110)

Function

This program allows the user of the FACTS system to run a job stream previously entered into the Job Stream Entry program.

The Job Stream Run program executes every program set up in the job stream according to the questions answered and the inputs entered. ALWAYS be sure that stored inputs for each program are correct before running a job stream.

User Inputs

The following inputs are involved in running a job stream:

1. Job Stream

Enter the job stream code to run. The entry must be a valid job stream name. A valid entry displays the job stream description. Also displayed is the form size and the number of pages needed to complete the job stream (estimated number of pages). F2 allows a search (ref. 2).

2. Results for this job stream are still on file. Remove them?

If there are no results on file for this job stream, this input is skipped. Results are created during the Job Stream Run program and may either be removed by the optional update of the Job Stream Results Print program or at this input. Results must be removed in order to run a job stream. Enter **N** or **Y** to indicate whether to remove the results. CR defaults to N and returns to input #1. If Y is entered, the records are removed and the program continues.

3. Minutes To Begin

Enter the number of minutes to wait before beginning the job stream. CR defaults to zero minutes.

Press F1 to enter the start date and time instead of the number of minutes to wait.

If you pressed F1, the system displays additional inputs:

4. Start Date

The start date for the job stream. Press Enter (CR) to default to the system date.

5. Start Time

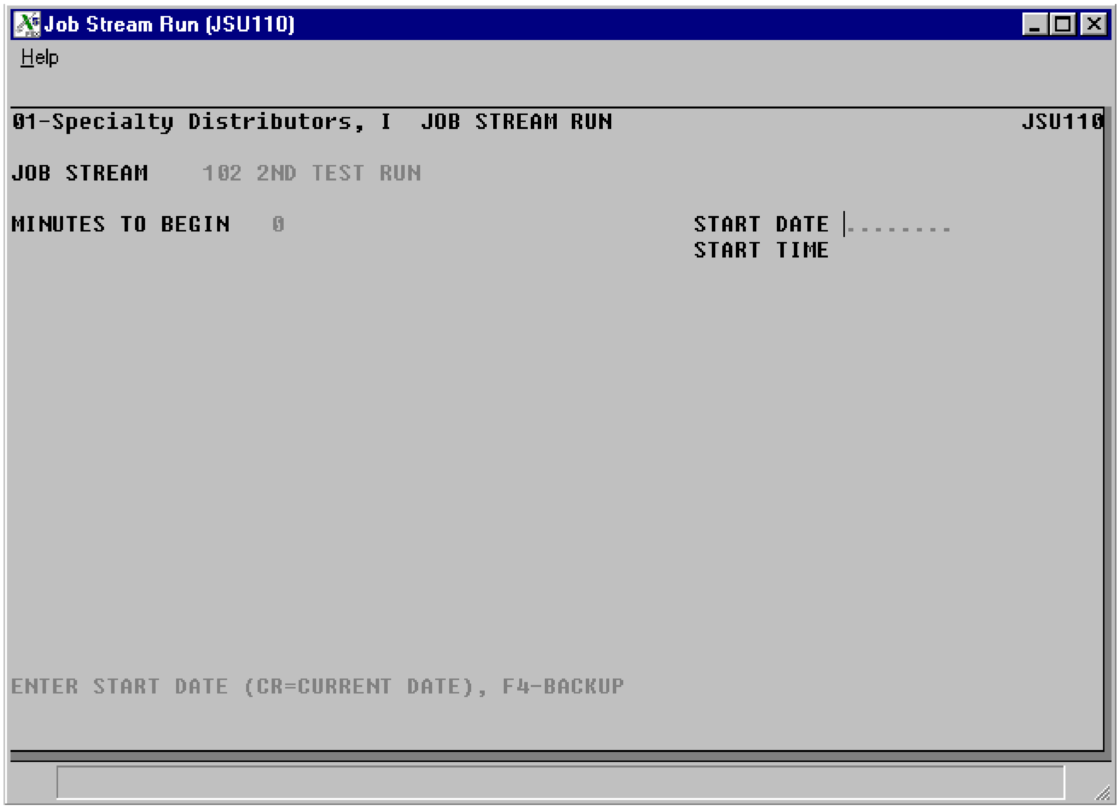
The start time for the job stream. Press Enter (CR) to default to the system time.

Technical Notes

Processing proceeds by reading through the job stream file (JSJOBS) for the job stream being run. Results are written to the results file (JSRSLT), the terminal keeps track of which job stream is running (JSTERM) and the last date job stream run is written to the job stream file.

FILES USED - SMCNTL, SMNAME

FILES UPDATED - JSJOBS, JSRSLT, JSTERM



How to run a job stream

1. Access this program by selecting Job Stream→ Job Stream Run.

2. In the Job Stream input, enter the code for the job stream you want to run. The entry must be a valid job stream name. A valid entry displays the job stream description. Also displayed is the form size and the number of pages needed to complete the job stream (estimated number of pages). Press F2 to a search.

3. At the command prompt in the lower portion of the screen the system displays the message:
Results for this job stream are still on file. Remove them?
If there are no results on file for this job stream, this input is skipped. Results are created during the Job Stream Run program and may either be removed by the optional update of the Job Stream Results Print program or at this input. Results must be removed in order to run a job stream. Enter N or Y to indicate whether to remove the results. Press Enter (CR) to default to N and return to input #1. Enter Y to remove records and continue.

4. In the Minutes To Begin input, enter the number of minutes to wait before beginning the job stream. Press Enter (CR) to default to zero minutes. Press F1 to enter the start date and time instead of the number of minutes to wait.

5. (Optional) If you pressed F1, the system displays additional inputs:

   Start Date: Enter the start date for the job stream. Press Enter (CR) to default to the system date.

   Start Time: Enter the start time for the job stream. Press Enter (CR) to default to the system time.

6. Press Enter (CR) to run the job stream or F4 to backup.

Job Stream Results Print (JSR110)

Function

This program allows the user to print a listing of the results of previously run job streams. Job stream results are only available after the job stream has been entered and run. There is an optional update at the end of the program to remove the records printed.

Report information includes the following: job stream code and description, date last run, each program name and description run within the job stream, date run, start time, number of copies completed, and the status of completion. The total number of completed programs listed is also included.

User Inputs

The following inputs are involved in printing Job Stream Results:

1. Beginning Job Stream

Enter the beginning job stream to print. CR defaults to FIRST.

2. Ending Job Stream

Enter the ending job stream to print. CR defaults to LAST.

3. Remove printed records from the results file?

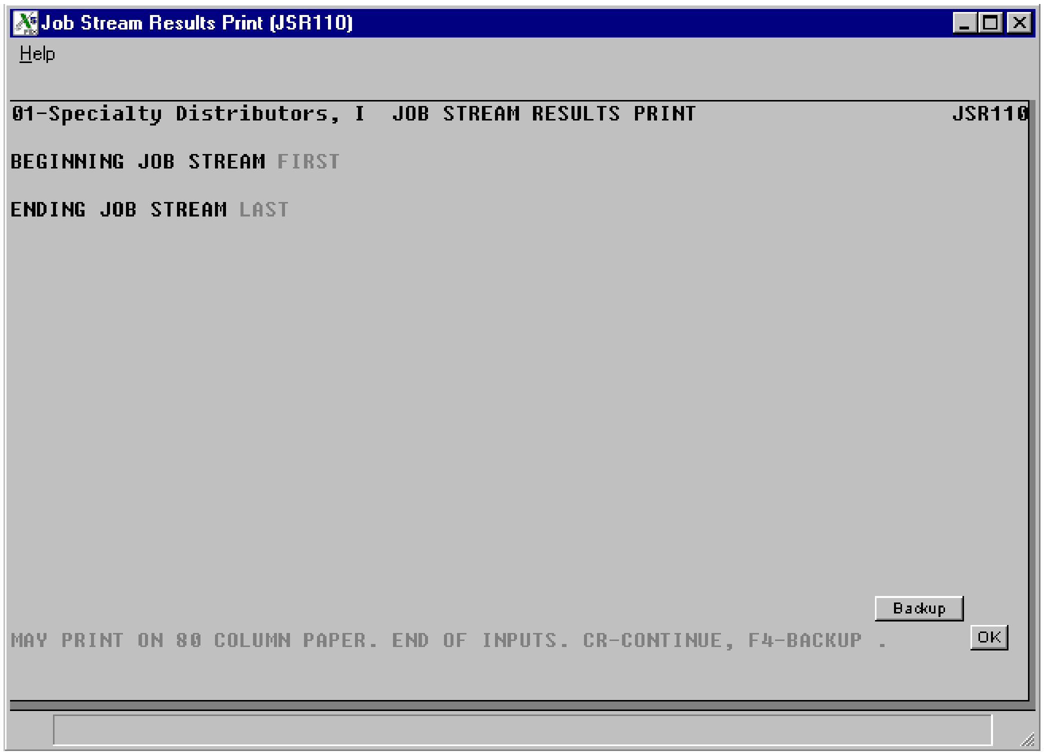
After printing the results, enter **YES** or **N** to indicate whether to remove the records just printed.

Technical Notes

Printing proceeds by reading through the job stream results file (JSRSLT) and printing results for those job streams which meet the criteria entered. If results are removed, the system removes results from the job stream results file.

FILES USED - JSJOBS, SMNAME

FILES UPDATED - JSRSLT


Job Stream Results Print (JSR110)
Help
01-Specialty Distributors, I JOB STREAM RESULTS PRINT JSR110
BEGINNING JOB STREAM FIRST
ENDING JOB STREAM LAST
Backup
MAY PRINT ON 80 COLUMN PAPER. END OF INPUTS. CR-CONTINUE, F4-BACKUP .
OK

Job Stream Listing (JSR120)

Function

This program allows the user to print a listing of all the job streams.

Job streams are entered through the Job Stream Entry program and executed by running the Job Stream Run program.

Report information includes the following: job stream code, description, date last run, program name and description, answers to questions (optional), and inputs. The total number of programs listed is also included.

User Inputs

The following inputs are involved in printing a Job Stream Listing:

1. Beginning Job Stream

Enter the beginning job stream to print. CR defaults to FIRST.

2. Ending Job Stream

Enter the ending job stream to print. CR defaults to LAST.

3. Include Answers

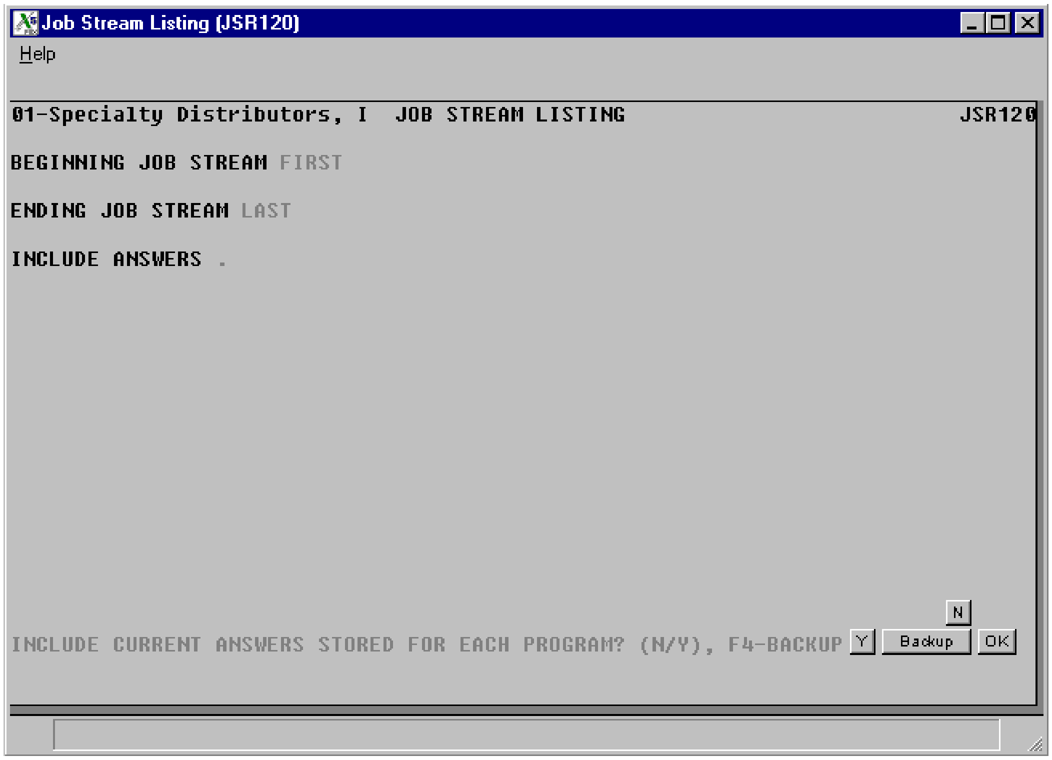
Enter **N** or **Y** to indicate whether to include current answers (inputs) stored for each program within each job stream in the listing. CR defaults to N.

Technical Notes

Printing proceeds by reading through the job stream file (JSJOBS) and printing job stream information for job streams meeting the criteria entered.

FILES USED - SMCNTL, JSJOBS, SMNAME

FILES UPDATED - NONE


Job Stream Listing (JSR120)
Help
01-Specialty Distributors, I JOB STREAM LISTING JSR120
BEGINNING JOB STREAM FIRST
ENDING JOB STREAM LAST
INCLUDE ANSWERS .
N
INCLUDE CURRENT ANSWERS STORED FOR EACH PROGRAM? (N/Y), F4-BACKUP
Y
Backup
OK

CHAPTER 12

Office Automation

The Office Automation module is a system that was designed to help run the user's office internally. All employees should be set up to use it. The system allows users to enter phone directories, record phone messages, send general messages, view phone and general messages, use a sign-out board, enter schedules and maintain and print mailing labels.

Office Automation is broken down into the following menus: Sign In/Out, Messages, Calendar/Scheduler, Inquiries, Reports & Prints and File Maintenances.

Employees are set up through the Employee F/M program. As employees are set up, they are assigned to a user. Once set up, whenever employees sign in to the system using their user code, the Office Automation system recognizes the user code validating it with the employee. An Employee Listing may be printed to verify employees. Once employees are set up, the user may enter group codes. Group codes are set up with employees assigned to them.

Group codes are set up with the purpose of sending messages to group codes rather than every employee within the group code. For example, there might be 10 employees in the sales & marketing department. A group code called SALES would be set up with each sales & marketing employee assigned to that group code. When the director of the sales & marketing department needs to announce a meeting for the entire department, rather than entering the same message for each individual employee in the department, the director may enter one message for the group code. Each employee in the SALES group code, when retrieving messages, will receive the message.

Phone directories may be set up through Office Automation. Employees may set up general phone directories for all employees to access. Employees may also set up personal directories which are only accessible by the employee (user code) who entered the record initially. General and personal phone directories may be printed by running the Phone Directory Print program.

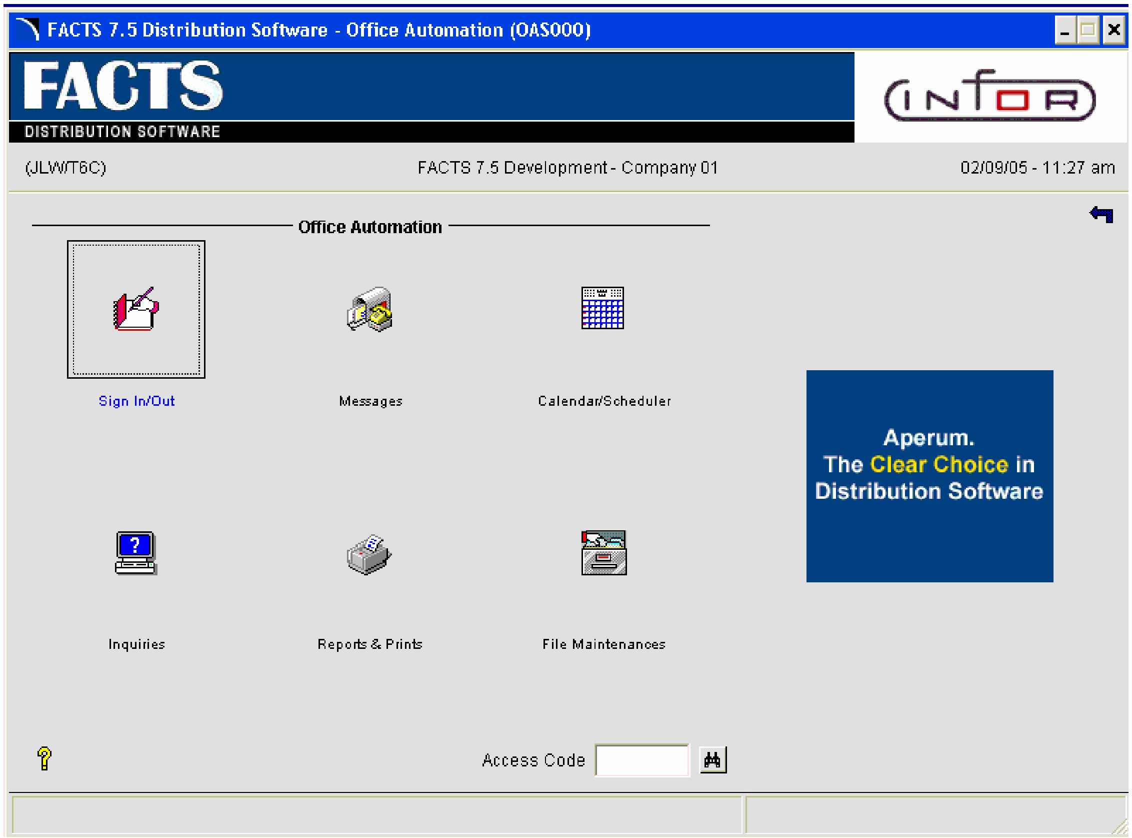
The Office Automation system keeps track of an employee's whereabouts through the use of a sign out board. When employees are leaving the office the Sign In/Out program is used. Employees enter the time, where they are going, the expected return time and where they can be reached. The Sign Out Board Inquiry program may be used to locate an employee's whereabouts at any time. When employees return to the office the Sign In/Out program is used again to sign back into the office. At the time when an employee signs in the system displays a welcome communication, and if the employee has any messages on file, a communication is displayed indicating that there are messages.

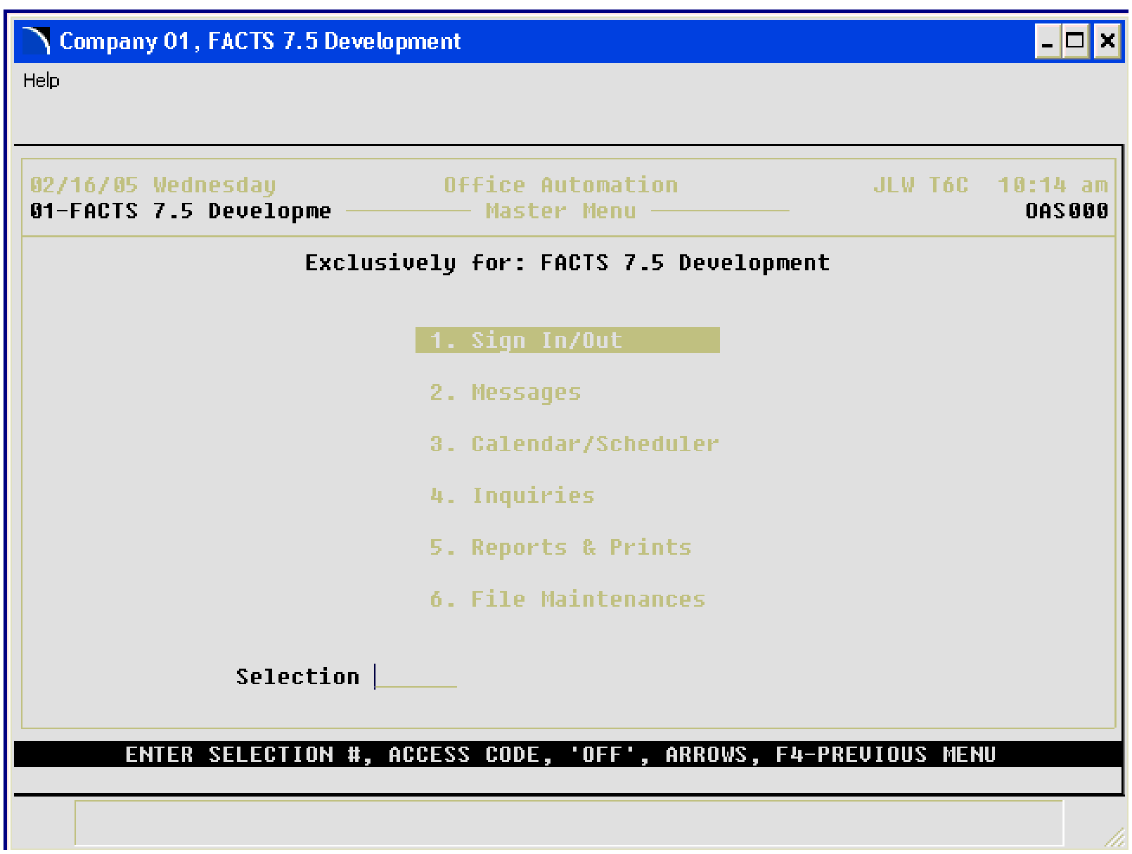
General and phone messages may be entered for employees. There is a Phone Message Entry program where users enter phone messages including message options (example, **please call back**, etc.). There is also a General Message Entry program where users enter general messages to be sent to an individual employee or a group code (group of employees).

If an employee has any new phone or general messages that have not been read, a message to that effect will display on any menu screen the employee accesses. Messages may then be retrieved through the Message Viewing/Disposition Program. Once a message has been viewed, employees may indicate the message has been read, delete the message or send the message to another employee.

Employees can maintain their schedules through the Calendar/Scheduler program. The calendar is available to display one day at a time (where scheduled activities may be entered for each half hour), one week at a time (display only) and one month at a time (display only). Company calendar notes may be entered on the daily calendar through the Company Calendar Notes F/M. Employees' schedules are then available for printing through the Schedule Print program including unscheduled time.

The Office Automation System contains a Mailing Label System. Each mailing label must be entered into the system through the Mailing Label F/M Program. Each label entered may be assigned up to 5 mail codes. Mail codes must be previously set up through the Mail Code F/M program. An example of mail codes might be PRO - prospects or GEN - general company mail-out. Mail codes are used to select and sort mailing labels to print. The Mailing Label Report lists mailing labels by mail code along with selected file information. Mailing labels may be printed for specific mail codes through the Mailing Label Print F/M program.


FACTS 7.5 Distribution Software - Office Automation (OAS000)
FACTS
DISTRIBUTION SOFTWARE
(JLW/T6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:27 am
Office Automation
Sign In/Out
Messages
Calendar/Scheduler
Aperum.
The Clear Choice in
Distribution Software
Inquiries
Reports & Prints
File Maintenances
Access Code


Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday
Office Automation
JLW T6C 10:14 am
01-FACTS 7.5 Developme
Master Menu
OAS000
Exclusively for: FACTS 7.5 Development
1. Sign In/Out
2. Messages
3. Calendar/Scheduler
4. Inquiries
5. Reports & Prints
6. File Maintenances
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Sign In/Out (OAE110)

Function

This program allows the user to sign in and out. In order to run this program, the user must be set up for OA (must be a valid employee).

The system keeps track of employees, i.e., if they are in or out. If the employee is previously signed in, the program knows the employee is signing out. If the employee is previously signed out, the program knows the employee is signing in.

When this program is run, the user is prompted to enter the employee code at the bottom of the menu screen. When this employee is signed in, the sign-in message is displayed. If this employee has any messages, YOU HAVE MESSAGES is displayed along with the sign-in message.

Employees that are signed out are displayed in the Sign-Out Board program. Sign-out information is stored in the employee file.

User Inputs

The following inputs are involved in signing in/out:

1. Employee

Enter the employee code (up to 8 characters). This must be a valid employee in the employee file. CR defaults to the user's employee code.

2. Are you in?

If the employee has been previously signed out, enter **Y**-yes or **N**-no. CR defaults to Y. If Y is entered, the employee is signed in and the sign-in message is displayed. The user is notified if the employee has messages, CR to continue and inputs are ended, the employee's sign-out information is removed from the employee's file, and the program ends.

If the employee has not been signed out, the sign-out screen is then displayed.

3. Out Date

Enter the sign-out date (ref. 2). CR defaults to the system date.

4. Out Time

Enter the sign-out time (HH:MM ?M) (example 10:30 AM). CR defaults to the system time.

5. Expected Date

Enter the date that the employee is expected back (MMDDYY). CR defaults to the out date.

6. Expected Time

Enter the time that the employee is expected back (HH:MM ?M). CR defaults to one hour after the out time.

7. Reach At Phone

Enter the phone number where the employee may be reached at while signed out (including dashes, area code and extension) (up to 17 characters).

8. Memo 1

Enter the first memo line (up to 25 characters).

9. Memo 2

Enter the second memo line if needed (up to 25 characters). If no memo is entered in input #8, this input is skipped.

10. Update

CR to update the employee file.

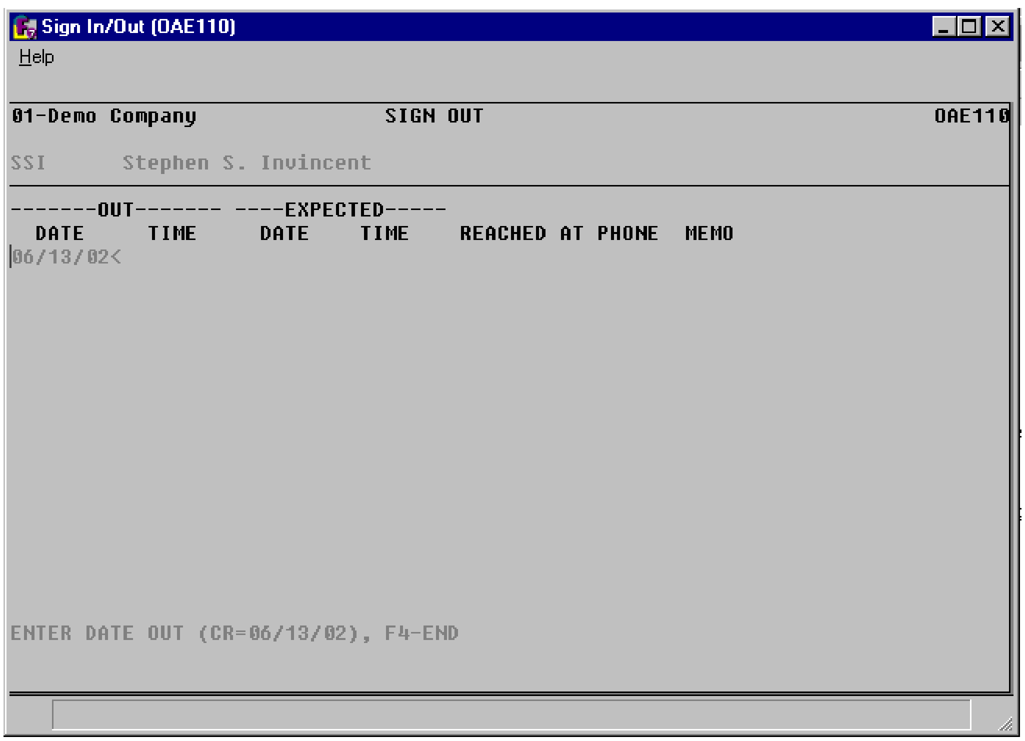
After the update, this program returns to the menu.

Technical Notes

The employee file (OAEMPL) records employee sign-in/out information.

FILES USED - SMCNTL, SMZART, OAPHMS, OAGNMT

FILES UPDATED - OAEMPL



How to sign in and out of the OA system

1. Access this program by selecting Office Automation→Sign In/Out.
2. In the Employee input, enter your employee code (up to 8 characters). Press Enter (CR) to default to your employee/user code. If the program doesn't recognize the code, the screen will remain blank and the cursor will keep flashing at the selection prompt. This means that your code needs to be created in Employee F/M.
3. If you have not signed out, the system displays the message: Are you in? Enter Y-yes or N-no. Press Enter (CR) to default to Y, which tells the system and other users that you are in the building. You are notified if you have messages, press Enter (CR) to continue, and the system removes your employee sign-out information from your employee file, and the program ends.

   --OR--

   If you have not signed out, the sign-out screen displays instead. Complete the following to sign out:

   Out Date—Enter the sign-out date. Press Enter (CR) to default to the system date.

   Out Time—Enter the sign-out time (HH:MM ?M) (example 10:30 AM). Press Enter (CR) to default to the system time.

   Expected Date—Enter the date you expect to return (MMDDYY). Press Enter (CR) to default to the same date entered in the out date field.

   Expected Time—Enter the time you expect to return (HH:MM ?M). Press Enter (CR) to default to one hour after the out time.

   Reach At Phone—Enter a phone number where you can be reached while you are out. Include dashes, area code and extension. This field accepts up to 17 characters.

   Memo 1—(Optional) If you wish to enter a memo about where you are, how you can be contacted, etc., enter up to 25 characters on the first memo line. Press CR to leave the memo line blank and skip the next field.

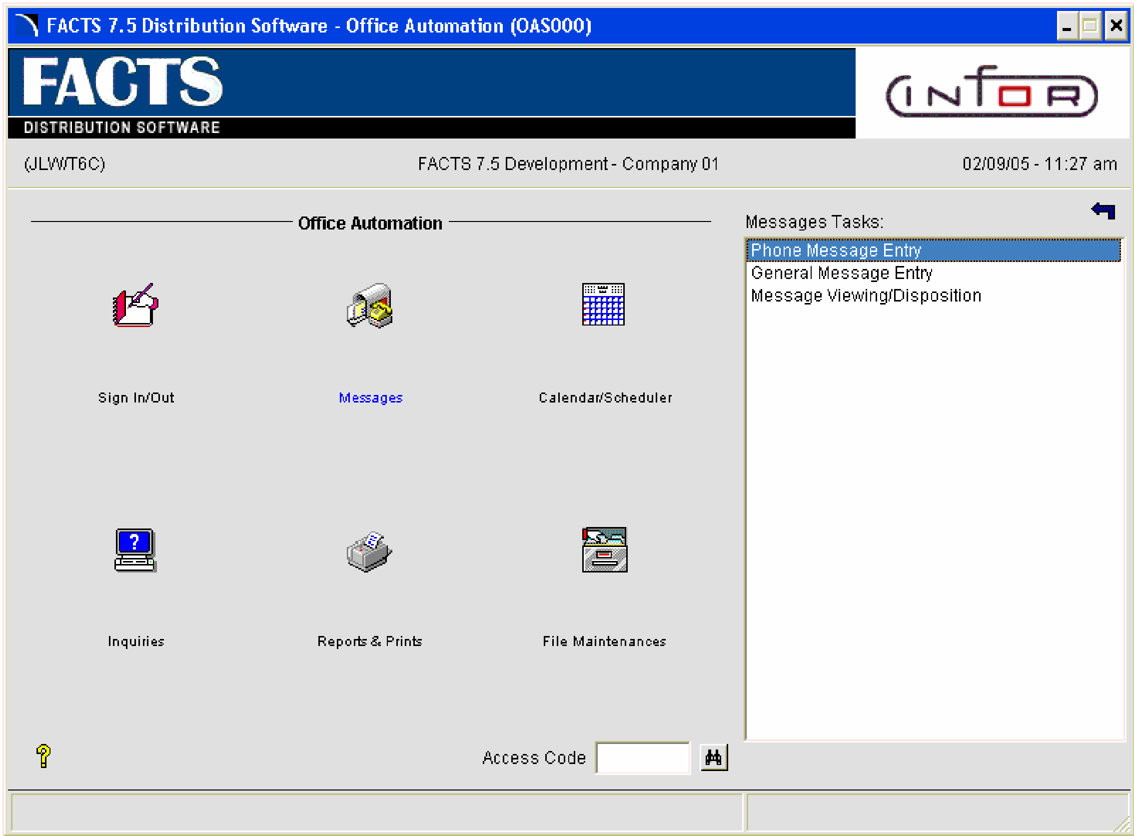
   Memo 2—If you entered a memo in the previous field, you can enter another 25 characters in this field to extend the memo. If you left the previous prompt blank, the program skips this field.
4. Press Enter (CR) to update your file. After the update, the program returns to the Office Administration master menu.

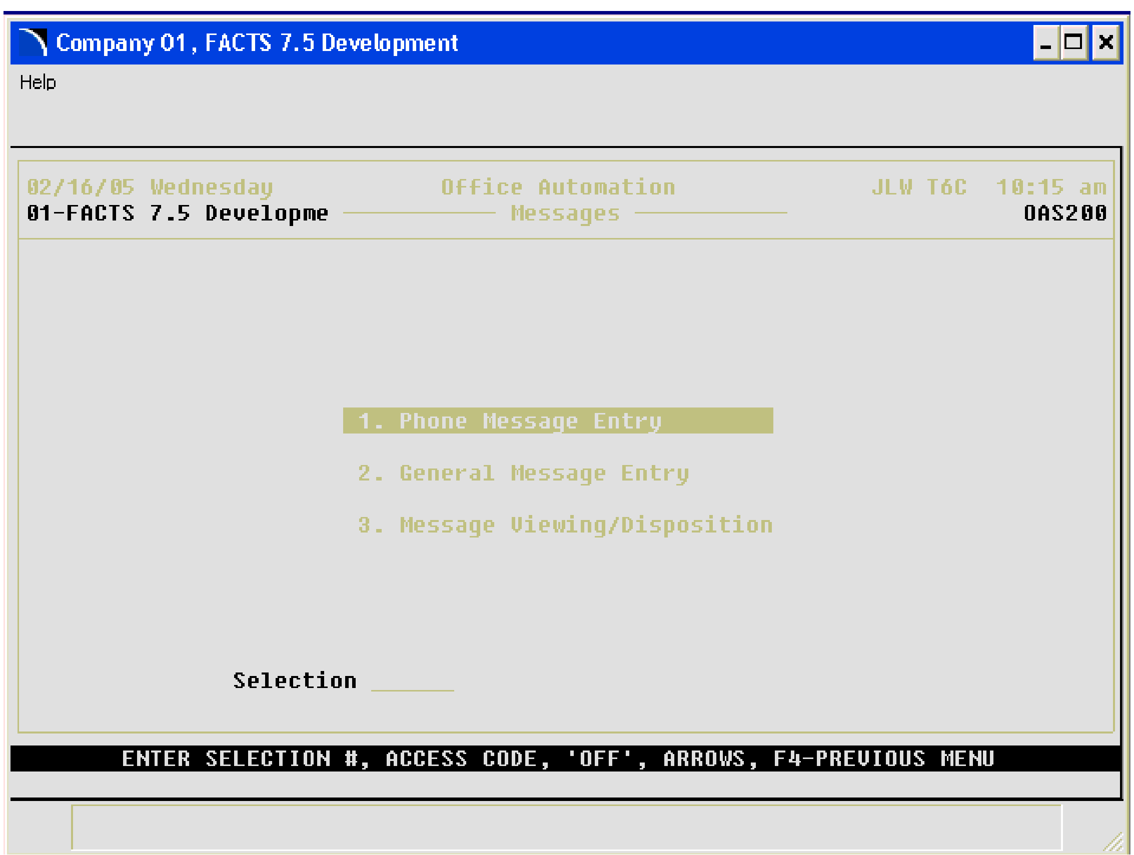
Messages

Function

The Office Automation message program allows the user to send phone and/or general messages to valid employees, view messages sent to a valid employee, and update and/or delete these messages.

1. The Phone Message Entry program allows the user to enter, update, send or delete phone messages for employees.
2. The General Message Entry program allows the user to enter, update, send or delete general messages for employees.
3. The Message Viewing/Disposition program allows the user to read, send or delete phone and/or general messages for employees.


FACTS 7.5 Distribution Software - Office Automation (OAS000)
FACTS
DISTRIBUTION SOFTWARE
(JLWT6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:27 am
Office Automation
Messages Tasks:
Phone Message Entry
General Message Entry
Message Viewing/Disposition
Sign In/Out
Messages
Calendar/Scheduler
Inquiries
Reports & Prints
File Maintenances
Access Code


Company 01 , FACTS 7.5 Development
Help
02/16/05 Wednesday
Office Automation
JLW T6C 10:15 am
01-FACTS 7.5 Developme
Messages
OAS200
1. Phone Message Entry
2. General Message Entry
3. Message Viewing/Disposition
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Phone Message Entry (OAE210)

Function

This program allows the user to enter, change or delete phone messages for an employee.

Phone messages are written to the phone messages file and may be viewed in the Message Viewing/Disposition program.

User Inputs

The following inputs are involved in entering phone messages:

1. For

Enter a valid employee that is to receive the phone message. F2 allows a search (ref. 5).

2. Msg #

This input is initially skipped and the next available phone message number is assigned from the Nonstatic control file and is displayed at the top of the screen. To enter a different message number, enter an existing phone message number (1 to 9999). This allows the user to change or delete an already existing phone message by backing up to the user inputs or deleting the phone message after it is displayed on the screen.

3. MR/MS

Enter name of person this phone message is from (up to 25 characters).

4. Of

Enter the company of the message sender (up to 25 characters).

5. Phone

Enter the message sender's phone number (including dashes, area code and extension) (up to 17 characters).

6. Message Option(S)

Enter the message option(s) side by side which apply in any combination: **1**-Telephoned, **2**-Returned your call, **3**-Will call again and/or **4**-Came to see you. CR initially defaults to 1.

7. Request Option(S)

Enter the request option(s) side by side which apply in any combination: **1**-Please call, **2**-Please stop by, **3**-Urgent.

8. Memo

Enter up to three memo lines (up to 70 characters each). CR initially allows the user to end memo inputs.

9. Is this ok?

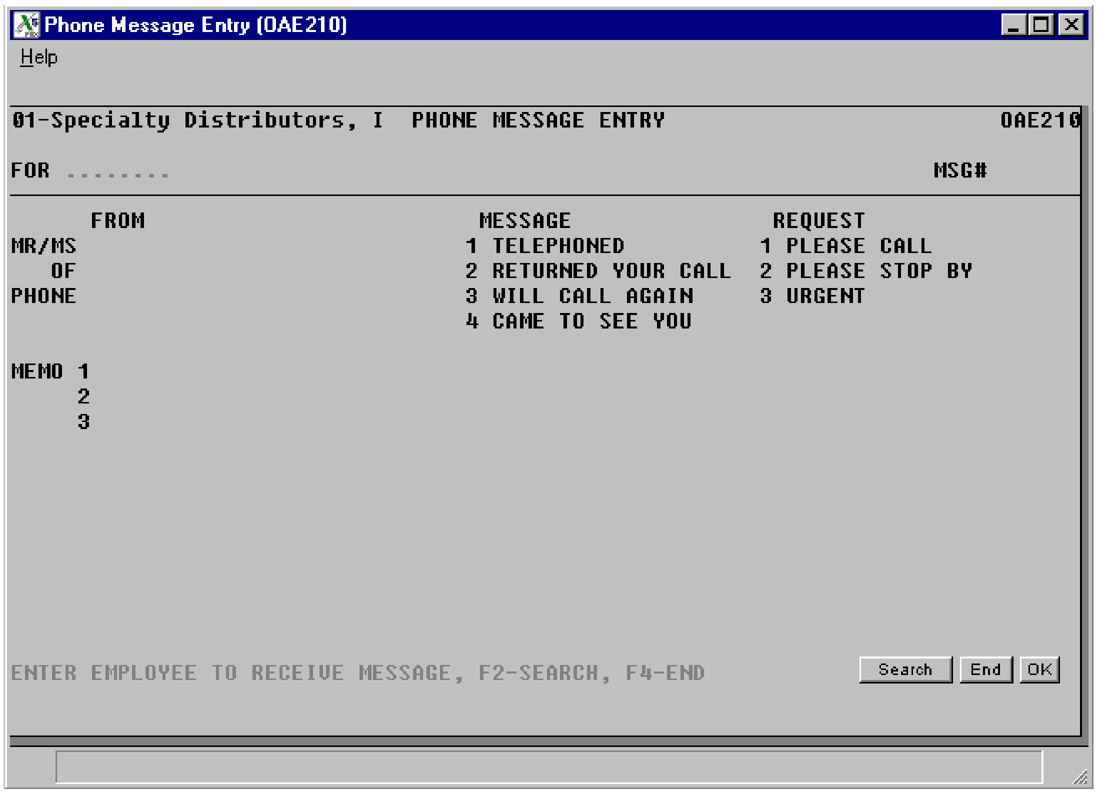
Enter **Y**-yes to send message or **N**-no to change or delete message. CR defaults to Y.

After sending the message, the screen is cleared of input information and the program returns to input #1 to await further entries.

Technical Notes

FILES USED - OAEMPL

FILES UPDATED - SMCNTL, OAPHMS



How to enter, change or delete phone messages

1. Access this program by selecting Office Automation→Message→Phone Message Entry.

2. In the For input, enter the code for the employee for whom the message belongs. Press F2 to search.

3. In the Msg # input the system automatically assigns the message number based on information provided by the OA Nonstatic Control F/M. The message number displays in the top right-hand corner of the screen. Press F4 to back into this field and change the message number. Message numbers range from 1 to 9999. This allows you to change or delete an existing phone message.

4. In the MR/MS input, enter the name of person who left the message. This field accepts up to 25 characters.

5. In the Of input, enter the company this person is with. This field accepts up to 25 characters.

6. In the Phone input, enter the phone number at which this person can be reached. Include dashes, area code and extension. This field accepts up to 17 characters.

7. In the Message Option(S) input, enter all applicable message option(s) side by side in any order. You can select from: 1-Telephoned, 2-Returned your call, 3-Will call again and/or 4-Came to see you. Press Enter (CR) to initially default to 1.

8. In the Request Option(S) input, enter all applicable request option(s) side by side in any order. You can select from: 1-Please call, 2-Please stop by, 3-Urgent. Press CR to leave request options blank.

9. (Optional) In the Memo input, enter up to three memo lines — up to 70 characters per line. Press Enter (CR) to skip over the memo section.

10. The system displays the message: Is this OK? Press Enter (CR) (Y-yes) to send the message or enter N-no to change or delete message.

11. After you send the message, the screen clears and the prompt returns to the first field so you can enter additional messages. Press F4 to return to the menu system.

General Message Entry (OAE220)

Function

This program allows the user to enter, change or delete general messages for an employee. In order to run this program, the user must be set up for OA (must be a valid employee). General messages are written to the general message file and may be viewed in the Message Viewing/Disposition program.

The General Message Entry screen consists of two sections. The upper portion of the screen is called the header portion where the message number and employee, etc., is entered. The lower portion is called the line-item portion where each message line is entered.

User Inputs

The following inputs are involved in entering general messages:

1. Msg#

This input is initially skipped and the word NEXT is displayed until the next general message number is automatically assigned. To enter a different message number, enter an existing general message number (1-9999). This allows the user to change or delete (if the user is the original author of the message) an existing general message.

2. From

This input is initially skipped and the user's employee code is assigned to the employee. If the message is not from the user, enter the valid employee. F2 allows a search (ref. 5).

3. Regarding

Enter reference of general message (up to 30 characters). At least one character must be entered.

4. Reply Required

Enter **N** or **Y** to determine if a reply is required. CR defaults to N.

This concludes the header portion of the General Message Entry program. At this time, the message number is automatically assigned from the Nonstatic control file and is displayed at the top of the screen. After the header record is created, all the header inputs are accessible through the change header routine.

The line-item portion of the program allows entry of up to 999 message lines. In the rare case where 999 line-items have been entered on a single message, the program advances to the **prompt-selection input** and refuses further entries.

5. Message

Enter the message (up to 70 characters per line). The message line number's are automatically assigned. F3 ends entry of lines. F4 backs up to the line number;

enter the beginning line number. F2 allows the user to set the line number increments (1-10). If the increment is set to one, a maximum of 99 lines may be entered. F4 (from line #) backs up and deletes the previous line.

Once messages have been added, the following **message edit inputs** are available:

 # - Changes line number. Messages may be changed or deleted by entering the line number. Enter whether to **C**-change or **D**-delete. If D is entered, the line is deleted. If C is entered, enter text (up to 70 characters). During this change routine, CR allows the currently displayed value of the input to remain the same. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. If a new line number is added, the old line number is deleted. F2 allows the user to set the line number increment (1-10). F4 backs up to the main input.

L - Lists line numbers. A limited number of line numbers appear on the screen at anytime. The list function allows line numbers to be redisplayed. The user selects the beginning line number to list.

A - Adds a line number. New line numbers may be added as needed. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. F2 allows the user to set the line number increment (1-10). F4 (from line #) backs up and deletes the previous line.

M - Moves a line number. Enter beginning line number to move. Enter ending line number to move. Enter line number where text will be moved (existing lines will be replaced) one line at a time, or blocks of lines may be moved.

D - Deletes a line number. One line or several lines of messages can be deleted at any one time. Enter beginning and ending line numbers to delete. Enter **N** or **YES** to delete. CR defaults to N.

This concludes the line-item portion of the General Message Entry program.

F3 - Ends edit message inputs and goes to the **prompt-selection input** which allows the user to perform a number of functions.

D - Deletes the entire general message. If the user is the original author of the message, then the sort files are updated, all message line records are removed and then the header record is removed. The screen is then cleared of most of the input information and the program returns to input #3 to await further entries.

F1 - Changes message. This takes the user to the **edit message inputs** where message lines may be changed, added, moved and/or deleted as necessary.

F2 - **Changes header.** Header information in the upper portion of the screen may be changed as necessary.

F3 - Sends. This ends the **prompt-selection inputs** and the program proceeds to the **send message inputs.**

The **send message inputs** allow the user to perform a number of functions:

E - Employee. Enter an employee to receive the message (ref. 3).

G - Group. Enter the group code of the employees to receive the message (up to 4 characters). The entry must be a valid group code which has been set up in the Group Code F/M program. F2 allows a search (ref. 5).

F2 - Displays receivers. The message line section of the screen is cleared, the message receivers are numbered and displayed so that the user may delete an existing receiver for this message by entering its corresponding line number.

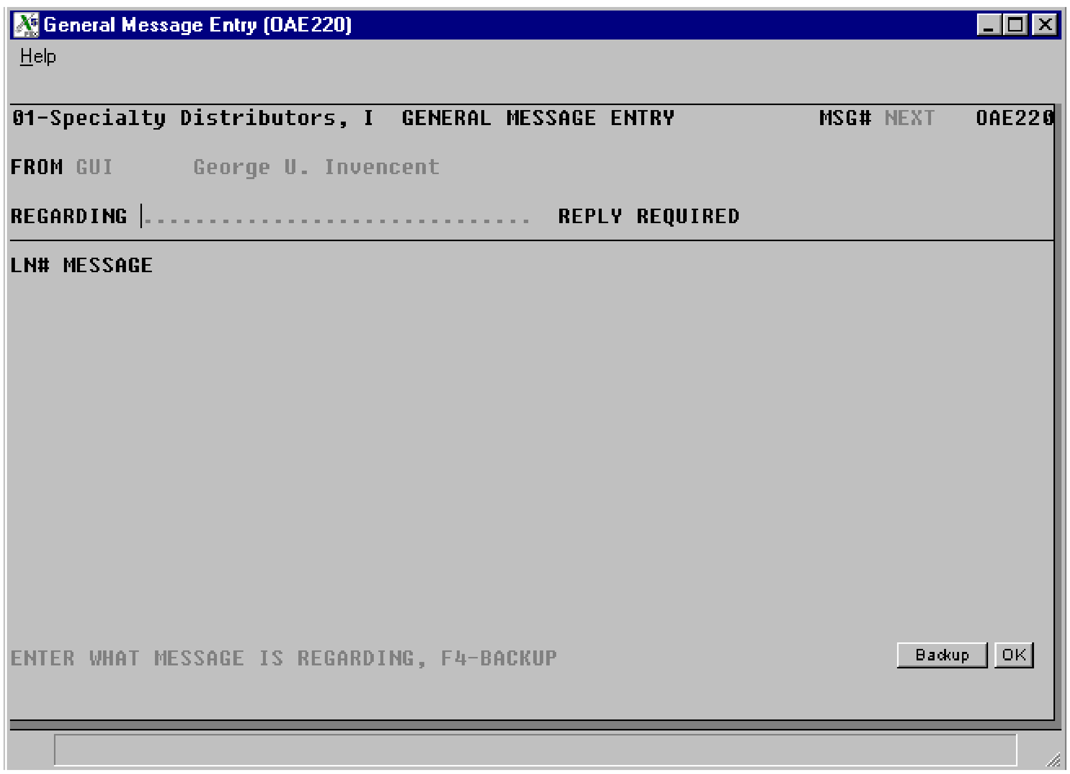
F3 - Ends inputs. The screen is cleared of the line-item information and the program returns to input #3 to await further entries.

Technical Notes

At the conclusion of the header portion, a message number is automatically assigned and a header record is created in the general message file (OAGNMS). As each message line is entered, it is also written to the general message file. The direct file for employee viewing and the sort on employees file are updated for each employee and group that the message is sent to.

FILES USED - SMZART, OAEMPL

FILES UPDATED - SMCNTL, OAGNMS, OAGNMX, OAGNMT



How to enter, change or delete general messages

1. Access this program by selecting Office Automation→ Messages→General Message Entry.

2. In the Msg# input, the system displays the word NEXT until you complete the header. To enter a different message number, enter an existing general message number from 1-9999. If the system has not assigned a message number, it will not let you enter it. This allows you to change or delete an existing general message as long as you originally created the message.

3. In the From in input, the program automatically uses the employee code that belongs to the person entering the message. If the message you are entering a message for another employee, enter that person's employee code. Press F2 to search.

4. In the Regarding input, enter the message's general subject. This entry can be up to 30 characters long. Enter at least one character.

5. In the Reply Required input, enter N or Y to designate that a reply is required. Press Enter (CR) to default to N.

6. The message number displays in the top right-hand corner of the screen. To return to the header once you are in the line-entry section, press F2.

7. In the Message input, enter your message. Each line can be up to 70 characters long. The program automatically assigns the message line numbers.

8. When you finish entering the message, press Enter (CR) so that your cursor is on a blank line and then press F3.

9. You can:
   Press F4 to back up to the line number input, where you enter the beginning line number.
   Press F2 to set line number increments (1-10). If the increment is set to one, a maximum of 99 lines may be entered.
   Press F4 from the line number field if you want to back up and delete the previous line.

10. (Optional) If you need to modify any of the message lines, enter the line number and press Enter (CR). The following message edit inputs are available:

    L Lists line numbers. Since a limited number of line numbers appear on the screen at anytime, the list function lets you display additional line numbers. Enter L and then the beginning line number to list.

    A Adds a line number. New line numbers may be added as needed. F3 ends entry of lines. F4 backs up to the line number; enter the new line number. F2 lets you set the line number increment (1-10). F4 (from line #) backs up and deletes the previous line.

    M Moves a line number. Enter beginning line number to move. Enter ending line number to move. Enter line number where text will be moved (existing lines will be replaced) one line at a time, or blocks of lines may be moved.

D Deletes a line number. One line or several lines of messages can be deleted at one time. Enter beginning and ending line numbers to delete. Enter N or YES to delete. CR defaults to N.

During this change routine, press Enter (CR) to leave the selected as is.

11. (Optional) You can:

    - ·Press F4 to back up to the line number and enter the new line number. Keep in mind that you are deleting the old line number when you do this. Use F2 to set the line number increment (1-10).

    - ·Press F4 to back up to the previous memo line from the line number field.

12. (Optional) Press F3 when you finish editing the message.

13. This returns the cursor to the prompt-selection input, where you can perform the following:

D Delete the entire general message. If you are the original author of the message, then the system deletes the message and updates the sort files. All message lines are removed, as well as the header information. The screen clears everything except the information entered in the first two prompts.

F1 Change message. If you decide you need to make additional changes to the message you can press this key. The message edit inputs will appear on screen.

F2 Change header.

F3 Send Message

14. When you press F3 to send the message, the following send options become available:

E Employee. Enter employee code for individual receiving the message. If the program does not accept the code, the user needs to be set up in Employee F/M. F2 allows a search.

G Group. Enter a group code. F2 allows a search.

F2 Display receivers. If you entered a group code, the distribution list appears on screen. This gives you the opportunity to remove employees from the distribution list for this message only. Enter the number next to the user you want to remove and press CR. Repeat to remove additional users.

F3 Abort/Ends inputs. This essentially gives you one last chance to abort the message. If you press F3 instead of Enter (CR), the screen clears all but the first two fields and waits for you to enter another message.

Enter (CR) Send the message.

15. Press Enter (CR) to send the message. Press f4 to exit the program.

Message Viewing/Disposition (OAE230)

Function

This program allows the user to read, send, and/or delete general and/or phone messages to a specified employee.

User Inputs

The following inputs are involved in running the Message Viewing/Disposition program:

1. Employee

Enter the valid employee whose messages are to be viewed. CR defaults to the user's employee code (ref. 3).

If the employee has no messages, a message **NO PHONE OR GENERAL MESSAGES - CR-CONTINUE** is displayed. CR returns the user to prompt #1 then the user may either press CR to enter another employee or F4 to end.

2. Phone/General

This input is initially skipped unless the employee has both phone and general messages. Enter **P** to view phone messages or **G** to view general messages. CR defaults to P.

If the phone messages are viewed, the displayed information includes: **R** (if the message has been read), date and time of the message, who the message is from and the phone number, selected messages and requests.

The **Initial Phone Message** inputs allow the user to select a phone message for further viewing, view a list of more phone messages, and/or delete all of the employee's phone messages.

Ln# - Line number. Enter the number of the phone message to display more information (at the bottom of the screen) including: memos, the message number, if this message was originally sent to another employee, and who the message was routed from. The program will then proceeds to the **Secondary Phone Message** inputs which allows the user to perform a number of functions including those concerning the selected phone message.

CR - Next. CR clears the screen and continues to display more phone message information.

D - Deletes all. The user may remove all of this employee's phone messages from the phone messages file. The screen is then cleared of most of the information and the program returns to the phone/general input to await further entries.

The **Secondary Phone Message** inputs allow the user to select another phone message, view a list of more phone messages, delete the phone message, determine if the phone message has been read and/or send the phone message to another employee.

Ln# - Line number. If the user wishes to select another phone message, enter the number associated with it.

CR - Next. CR clears the screen and continues to display more phone message information.

D - Deletes. The user may remove the selected phone message from the phone message file. The screen is then cleared of most of the information, the phone message information is displayed from the beginning of the phone message file, and the program returns to the **Initial Phone Message** inputs to await further inputs.

R -Reads. The user may mark certain phone messages as **R-**read as to distinguish them from phone messages that have not yet been viewed. This would cause an **R** to be placed beside the line number of the read phone message.

S - Sends. The user may send a phone message to another valid employee. When an employee receives the phone message, the sender of the message is displayed at the bottom of the screen when the appropriate message line number is selected.

If the general messages are viewed, the displayed information includes: **R** (if the message has been read), date and time of the message, who the message is from, what the message is in regard to and if there is a reply required.

The initial general message feature allows the user to select a general message for further viewing, view a list of more general messages and/or delete all of the employee's general messages.

Ln# - Line number. Enter the number of the general message to display more information on the text portion of the message and the message number. The program then proceeds to the **Secondary General Message** input which allows the user to perform a number of functions including those concerning the selected general message.

CR - Next. CR clears the screen and continues to display more general message information.

D - Deletes all. The user may remove all general messages for this employee. The screen is then cleared of most of the information and the program returns to input #2 to await further entries.

The **Secondary General Message** inputs allow the user to view a list of more general messages, delete the general message, determine if the general message has been read and/or send the general message to another employee.

CR - Next. CR clears the screen and continues to display more general message information.

D - Deletes. The user may remove the selected general message. The program then returns to the initial general message feature to await further inputs.

R - Reads. The user may mark certain general messages as **R**-read as to distinguish them from general messages that have not yet been viewed. This causes an **R** to be placed beside the line number of the read general message.

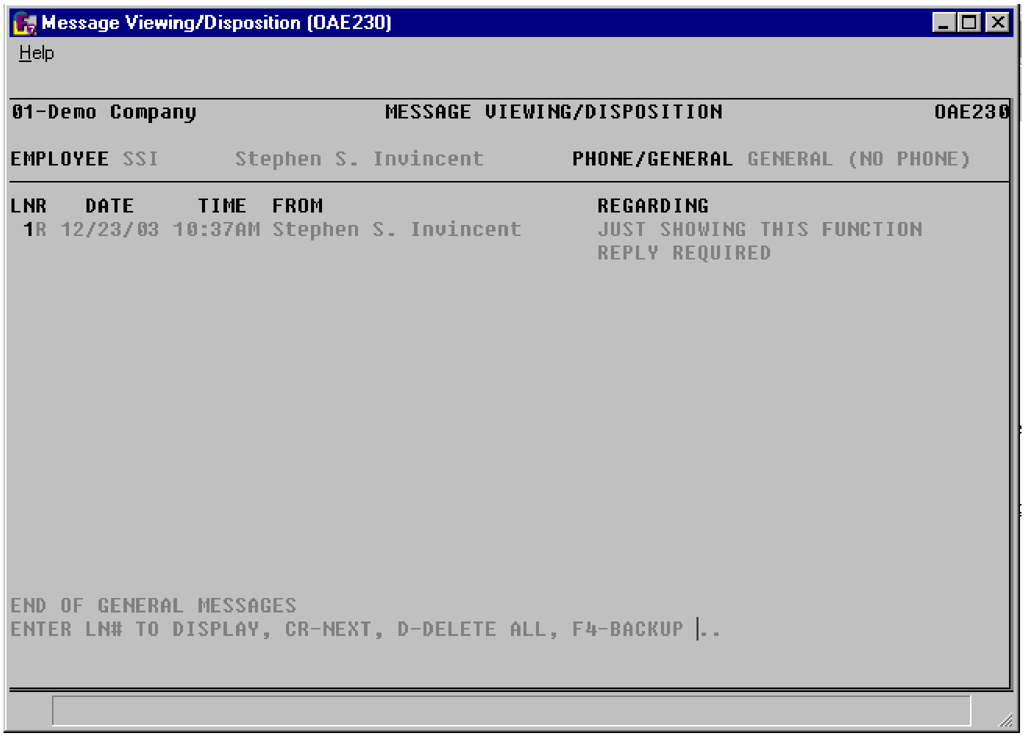
S - Sends. The user may send a general message to another valid employee.

Technical Notes

The phone messages file (OAPHMS) is updated whenever a phone message is deleted, read and/or sent, the direct file for to employee viewing is updated when a general message is deleted, read and/or sent, the sort on to employees file is updated when a general message is deleted and/or sent and the general messages header and detail files may be updated when a general message is deleted if there are no more employees to which this message is sent.

FILES USED - SMCNTL, OAEMPL, SMZART

FILES UPDATED - OAPHMS, OAGNMS, OAGMNT, OAGNMX



How to read, send and delete general and phone messages

1. Access this program by selecting Office Automation→Messages→Message Viewing/Disposition.

2. In the Employee input, enter code for the employee whose messages you want to see. Press Enter (CR) to default to your own user code.

3. If the employee has no messages, NO PHONE OR GENERAL MESSAGES - CR-CONTINUE appears. Press Enter (CR) to return to the first field. You can either enter a new user code or press F4 to return to the menu system.

4. In the Phone/General input, select the type of messages to view. Enter P to view phone messages or G to view general messages. Press Enter (CR) to default to phone message. If you don't have phone messages, the program automatically defaults to general messages.

5. If you are displaying phone messages, the system displays the date and time the message was entered, who left it, that person's phone number and any selected message and request options. An R appears next to each message that has been read.

   --OR--

   If you are displaying general messages, the displays the date and time the message was entered, who sent the message, the message's subject and whether a reply is required. An R appears next to each message that has been read.

6. At the main screen, you can s elect from the following options. These options generally affect all messages for the selected user.

   Ln# - Line number. Get more information on a particular phone or general message by entering its line number. Once you have selected a line, a set of secondary message inputs become available. These options only affect the message you selected.

   Ln# Line number. Allows you to select another message by entering another line number.

   CR Next. Takes you back to the main screen so you can view more messages.

   D Delete. Allows you to delete the selected phone or general message from the system.

   R Read. Marks the selected message read. An R will appear next to the line number.

   S Send. Forwards a message to another employee in the system. When that employee receives it, your employee code displays at the bottom of the screen when the line is selected.

   CR - Next. CR lets you scroll through the list of messages.

   D - Delete all. Use this feature to remove all general or phone messages for this employee. When all messages are deleted, the cursor returns phone/general field so you can switch message types.

Press F4 to back up and select another user.

7. To exit the program, press F4 again.

Calendar/Scheduler (OAE310)

Function

This program allows the user to view company calendar notes, enter, change or delete an employee's scheduled events and daily memos. This program consists of three screens: daily, weekly and monthly. All entries that appear are entered on the daily screen, except company notes. Company notes are entered in the Company Calendar Notes F/M program.

User Inputs

The following inputs are involved in running the Calendar/Scheduler program:

1. Employee

Enter the valid employee whose events and daily memos are to be scheduled and/or viewed. CR initially defaults to the user's employee code (ref. 3). F2 allows a search (ref. 5).

2. Date

Enter the date when to start scheduling and/or viewing events and daily memos (ref. 2). CR initially defaults to the system date.

3. View

Enter **D**-to view the daily screen. The daily screen allows the user to enter appointments, memos and events, which will appear also on the weekly and monthly screen. No entries can be made on the weekly or monthly screens. Enter **W**-to view the weekly screen or **M**-to view the monthly screen. CR defaults to M initially or to whichever screen is presently displayed.

Daily Screen

Time-Time to schedule. Enter the time to schedule an event. The time may be entered in several formats (3.5, 3.50, 3:30 and 3:3). After entering the time, the user is prompted to enter the **scheduled event** (up to 70 characters), and is asked **UNTIL WHAT TIME?** where the user enters the ending time of the event. An * (asterisk) is then printed in the scheduled periods. The user may delete a scheduled event by entering a blank at the appropriate time.

M - Memo. Enter the daily memo (up to 70 characters). The user may delete a memo by entering a blank. The memo field can be used to remind an employee of a special event.

F1 - Scrolls back. F1 allows the user to scroll the scheduled times back until no earlier than 12:00 a.m.

F2 - Scrolls forward. F2 allows the user to scroll the scheduled times forward until no later than 11:30 p.m.

F3 - Next day. F3 allows the user to view, enter, change or delete entries for the next day. An * (asterisk) beside the numbered day indicates the employee has an appointment on that specific date.

Weekly Screen

The **weekly screen** allows the user to view appointments and events. No changes can be made on the screen. If there is a corresponding daily memo, its first nine characters are listed at the bottom along with the first nine characters of the corresponding company calendar note (if it exists). The first nine characters of each scheduled event must be viewed under the corresponding dates. The weekly screen allows the user to enter a day to display. It also allows the user to scroll the schedule times forward or back. The times start with the schedule start time from the static control record.

Day-Day to display. Enter the number of the corresponding date to view or schedule on the daily screen. The day must be displayed on the weekly screen to be valid. The program then proceeds to the daily screen.

F1- Scrolls back. F1 allows the user to scroll the scheduled times back until no earlier than 12:00 a.m.

F2- Scrolls forward. F2 allows the user to scroll the scheduled times forward until no later than 11:30 p.m.

F3- Next week. F3 allows the user to view the next week.

Monthly Screen

The **monthly screen** allows the user to view 28 days at a time in a format similar to a calendar with each numbered square representing a specific date. No changes can be made on the screen. An *(asterisk) in the right-hand corner of a square indicates the employee has an appointment on that specific date. If there is a corresponding daily memo, the second line in the square would display the first ten characters of that memo and if there is a corresponding company calendar note, the third line would display the first ten characters of the note. The monthly screen also allows the user to enter a day or a week to display, to scroll the calendar back one week at a time or to scroll the calendar forward one week at a time.

Day - Day to display. Enter the number of the corresponding date to view or schedule on the daily screen. The day must first be displayed on the monthly screen to be valid. The program then proceeds to the daily screen.

Week- Week to display. Enter the week to view on the weekly screen (W1/W2/W3/W4). The program then proceeds to the weekly screen.

F1 - Scrolls back. F1 allows the user to scroll the calendar back one week.

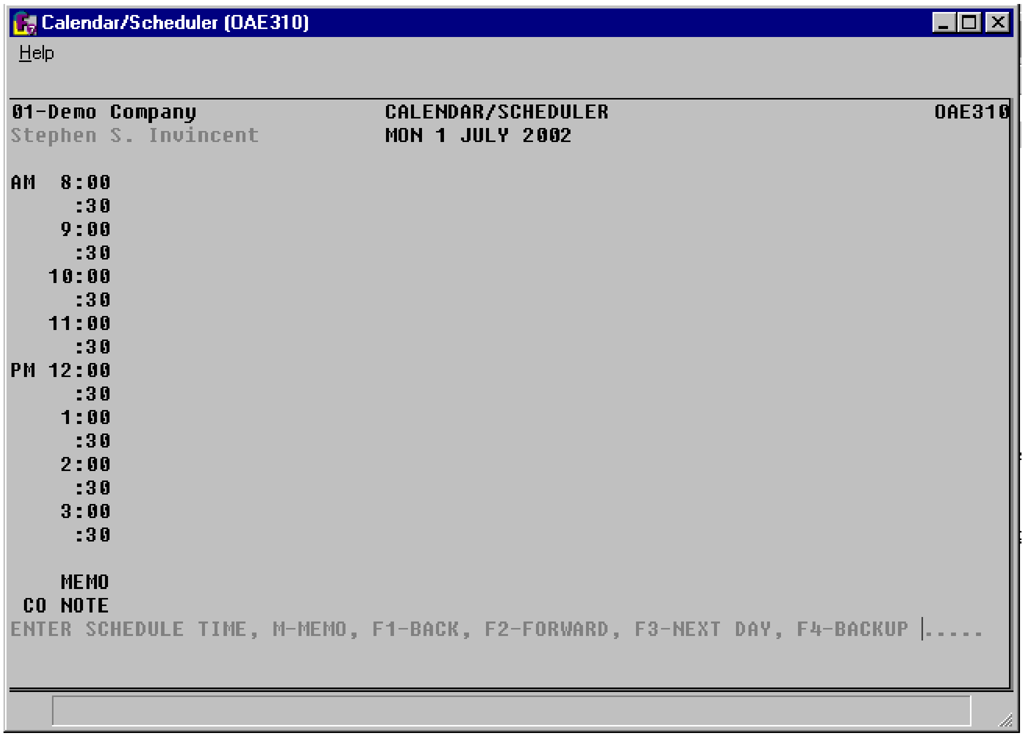
F2 - Scrolls forward. F2 allows the user to scroll the calendar forward one week.

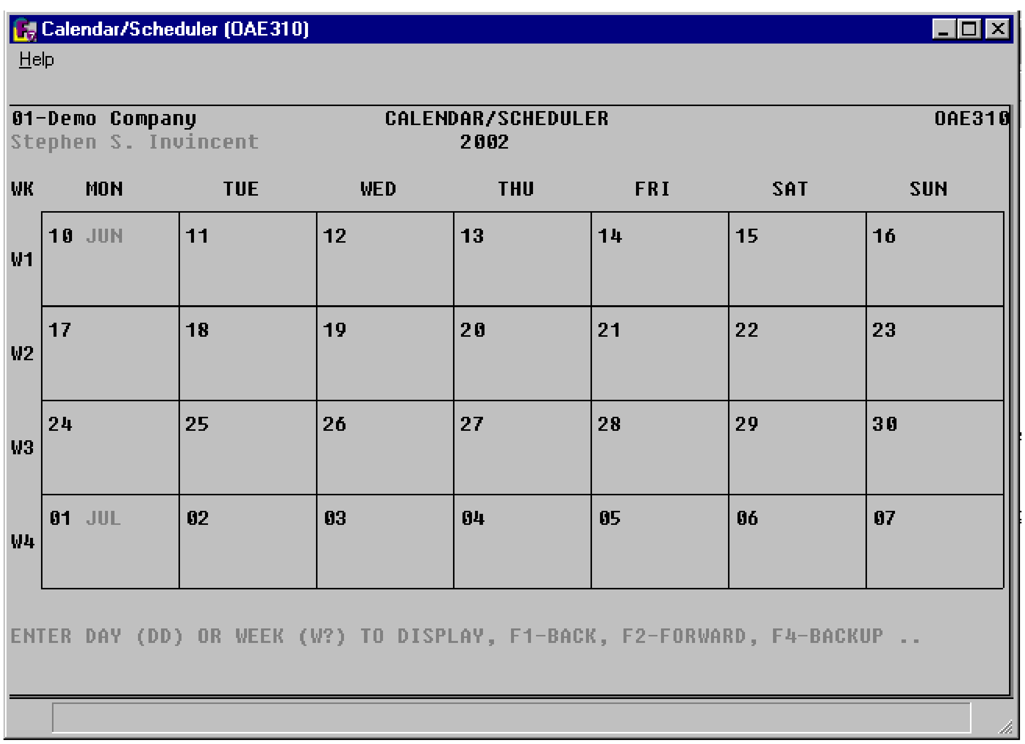
Technical Notes

All notes, memos and scheduled events are kept in the calendar notes file (OACALD). Notes are distinguished by blanks in the employee field and memos by blanks in time field.

FILES USED - SMCNTL,SMZART, OAEMPL

FILES UPDATED - OACALD


Calendar/Scheduler (OAE310)
Help
01-Demo Company CALENDAR/SCHEDULER OAE310
Stephen S. Invincent MON 1 JULY 2002
AM 8:00
:30
9:00
:30
10:00
:30
11:00
:30
PM 12:00
:30
1:00
:30
2:00
:30
3:00
:30
MEMO
CO NOTE
ENTER SCHEDULE TIME, M-MEMO, F1-BACK, F2-FORWARD, F3-NEXT DAY, F4-BACKUP .....


Calendar/Scheduler (OAE310)
Help
01-Demo Company CALENDAR/SCHEDULER OAE310
Stephen S. Invincent 2002
WK MON TUE WED THU FRI SAT SUN
W1 10 JUN 11 12 13 14 15 16
W2 17 18 19 20 21 22 23
W3 24 25 26 27 28 29 30
W4 01 JUL 02 03 04 05 06 07
ENTER DAY (DD) OR WEEK (W?) TO DISPLAY, F1-BACK, F2-FORWARD, F4-BACKUP ..

How to enter, change or delete an employee's scheduled events and daily memos

1. Access this program by selecting Office Automation→Calendar→ Calendar/Scheduler

2. In the Employee input, enter the valid employee whose events and daily memos are to be scheduled and/or viewed. Press Enter (CR) to initially default to the user's employee code. Press F2 to search.

3. In the Date input, enter the date when to start scheduling and/or viewing events and daily memos. Press Enter (CR) to initially default to the system date.

4. In the View input, enter :
   D-to view the daily screen. The daily screen is where you enter appointments, memos and events, which will also appear on the weekly and monthly screens. Weekly and monthly screens are read-only views.

   W-to view the weekly screen.

   M-to view the monthly screen. Press Enter (CR) to default to M initially or to whichever screen is presently displayed.

5. (Optional) To schedule events:

   Select an employee and enter the date of the event. Select the Daily screen.

   Enter the time to schedule, or the time the event begins, for example 3.5, 3.50, 3:30 and 3:3. (The daily planner is set up on half-hour increments. It will not let you enter times such as 3:15 or 4:45.)

   Enter the name of the scheduled event, up to 70 characters.

   When the program asks UNTIL WHAT TIME? enter the time the event is expected to end. Asterisks appear on the planner to show the event's duration.

   To delete a scheduled event, select the beginning time and press the space bar.

6. (Optional) You have the following options while scheduling events:

   M-Memo. Use the memo field to add information about the event or provide reminders. For example, an employee may have been asked to present information at a meeting. It may be helpful to enter a memo reminding them to bring handouts. Memos can be up to 70 characters long. The first nine characters appear on the Weekly and Monthly screens.

   To delete a memo, select the memo field and press the space bar.

   F1-Back and F2-Forward. Use these two keys to scroll "up" and "down" through the daily planner. Events can be scheduled as early as 12:00 a.m. and as late as 11:30 p.m.

F3-Next day. Use the F3 key to jump to the next day on the calendar. To return to a previous day, press F4 until you get to the Date prompt and select a previous day.

7. (Optional) To view Weekly calendars:

   Select W after you enter the date in the second prompt. Use this screen to view appointments and events a week at a time. The first nine characters of any events, memos or company notes appear on screen. Asterisks show the duration of each event.

8. (Optional) You have the following options while viewing weekly calendars:

   Day-Day to display. To return to the Daily screen, enter just the number corresponding to the day you want to view. The day must appear on screen to be valid. Use this option to edit scheduled events or memos.

   F1-Back and F2-Forward. Use these two keys to scroll "up" and "down" through the times. Events can be scheduled as early as 12:00 a.m. and as late as 11:30 p.m.

   F3- Next week. Use this key to skip to the next week.

9. (Optional) To view Monthly calendars:

   Select M after you enter the date in the second prompt. The monthly screen gives you 28 days at a time in a format similar to a calendar, with each numbered square representing a specific date. This is a read-only view. To make changes, return to the Daily screen.

   If an *(asterisk) appears in the right-hand corner a square, it indicates the employee has an appointment on that date. If a daily memo was entered, the second line in the square displays the first 10 characters. If there is a corresponding company calendar note, the first 10 characters appear on the third line.

10. (Optional) You have the following options while viewing monthly calendars:

    Day-Day to display. To return to the Daily screen, enter just the number corresponding to the day you want to view. The day must appear on screen to be valid. Use this option to edit scheduled events or memos.

    Week- Week to display. Use this option to switch to the Weekly screen. Enter the week you want to view — W1/W2/W3/W4.

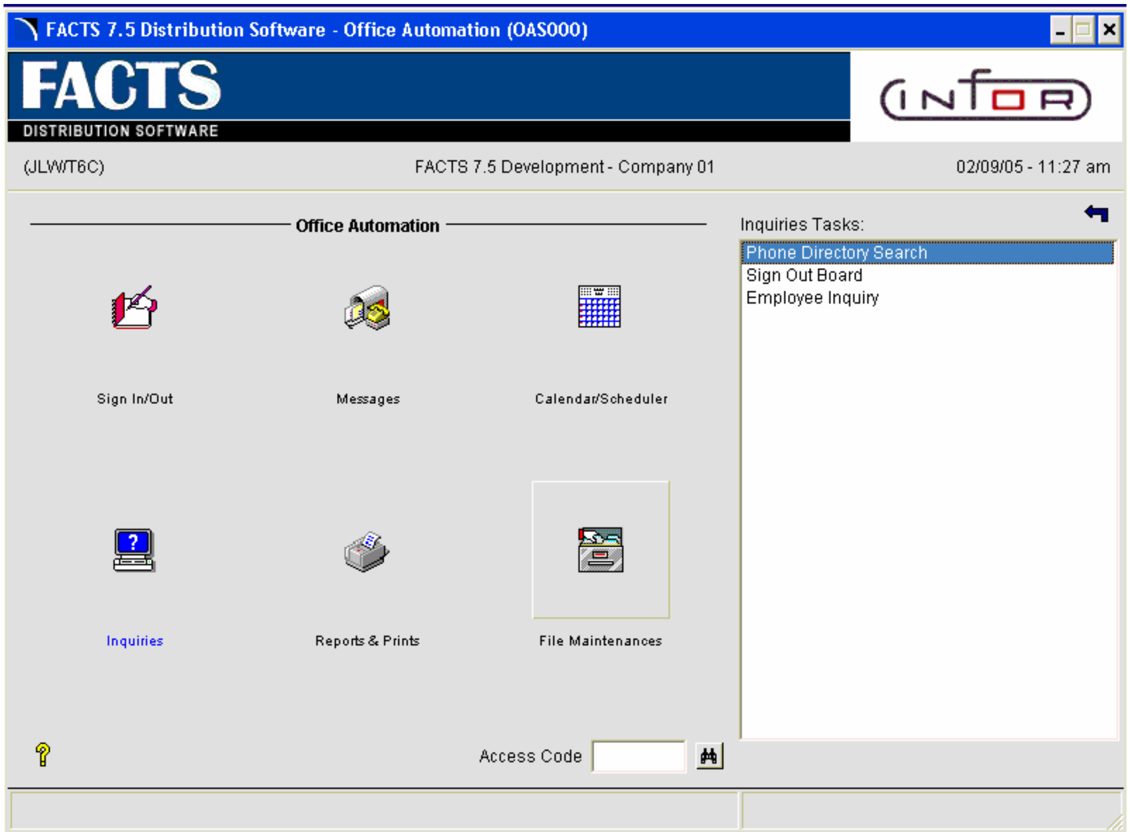
    F1-Back and F2-Forward. Use these keys to scroll backward or forward through the calendar, one week at a time.

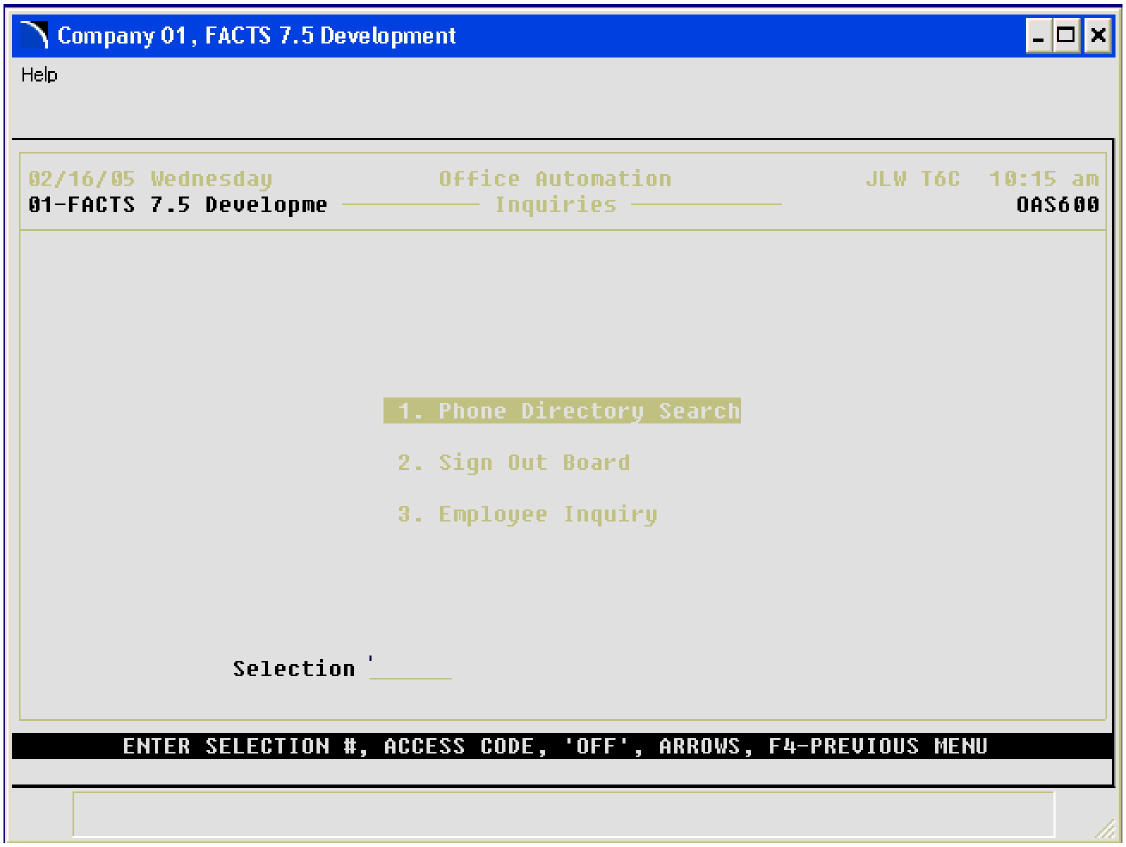
11. Press F4 to exit the program.

Inquiries

The Office Automation inquiries allow the user to perform office and personal phone number alpha searches, inquiries on employees and inquiries on employees who have signed out.

1. The Phone Directory Search allows the user to display office and personal phone number information in alphabetical order.
2. The Sign Out Board allows the user to display information on employees who have (or have been) signed out in employee order.
3. The Employee Inquiry allows the user to display employee information in employee order.


FACTS 7.5 Distribution Software - Office Automation (OAS000)
FACTS
DISTRIBUTION SOFTWARE
(JLW/T6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:27 am
Office Automation
Inquiries Tasks:
Phone Directory Search
Sign Out Board
Employee Inquiry
Sign In/Out
Messages
Calendar/Scheduler
Inquiries
Reports & Prints
File Maintenances
Access Code


Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday
Office Automation
JLW T6C 10:15 am
01-FACTS 7.5 Developme
Inquiries
OAS600
1. Phone Directory Search
2. Sign Out Board
3. Employee Inquiry
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Phone Directory Search (OAI610)

Function

This program allows the user to display office or personal phone number information in alphabetical order if the user is set up for OA (a valid employee).

After choosing the office or personal phone directory, the user may enter the beginning alphabetical sort key or page through the phone number and information file in alphabetical order. For each record, the displayed information includes the following: alpha sort key, name, phone number and memo. If the user wishes to display more information concerning a displayed phone number, its corresponding line number may be entered. When a particular line number is chosen, the displayed detail information includes the following: the contacts, the phone numbers, memos, address, city, state and zip.

User Inputs

The following inputs are involved in displaying the phone number information:

1. Office or Personal

Enter **O**-office or **P**-personal as the directory to search. CR defaults to O.

2. Enter Beginning Alpha To Search, Line # To Display

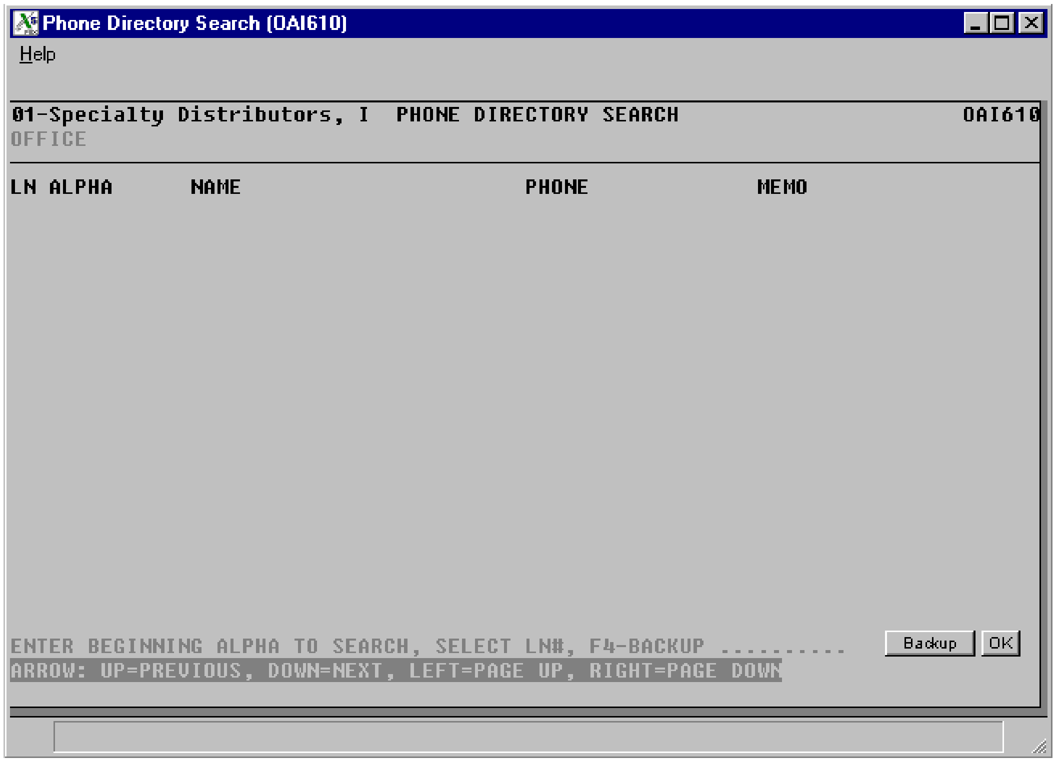
Enter the alphabetical sort key to begin the search (up to 10 characters). CR initially begins with the first alpha sort key on file. Once the maximum amount of records (12) have appeared on the screen, CR clears the screen and continues to display phone number information in alpha sort key order. Once records are displayed, the user can enter the line number of the record for detail information to be displayed at the bottom of the screen.

Technical Notes

The program displays phone number information by reading the phone number alpha sort file (OAPHOX) and then checking the phone number and information file (OAPHON) for the information to display.

FILES USED - SMCNTL, OAPHON, OAPHOX, SMZART

FILES UPDATED - NONE


Phone Directory Search (OAI610)
Help
01-Specialty Distributors, I PHONE DIRECTORY SEARCH OAI610
OFFICE
LN ALPHA NAME PHONE MEMO
ENTER BEGINNING ALPHA TO SEARCH, SELECT LN#, F4-BACKUP ....
Backup
OK
ARROW: UP=PREVIOUS, DOWN=NEXT, LEFT=PAGE UP, RIGHT=PAGE DOWN

How to display office or personal phone number information

1. Access this program by selecting Office Automation→Inquiries→Phone Directory Search.

2. In the Office or Personal input, select a directory: O for office or P for personal. Press Enter (CR) to default to the office directory.

3. At the Enter Beginning Alpha To Search, Line # To Display prompt, you can enter the alphabetical sort key to begin the search (up to 10 characters). Press Enter (CR) to initially begin with the first alpha sort key on file. Once the maximum amount of records (12) have appeared on the screen, press Enter (CR) to clear the screen and continue to display phone number information in alpha sort key order.

4. Once records are displayed, you can enter the line number or highlight the line and press Enter (CR) to display detail information at the bottom of the screen.

5. When you are finished reviewing phone records, press F4 to exit the program.

Sign Out Board (OAI620)

Function

This program allows the user to display which employees are signed out and the associated sign-out information.

The user may enter the beginning employee or page through the employee file in employee order. For each signed-out employee, displayed information includes the following: employee code, name, sign-out time, sign-out date, expected sign-in time and sign-in date if other than sign-out date. If the sign-out date field is blank, this blank indicates the system date. If the user wishes to view more information concerning a displayed employee, the corresponding line number may be entered. The phone number and memo are displayed for the signed-out employee.

User Inputs

The following input is involved in displaying the sign-out information:

1. Enter Beginning Employee To Search, Ln# To Display

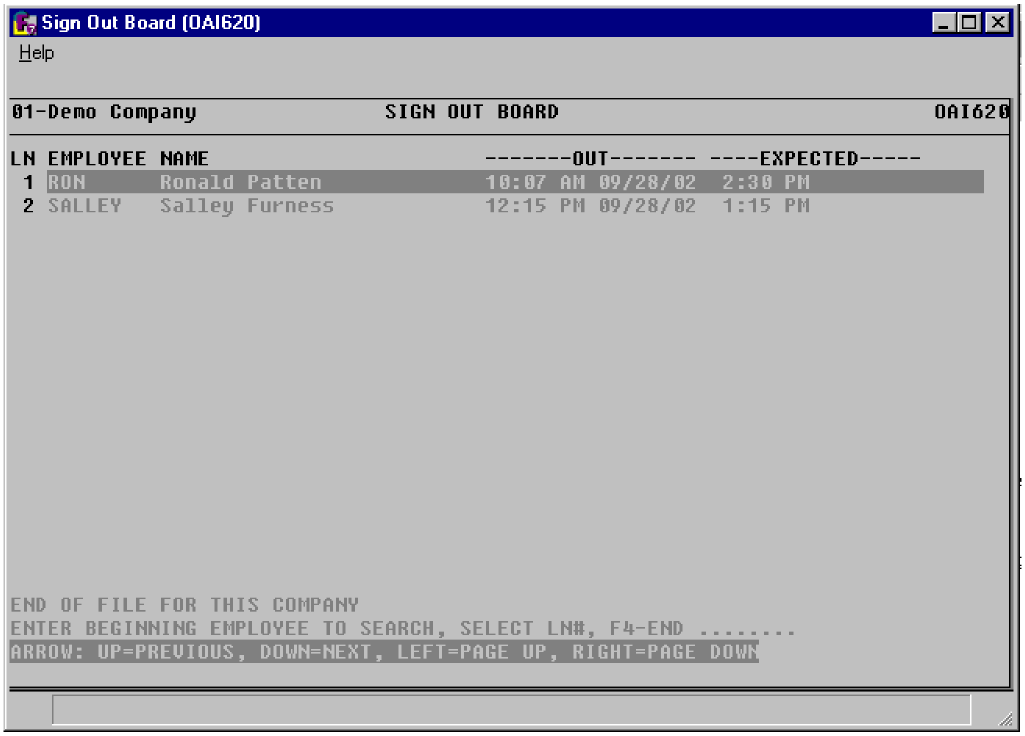
Enter the employee code to begin the search (up to 8 characters). Initially, CR begins with the first employee on file. Once the maximum amount of records (14) has appeared on the screen, CR clears the screen and continues to display sign-out information in employee order. Once records are displayed, the user may enter the line number of the record for detail information to be displayed at the bottom of the screen.

Technical Notes

The program displays sign-out information by reading the employee file (OAEMPL) and checking this file for the information to display.

FILES USED - SMCNTL, OAEMPL

FILES UPDATED - NONE


Sign Out Board (OAI620)
Help
01-Demo Company SIGN OUT BOARD OAI620
LN EMPLOYEE NAME -------OUT------- ----EXPECTED-----
1 RON Ronald Patten 10:07 AM 09/28/02 2:30 PM
2 SALLEY Salley Furness 12:15 PM 09/28/02 1:15 PM
END OF FILE FOR THIS COMPANY
ENTER BEGINNING EMPLOYEE TO SEARCH, SELECT LN#, F4-END ....
ARROW: UP=PREVIOUS, DOWN=NEXT, LEFT=PAGE UP, RIGHT=PAGE DOWN

How to display which employees are signed out

1. Access this program by selecting Office Automation→Inquiries→ Sign Out Board.

2. Press Enter (CR) to display the employee list. If necessary, use the arrow keys and Page Up and Down keys to scroll through the list.

3. For each employee listed, the Sign Out Board displays the employee's code, name, sign-out time, sign-out date, expected sign-in time and sign-in date (if it's different than the sign-out date). If the sign-out date field is blank, it indicates system date.

4. To see if a signed-out employee left a phone number or a memo, enter the line number at the prompt. Any information entered will appear at the bottom of the screen.

5. When you are finished reviewing information, press F4 to exit the program.

Employee Inquiry (OAI630)

Function

This program allows the user to display employee information in employee order.

The user may enter the beginning employee or page through the employee file in employee order. For each employee, displayed information includes the following: employee code, name, department, location, and work phone number. If the user wishes to view more information concerning a displayed employee, its corresponding line number may be entered and the following detail information is displayed: title, home phone number, address and memo.

User Inputs

The following input is involved in displaying the Employee Inquiry information:

1. Enter Beginning Employee To List, Ln # To Display

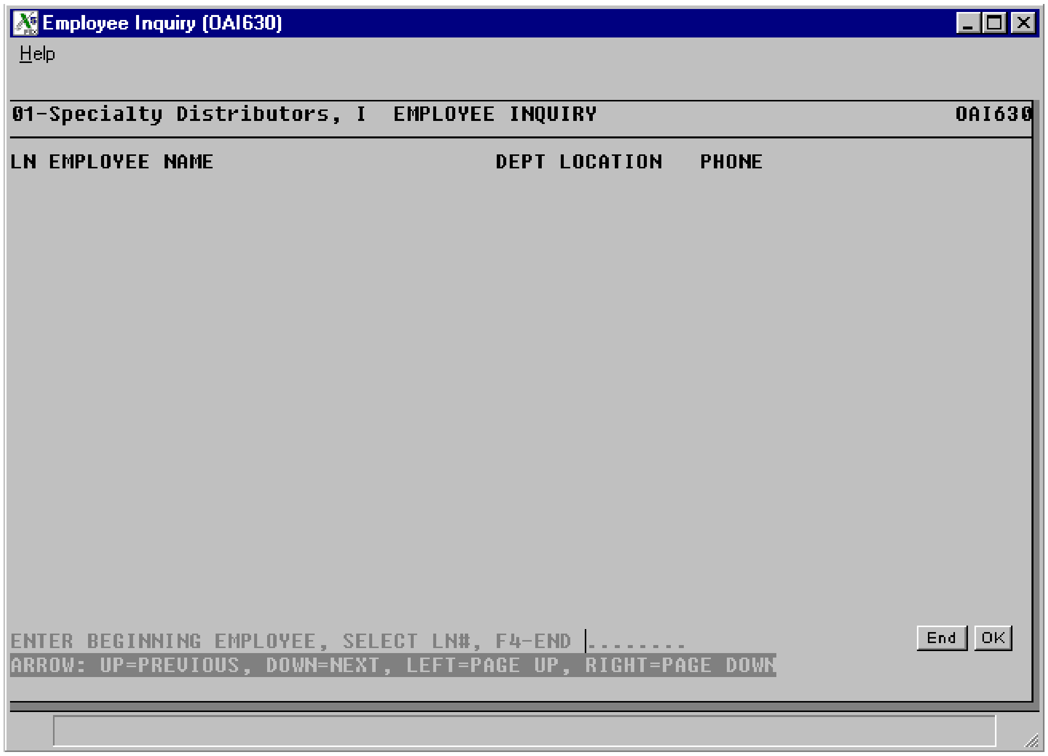
Enter the employee code to begin the search (up to 8 characters). CR initially begins with the first employee on file. Once the maximum amount of records (14) has appeared on the screen, CR clears the screen and continues to display employee information in employee order. Once records are displayed, the user may enter the line number of the record for detail information to be displayed at the bottom of the screen.

Technical Notes

The program displays employee information by reading the employee file (OAEMPL) and checking this file for the information to display.

FILES USED - SMCNTL, OAEMPL

FILES UPDATED - NONE


Employee Inquiry (OAI630)
Help
01-Specialty Distributors, I EMPLOYEE INQUIRY OAI630
LN EMPLOYEE NAME DEPT LOCATION PHONE
ENTER BEGINNING EMPLOYEE, SELECT LN#, F4-END ....
ARROW: UP=PREVIOUS, DOWN=NEXT, LEFT=PAGE UP, RIGHT=PAGE DOWN
End
OK

How to display employee information in employee order

1. Access this program by selecting Office Automation→Inquiries→Employee Inquiry.

2. To look up employee information, press Enter (CR). Use the arrow and Page Up and Down keys to scroll through the list.

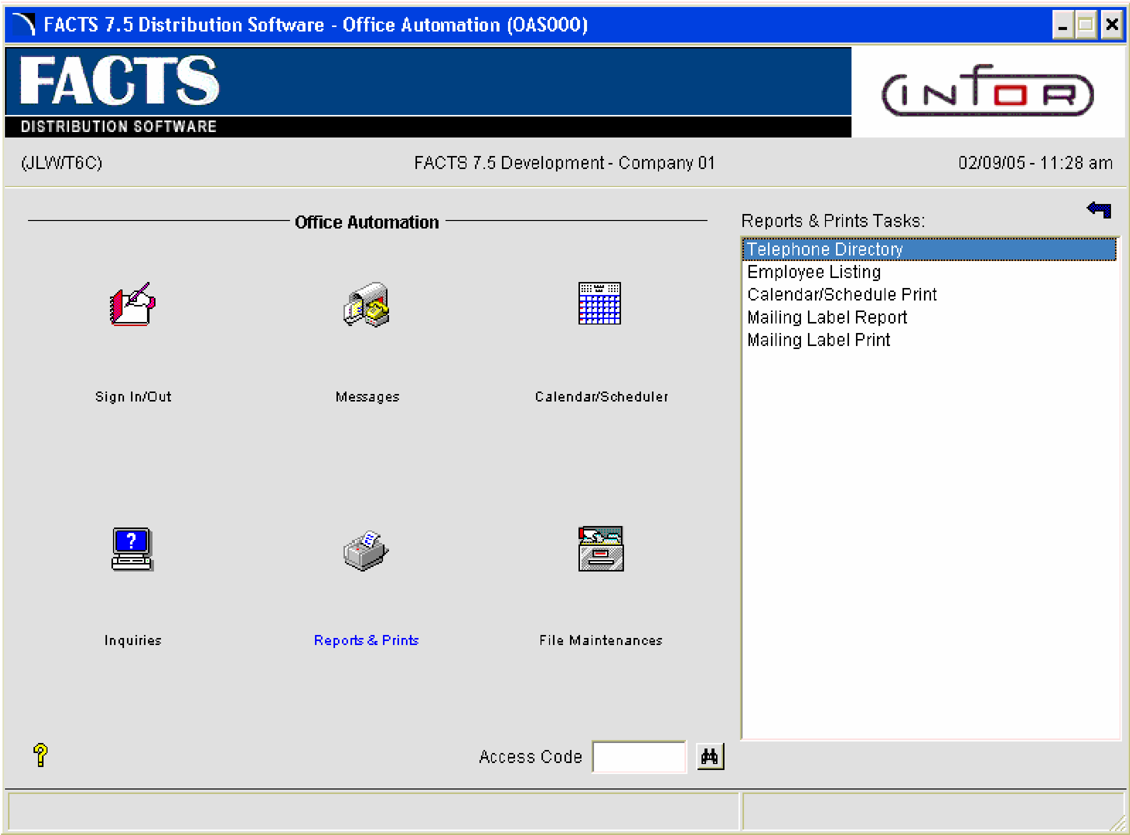
3. The Employee Inquiry displays every user set up in the OA system, as well as their employee code, department, location, and work phone number. You can look up additional information, if provided, on each user by entering the line number or highlighting the line and pressing Enter (CR). Title, home phone number, address and memo will appear across the bottom of the screen.

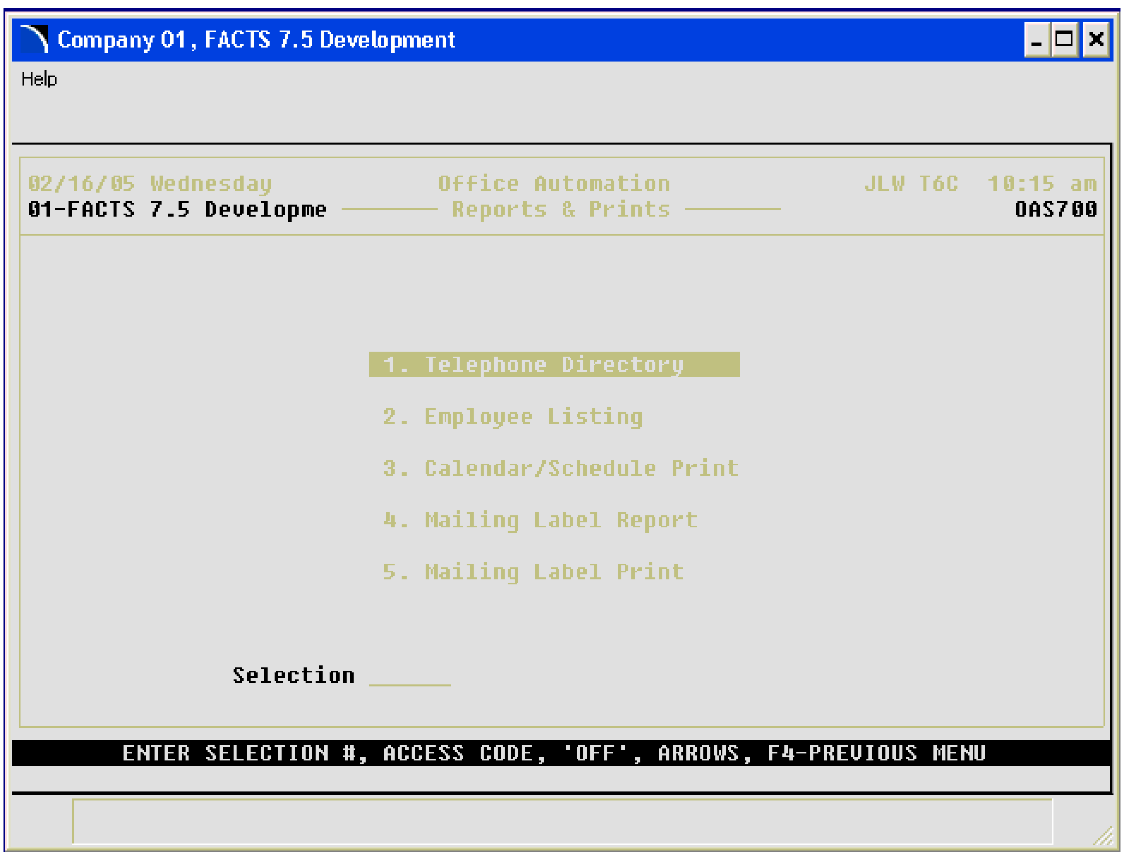
4. When you are finished reviewing employee information, press F4 to exit the program.

Reports & Prints

Excluding the Office Automation phone directory, the OA report programs have the option of printing in different orders (depending on the user's desired information on the report). The OA report programs allow the user to choose the range of information to print. For example, the Employee Listing allows the user to print the listing in employee or department order. If the user chooses to print in employee order, the user would then need to choose the beginning and ending employee. Except for the Mailing Label Print, these reports also allow the user to determine what standard information is to be included.

1. The Telephone Directory allows the user to print either an office or a personal directory, both in alpha order. The personal directory only prints if the user is set up for OA (must be a valid employee).
2. The Employee Listing allows the user to print employee information in employee or department order.
3. The Calendar/Scheduler Print allows the user to print an employee's schedule of appointments, memos, events, etc., for any period of time. The user may also include unscheduled time.
4. The Mailing Label Report allows the user to print the report in mailing label or mail code order. The user may also determine which mailing labels are to print by selecting their corresponding mail codes.
5. The Mailing Label Print allows the user to print in mailing label, mail code and/or zip code order. The user may also determine which mailing labels are to print by selecting their corresponding mail codes.


FACTS 7.5 Distribution Software - Office Automation (OAS000)
FACTS
DISTRIBUTION SOFTWARE
(JLWT6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:28 am
Office Automation
Reports & Prints Tasks:
Telephone Directory
Employee Listing
Calendar/Schedule Print
Mailing Label Report
Mailing Label Print
Sign In/Out
Messages
Calendar/Scheduler
Inquiries
Reports & Prints
File Maintenances
Access Code


Company 01 , FACTS 7.5 Development
Help
02/16/05 Wednesday
Office Automation
JLW T6C 10:15 am
01-FACTS 7.5 Developme
Reports & Prints
OAS700
1. Telephone Directory
2. Employee Listing
3. Calendar/Schedule Print
4. Mailing Label Report
5. Mailing Label Print
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Telephone Directory (OAR710)

Function

This program allows the user to print a telephone directory using the information stored in the phone number file.

The personal directory only prints if the user is set up for OA (must be a valid employee) and has personal records entered through the Personal Phone Directory F/M.

The user has the option to:

- Select the directory (office or personal).
- Select the beginning and ending alphas to print.
- Print contact, address, and/or ID.

Report information includes the following: alpha, name, address, phone(s), memo(s), contact(s) and ID. The total number of phone listings printed is also included.

User Inputs

The following inputs are involved in printing the Telephone Directory:

1. Office/Personal

Enter whether to print **O**-office or **P**-personal directory. CR defaults to O.

2. Beginning Alpha

Enter the beginning alpha to print (up to 10 characters). CR defaults to FIRST.

3. Ending Alpha

Enter the ending alpha to print (up to 10 characters). CR defaults to LAST.

4. Include

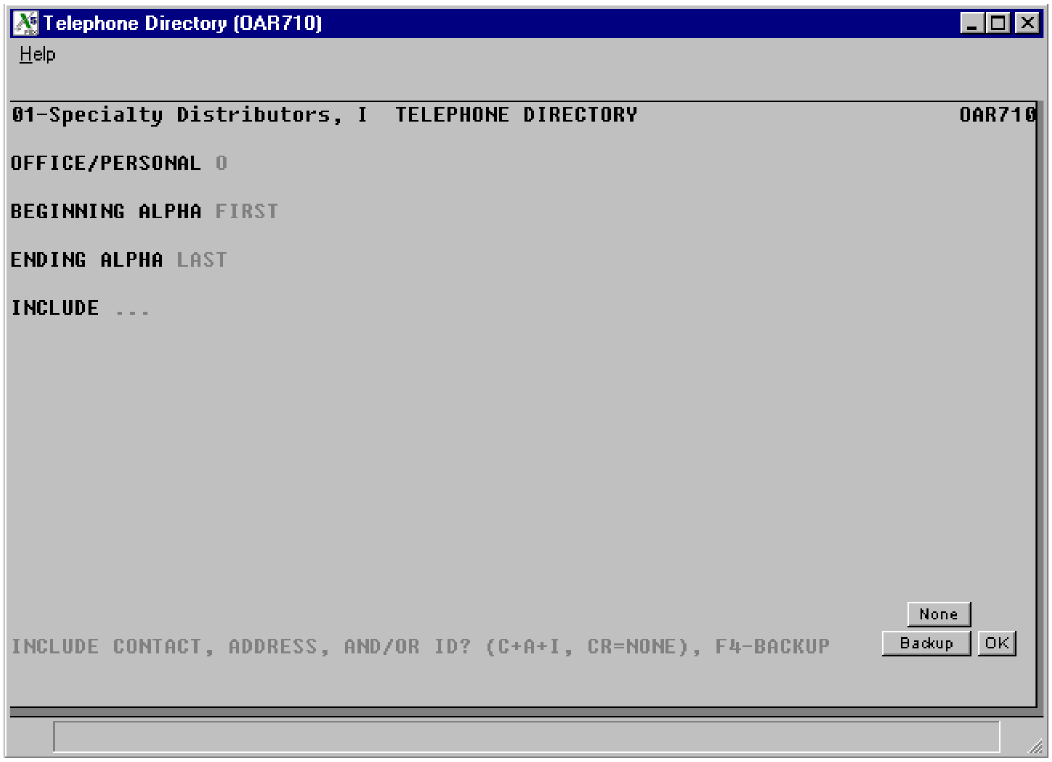
Enter whether to print **C**-contact, **A**-address, and/or **I**-ID information. CR defaults to NONE.

Technical Notes

Printing proceeds by reading through the phone number alphabetic sort file (OAPHOX). The phone number and information file is then checked for the information needed to print the directory.

FILES USED - SMCNTL, OAPHON, OAPHOX, SMZART

FILES UPDATED - NONE


Telephone Directory (OAR710)
Help
01-Specialty Distributors, I TELEPHONE DIRECTORY OAR710
OFFICE/PERSONAL O
BEGINNING ALPHA FIRST
ENDING ALPHA LAST
INCLUDE ...
INCLUDE CONTACT, ADDRESS, AND/OR ID? (C+A+I, CR=NONE), F4-BACKUP
None
Backup
OK

Employee Listing (OAR720)

Function

This program allows the user to print an employee listing using the information stored in the employee file.

The user has the option to:

- Select the print order - employee or department.
- Print standard information for each employee (home phone number, address and/or department information).

Report information includes for each employee the following: employee code, name, address, title, department, location, work phone number and home phone number. The total number of employees printed is also included.

User Inputs

The following inputs are involved in printing the Employee Listing:

1. Order

Select whether to print the listing in **E-**employee or **D**-department order. CR defaults to E.

2. Beginning Order Choice

Select the beginning order choice to print, e.g., if E was chosen above, the user would enter the beginning employee to print. CR defaults to FIRST.

3. Ending Order Choice

Select the ending order choice to print, e.g., if E was chosen above, the user would enter the ending employee to print. CR defaults to LAST.

4. Include

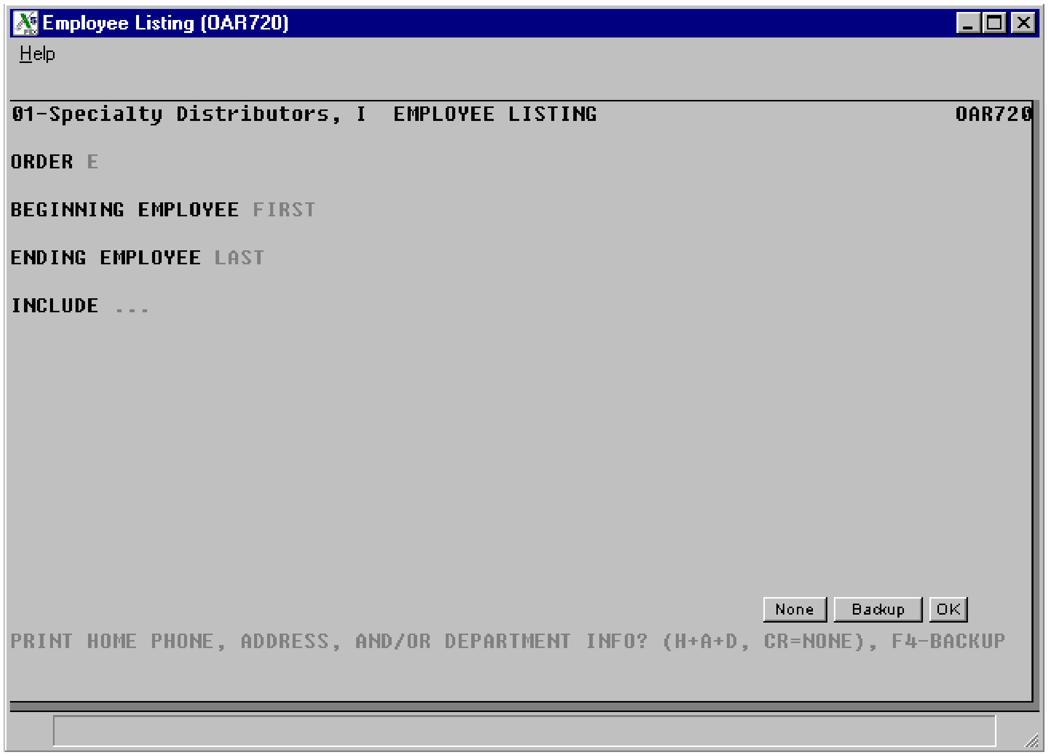
Enter whether to print **H**-home phone number, **A**-address, and/or **D**-department information on the report. CR defaults to none.

Technical Notes

Printing proceeds by reading through the chosen file - the employee file or the department/employee sort file (OADEPX). The employee file is then checked for employees that meet all criteria entered.

FILES USED - SMCNTL, OAEMPL, OADEPX

FILES UPDATED - NONE


Employee Listing (OAR720)
Help
01-Specialty Distributors, I EMPLOYEE LISTING OAR720
ORDER E
BEGINNING EMPLOYEE FIRST
ENDING EMPLOYEE LAST
INCLUDE ...
None
Backup
OK
PRINT HOME PHONE, ADDRESS, AND/OR DEPARTMENT INFO? (H+A+D, CR=NONE), F4-BACKUP

Calendar/Scheduler Print (OAR740)

Function

This program allows the user to print a schedule of appointments, memos or events set up by the user through the Calendar/Scheduler program.

The user has the option to:

- Select employee to print schedule for.
- Select beginning and ending schedule date to print.
- Print unscheduled time slots.
- Select beginning and ending time to print, if printing unscheduled time slots.
- Print a new page for each day, if printing unscheduled time slots.

Report information includes the following: employee code and name.

- Scheduled time: day, date, time (and AM or PM) and scheduled event. Daily memos are also included.
- Unscheduled time: day, date, time (and AM or PM) and a blank line indicating that the time slot is empty.

User Inputs

The following inputs are involved in printing the Calendar/Schedule Print:

1. Employee

Enter the employee number to print the schedule. The entry must be a valid employee. CR defaults to the employees signed in for the terminal.

2. Beginning Date

Enter the beginning date of the schedule to print (ref. 2). CR defaults to the system date.

3. Ending Date

Enter the ending date of the schedule to print (ref. 2). CR defaults to the system date.

4. Unscheduled Time

Enter **N** or **Y** to indicate whether to print unscheduled time, i.e., print a time slot when no data has been entered in the Calendar/Scheduler program for it. CR defaults to N.

The following inputs #5-8 are skipped if N is entered for unscheduled time in input #4.

5. Beginning

Enter the beginning time to print for the schedule (HH:MM ?M - example 10:00 AM). CR defaults to the start time set in the OA company static control record.

6. **Ending**

Enter the ending time to print for the schedule (HH:MM ?M - example 5:00 PM). CR defaults to nine hours after the beginning time.

7. **Weekends**

Enter **N** or **Y** to indicate whether to print unscheduled time for weekends. CR defaults to N.

8. **New Page**

Enter **N** or **Y** to indicate whether to print a new page for each date of the schedule. CR defaults to N.

Technical Notes

Printing proceeds by reading through the calendar/scheduler file (OACALD) for records meeting criteria entered.

FILES USED - SMCNTL, OACALD, SMZART, OAEMPL

FILES UPDATED - NONE

Mailing Label Report (OAR730)

Function

This program allows the user to print a report using the information stored in the mailing labels file.

The user has the option to:

- Select the beginning and ending mailing label code to print.
- Select the mailing labels corresponding mail codes.
- Print by mail code order.
- Select what standard information is to be included for each mailing label (memo and/or mail codes).

Report information includes for each mailing label the following: mailing label code, name, address, city, state, zip code, attention line, memo and mail codes.

User Inputs

The following inputs are involved in printing the Mailing Label Report:

1. Beginning Label Code

Select the beginning mailing label code to print. CR defaults to FIRST.

2. Ending Label Code

Select the ending mailing label code to print. CR defaults to LAST.

3. Mail Code

Enter up to ten 3-character mail codes side by side to print. CR defaults to ALL.

4. Mail Code Sort

Enter **N** or **Y** to indicate whether to sort the mailing labels by mail codes. CR defaults to N.

5. Include

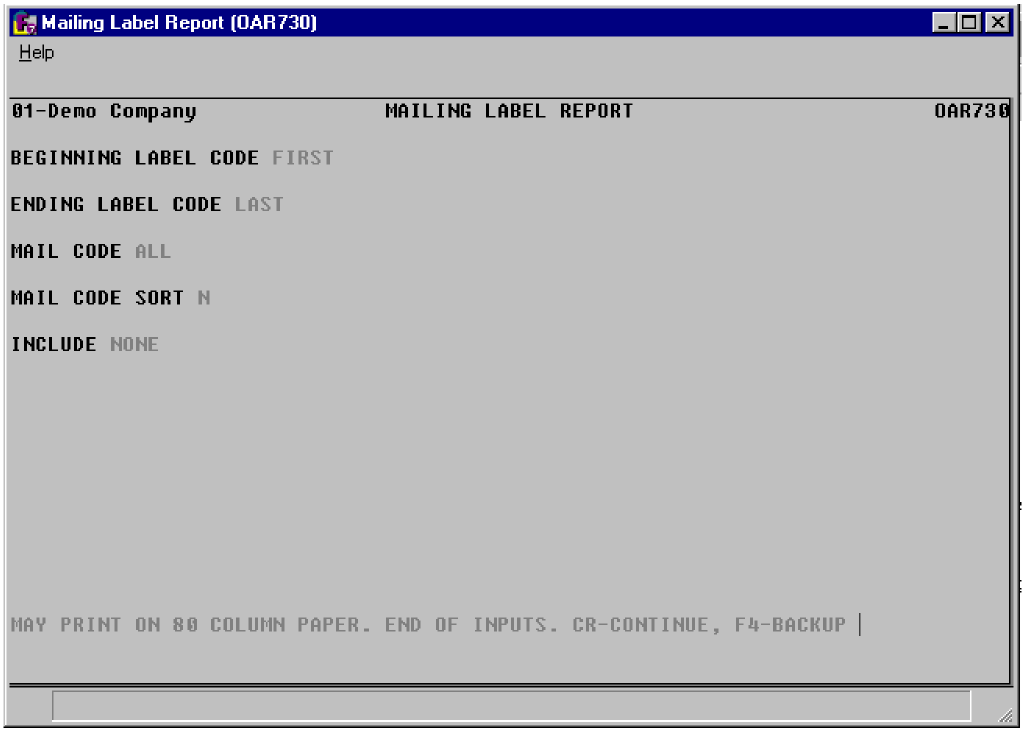
Enter whether to print **M**-memo and/or **C**-mail codes information. CR defaults to NONE.

Technical Notes

Printing proceeds by reading through the mailing labels file (OALABL) which is also checked for the information needed to print the report. If sorted by mail code, the program creates a temporary sort file (SMSRT?) which sorts the mail codes into correct order.

FILES USED - SMCNTL, OALABL

FILES UPDATED - SMSRT


Mailing Label Report (OAR730)
Help
01-Demo Company MAILING LABEL REPORT OAR730
BEGINNING LABEL CODE FIRST
ENDING LABEL CODE LAST
MAIL CODE ALL
MAIL CODE SORT N
INCLUDE NONE
MAY PRINT ON 80 COLUMN PAPER. END OF INPUTS. CR-CONTINUE, F4-BACKUP

Mailing Label Print (OAP710)

Function

This program allows the user to print mailing labels by label code, zip code and/or mail code from the information stored in the mailing labels file.

The user has the option to:

- Select the beginning and ending mailing label code.
- Print by selecting mailing label corresponding mail codes.
- Print the mailing labels in mail code and/or zip code order.

Mailing label information includes the following: name, address, city, state, zip code and attention line. The program prints on 11 1/2 by 15 inch paper and prints four (4) labels across.

User Inputs

The following inputs are involved in printing the mailing labels:

1. Beginning Label Code

Select the beginning label code to print. CR defaults to FIRST.

2. Ending Label Code

Select the ending label code to print. CR defaults to LAST.

3. Mail Code

Enter up to ten 3-character mail codes side by side to print. CR defaults to ALL.

4. Mail Code Sort

Enter **N** or **Y** to indicate whether to sort the mailing labels by mail codes. CR defaults to N.

5. Zip Code Sort

Enter **N** or **Y** to indicate whether to sort the mailing labels by zip code. CR defaults to N.

6. Alignment

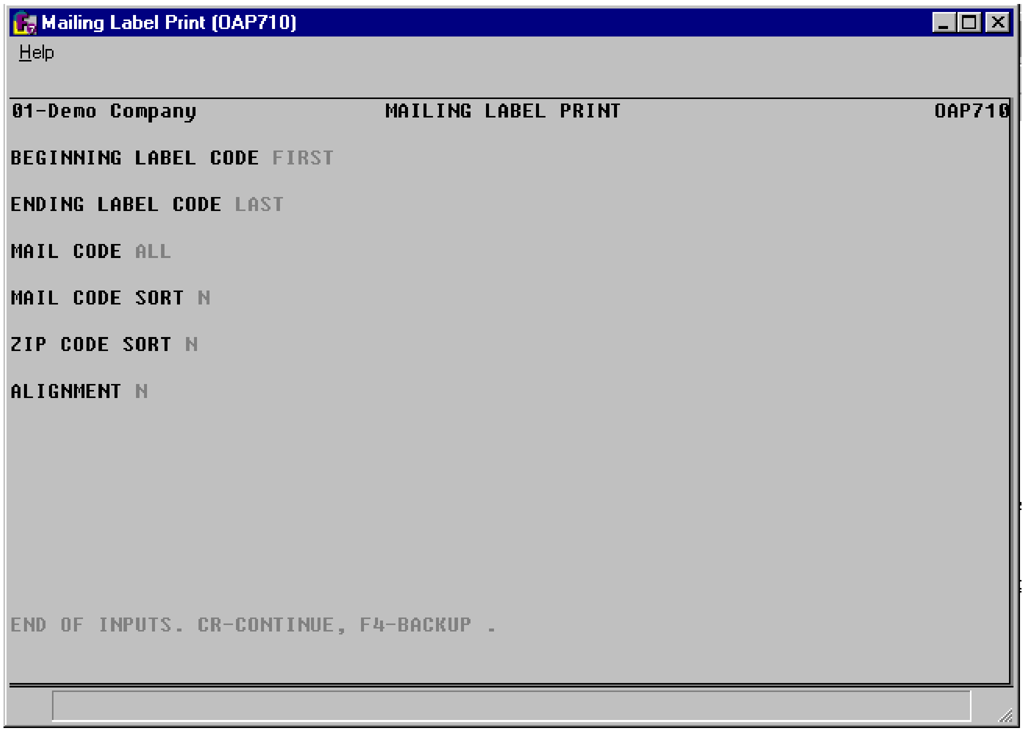
Enter Y or N to indicate whether to print an alignment. CR default to N. If Y is entered, the alignment pattern prints immediately and the program returns to this prompt.

Technical Notes

Printing proceeds by reading through the mailing labels file (OALABL) which is checked for the information needed to print the mailing labels. If sorted by mail code and/or zip code, the program creates a temporary sort file (SMSRT?) which sorts the mail codes and/or the zip codes into correct order.

FILES USED - SMCNTL, OALABL

FILES UPDATED - SMSRT?

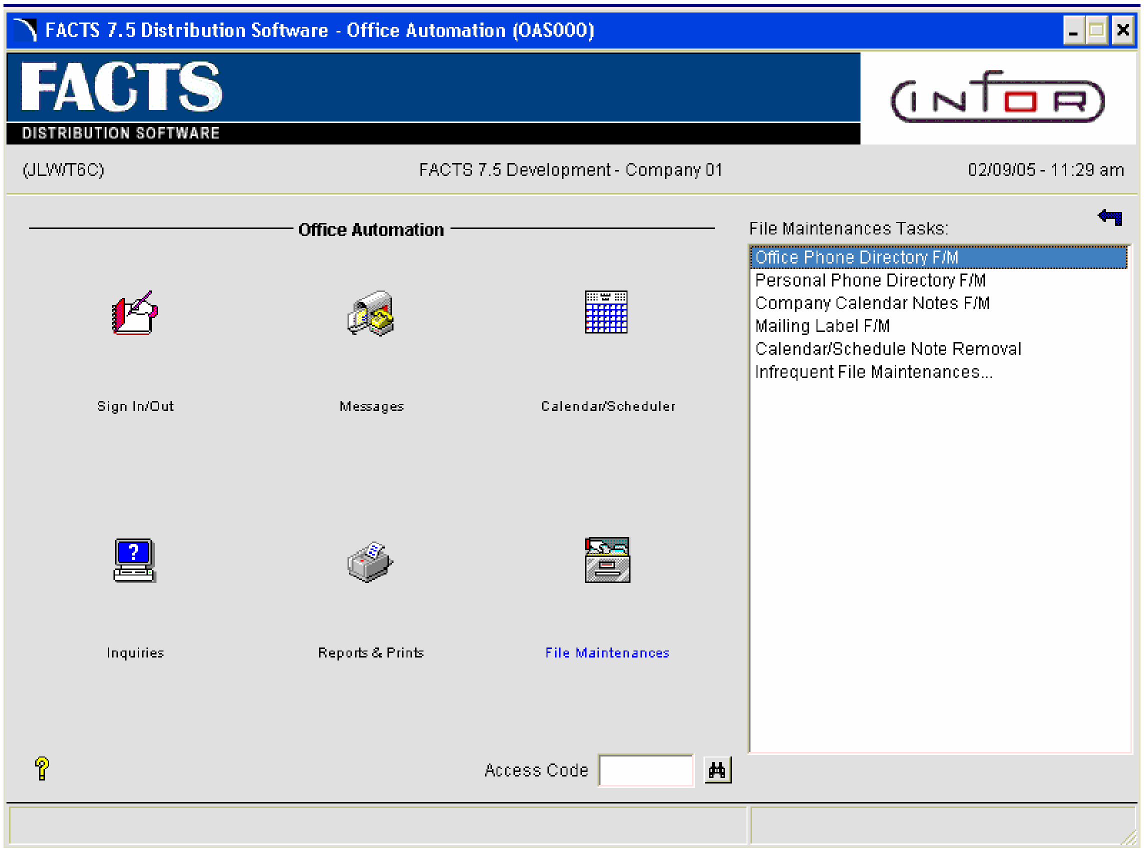


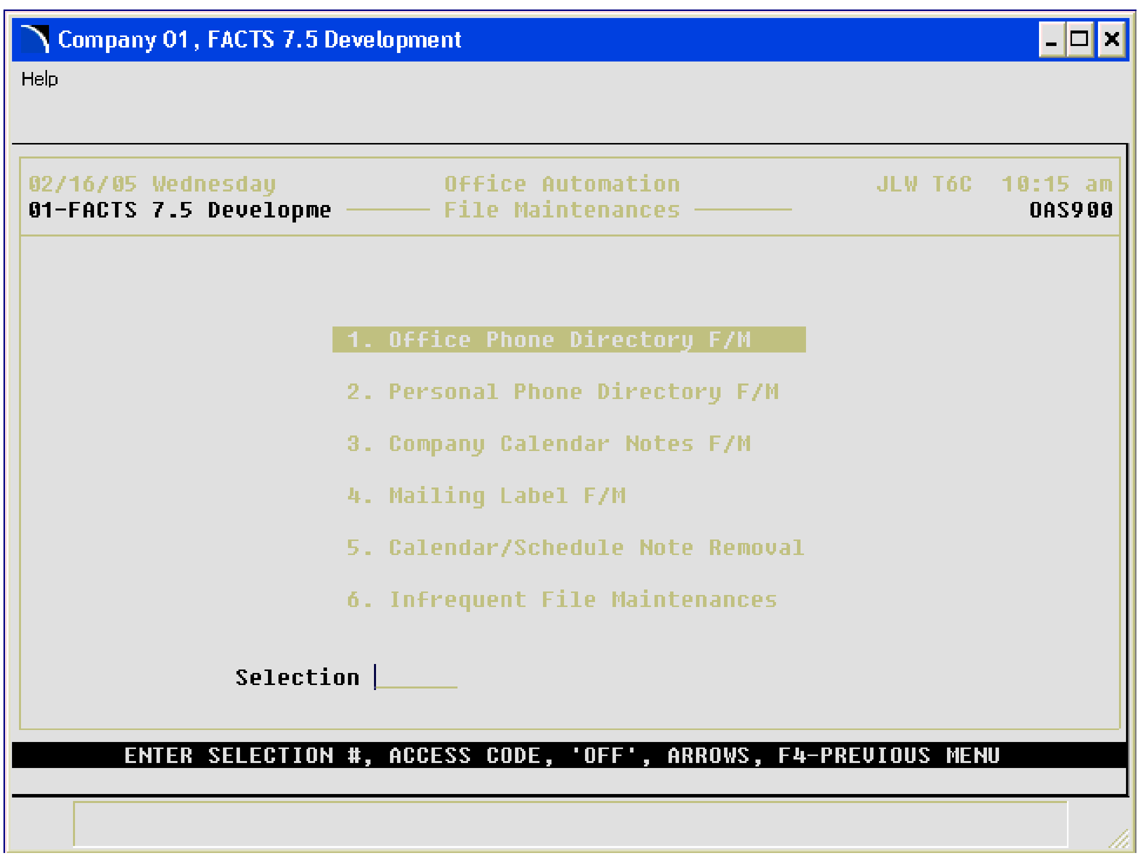
File Maintenances

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often (example, Office Phone Directory F/M) while others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial setup of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the last office phone ID # used, the last personal phone ID # used, the last phone message entry # and the last general message entry #.

All files, once set up by the system, are maintained and updated by the system.


FACTS 7.5 Distribution Software - Office Automation (OAS000)
FACTS
DISTRIBUTION SOFTWARE
INFOR
(JLW/T6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:29 am
Office Automation
File Maintenances Tasks:
Office Phone Directory F/M
Personal Phone Directory F/M
Company Calendar Notes F/M
Mailing Label F/M
Calendar/Schedule Note Removal
Infrequent File Maintenances...
Sign In/Out
Messages
Calendar/Scheduler
Inquiries
Reports & Prints
File Maintenances
Access Code


Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday
Office Automation
JLW T6C 10:15 am
01-FACTS 7.5 Developme
File Maintenances
OAS900
1. Office Phone Directory F/M
2. Personal Phone Directory F/M
3. Company Calendar Notes F/M
4. Mailing Label F/M
5. Calendar/Schedule Note Removal
6. Infrequent File Maintenances
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Office Phone Directory F/M (OAF910)

Function

This program allows the user to create and maintain office phone number records in the phone number and information file. Each record contains an ID number along with general information. These records may be displayed through the Phone Directory Search program or may be used to print the Telephone Directory. ID numbers may be automatically assigned by the program. Any OA user may access these records because they are part of the office phone number directory.

User Inputs

The following inputs are involved in creating office phone number records:

1. ID#

Enter the ID number (1-9999). CR assigns the next available ID number from the Nonstatic control file. The word NEXT is displayed until all inputs have been entered and then the actual number is displayed before the record is added to the file. F2 allows a search (ref. 5).

2. Name

Enter the associate's name (up to 25 characters).

3. Phone Number

Enter the associate's phone number including area code and dashes (up to 17 characters).

4. Alpha 1

Enter an alphabetical sort key (up to 10 characters) to be used to sort associates alphabetically for printouts or displays. In most cases, the first 10 characters of the associate's name would make a good sort key. If more than one associate has the same first 10 characters, you may wish to make the sort key unique. You also may use the first 10 characters of this associate's company president's name or that of a person you work with at this associate's office.

5. Alpha 2

Enter a second alphabetical sort key if needed (up to 10 characters).

6. Alpha 3

Enter a third alphabetical sort key if needed (up to 10 characters).

7. Alpha 4

Enter a fourth alphabetical sort key if needed (up to 10 characters).

8. Memo

Enter the memo concerning this associate if desired (up to 20 characters).

9. Address 1

Enter the associate's address (up to 25 characters). If only one address line is needed, use the first.

10. Address 2

Enter the second line of the associate's address if needed (up to 25 characters). If only two address lines are needed, use the first two.

11. Address 3

Enter the third line of the associate's address if needed (up to 25 characters).

12. Contact #1, Phone, Memo

Enter the name of the person you work with at this associate's office (up to 25 characters), this person's phone number (up to 17 characters), and a memo concerning this person if desired (up to 25 characters). F3 ends inputs. If only one contact is needed, use the first.

13. Contact #2, Phone, Memo

Enter the name of a second person you work with at this associate's office (up to 25 characters), this person's phone number (up to 17 characters), and a memo concerning this person if desired (up to 25 characters). F3 ends inputs.

14. Contact #3, Phone, Memo

Enter the name of a third person you work with at this associate's office (up to 25 characters), this person's phone number (up to 17 characters) and a memo concerning this person if desired (up to 25 characters). F3 ends inputs.

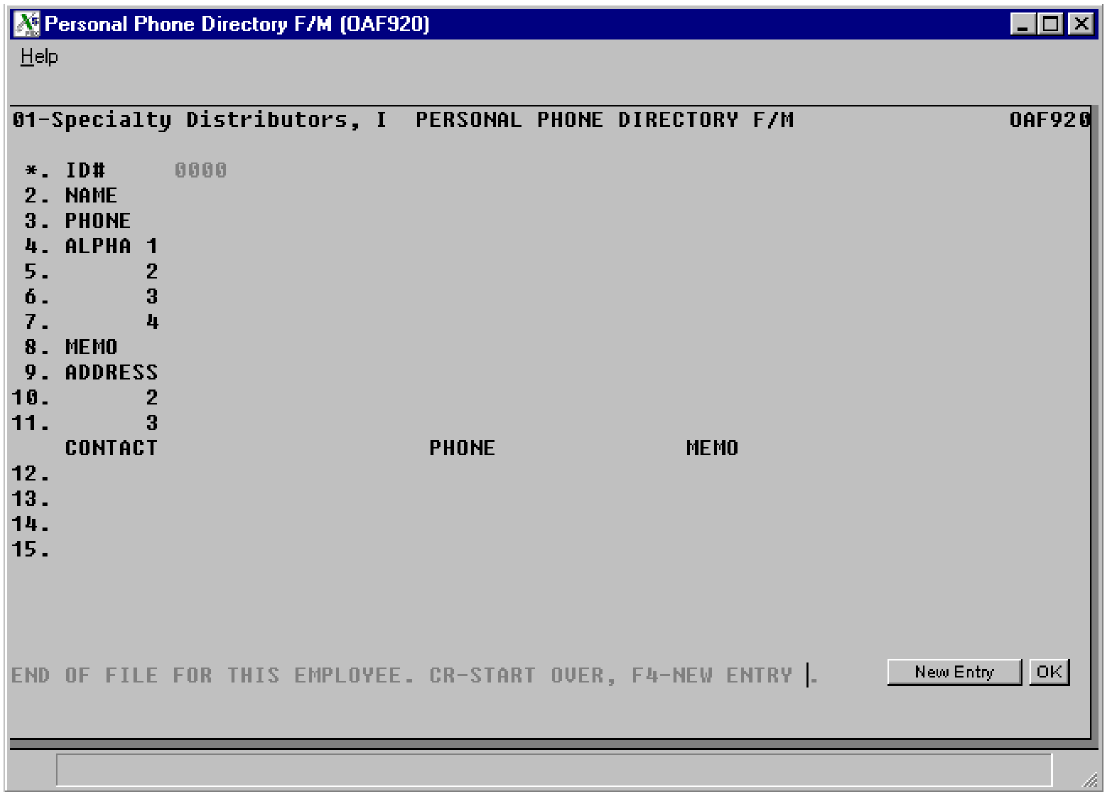
15. Contact #4, Phone, Memo

Enter the name of a fourth person you work with at this associate's office (up to 25 characters), this person's phone number (up to 17 characters) and a memo concerning this person if desired (up to 25 characters).

Technical Notes

The office phone number records are distinguished from the personal phone number records in the phone number file by the automatic insertion of blanks into the key in place of the employee code by this program.

FILES UPDATED - SMCNTL, OAPHON, OAPHOX


Personal Phone Directory F/M (OAF920)
Help
01-Specialty Distributors, I PERSONAL PHONE DIRECTORY F/M OAF920
*. ID# 0000
2. NAME
3. PHONE
4. ALPHA 1
5. 2
6. 3
7. 4
8. MEMO
9. ADDRESS
10. 2
11. 3
CONTACT PHONE MEMO
12.
13.
14.
15.
END OF FILE FOR THIS EMPLOYEE. CR-START OVER, F4-NEW ENTRY
New Entry
OK

Personal Phone Directory F/M (OAF920)

Function

This program allows the user to create and maintain personal phone number records in the phone number information file. Each record contains an ID number along with general information. These records can be displayed through the Phone Directory Search program or may be used to print the Telephone Directory.

ID numbers may be automatically assigned by the program. The personal phone number records may only be viewed if the user is set up for OA (must be a valid employee).

Employees may only view their own personal phone numbers through this program. This is because each employee has an assigned user code and only that code may view the personal phone numbers of the employee.

User Inputs

The following inputs are involved in creating personal phone number records:

1. ID#

Enter the ID number (1-9999). CR assigns the next available ID number from the Nonstatic control record. The word NEXT is displayed until all inputs have been entered and then the actual number is displayed before the record is added to the file. F2 allows a search (ref. 5).

2. Name

Enter the associate's name (up to 25 characters).

3. Phone Number

Enter the associate's phone number including area code and dashes (up to 17 characters).

4. Alpha 1

Enter an alphabetical sort key (up to 10 characters) to be used to sort associates alphabetically for printouts or displays. In most cases, the first 10 characters of the associate's name would make a good sort key. If more than one associate has the same first 10 characters, you may wish to make the sort key unique. You also may use the first 10 characters of this associate's company president's name or that of a person you work with at this associate's office.

5. Alpha 2

Enter a second alphabetical sort key if needed (up to 10 characters).

6. Alpha 3

Enter a third alphabetical sort key if needed (up to 10 characters).

7. Alpha 4

Enter a fourth alphabetical sort key if needed (up to 10 characters).

8. Memo

Enter the memo concerning this associate if desired (up to 20 characters).

9. Address 1

Enter the associate's address (up to 25 characters). If only one address line is needed, use the first.

10. Address 2

Enter the second line of the associate's address if needed (up to 25 characters). If only two address lines are needed, use the first two.

11. Address 3

Enter the third line of the associate's address if needed (up to 25 characters).

12. Contact #1, Phone, Memo

Enter the name of the person you work with at this associate's office (up to 25 characters), this person's phone number (up to 17 characters), and a memo concerning this person if desired (up to 25 characters). F3 ends inputs. If only one contact is needed, use the first.

13. Contact #2, Phone, Memo

Enter the name of a second person you work with at this associate's office (up to 25 characters), this person's phone number (up to 17 characters), and a memo concerning this person if needed (up to 25 characters). F3 ends inputs.

14. Contact #3, Phone, Memo

Enter the name of a third person you work with at this associate's office (up to 25 characters), this person's phone number (up to 17 characters) and a memo concerning this person if desired (up to 25 characters). F3 ends inputs.

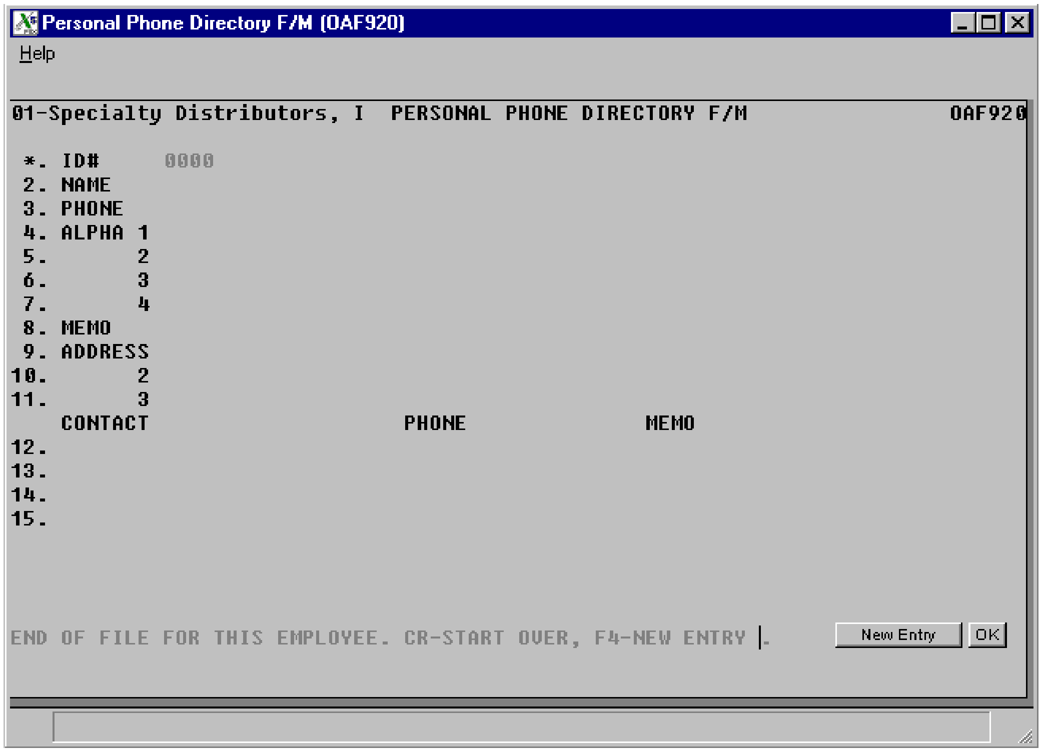
15. Contact #4, Phone, Memo

Enter the name of a fourth person you work with at this associate's office (up to 25 characters), this person's phone number (up to 17 characters) and a memo concerning this person if desired (up to 25 characters).

Technical Notes

FILES USED - SMZART

FILES UPDATED - SMCNTL, OAPHON, OAPHOX


Personal Phone Directory F/M (OAF920)
Help
01-Specialty Distributors, I PERSONAL PHONE DIRECTORY F/M OAF920
*. ID# 0000
2. NAME
3. PHONE
4. ALPHA 1
5. 2
6. 3
7. 4
8. MEMO
9. ADDRESS
10. 2
11. 3
CONTACT PHONE MEMO
12.
13.
14.
15.
END OF FILE FOR THIS EMPLOYEE. CR-START OVER, F4-NEW ENTRY
New Entry
OK

Company Calendar Notes F/M (OAF930)

Function

This program allows the user to create and maintain company calendar notes in the calendar file. These notes are displayed on a specific date through the Calendar/Schedule program.

User Inputs

The following inputs are involved in creating company calendar notes:

1. Date

Enter the date the note is to appear on the calendar (ref. 2). CR defaults to the system date.

2. Note

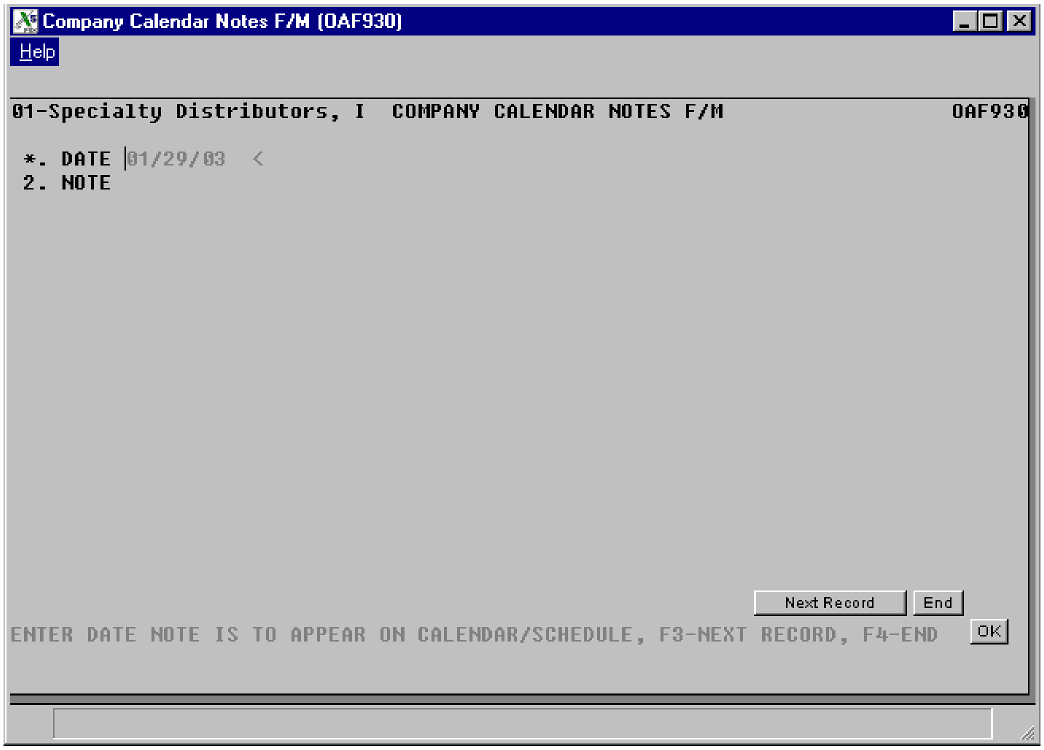
Enter the note for the calendar (up to 70 characters).

Technical Notes

The company calendar notes are distinguished from other records in the calendar file by the automatic insertion of blanks into the employee code and time fields which are both a part of the key to this file (OACALD).

FILES USED - SMCNTL

FILES UPDATED – OACALD


Company Calendar Notes F/M (OAF930)
Help
01-Specialty Distributors, I COMPANY CALENDAR NOTES F/M OAF930
*. DATE 01/29/03 <
2. NOTE
Next Record
End
ENTER DATE NOTE IS TO APPEAR ON CALENDAR/SCHEDULE, F3-NEXT RECORD, F4-END
OK

Mailing Label F/M (OAF940)

Function

This program allows the user to create and maintain records in the mailing label file. Each record contains a mailing label code and general information relevant to the mailing label.

Before entering mailing labels, the user must set up at least one mail code in the Mail Code F/M program.

After entering mailing label records, these records may be printed by the Mailing Label Report and the Mailing Label Print programs.

User Inputs

The following inputs are involved in creating mailing label records:

1. Label Code

Enter the label code (up to 10 characters). In most cases, the first 10 characters of the associate's name would be a good label code.

2. Name

Enter the associate's name (up to 25 characters).

3. Address 1

Enter the associate's address (up to 25 characters). If only one address line is needed, use the first.

4. Address 2

Enter the second line of the associate's address if needed (up to 25 characters).

5. City

Enter the city where the associate is located (up to 15 characters).

6. State

Enter the state where the associate is located (up to 2 characters).

7. Zip Code

Enter the associate's zip code (up to 10 characters).

8. Attention

Enter the attention line (up to 25 characters). The system automatically prints ATTN: on the attention line.

9-13. Mail Codes

Enter up to five valid 3-character valid mail codes. F2 allows a search (ref. 5). CR defaults to the first mail code on file otherwise the mail code of the record just entered. F3 ends mail code inputs.

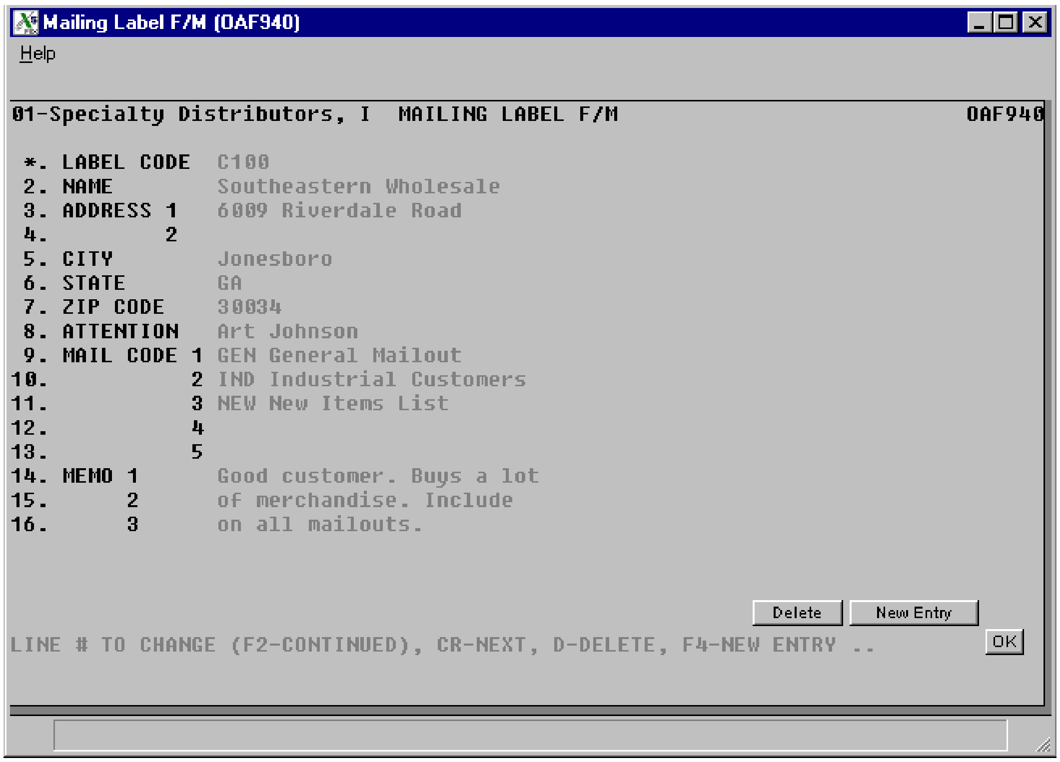
14-16. Memos

Enter up to 3 memos (up to 25 characters each). F3 ends inputs.

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - OALABL



Calendar/Schedule Note Removal (OAU910)

Function

This program allows the user to remove employee's daily memos and scheduled events through a specified cutoff date.

User Inputs

The following inputs are involved in removing calendar/schedule notes:

1. Employee

Enter the valid employee code to remove calendar/schedule notes (up to 8 characters). CR defaults to ALL.

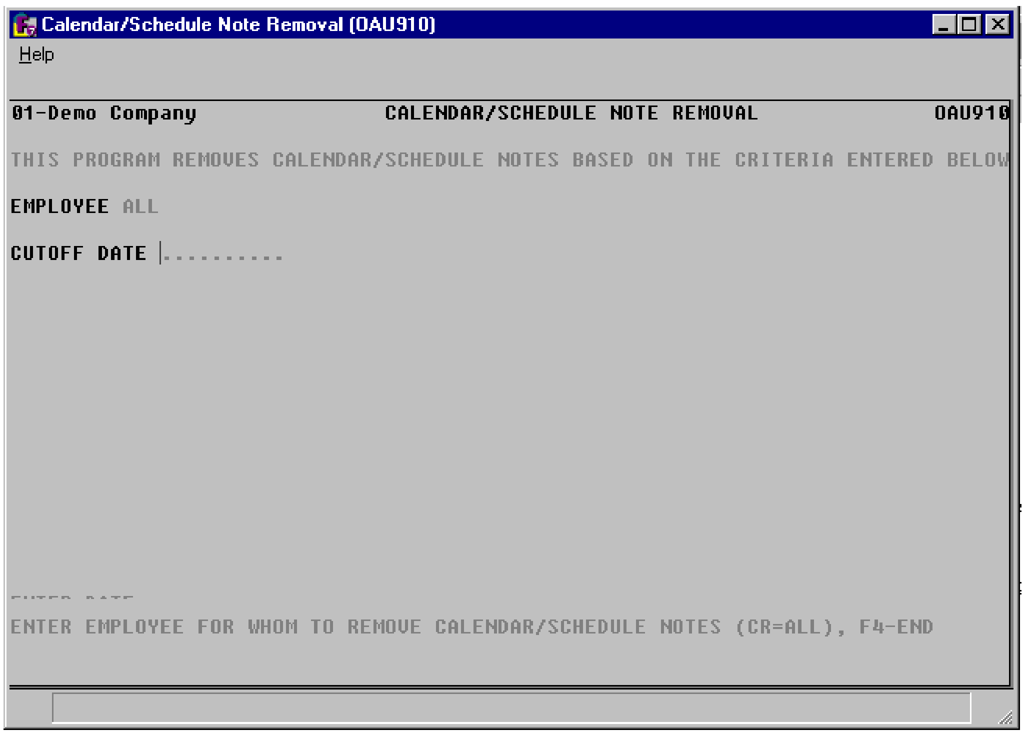
2. Cutoff Date

Enter the cutoff date to remove calendar/schedule notes through (ref. 2). Any records with a date prior to or equal to the date entered are removed. Press F1 for No Cutoff date. CR defaults to the ending date of the last GL period closed.

Technical Notes

FILES USED - SMCNTL, OAEMPL

FILES UPDATED - OACALD

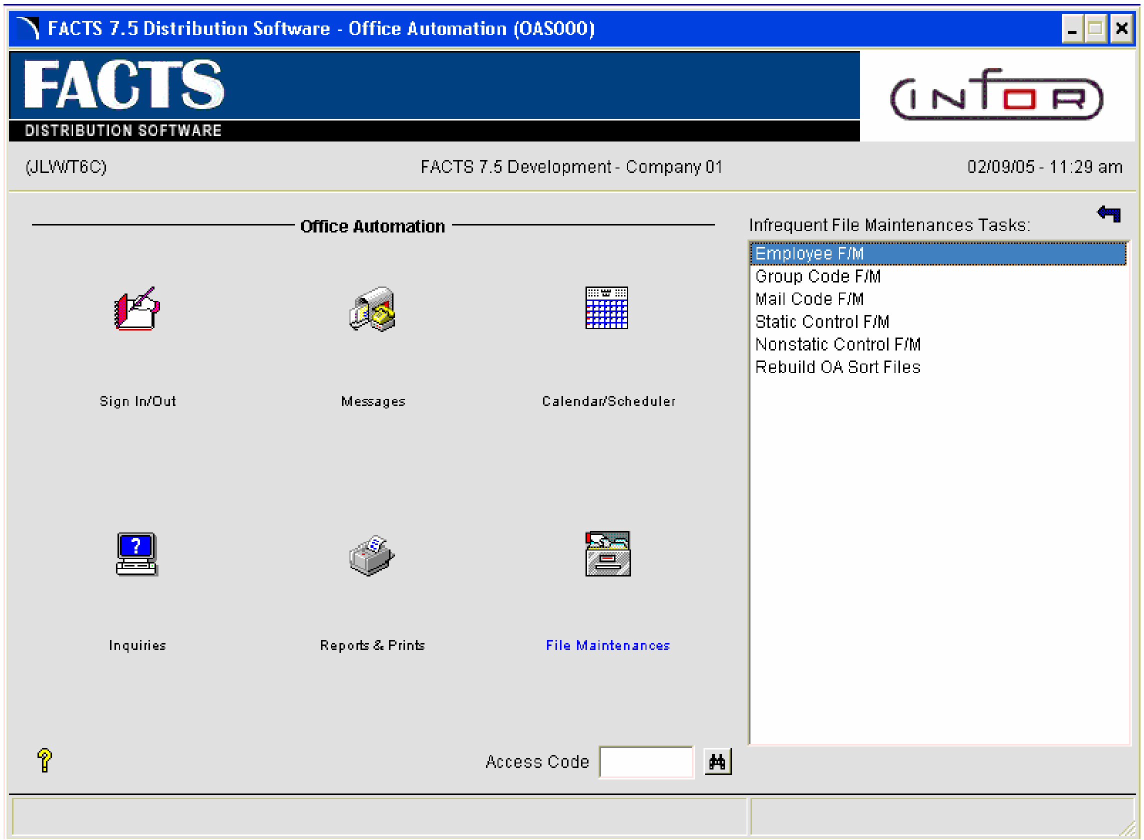


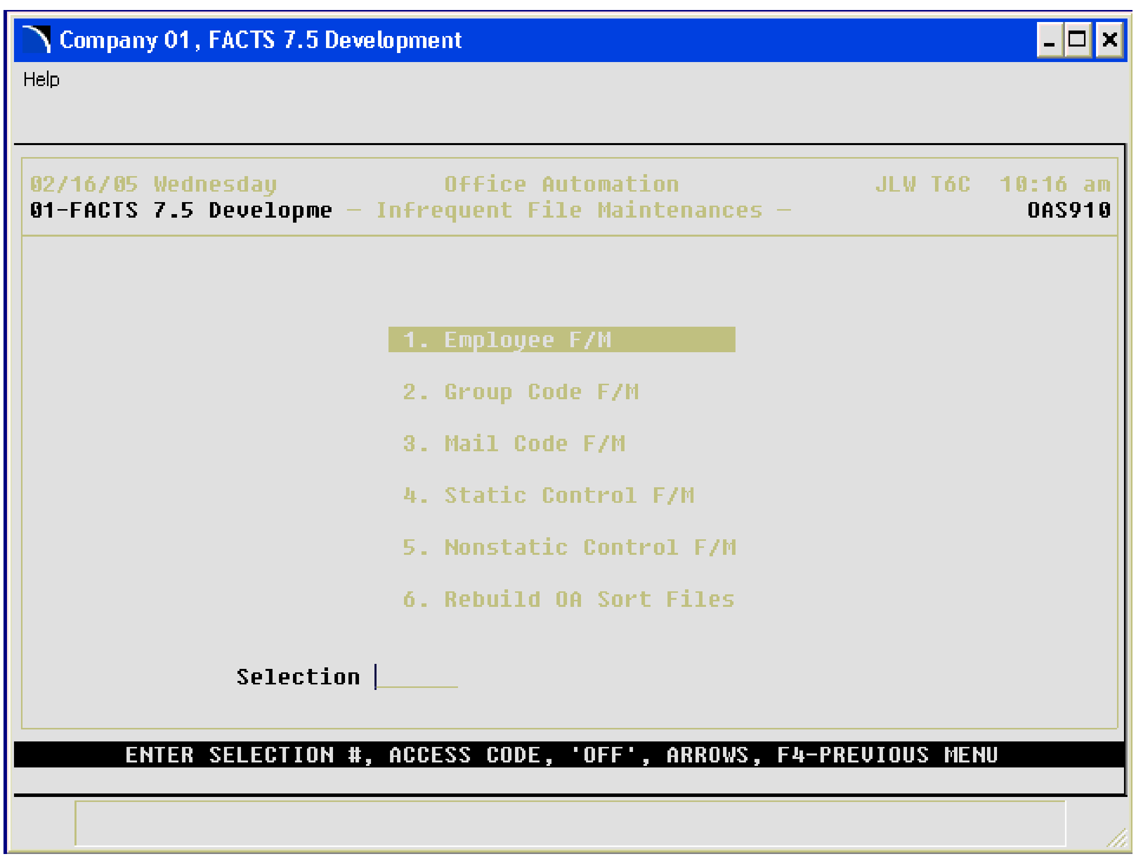
Infrequent File Maintenances

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system (refer to the Installation Manual).

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the sales orders period and all the register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the sales orders system do not need to be maintained by the user and it is unlikely that they will be used.


FACTS 7.5 Distribution Software - Office Automation (OAS000)
FACTS
DISTRIBUTION SOFTWARE
(JLW/T6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:29 am
Office Automation
Infrequent File Maintenances Tasks:
Employee F/M
Group Code F/M
Mail Code F/M
Static Control F/M
Nonstatic Control F/M
Rebuild OA Sort Files
Sign In/Out
Messages
Calendar/Scheduler
Inquiries
Reports & Prints
File Maintenances
Access Code


Company 01, FACTS 7.5 Development
Help
02/16/05 Wednesday Office Automation JLW T6C 10:16 am
01-FACTS 7.5 Developme – Infrequent File Maintenances – OAS910
1. Employee F/M
2. Group Code F/M
3. Mail Code F/M
4. Static Control F/M
5. Nonstatic Control F/M
6. Rebuild OA Sort Files
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

Employee F/M (OAF950)

Function

This program allows the user to create and maintain records in the employee file. Each record contains an employee code and general information relevant to the employee. This file is the backbone of the office automation system and is referenced by virtually all programs in the OA system.

Before entering employees, the user must know the employee's user code. At least one user code must be set up. User codes are entered in the User Code F/M program.

An employee record cannot be deleted in this program if the employee code is also defined in the Technical Support Employee File.

User Inputs

The following inputs are involved in creating employee file records:

1. Employee

Enter the employee code (up to 8 characters). In most cases, the employee's first name, nickname or the first eight characters of the employee's last name would be a good employee code. F2 allows a search (ref. 2).

2. Name

Enter the employee's name (up to 25 characters).

3. Title

Enter the employee's title (up to 25 characters).

4. Department

Enter the department in which the employee is located (up to 4 characters).

5. Location

Enter where the employee is located (up to 10 characters).

6. Work Phone

Enter the employee's work phone number including area code, dashes and extension, if needed (up to 17 characters).

7. Home Phone

Enter the employee's home phone number including area code and dashes and extension, if needed (up to 17 characters).

8. Address 1

Enter the employee's address (up to 25 characters). If only one address line is needed, use the first.

9. **Address 2**

Enter the second line of the employee's address if needed (up to 25 characters). If only two address lines are needed, use the first two.

10. **Address 3**

Enter the third line of the employee's address if needed (up to 25 characters).

11. **Memo**

Enter the memo concerning the employee (up to 25 characters).

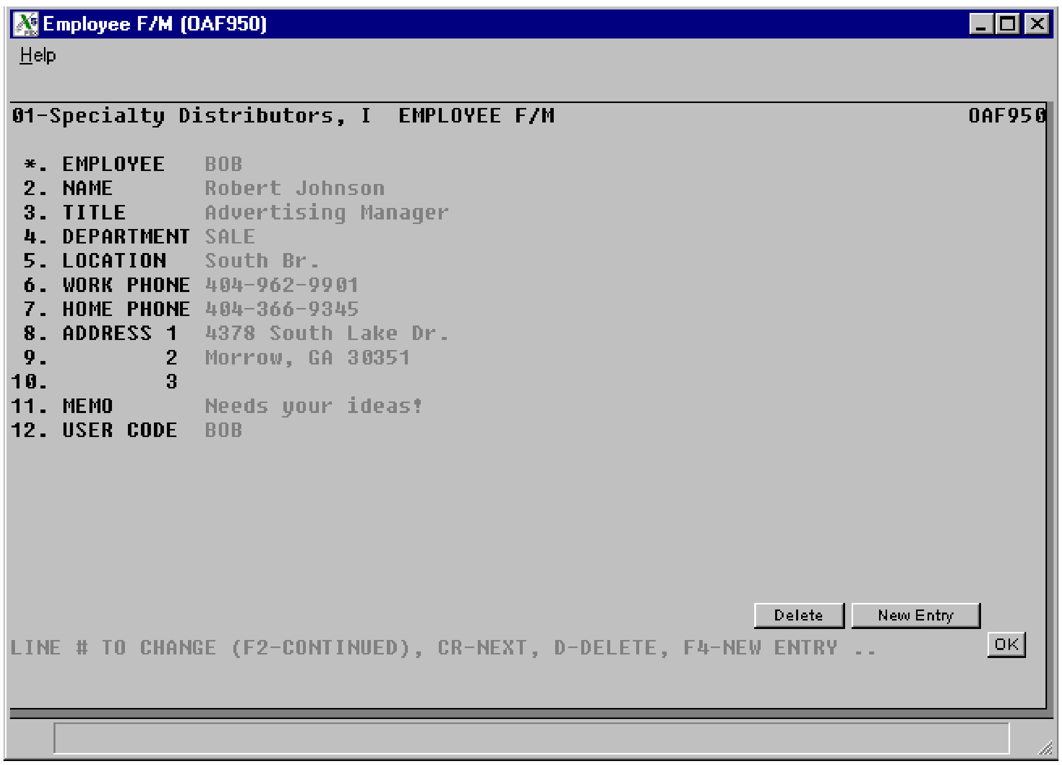
12. **User Code**

Enter the employee's user code (up to 3 characters). The entry must be a valid user code.

Technical Notes

FILES USED - SMCNTL, TSEMPL

FILES UPDATED - OAEMPL, SMZART, OADEPX, OAPHMS, OAGNMT, OAGNMX, OACALD, OAPHON



Group Code F/M (OAF960)

Function

This program allows the user to create and maintain the group codes file. Group codes can be used to group employees by departments or by employee classifications (such as: sales & marketing or clerks). The codes allow the user flexibility in the general message entry program. This program can send messages to employees based on group codes or to an individual employee. Using group codes would relieve the burden of sending messages to every single employee within a department or classification.

The user establishes his/her own set of valid group codes and their descriptions. The user should assign codes that are easy to remember; for example, sales department (SALE).

Each valid group code may represent up to 40 employees.

User Inputs

The following inputs are involved in creating a group code record:

1. Group Code

Enter the group code (up to 4 characters). F2 allows a search (ref. 2).

2. Description

Enter the group code description (up to 25 characters).

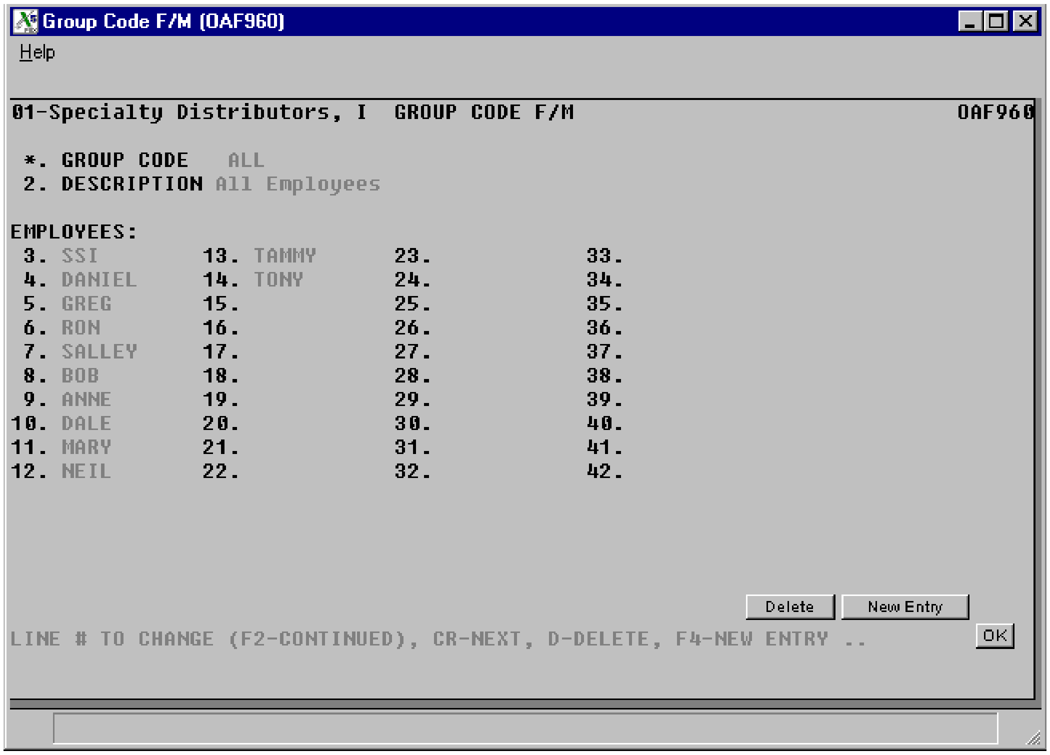
3-42. Employee

Enter up to 40 employee codes (ref. 3).

Technical Notes

FILES USED - OAEMPL

FILES UPDATED - SMCNTL


Group Code F/M (OAF960)
Help
01-Specialty Distributors, I GROUP CODE F/M OAF960
*. GROUP CODE ALL
2. DESCRIPTION All Employees
EMPLOYEES:
3. SSI 13. TAMMY 23. 33.
4. DANIEL 14. TONY 24. 34.
5. GREG 15. 25. 35.
6. RON 16. 26. 36.
7. SALLEY 17. 27. 37.
8. BOB 18. 28. 38.
9. ANNE 19. 29. 39.
10. DALE 20. 30. 40.
11. MARY 21. 31. 41.
12. NEIL 22. 32. 42.
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

Mail Code F/M (OAF970)

Function

This program allows the user to create and maintain the mail codes file. Mail codes can be used to group classifications of customers for mailing purposes (such as: industrial or office supply customers). The codes allow the user flexibility in the Mailing Label F/M, Mailing Label Report and Print programs. The Mailing Label Report and Print programs list and print mail labels based on the mail code. Using these codes would relieve the burden of unwanted labels being printed. The user establishes his/her own set of valid mail codes and their descriptions. The user should assign codes that are easy to remember; for example, industrial (IND).

User Inputs

The following inputs are involved in creating a mail code record:

1. Mail Code

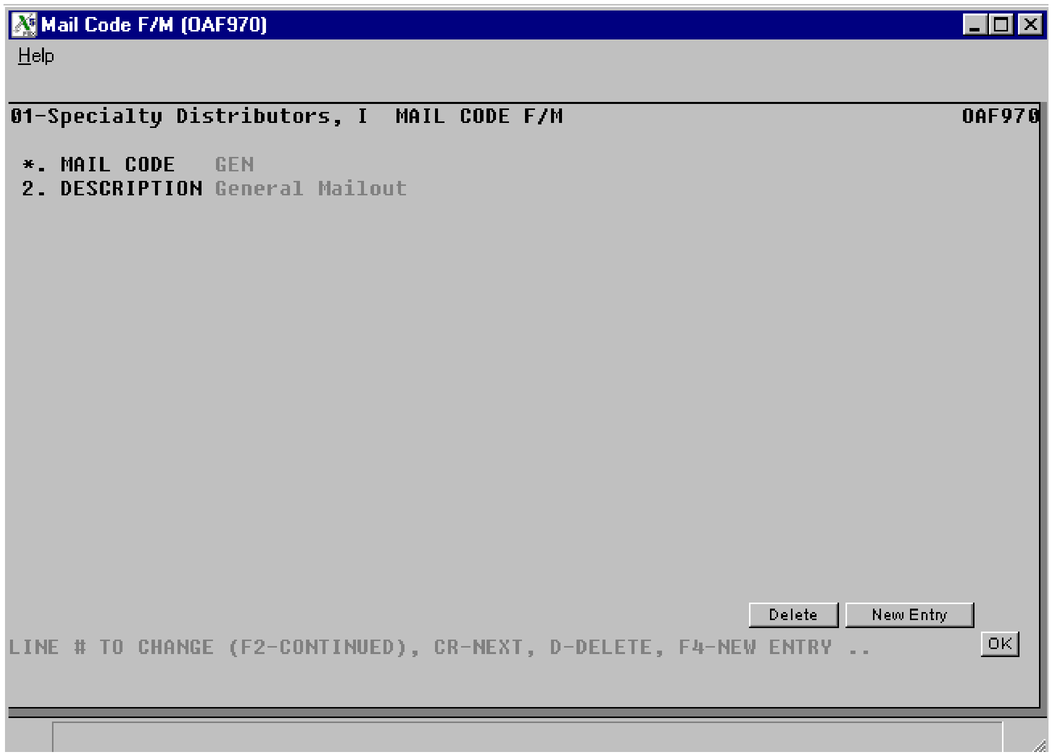
Enter the mail code (up to 3 characters). Any character combination is acceptable except for all blanks or the word ALL.

2. Description

Enter the mail code description (up to 25 characters).

Technical Notes

FILES UPDATED - SMCNTL


Mail Code F/M (OAF970)
Help
01-Specialty Distributors, I MAIL CODE F/M OAF970
*. MAIL CODE GEN
2. DESCRIPTION General Mailout
Delete
New Entry
LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..
OK

Static Control F/M (OAF980)

Function

This program allows the user to create and maintain the OA static control record. The user establishes information concerning the Sign-In/Out program and the Calendar/Scheduler program.

User Inputs

The following inputs are involved in creating the company static control record:

1. Sign-In Message

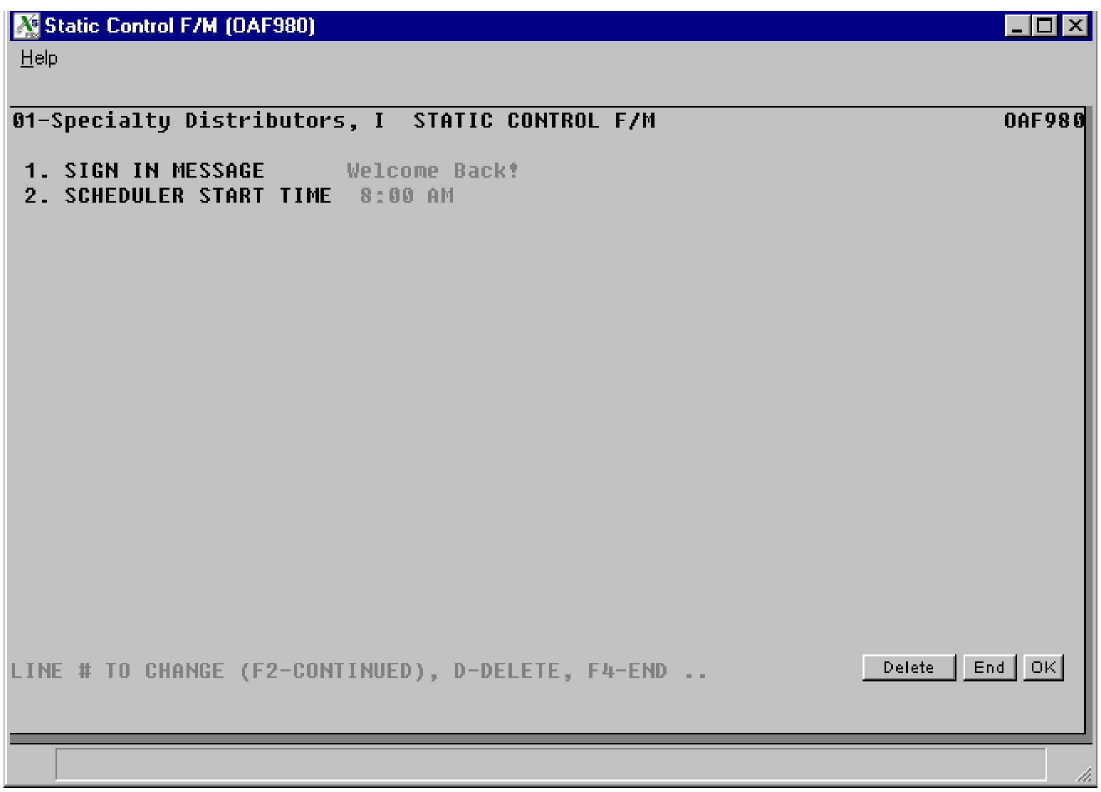
Enter the message to display when a user signs in (up to 25 characters).

2. Schedule Start Time

Enter the schedule start time (HH:MM ?M). This time must be on the hour and also on or before 4:00 p.m.

Technical Notes

FILES UPDATED - SMCNTL



Nonstatic Control F/M (OAF990)

Function

This program allows the user to create and maintain the company OA Nonstatic control record. The OA Nonstatic control record is critical to the proper functioning of the OA system. The record contains information which the OA system references in performing various functions.

CAUTION! It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your affiliate.

User Inputs

The following inputs are involved in creating the OA Nonstatic control record:

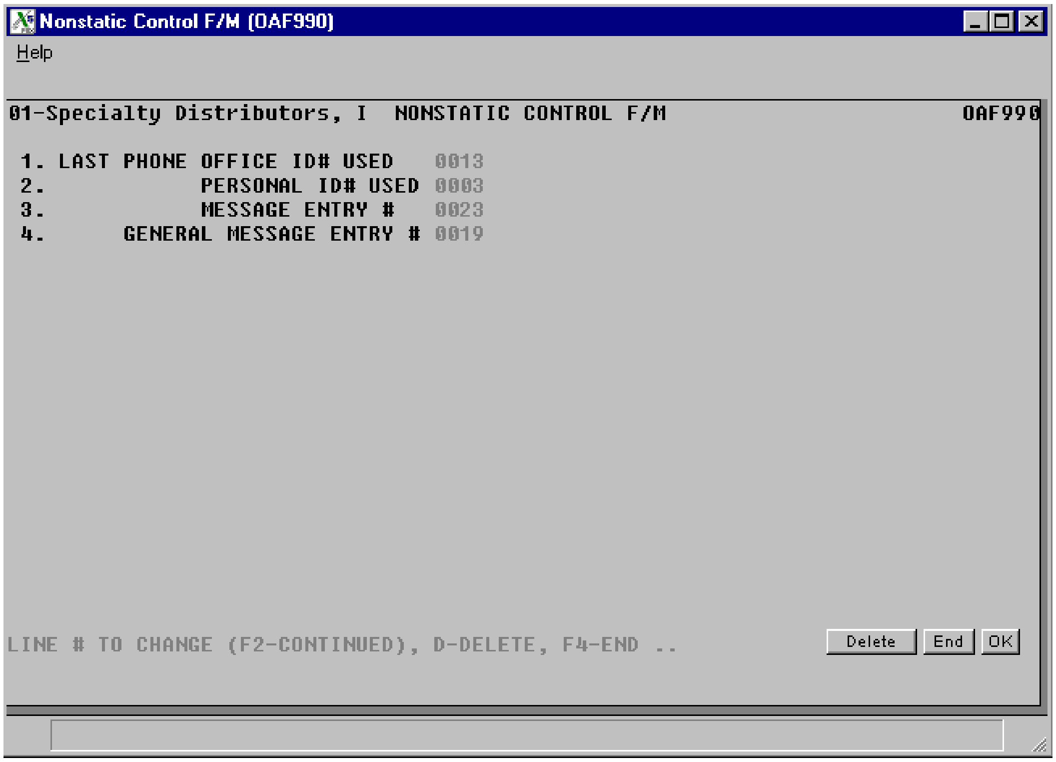
***1-4. ID and Entry Numbers**

These numbers keep track of the last phone ID and message entry numbers used. The last number used is incremented by one. Upon installation, these fields should be set to 0. These fields will automatically be updated through normal processing. CR initially defaults to 0.

* indicates that changing the field after initial installation may have serious repercussions. Please refer to your affiliate before any changes are made.

Technical Notes

FILES UPDATED - SMCNTL


Nonstatic Control F/M (OAF990)
Help
01-Specialty Distributors, I NONSTATIC CONTROL F/M OAF990
1. LAST PHONE OFFICE ID# USED 0013
2. PERSONAL ID# USED 0003
3. MESSAGE ENTRY # 0023
4. GENERAL MESSAGE ENTRY # 0019
LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..
Delete
End
OK

Rebuild OA Sort Files (OAU990)

Function

This program allows the user to rebuild sort files that may not be up to date with the rest of the system.

Sort files are used throughout the FACTS system to enable the user to report and retrieve information in an order other than the order in which the main file is stored. For example, the records of the employee file are stored in employee code order. To access this file in department order requires a sort file that is stored in department by employee code order. The corresponding record in the main file may then be accessed for the needed information.

User Inputs

The following inputs are involved in rebuilding OA sort files:

1. OAPHOX

Enter Y or N to indicate whether to rebuild OAPHOX. This file is the OA ID number by alphabetic sort file to the phone number and information file (OAPHON). This sort file is used in the Phone Directory Search where phone numbers can be searched for in alpha order. This sort file is also used in the Telephone Directory where phone numbers and related information can be printed in alpha order. CR defaults to N.

2. OADEPX

Enter Y or N to indicate whether to rebuild OADEPX. This file is the OA employee by department sort file to the employee file (OAEMPL). This sort file is used in the Employee Listing where employee information can be printed by department. CR defaults to N.

3. OAGNMX

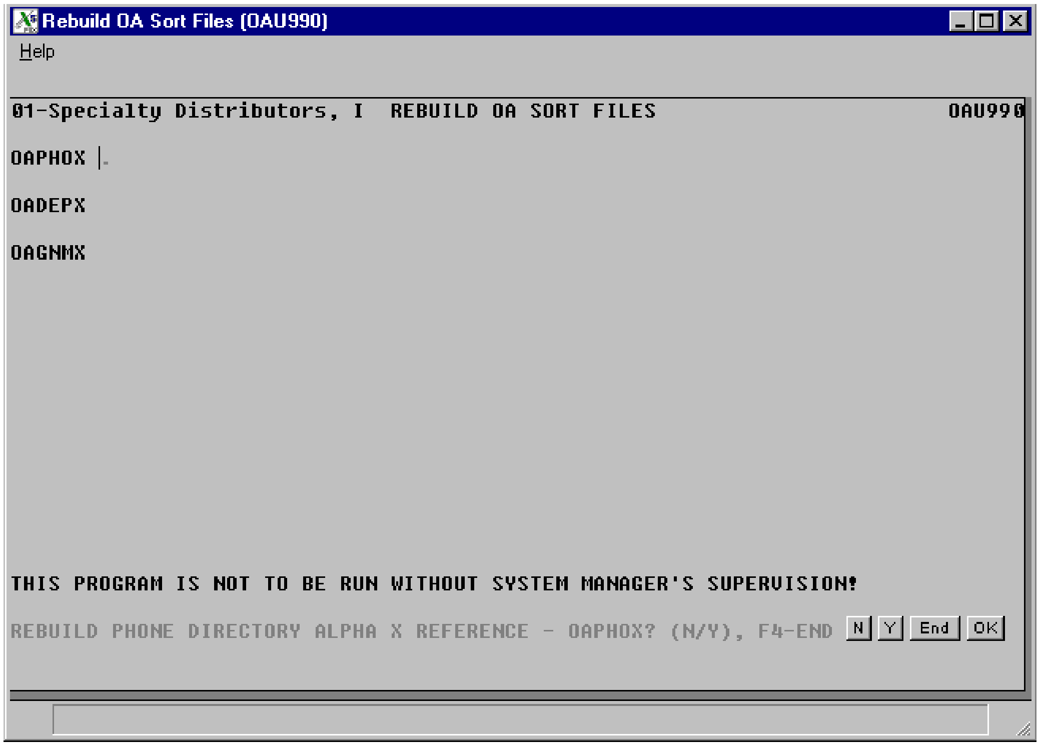
Enter Y or N to indicate whether to rebuild OAGNMX. This file is the OA employee by general message number sort file to the general messages header file and the direct file for employee viewing (OAGNMT). This sort file is used in the General Message Entry program where employees receiving a certain general message may be displayed. This sort file is also used in the Message Viewing/Disposition program where a general message may be deleted by an employee who is the only receiver of that message. CR defaults to N.

Files will be rebuilt for all companies.

Technical Notes

FILES USED - OAPHON, OAEMPL, OAGNMT, SMCNTL, SMFILE

FILES UPDATED - OAPHOX, OADEPX, OAGNMX


Rebuild OA Sort Files (OAU990)
Help
01-Specialty Distributors, I REBUILD OA SORT FILES OAU990
OAPHOX
OADEPX
OAGNMX
THIS PROGRAM IS NOT TO BE RUN WITHOUT SYSTEM MANAGER'S SUPERVISION!
REBUILD PHONE DIRECTORY ALPHA X REFERENCE - OAPHOX? (N/Y), F4-END
N
Y
End
OK

Data Warehouse (SMS750)

The programs on the Data Warehouse menu allow Infor.

e-info users to export data from certain FACTS File Maintenance programs and the Daily Sales Register in XML format to the Data Warehouse Server so they can create Web-accessible sales history reports.

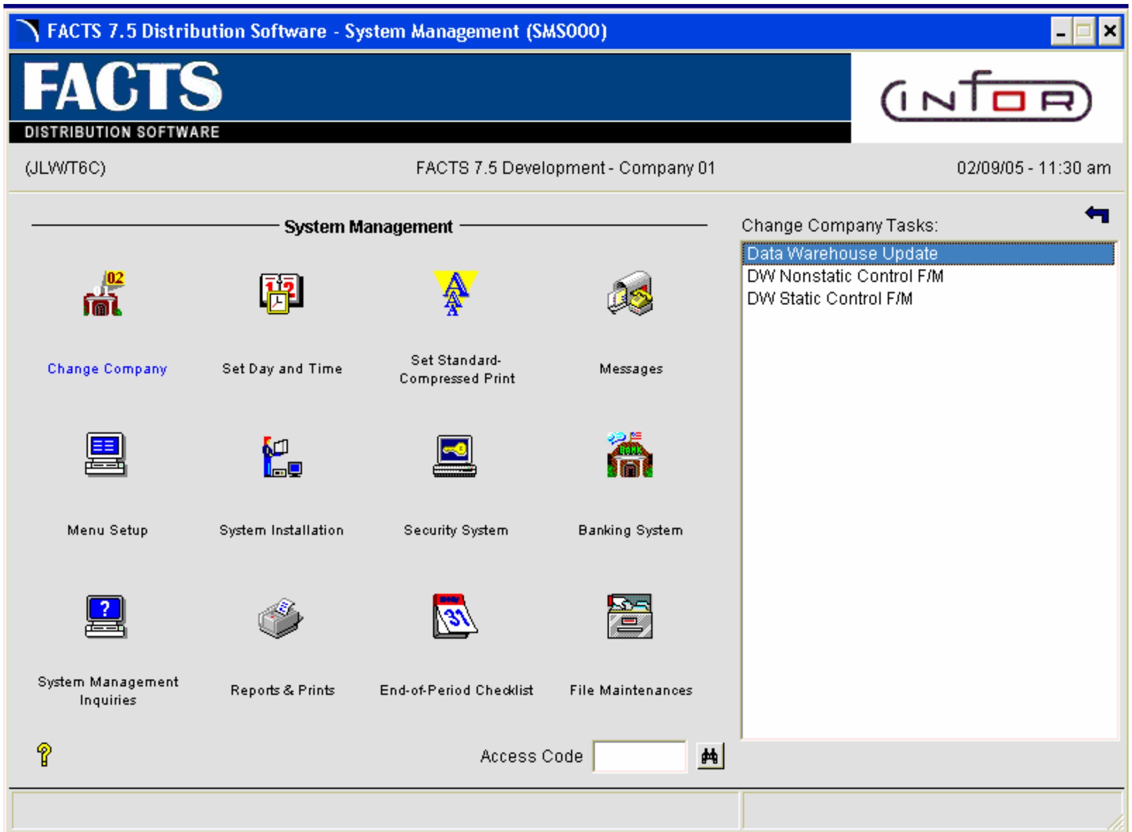
The following programs appear on this menu:

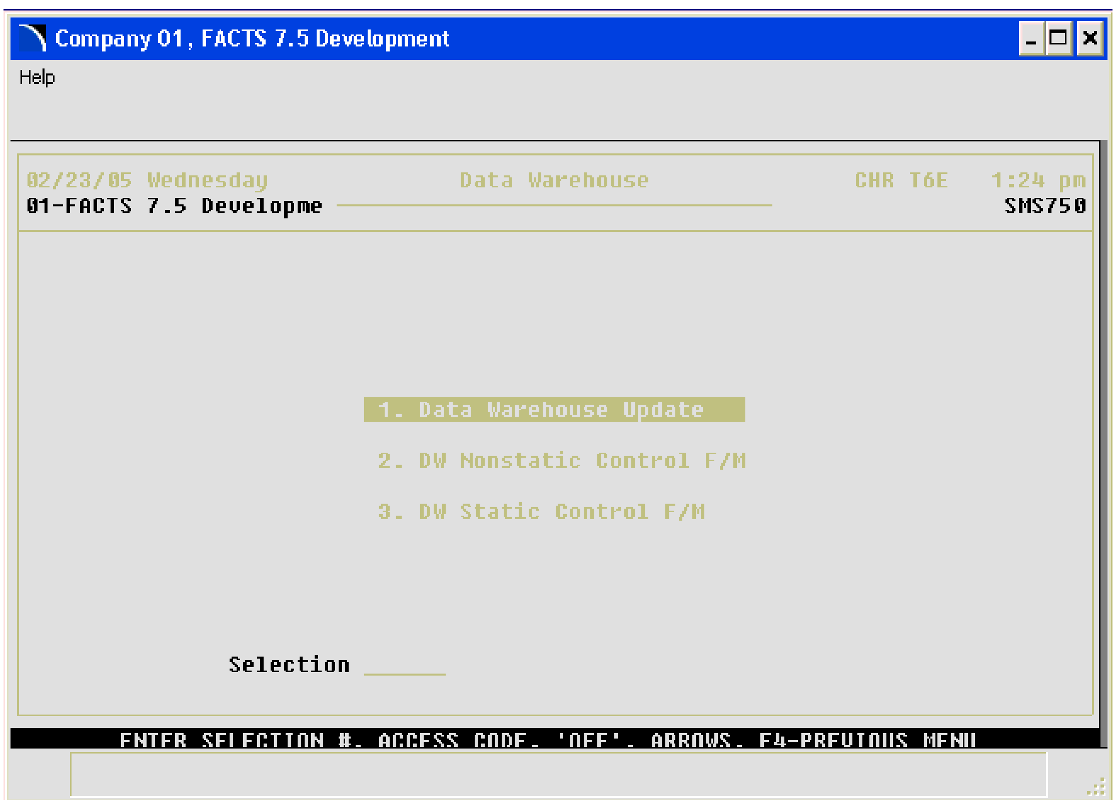
Data Warehouse Update

Data Warehouse Static Control F/M

Data Warehouse NonStatic Control F/M

Data Warehouse Load is accessible by typing the DWL access code in the menu system.


FACTS 7.5 Distribution Software - System Management (SMS000)
FACTS
DISTRIBUTION SOFTWARE
(JLW/T6C)
FACTS 7.5 Development - Company 01
02/09/05 - 11:30 am
System Management
Change Company Tasks:
Data Warehouse Update
DW Nonstatic Control F/M
DW Static Control F/M
Change Company
Set Day and Time
Set Standard-Compressed Print
Messages
Menu Setup
System Installation
Security System
Banking System
System Management Inquiries
Reports & Prints
End-of-Period Checklist
File Maintenances
Access Code


Company 01, FACTS 7.5 Development
Help
02/23/05 Wednesday
Data Warehouse
CHR T6E
1:24 pm
01-FACTS 7.5 Developme
SMS750
1. Data Warehouse Update
2. DW Nonstatic Control F/M
3. DW Static Control F/M
Selection
ENTER SELECTION #, ACCESS CODE, 'OFF', ARROWS, F4-PREVIOUS MENU

FACTS Data Warehousing Basics

FACTS is just one of four components that comprise Data Warehouse:

FACTS. This is also referred to as the source system because it supplies data in XML format from various file maintenance programs as well as the Daily Sales Register.

Staging area. This is where FACTS uploads the XML documents it generates. In most cases, the staging area resides on the Data Warehouse server.

Data Warehouse. This is a SQL Server 7.0 database running on a Windows NT system. The Data Warehouse is divided into Data Marts, which focus on information related to a specific business process, such as sales.

Database Query Tools. Seagate Analysis and Seagate Info 7 are the approved reporting and querying tools for the Infor Data Warehouse system. These programs enable administrators to create any number of reports from the information in the data warehouse.

Seagate Info and Analysis are free and can be downloaded at www.seagatesoftware.com.

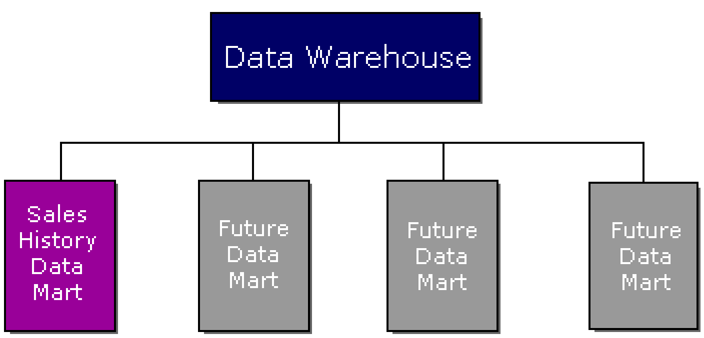
For instructions on setting up FACTS for data warehousing and **e-info**, refer to *Configuring FACTS for Data Warehouse* on the FACTS Affiliate Nexus.

About Data Marts

The initial release of the Infor Data Warehouse ships with one data mart — Sales History. More data marts are planned for future releases.

FACToid

The Sales History Data Mart provides much of the information found in the FACTS Sales Analysis module.



The Sales History Data Mart contains all the invoice line-item data exported from the Daily Sales Register and the following F/Ms:

Branch, Company, Customer, Customer Class, Customer Price Class, Department, Item, Item Class, Item Price Class, Region, Route, Salesperson/Territory, Ship-To, Ship Via, Vendor, Vendor Class and Warehouse.

➲ You do not have to configure these F/Ms to export. Each of the programs is pre-configured to export XML documents to the staging area.

At this release, you cannot set additional F/Ms to export to the Sales History Data Mart.

Data Warehouse Process Flow (Daily Processing)

The following process flow provides an overview of how the Data Warehouse module fits into daily operations.

1. FACTS users create, update, and delete records in the File Maintenance programs configured to export to the Data Warehouse. Each of these activities generates an XML document in the staging area.

   A FACTS user Runs the Daily Sales Register. The DSR in turn creates an XML document for each invoice it updates.

2. After the final DSR update, an Administrator or technical user runs the Data Warehouse Update program, creating Ready to Import files in the staging area. This file is a list of XML documents that are ready to be loaded into the Data Warehouse database.

3. An administrator runs the Data Warehouse Server Update program on the Data Warehouse Server. This program updates each XML document in the staging area that appears in the Ready to Import files. The server update can be set to run automatically (see the *Data Warehouse Installation and Administration* document on the e-info Install CD and Microsoft's NT documentation for details).

4. The Data Warehouse Server Update program prepares the data for the Data Warehouse database by using pre-defined tables in the Data Warehouse Setup program. It also updates the Data Warehouse database.

Data Warehouse Update (SMU720)

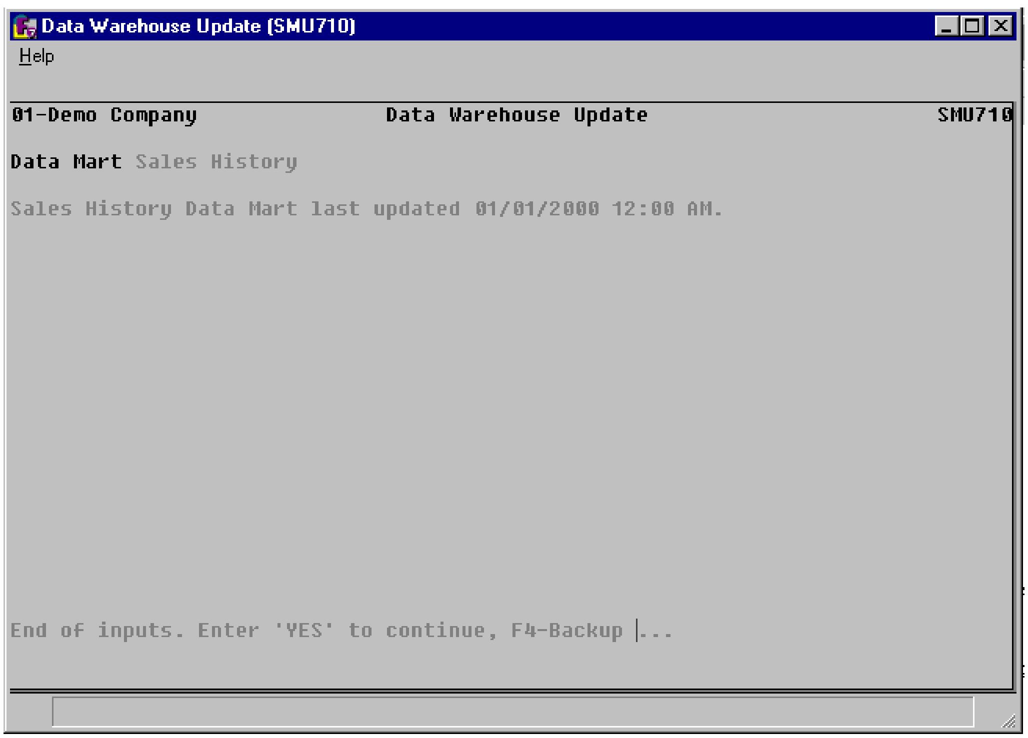
We recommend that you run this program after you run the final Daily Sales Register update for the day.

How frequently you run the update depends on how current you want the data to be in the Data Warehouse.

This program does not update the Data Warehouse database. Instead, it creates lists of XML documents that are ready to be loaded by the Data Warehouse database. This list is called the Ready to Import file

It sends these files to the staging area, where the Data Warehouse Server Update program reads them to see which of the XML documents in the staging area it can update.

➲ The Data Warehouse Update is cumulative. This means if a Ready to Update file already exists in the staging area, this Update appends the file rather than replaces it.



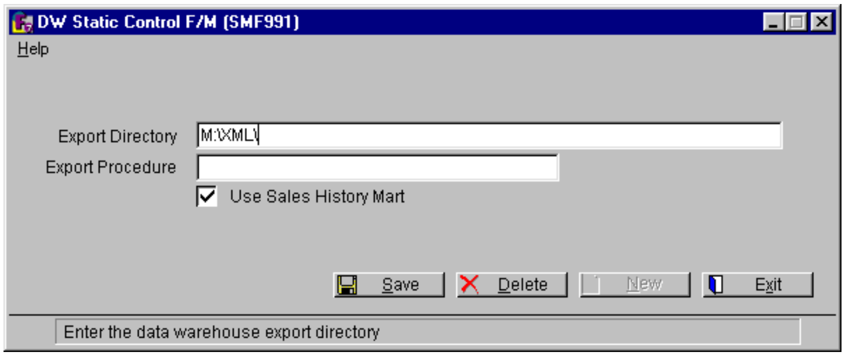
To run the Data Warehouse Update:

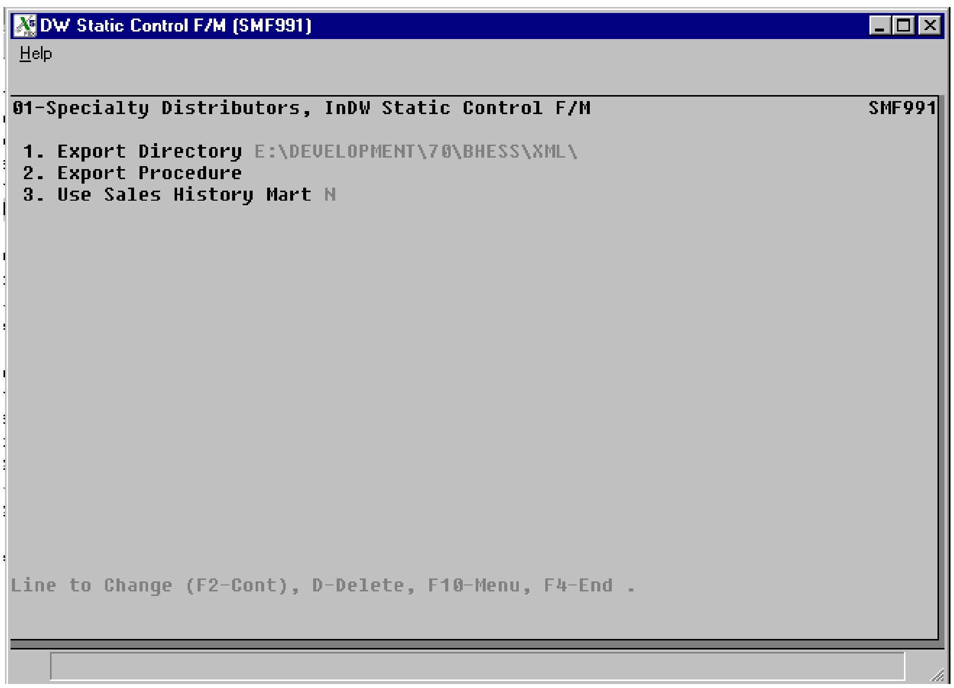
1. Access the program by choosing *System Management→Data Warehouse→Data Warehouse Update*.
2. Select the Sales History Data Mart (the default) and type Yes.

If you defined **Export Procedure** in the Data Warehouse Static Control F/M, the Update runs that procedure after it creates the Ready to Import files.

Data Warehouse Static Control F/M (SMF991)

Access this program by choosing *System Management*→*Data Warehouse*→*Data Warehouse Static Control F/M* in the menu system.





FACToid.

Access any of the Data Warehouse programs by typing the **access code DW**.

Use the DW Static Control F/M to control the XML export process.

1. Enter the **Export Directory**. This is the directory where you want FACTS to create the XML documents it exports.

   We recommend that you export to the Staging directory on the Data Warehouse Server. Make sure that the Staging Directory is mapped so the FACTS Application Server can see it.

   If you use this configuration, the export directory and the staging area are the same thing.

   Alternative configuration: You can create an export directory the FACTS Application server. In this case, you are actually creating two staging areas — one on the FACTS side and one on the Data Warehouse server side. You must be able to move the exported XML documents from the Export Directory to the staging area directory.

2. Enter the path to the **Export Procedure**. An export procedure is only necessary when the Export Directory is not the Staging directory on the Data Warehouse Server.

   It enables you to tell FACTS how to get the XML files to the Data Warehouse server. For instance, you may want to FTP the files to the Staging directory.

   The procedure can be a batch file, script or executable — depending on which operating system you are using — that you have written.

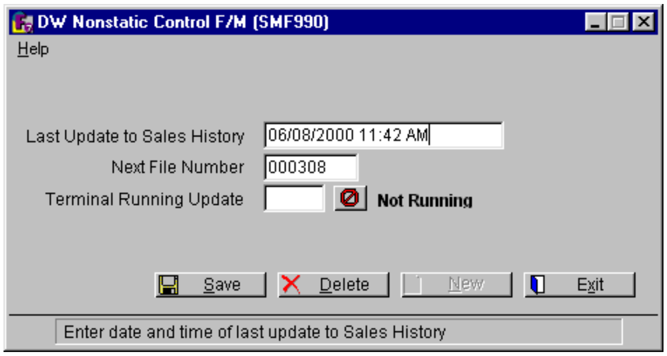
   When you run the Data Warehouse Update, it runs the procedure you define in this field.

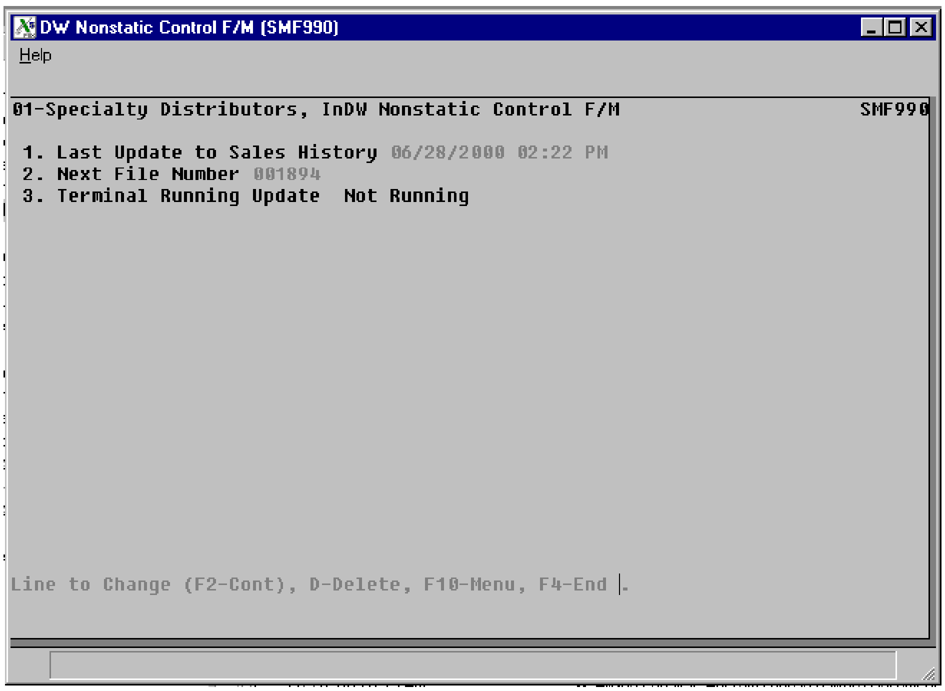
3. Make sure the **Use Sales History Mart** is selected (or set to Y).

   ➲ **Do not change this flag** once the Data Warehouse system goes live. Data corruption occurs when they flag changes during processing.

Data Warehouse Nonstatic Control F/M (SMF990)

Access this program by choosing *System Management→Data Warehouse→Data Warehouse Nonstatic Control F/M* in the menu system.





You do not have to enter information in the DW Nonstatic Control F/M during initial setup.

This program maintains information during live processing that enables FACTS to coordinate exports and updates to the Data Warehouse staging area. It also creates the six-digit numbers that become XML file names.

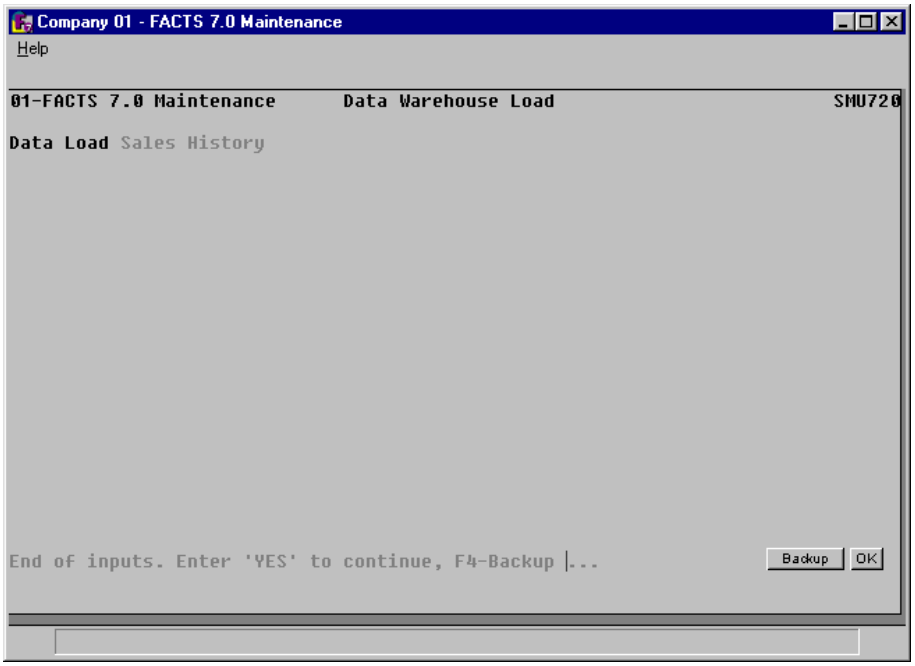
1. **Last update to Sales History**. Displays the date on which the Data Warehouse Update was last run.
2. **Next File Number.** Displays the number that will be assigned to the next XML document.
3. **Terminal Running Update.** When the Data Warehouse Update is running, this field displays the terminal ID, indicating from which terminal or PC the update is running.

➲ If the update locks for any reason, choose the Cancel button or press F1 to clear the field. You may need to run the update again to make sure FACTS data updated correctly and is not corrupt.

Data Warehouse Load (SMU720)

Use this program to perform the initial load of XML documents required to set up the Sales History Data Mart — and the data sources that build the data mart — during live processing.

➲ All users should be logged out of FACTS before you run this program.



To perform the initial warehouse load:

1. Enter the **access code DWL** in the menu system (this program does not appear on a menu).
2. Choose the data mart you want to load (Sales History is the only option at initial release).

Appendix A: References

System Management

1. DATE Dates will be displayed according to the format set in the Company Control Record. For viewing purposes, all dates will be displayed with a two digit year. For editing purposes, all dates will allow the entry and display of a four digit year. An entry date can be viewed in its entirety by using the left and right arrow keys or by using the HOME and END keys to scroll through the date field. The system will allow the full date or a partial date to be entered.

Special dates that were previously displayed and stored as 01/01/00 and 12/31/99 will no longer be handled in the same manner. Tag names such as NONE, ASAP, FIRST, LAST, etc. will now be used in place of "generic" dates. These tag names will also be accepted as the valid input dates in some data entry prompts.

The Rule of 50: FACTS programs use a "rule of 50" logic to expedite date processing. If the two digit year is greater than or equal to 50, the system will assume the date to be in the 1900s; if the two digit year is less than 50, the system will assume the date to be in the 2000s.

During data entry, if the system is unable to interpret the date entered, the date mask will be displayed in the prompt. If the system is able to interpret the date entered, the date will be displayed in the prompt. Dates prior to 01/01/1800 or after 12/31/2199 are not allowed during date entry.

FACTS programs contain 8-character and 10-character date fields. The date editing/entry display varies slightly depending on whether it is an 8-character or 10-character field. When editing a date, using the right arrow or the END key, will advance the cursor to the end of the date field and using the left arrow or the HOME key, will advance the cursor to the beginning of the date field.

	8-Character Date Field	**10-Character Date Field**
When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	**ORDERED** 01/02/96<	**ORDERED** 01/02/96 <
Use the right arrow key or the END key to display the full 4-digit year:	**ORDERED** /02/1996<	**ORDERED** 01/02/1996<
A plus sign at the end of the date field indicates that the year is not in the default century.	**ORDERED** 01/02/96+	**ORDERED** 01/02/2096<

2. **END OF INPUTS** In all report and update programs, this is the last input prior to processing. This gives the user a chance to check all the information entered for accuracy. If something needs to be changed, enter F4 to back up and change. Once everything is correct, press CR or type YES and the program will continue.

3. **SEARCH** The search feature allows the operator to search for various fields (example: bank code) when little or no information is known about them. The search displays at the bottom of the screen a number of the fields at a time. The operator may enter a search key (usually **F2**), continue to view the search fields, select the line number of one of the fields displayed, or return to the program input.

Job Stream

1. **END OF INPUTS** In all report and update programs, this is the last input prior to processing. This gives the user a chance to check all information for accuracy. If something needs to be changed, enter F4 to back up and change. Once everything is correct, press CR or type YES and the program will continue.

2. **SEARCH** The search feature allows the operator to search for various fields (example: bank code) when little or no information is known about them. The search displays at the bottom of the screen a number of the fields at a time. The operator may enter a search key, continue to view the search fields, select the line number of one of the fields displayed, or return to the program input.

Office Automation

1. **ALIGNMENT** An alignment check is often desired to ensure that forms paper is correctly aligned in the printer. Enter Y or N to indicate whether to print an alignment. CR defaults to N and no alignment check is printed. If Y is entered, the alignment check prints immediately and the program returns to this input.

2. **DATE** The format mask of the date is set in the company control record and is either American (MMDDYY) or European (DDMMYY). When entering dates, valid dates within the mask must be entered (i.e., always enter two digits for the month (or day), day (or month) and year). With an incorrect entry, the input mask is displayed in the input.

   Users may enter one or two digits at the date input and the system assumes the digits entered are the day of the current month and year and the full 6-digit date is displayed. Users may also enter three or four digits at the date input and the system assumes the digits entered are the day and the month (entered in correct order based on date mask) of the current year and the full 6-digit date is displayed.

3. **EMPLOYEE** When entering the employee, the employee code must be entered. This code is padded to the correct length automatically. The code entered must be that of a valid employee in the employee file. F2 allows the employee search. This displays at the bottom of the screen a number of employees at a time, the employee code and the name. This feature is useful in finding a specific employee. The user may enter the beginning employee to search, continue, select the employee displayed, or return to the entry program.

4. **END OF INPUTS** In all report and update programs, this is the last input prior to processing. This gives the user a chance to check all the information for accuracy. If something needs to be changed, enter F4 to back up and change. Once everything is correct, press CR or enter YES and the program will continue.

5. **SEARCH** The search feature allows the user to search for various fields (example: salesperson/territory) when little or no information is known about them. The search displays at the bottom of the screen a number of the fields at a time. The user may enter a search key, continue, select the line number of one of the fields displayed, or return to the program input.

APPENDIX B: Glossary of Terms

DEPARTMENT A department is a memo field used to describe in what department (sales, marketing, administrative) the employee works within the company. Departments may print on the Employee Listing. Departments in office automation are not tied in with GL departments.

EMPLOYEE Employees are set up through the OA Employee F/M program. Each employee is assigned a valid user code. When a user signs on, the system recognizes the employee assigned to the user code.

FUNTION BUTTONS In the FACTS graphical user interface, the buttons located at the bottom of the screen and sometimes next to fields. Pressing one of these buttons performs an action in either the program or the field.

GENERAL MESSAGE A general message is a message sent to an employee other than a phone message. A general message may be sent to an individual employee or a group of employees through the General Message Entry program.

GROUP CODE Group codes are set up through the Group Code F/M. Group codes are used to categorize employees so that OA mail messages can be easily sent to a group. For example, all employees in the sales department could be in a sales group. A message may then be sent to one group rather than to each of the employees when a sales meeting is announced.

GUI An acronym that stands for graphical user interface.

LABEL CODE Label codes are set up through the Mailing Label F/M. A label code is assigned to each company name and address entered in the system that prints a label for mailing purposes.

MAIL CODE Mail codes are set up through the Mail Code F/M. Mail codes are used to identify types of mailings (general company mailings, customers, prospects, etc.).

OFFICE PHONE DIRECTORY The office directory, set up through the Office Phone Directory F/M, contains company names, addresses, phone numbers and contacts. The office directory is available for display for all employees through the Phone Directory Search, and may be printed through the Telephone Directory Print.

PERSONAL PHONE DIRECTORY The personal directory, set up through the Personal Phone Directory F/M, contains names, address, phone numbers and contacts for each employee in office automation to access. The personal directory is available for display through the Phone Directory Search and may be printed through the Telephone Directory Print.

PHONE MESSAGE A phone message may be sent to an individual employee through the Phone Message Entry program.

TITLE BAR An element of a window in all GUI software. Title bars most often display the software logo, the name of the software and the program or file that you are working in.

USER CODE User codes are set up through the SM User Code F/M. User codes are set up for users to sign on the system. Without a user code, the FACTS menus are not accessible.

APPENDIX C: Sample Reports

SYSTEM MANAGEMENT

JOB STREAM

OFFICE AUTOMATION

```
DATE: 03/22/02                          DEMO COMPANY                           SMR510 PAGE: 1
USER: SSI TZ4                            CHECK LIST                            TIME:  6:01 PM

BANK 01 FIRST NATIONAL BANK OF ATLANTA
ALL CHECKS FIRST TO LAST
PERIOD FIRST TO LAST
                                                                                          CLEAR
 CHECK        PAYEE NAME                           DATE   MOD REG# TYPE          AMOUNT PERIOD
==============================================================================================
001346*        E102 MARY ELIZABETH JONES         09/05/02  PR 0404 REG           199.02  09/02
001347         E106 RONALD PATTEN                09/05/02  PR 0404 REG           190.19  09/02
001348         E107 SALLEY FURNESS               09/05/02  PR 0404 REG           140.78  09/02
001349         E109 NEIL J. ERICKSON             09/05/02  PR 0404 REG           201.29  09/02
001350         E110 TAMMY A. FOSTER              09/05/02  PR 0404 REG           264.09  09/02
001351       VOIDED VOIDED                       09/05/02  PR 0406 *VOID*           .00  09/02
001352         E100 GREGORY BILLINGS             09/05/02  PR 0406 REG          1004.29  09/02
001353         E101 DALE A. MARTIN               09/05/02  PR 0406 REG           578.31  09/02
001354         E103 ROBERT JOHNSON               09/05/02  PR 0406 REG           882.09  09/02
001355         E104 STEPHEN S. INVINCENT         09/05/02  PR 0406 REG          1037.75  09/02
001356       VOIDED VOIDED                       09/14/02  PR 0407 *VOID*           .00  09/02
001357         E102 MARY ELIZABETH JONES         09/14/02  PR 0407 REG           209.42  09/02
001358         E106 RONALD PATTEN                09/14/02  PR 0407 REG           173.55  09/02
001359         E107 SALLEY FURNESS               09/14/02  PR 0407 REG           105.40  09/02
001360         E109 NEIL J. ERICKSON             09/14/02  PR 0407 REG           201.29  09/02
001361         E110 TAMMY A. FOSTER              09/14/02  PR 0407 REG           257.16  09/02
001362         E102 MARY ELIZABETH JONES         09/21/02  PR 0409 REG           209.42  09/02
001363         E106 RONALD PATTEN                09/21/02  PR 0409 REG           173.55  09/02
001364         E107 SALLEY FURNESS               09/21/02  PR 0409 REG           105.40  09/02
001365         E109 NEIL J. ERICKSON             09/21/02  PR 0409 REG           201.29  09/02
001366         E110 TAMMY A. FOSTER              09/21/02  PR 0409 REG           257.16  09/02
001367       VOIDED VOIDED                       09/21/02  PR 0411 *VOID*           .00  09/02
001368         E100 GREGORY BILLINGS             09/21/02  PR 0411 REG           984.29  09/02
001369         E101 DALE A. MARTIN               09/21/02  PR 0411 REG           578.31  09/02
001370         E103 ROBERT JOHNSON               09/21/02  PR 0411 REG           831.62  09/02
001371         E104 STEPHEN S. INVINCENT         09/21/02  PR 0411 REG          1037.75  09/02
003046*        V102 S.E. INDUSTRIAL PROD. & EQUIP. 09/07/02  AP 0346 *VOID*         .00  09/02
003047         V103 OFFICE PRODUCTS INTERNATIONAL  09/07/02  AP 0346 REG         628.83  09/02
003048         V105 WAREHOUSE EQUIPMENT UNLIMITED  09/07/02  AP 0346 REG        5567.57  09/02
003049         V106 SANITATION SERVICES, INC.    09/07/02  AP 0346 REG          1841.94  09/02
003050         V113 ATLANTA CRANE & HOISTS       09/07/02  AP 0346 REG           693.21  09/02
003051         V114 LINDA'S FLOWER SHOP          09/07/02  AP 0346 REG            21.47  09/02

MOD=MODULE, *=PRECEDING CHECK MISSING

CHECKS: 32                                                                    END OF REPORT
```

```
DATE: 03/22/02                    DEMO COMPANY                  SMR710 PAGE: 1
USER: SSI TZ4                   COMPANY LISTING                 TIME:  6:02 PM

COMPANY FIRST TO LAST

CO NAME                          ADDRESS                        PHONE
==================================================================================
01 DEMO COMPANY                  69 SOUTH PEACHTREE STREET      (404) 962-9900
                                 ATLANTA, GA 30030

02 SECOND DEMO COMPANY           3401 ROSWELL RD.               (404) 458-6610
                                 SUITE 100
                                 ATLANTA, GA 30301

COMPANIES: 2                                                     END OF REPORT
```

DATE: 03/22/02 DEMO COMPANY SMR720 PAGE: 1
USER: SSI TZ4 PROGRAM NAME LISTING TIME: 6:07 PM

PROGRAM SME810 TO SMU990

				TERMINAL #																			
PROGRAM NAME	SECURITY CODE	ACCESS CODE		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
SME810 End-oC-Period Checklist Entry	0		VALID FOR USE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			PRINTER OPTION	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			NORMAL PRINTER																				
SME910 Help Text Maintenance	0	HELP	VALID FOR USE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			PRINTER OPTION	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			NORMAL PRINTER																				
SMENPF Switch to EDI	0	DALE	VALID FOR USE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			PRINTER OPTION	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			NORMAL PRINTER																				
SMF210 Message Entry	0		VALID FOR USE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			PRINTER OPTION	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			NORMAL PRINTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SMF310 Program F/M	0	PROG	VALID FOR USE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			PRINTER OPTION	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			NORMAL PRINTER																				
SMF320 Menu F/M	0	MENU	VALID FOR USE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			PRINTER OPTION	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			NORMAL PRINTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SMF410 User Code F/M	0		VALID FOR USE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			PRINTER OPTION	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			NORMAL PRINTER																				
SMF420 Password & Security Code F/M	0		VALID FOR USE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			PRINTER OPTION	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			NORMAL PRINTER																				
SMF430 Escape Code Entry	0	ES	VALID FOR USE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			PRINTER OPTION	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			NORMAL PRINTER																				

PROGRAMS: 9 END OF REPORT


```
DATE: 03/22/02                  DEMO COMPANY                 SMR730 PAGE: 1
USER: SSI TZ4                PROGRAM USAGE REPORT            TIME:  6:11 PM

PROGRAM SME510 TO SMU990
ALL PROGRAMS

PROGRAM NAME                          --------------- MENUS ---------------
============================================================================
 SME510 Reconcile Checks              SMS500
 SME520 Adjust Bank Balance           SIS128  SMS500
 SME810 End-oC-Period Checklist Entry SMS800
 SME910 Help Text Maintenance         SMS900
 SMENPF Switch to EDI
 SMF210 Message Entry                 SMS200
 SMF310 Program F/M                   SMS300
 SMF320 Menu F/M                      SMS300
 SMF410 User Code F/M                 SIS050  SMS400
 SMF420 Password & Security Code F/M  SMS400
 SMF430 Escape Code Entry
 SMF440 OVERRIDE CODE/MULT WHSE IN SO
 SMF510 Bank F/M                      SIS126  SMS500
 SMF520 Check Reconciliation F/M      SMS500
 SMF666 Search Parameters File
 SMF880 Terminal Type F/M             SMS900  TFS910
 SMF910 Company F/M                   SMS900
 SMF920 Company Control F/M           SMS900
 SMF930 Terminal F/M                  SIS050  SMS900
 SMF940 Printer F/M                   SIS050  SMS900
 SMF950 System Control F/M            SMS900
 SMF955 Branch F/M                    SIS125  SMS900
 SMF960 Program Change F/M            SMS900
 SMF970 File F/M                      SMS900
 SMF980 Module Code F/M               SMS900
 SMF990 Program Help F/M              SMS900
 SMHASH Hash Error Abort Codes
 SMI410 Submitted Filelist Queue
 SMI510 Bank Inquiry                  SMS500
 SMI610 Summary Management Inquiry    SMS600
 SMI620 Amortization Schedule         SMS600
 SMI630 Terminal Inquiry              SMS600
 SMI640 User Tracking Inquiry         SMS600
 SMI650 Program Inquiry               SMS600
 SMI660 File Usage Inquiry            SMS600
 SMLOOK Smlook
PROGRAMS: 36                                                  END OF REPORT
```

```
DATE: 03/22/02                DEMO COMPANY                 SMR740 PAGE: 1
USER: SSI TZ4              MENU SELECTIONS PRINT           TIME:  6:14 PM

MENUS FIRST TO LAST
                                                              SECURITY  ACCESS
                       MENU              PROGRAM                  CODE  CODE
===============================================================================
                       APS000   Accounts Payable
BACKUP TO MMS000                Master Menu


                       APS100  1. Document Entry                     0  AP1
                       APS200  2. Payment & Hold Selection           0  AP2
                       APS300  3. Checks                             0  AP3
                       APS600  4. Inquiries                          0  API
                       APS700  5. Reports & Prints                   0  APR
                       APS800  6. End of Period                      0  APE
                       APS900  7. File Maintenances                  0  APF


                       APS100   Accounts Payable
BACKUP TO APS000                Document Entry


                       APE110  1. Document Entry                     0
                       APE120  2. Document Adjustment Entry          0
                       APF110  3. Document Change F/M                0
                       APS110  4. Recurring Documents                0
                       APR110  5. Document Entry & Adj Register      0


                       APS110   Accounts Payable
BACKUP TO APS100                Recurring Documents


                       APE130  1. Recurring Document Entry           0
                       APE140  2. Recurring Document Review          0
                       APR120  3. Recurring Document Listing         0
                       APU110  4. Post Recurring Documents           0

MENUS:  22                                                  END OF REPORT
```

```
DATE: 03/22/02                     DEMO COMPANY                        SMR750 PAGE: 1
USER: SSI TZ4                  USER TRACKING REPORT                    TIME:  6:21 PM

USER CODE FIRST TO LAST
DATE FIRST TO LAST
PROGRAM SECURITY CODES ALL
                                         SECURITY ----------TIME---------  SINCE
  DATE  PROGRAM NAME                         CODE    IN      OUT     USED   LAST NOTES
=========================================================================================
DAN DANIEL SIMMONS

09/28/02 SME100 *FACTS* Sign In              0      ??     3:32PM     ??     ?? SIGN-ON
         ARI610 AR Customer Inquiry          0    3:32PM   3:40PM    :08    :01
         SMI610 Summary Management Inquiry   0    3:40PM   3:43PM    :02    :00
         ARF935 Salesperson/Territory F/M    0    3:43PM   3:43PM    :01    :00
         ARR720 Sales History Report         0    3:44PM   3:44PM    :01    :01
         ARR725 Slsp/Terr Sales Report       0    3:45PM   3:46PM    :01    :01
         ARP720 Rolodex Customer Card Print  0    3:46PM   3:46PM    :01    :00

USERS: 1                                                                END OF REPORT
```



```
DATE: 03/22/02                DEMO COMPANY                SMR760 PAGE: 1
USER: SSI TZ4             PROGRAM CHANGE REPORT              TIME:  6:21 PM

PROGRAM FIRST TO LAST

PROGRAM   DATE   MEMO
=============================================================================
 MMS000 09/28/02 CHANGES AND MODIFICATIONS TO PROGRAMS MAY BE NOTED HERE.
 SOP310 09/15/02 ADD OVERLAY PROGRAMS
                 MODIFIED TO FIT NEW INVOICE FORM

PROGRAMS: 2                                                  END OF REPORT
```

```
DATE: 03/22/02                                           DEMO COMPANY                                                SMR770 PAGE: 1
USER: SSI TZ4                                          F/M AUDIT REPORT                                              TIME:  6:22 PM

PROGRAM FIRST TO LAST
DATE FIRST TO LAST
ALL USERS

  DATE   USR KEY RECORD
=====================================================================================================================================
APF910 Vendor F/M

03/01/02 DAM DALE A. MARTIN
             Old 01|      V117|D'ANCONIA COPPER AND ELECTRIC |7125 CROGAN STREET                                          STONE MOU
                 NTAIN, GA 30278      |STONE MOUNTAIN|GA30278     |404-631-9921                     FRANSICO D'ANCONIA       OSCAR
                  WASHINGTON                          |D'ANCONIA |02|MIS|900202940914940907940804|30|      982.33      330.49
                       .00         .00     8004.34     6962.33       59.68       59.68    11185.25    11185.25        0.00         0
                 .00     6962.33|  SAME||MIS|B9002##|      982.33      994.62|D'ANCONIA COPPER, INC.        7125 CROGAN STREET
                                                      STONE MOUNTAIN, GA 30278      |NPN0000NY            |334098098||
             New    |          |                              |
                                     |              |          |
                                                      |          |  |   |                        |  |

                               |      ||   |      -S|                       |
                                                                                   |                     |         ||


ARF910 Customer F/M

03/01/02 MEJ MARY ELIZABETH JONES
             Old 01|      C104|BARNES MACHINERY & EQUIPMENT  |18 SOUTH DIXON AVE                                          ATLANTA,
                 GA 30302             |ATLANTA|GA30302     |404-223-0934                    JAMES WILSON
                              |BARNES MAC|  SAME|WSL| 20|01|NOTAX   X|4|     |001|     4577.80     3529.50    45697.85    34585.03
                    60880.27    46893.51|    4577.80    7942.65  15000||NYY0YYN0  0       .00   0000N01  Y  NC|89052294092794090794
                 0417      |019236740123|UPS            |  2|
             New    |          |                              |
                                     |       |            |                                                            LEIGH PHILLI
                 PS          |          |      |   |   |  |         | |     |   |
                                       |                             ||                                      |
                            |            |               |   |

CHANGES: 2                                                                                                     END OF REPORT
```

```
DATE: 03/22/02                    DEMO COMPANY                    SMR780 PAGE: 1
USER: SSI TZ4                   HELP TEXT PRINT                   TIME:  6:22 PM

HELP CODE AR-CSH TO AR1-01-INV

HELP CODE       TEXT
================================================================================
AR-CSH REC MENU CASH & CREDIT APPLICATION

AR-DUN LET MENU DUNNING LETTERS

AR-EOP MENU     END OF PERIOD

AR-F/M MENU     FILE MAINTENANCE

AR-INQ MENU     INQUIRIES (ARS600)

AR-INV MENU     AR INVOICE PROCESSING MENU

AR-RECR MENU    RECURRING INVOICES

AR-RPT MENU     REPORTS & PRINTS

AR-RTD CK MENU  RETURNED CHECKS

AR1-01 TAX AMT  AR INVOICE TAX AMT

AR1-01-BRANCH   AR INVOICE BRANCH

AR1-01-COST     AR INVOICE COST

AR1-01-CUST#    AR INV CUSTOMER NUMBER

AR1-01-CUST#1   AR INVOICE CUSTOMER DISPLAY

AR1-01-DEPT     AR INVOICE DEPARTMENT

AR1-01-DESC     AR INVOICE DESCRIPTION

AR1-01-DISC     AR INVOICE DISCOUNT

AR1-01-DISC $   AR INVOICE DOLLAR AMOUNT

HELP CODES: 18                                                     END OF REPORT
```

```
DATE: 03/22/02                DEMO COMPANY               SMR810 PAGE: 7
USER: SSI TZ4              EOP CHECKLIST PRINT           TIME:  6:22 PM

                          MANUFACTURING CONTROL
    DESCRIPTION
===========================================================================

___ COMPLETE ALL BOM PRODUCTION

___ COMPLETE ALL FORMULATION PRODUCTION

___ PRINT/UPDATE BOM PERIOD PRODUCTION REPORT

___ PRINT/UPDATE FORMULATION PERIOD PRODUCTION REPORT

___ RUN END-OC-PERIOD UPDATE

                             PURCHASE ORDERS
    DESCRIPTION
===========================================================================

___ COMPLETE ALL PO ENTRY/RECEIPTS & PRINT/UPDATE LAST RECEIPT REGISTER

___ COMPLETE ALL INVOICE RECEIPTS & PRINT/UPDATE LAST INVOICE RECEIPT REG.

___ PRINT/UPDATE PERIOD RECEIPTS REPORT

___ PRINT/UPDATE INVOICE RECEIPTS REPORT

___ PRINT/UPDATE RECEIPTS DISCREPANCY REPORT

___ RUN PAST PURCHASE ORDER REMOVAL PROGRAM

___ RUN END-OC-PERIOD UPDATE

MODULES: 02                                                END OF REPORT
```

DATE: 02/04/03 Specialty Distributors, Inc. SME710 PAGE: 1
USER: GUI T5m Note Print TIME: 10:11 AM

Note Type: ITEM Item
Item I100 Pallet Loading Hand Truck 1000 lb capacity
Category: GENR General Information

Subject: STEEL ALLOY FRAME OF RUGGED CONSTRUCTION. RUBBER N
Note created on 01/14/2003 at 11:44 AM by user SSI
Last edited on 01/24/2003 at 5:49 PM by user STK
*** URGENT ***

STEEL ALLOY FRAME OF RUGGED CONSTRUCTION. RUBBER NONSKID, NONSCUFF 6 INCH WHEELS. 1000 LB CAPACITY. 52" TALL, 17 POUNDS. 2 TIE DOWN STRAPS STANDARD.

08/17/94 - ADDITIONAL TIE DOWN STRAPS ARE AVAILABLE AS A NONSTOCK OPTION.
SEE VENDOR CATALOG.

09/03/94 - RECEIVED NOTICE FROM VENDOR THAT THIS MODEL WILL BE DISCONTINUED FIRST OF YEAR. NEW MODEL WILL HAVE 1200 LB CAPACITY AND WILL WEIGH LESS (MAGNESIUM ALLOY CONSTRUCTION) EXPECT A 10% PRICE INCREASE.

END OF PRINT

```
DATE: 03/22/02                  DEMO COMPANY                   JSR110 PAGE: 1
USER: SSI TZ4              JOB STREAM RESULTS PRINT            TIME:  6:23 PM

JOB STREAM FIRST TO LAST
                                             DATE    START   # COPIES
LN# PROGRAM DESCRIPTION                       RUN     TIME   COMPLETED    STATUS
================================================================================
Job Stream: AP-EOP ACCOUNTS PAYABLE END OF PERIOD  Last run: 08/31/02

010  APR720 Open Payables Report           08/31/02   6:38PM      1    COMPLETED
020  APR730 Aged Payables Report           08/31/02   6:41PM      1    COMPLETED
030  APR755 Vendor Ledgercards             08/31/02   6:47PM      1    COMPLETED
040  APR810 Period Check Register          08/31/02   6:50PM      1    COMPLETED
050  APR820 Expense Distribution           08/31/02   7:02PM      1    COMPLETED
060  APR830 Disbursement Distribution      08/31/02   7:10PM      1    COMPLETED
070  APR840 Register History Report        08/31/02   7:19PM      1    COMPLETED
080  APR850 Document Removal Register      08/31/02   7:22PM      1    COMPLETED
090  APU810 Vendor Ledgercard Removal      08/31/02   7:26PM      1    COMPLETED
100  APU890 End-oC-Period Update           08/31/02   7:30PM      1    COMPLETED

Job Stream: AR-EOP ACCTS RECEIVABLE END OF PERIOD  Last run: 08/31/02

010  ARR710 Open Receivables Report        08/31/02   5:40PM      1    COMPLETED
020  ARR715 Aged Trial Balance             08/31/02   5:44PM      1    COMPLETED
030  ARR750 Customer Ledgercards           08/31/02   5:49PM      1    COMPLETED
040  ARP810 Statement Print                08/31/02   5:52PM      1    COMPLETED
050  ARR820 Sales Tax Register             08/31/02   6:01PM      1    COMPLETED
060  ARR830 Register History Report        08/31/02   6:09PM      1    COMPLETED
070  ARR840 Document Removal Register      08/31/02   6:11PM      1    COMPLETED
080  ARU810 Customer Ledgercard Removal    08/31/02   6:15PM      1    COMPLETED
090  ARU890 End-oC-Period Update           08/31/02   6:17PM      1    COMPLETED

Job Stream: PO-EOP PURCHASE ORDERS END OF PERIOD   Last run: 08/31/02

010  POR810 Period Receipts Report         08/31/02   6:22PM      1    COMPLETED
020  POR820 Period Invoice Receipts Report 08/31/02   6:28PM      1    COMPLETED
030  POR830 Period Receipts Discrepancy    08/31/02   6:33PM      1    COMPLETED
040  POU890 End-oC-Period Update           08/31/02   6:34PM      1    COMPLETED

Job Stream: SO-EOP SALES ORDERS END OF PERIOD      Last run: 08/31/02

010  SOR810 Period Sales Register          08/31/02   5:30PM      1    COMPLETED
020  SOU890 End-oC-Period Update           08/31/02   5:35PM      1    COMPLETED

PROGRAMS: 25                                                       END OF REPORT
```

```
DATE: 03/22/02                                          DEMO COMPANY                                        JSR120 PAGE: 1
USER: SSI TZ4                                        JOB STREAM LISTING                                     TIME:  6:23 PM

JOB STREAM FIRST TO LAST
                                           CONTINUE  RUN IF  PRINTER --------FORM-------- CHANGE  #PARTS    #   ESTIMATED  RUN
LN# PROGRAM DESCRIPTION                    IF ERROR PREV ERR    #    SPECIAL WIDTH LENGTH  PAPER   PAPER COPIES  # PAGES  UPDATE
================================================================================================================================
Job Stream: AP-EOP ACCOUNTS PAYABLE END OF PERIOD  Last Run: 08/31/02

010  APR720 Open Payables Report               N        N       0       N     14.0   11.0    N       1      1        15      S
             1. A
             2.
             3. zzzzzzzzzz
             4. ALL
             5.
             6. A
             7. Y
             8. ALL
             9. T
            10.
020  APR730 Aged Payables Report               N        N       0       N     14.0   11.0    N       1      1        15      S
             1. A
             2.
             3. zzzzzzzzzz
             4. ALL
             5.
             6. SYSTEM DATE  0
             7. Y
             8. N
             9. N
            10. D

RUN UPDATE: S=SKIP UPDATE, R=RUN UPDATE, O=OPERATOR SELECTION

PROGRAMS: 02                                                                                                   END OF REPORT
```



```
DATE: 03/22/02                 DEMO COMPANY                  OAR710 PAGE: 1
USER: SSI TZ4             OFFICE PHONE DIRECTORY             TIME:  6:24 PM

ALPHA A TO J

ALPHA      NAME                      PHONE            MEMO                 ID#
================================================================================
ACCOUNTANT HOWARD ROBERTS            404-961-1375     ASK FOR HOWIE        0001
           153 MAIN STREET
           LAWRENCEVILLE, GA 30365

AUTO       MR. GOODPLIER AUTO & TRCK 404-962-2348     MAINTAINS VEHICLES   0002
           2937 FARR ROAD
           ATLANTA, GA. 30021

COMPUTER   SOFTWARE SOLUTIONS        404-962-9900     COMPUTER SOFTWARE    0005
           1688 LAWRENCEVILLE HGWY
           LAWRENCEVILLE, GA 30244

ELECTRIC   GEORGIA ELECTRIC SUPPLIES 404-687-3243     INTERNAL ELEC NEEDS  0007
           2563 INDUSTRIAL PARK
           ATLANTA, GA 30592

FACTS      SOFTWARE SOLUTIONS        404-962-9900     COMPUTER SOFTWARE    0005
           1688 LAWRENCEVILLE HGWY
           LAWRENCEVILLE, GA 30244

FOOD       NOONAN LUNCH PARLOR       968-0088         CALL AHEAD           0013
           1440 DAVIS MILL

FORMS      THE PRINTING COMPANY      668-3990         FORMS PRINTING       0012
           456 WESTON AVE
           SUITE #2
           ATLANTA, GA. 30021

GEORGIA EL GEORGIA ELECTRIC SUPPLIES 404-687-3243     INTERNAL ELEC NEEDS  0007
           2563 INDUSTRIAL PARK
           ATLANTA, GA 30592

INSURANCE  AAA LIFE INSURANCE        501-382-8800     COMPANY INSURANCE    0006
           23 WESTPOINT DR.
           SANDY SPRINGS, GA 30555

PHONE LISTINGS: 09                                               END OF REPORT
```

```
DATE: 03/22/02                  DEMO COMPANY                    OAR720 PAGE: 1
USER: SSI TZ4                 EMPLOYEE LISTING                  TIME:  6:25 PM

EMPLOYEE FIRST TO LAST

EMPLOYEE NAME                         TITLE                     PHONE
==============================================================================
ANNE     ANNE M. FRANKLIN             WHSE STOCK CLERK          214-984-2894
         567 W. MONTANA STREET        dept WHSE  loc DALLAS     214-984-0322
         DALLAS, TX.  75332

BOB      ROBERT JOHNSON               ADVERTISING MANAGER       404-962-9901
         4378 SOUTH LAKE DR.          dept SALE  loc SOUTH BR   404-366-9345
         MORROW, GA 30351

DALE     DALE A. MARTIN               STAFF ACCOUNTANT          404-962-9904
         75 N. BUFORD HWY             dept ACCT  loc EXT. 335   404-237-7769
         #B
         ATLANTA, GA.  30321

DANIEL   DANIEL SIMMONS               JR. SALESPERSON           214-984-9343
         12409 FARMDALE LANE          dept SALE  loc SW BRANCH  214-455-3009
         APT. #26B
         DALLAS, TEXAS  75233

GREG     GREGORY BILLINGS             V.P. IN CHARGE OF SALES   404-962-9901
         4728 JOHNSTON DR             dept SALE  loc EXT 25     404-366-6935
         FORREST PARK, GA 30050

MARY     MARY ELIZABETH JONES         ORDER ENTRY CLERK         404-962-9904
         251 CLAIRMONT ROAD           dept ACCT  loc EXT 330    404-721-0779
         #21
         ATLANTA, GA.  30345

NEIL     NEIL J. ERICKSON             WAREHOUSE CLERK           404-962-9904
         29 N. DRUID HILLS            dept WHSE  loc ATLANTA    404-449-0001
         ATLANTA, GA.  30340

RON      RONALD PATTEN                SALESPERSON               404-962-9901
         1975 WEST PINE STR.          dept SALE  loc EXT 301    404-564-3801
         HAPEVILLE, GA 30049

EMPLOYEES: 08                                                   END OF REPORT
```

```
DATE: 03/22/02              DEMO COMPANY              OAR730 PAGE: 1
USER: SSI TZ4           MAILING LABEL REPORT          TIME:  6:25 PM

LABEL FIRST TO LAST

LABEL      NAME
====================================================================
GEN GENERAL MAILOUT

C100       SOUTHEASTERN WHOLESALE
           6009 RIVERDALE ROAD
           JONESBORO, GA 30034
           ATTN: ART JOHNSON

C101       DELUXE EQUIPMENT WHSE
           3320 JONESBORO BLVD.
           DOUGLASVILLE, GA 30301
           ATTN: SAM JOHNSON

C102       ROARK ARCHITECTURAL, INC.
           12471 CARSON BLVD.
           ACKWORTH, GA 30063
           ATTN: HOWARD ROARK

P100       ATKINSON ELECTRONICS
           1753 HOWARD RD.
           ATLANTA, GA 30021
           ATTN: RALPH ATKINSON

P101       AAA STORAGE FACILITY
           1658 SOUTH DIXIE
           WOODSTOCK, GA 30258
           ATTN: MR. ABERNATHY

P102       WAREHOUSE WHOLESALERS
           1234 PEARTREE ROAD
           MARIETTA, GA 30265
           ATTN: ALAN REBER

C100       SOUTHEASTERN WHOLESALE
           6009 RIVERDALE ROAD
           JONESBORO, GA 30034
           ATTN: ART JOHNSON

LABELS: 07                                             END OF REPORT
```

```
DATE: 03/22/02                   DEMO COMPANY                  OAR740 PAGE: 1
USER: SSI TZ4              CALENDAR/SCHEDULER PRINT            TIME:  6:35 PM

EMPLOYEE BOB     ROBERT JOHNSON

  TIME   SCHEDULE
================================================================================
MONDAY  02/28/02

AM 10:00 PICK ALAN UP AT AIRPORT
   10:30 *
   11:00 *
PM  1:00 CONFERENCE SIGN-UP DEADLINE
    5:00 SOFTBALL
    5:30 *
    6:00 *

TUESDAY  03/01/02

AM  8:30 STAFF MEETING
    9:00 *
PM 12:00 LUNCH W/ STEVE
   12:30 *
    2:00 MEET W/ JAN

WEDNESDAY  03/02/02

AM 10:30 ROLL-OUT MEETING
PM 12:00 LUNCH AT FRIDAY'S
   12:30 *
    2:00 CALL ELLEN
    4:00 SEND BOOK TO PRINTER

THURSDAY  03/03/02

AM  9:00 ARRIVE AT CONFERENCE
PM 12:00 LUNCH
   12:30 *
    1:00 CLASS ON GUI
    1:30 *
    2:00 *
4:00 SPEAKER
    4:30 *

                                                                   END OF REPORT
```

SOUTHEASTERN WHOLESALE ATTN: ART JOHNSON 6009 RIVERDALE ROAD JONESBORO, GA 30034	ROARK ARCHITECTURAL, INC. ATTN: HOWARD ROARK 12471 CARSON BLVD. ACKWORTH, GA 30063	WAREHOUSE WHOLESALERS ATTN: ALAN REBER 1234 PEARTREE ROAD MARIETTA, GA 30265	DELUXE EQUIPMENT WHSE ATTN: SAM JOHNSON 3320 JONESBORO BLVD. DOUGLASVILLE, GA 30301
ATKINSON ELECTRONICS ATTN: RALPH ATKINSON 1753 HOWARD RD. ATLANTA, GA 30021	AAA STORAGE FACILITY ATTN: MR. ABERNATHY 1658 SOUTH DIXIE WOODSTOCK, GA 30258		

APPENDIX D: Troubleshooting

Use this section if a problem arises while you are using the FACTS System. Since very few errors occur in the FACTS System that can be solved by the user, this section is technically oriented. For users, this section can help you understand what each error means and how to use the error handling window. For system administrators and technical support providers, this section tells you why an error occurred, when it is safe to abort out of a program, and how you might be able to correct the problem. The section begins by describing the error handling window.

Error Handling

While under normal operation, situations can occur which will cause your data to become corrupted. These include premature shutdown of the system or an incorrect response to a system error message. In many cases, these situations are the direct result of user error.

All system errors that occur while you are in the FACTS package will be reported by a standard error handling routine. A window is displayed, giving the error number, the line number of code in which the error occurred, the program designation (such as **ARF910**) and the possible cause (such as **Attempting to access record locked by another user in file)**. You are giving the following options to help in finding the cause of the error:

- **CR-Retry** - to attempt the operation again.
- **C-Code** - to display the full line of code on which the error occurred.
- **F-Files** - to display the files that were in use when the error occurred and relevant information, such as key size, file length, maximum size of file, records used, and available records.
- **E-Escape Code** - to enter the escape code that allows you to abort from this error. You must call your system administrator for the escape code.
- **!! - Abort** - to abort out of an error. This option is displayed only after you have entered the escape code or if your user code is set up to immediately allow aborting out of an error. (However, for a file locked error in file maintenance and inquiry programs, you are always given this option since no data files can be corrupted.) If the setup of your user code permits, you can enter **SS** when this option is displayed to escape into the workspace of the current program or **ES** to escape into the called program workspace.
- **H-Hardcopy** - to print relevant information needed to diagnose the problem: the screen as it was before the error, support information (see option **I** below), the line of code, and file information (see option **F** above).
- **I-Info** - to display support information about your installation, such as operating system level, BBx/Pro5/Pro5 level, task control block information, and FACTS level.
- **??-Dump** - for a BBx/Pro5/Pro5 dump of the variables in your workspace.

Aborting from Errors in Different Program Types

There are two ways to recover from an error: resolution and abortion. Explained below is how aborting from the different program types can affect the integrity of the data. The system administrator should use the following guidelines before issuing an escape code to a user for aborting out of an error.

Remember: Shutting down a computer when such an error condition exists is the same as aborting the program. Leave the computer on overnight or over the weekend if you have to.

Inquiry Programs

In all cases, inquiries may safely be aborted if an error occurs. However, these errors invariably point to the presence of corrupt data.

Print Programs

Print programs may also be aborted; however, there may be some further ramifications. For example, if AP or PR checks are printing and the Check Print Program is aborted, the entire check run may have to be reprinted and several check forms may be lost. In another example, an aborted Work Order Print will mean that the work order in question will have to be manually selected for reprinting. The system is designed to handle these eventualities, but they can be an inconvenience.

Report Programs

Reports fall into two categories: those that have an optional update and those that do not. For example, an IC Stock Status Report does not have an update; it only prints data. On the other hand, the Sales Analysis Salesperson Commission Report has an optional update which allows the removal of paid commission documents.

If a report does not have an optional update, it is safe to abort. Again, you will want to try and figure out the cause of the error. It may be the case that a record has been deleted inappropriately (a customer record, for example) causing an error (i.e., the record must be re-entered), or it may be that data is corrupt.

If a report has an optional update, but is **not** in the update phase (the screen displays **Reading:** and **Printing:** as opposed to **Reading:** and **Updating:** or **Reading:** and **Removing:**) it can be aborted.

If the report is in the update phase **DO NOT ABORT**. **DO NOT SHUT DOWN** the computer until the situation is resolved.

Register Programs

A register is a report with an update which writes to and removes data from many different files. An example is the Daily Sales Register in the Sales Orders module. Among other things, this program creates your open receivable documents, updates inventory sales data, and prepares documents to be posted to Sales Analysis. The integrity of the data in these files and others involved is critical to the functioning of the system. **NEVER ABORT** a register and **NEVER SHUT DOWN** the computer until the problem is resolved. Because many files are involved in the update, aborting a register can cause far more damage to data integrity than aborting a report update. **NEVER ABORT** a register when it is updating!

Update Programs

Updates are similar to the update portion of a register. Typically, updates are involved in end-of-period processing. For example, the Inventory Control End-of-Period Update Program, ICU890, will reset current period activity figures, lead times, and a host of other related data. Potentially, like registers, these programs update a large number of files. **NEVER ABORT** an update and **NEVER SHUT DOWN** the computer until the problem is resolved.

File Maintenance Programs

If you are using the file maintenance as an inquiry, it is safe to abort a file maintenance. If you are entering or changing data, either the data being entered is lost and needs to be re-entered, or sort files may have to be rebuilt.

Entry Programs

Entry programs, like registers, are exceedingly complex and update large numbers of files. For example, the Order Entry Program in the Sales Orders module accesses and modifies Accounts Receivable information, Inventory Control information, and its own Order File information. **NEVER ABORT** an entry program and **NEVER SHUT DOWN** the computer when an error message is displayed in an entry program.

System Error Messages

The following is a list of errors that FACTS users may see from time to time. This list is derived from Appendix A of the ProvideX *Users Guide*, but it is not complete. If the error message you receive is not included here, refer to the ProvideX guide.

ERROR 0 **RECORD/FILE BUSY** Occurs for one of the following reasons:

- a file is locked by another user
- a record is locked by another user
- a device time-out occurred

ERROR 1 LOGICAL END-OF-RECORD REACHED Most often occurs when attempting to WRITE a record longer than defined length, READ more fields than the record contains, or PRINT more characters than the defined line length (for a printer or terminal).

ERROR 2 END-OF-FILE ON READ/FILE-FULL ON WRITE The most likely cause of this error is an attempt to READ past the last record in the file or access the current KEY when at end-of-file. Another cause could be an attempt to write to a full file.

ERROR 3 INPUT/OUTPUT ERROR ON FILE A physical error occurred while trying to access a device. If this error recurs on a disk drive, record the error and report it to your hardware maintenance supplier.

ERROR 4 DEVICE NOT READY Most likely to occur if a device you are trying to access is turned off or is offline. If the device is a printer, this error could be caused by an empty paper tray.

ERROR 5 DATA ERROR ON DEVICE OR FILE Hardware failure typically returns this error message. It indicates that the software tried to read or write to a device but failed. This error occurs more often with reads.

ERROR 7 ACCESS OUT OF FILE BOUNDARIES Caused by an attempt to read or write using a record index that exceeds the allowable number of records on file.

ERROR 8 DATA WRITE ERROR The system was unable to update a data file. This error often is caused by hardware malfunction.

ERROR 10 ILLEGAL PATHNAME SPECIFIED The file name specified during a SAVE, CALL, OPEN, LOAD or RUN is invalid. It is either too long, contains invalid characters or uses an invalid syntax. A null string is considered an invalid path name.

ERROR 11 RECORD NOT FOUND/DUPICATE KEY ON WRITE This error occurs when the system attempts to access a record that does not exist.

ERROR 12 FILE DOES NOT EXIT/ALREADY EXISTS A specified file does not exit, or a file being created exits already.

ERROR 13 FILE ACCESS MODE INVALID This error is most often returned when the system is trying to

- output to a serial file that is not locked
- input from an output device (e.g., printer)
- output from an input device (e.g., keyboard)
- write to a record without providing a KEY= option or not first EXTRACTed a record
- drop the only active window in a terminal

ERROR 14 INVALID I/O REQUEST FOR FILE STATE This error is cause when

attempting to access a file that is not open, unlock a file that is not locked, opening a file that is already open or closing a file that is already closed.

ERROR 15 OPERATING SYSTEM ERROR For more details, PRINT MSG(-1)

ERROR 16 FILE/DISK IS FULL The file or disk being written to cannot accept anymore information.

ERROR 18 PERMISSION DENIED FOR THIS OPERATION An operation is being performed that is restricted either by the BASIC language or the operating system.

ERROR 20 SYNTAX ERROR This usually indicates a typing error or an improperly constructed sentence.

ERROR 23 MISSING/INVALID VARIABLE The statement syntax requires the specification of a variable and non was provided.

ERROR 27 UNEXPECTED OR INCORRECT WEND, RETURN, OR NEXT This error occurs when a NEXT, WEND, RETURN or UNTIL is executed, and there is no corresponding entry on the top of the FOR/NEXT, GOSUB/RETURN, WHILE/WEND, or REPEAT/UNTIL stack.

ERROR 28 NO CORRESPONDING FOR for NEXT The variable identified on the NEXT directive does not match the variable specified on current FOR directive.

ERROR 31 MEMORY LIMITS REACHED The size of the user workspace exceeds the size provided on either -SZ option or the START directive. Either free up some of the workspace (by deleted unused variables or arrays) or increase the memory limits.

ERROR 33 INSUFFICIENT MEMORY AVAILABLE IN SYSTEM—TRY LATER This error appears when the memory required to run a program exceeds the memory available on your computer system. PC users may experience this error more often than other UNIX users.

ERROR 36 ENTER PARAMETERS DON'T MATCH THOSE ON THE CALL The parameters specified in the enter directive do not match the parameters in the call directive. The number and type (numeric or string) must be the same in both directives.

ERROR 40 DIVIDE CHECK OR NUMERIC OVERFLOW The program attempted to divide by zero, or the result of an arithmetic operation exceeds the limit of the machine.

ERROR 41 INVALID INTEGER ENCOUNTERED (RANGE ERROR ON NON-INTEGER) The value specified is either not an integer or exceeds the range allowable for the type of operation being performed.

ERROR 42 SUBSCRIPT OUT OF RANGE/INVALID SUBSCRIPT The value for the subscript exceeds that bounds defined for the array. Either the value is less than the minimum or greater than the maximum.

ERROR 43 FORMAT MASK INVALID This error is caused by an attempt to print a number through a mask that is too small or does not have enough digits to the left of the decimal. If this problem occurs while a report is being printed, the technical support provider should expand the mask and continue the program. (NOTE: This may change the print position). In other program types, this number will have to be set to the maximum value allowed by the mask. Later, some type of manual adjustment must be completed to account for the discrepancy.

ERROR 46 LENGTH OF STRING INVALID This error results when an attempt to access a record in a keyed file with a KEY= value greater in size than the defined key size.

ERROR 47 SUBSTRING REFERENCE OUT OF STRING Caused by an attempt to access a substring that either does not exist within a string variable or exceeds the capacity of the variable.

ERROR 84 NO DICTIONARY EXISTS ON OPENed FILE The file Input/Output directive indicates that the internal data dictionary is to be used and none exists.

ERROR 100 NO DRIVER FOR TERMINAL TYPE OR LIBRARY MISSING During initialization, ProvideX could not located the device driver module for the type of terminal you are using (as defined via the TERM environment variable). This error may also be caused by the system not being able to locate the ProvideX library.

FACTS Problem Solving Tips

File Locking

This error will mean one of two things. Either someone has gained exclusive access of the record (that is, the record is displayed on another terminal), or someone has locked the entire file the user is attempting to access. Records become locked if someone has accessed them in a file maintenance. Therefore, if you are trying to place an order for a given customer, and someone is looking at the customer's record in the AR Customer File Maintenance, the Order Entry Program reports this error. A retry (press CR) is always appropriate in this case. A **retry** will allow you to proceed. If the error persists, you should locate the user who is accessing the same information which is required and get them to release the record. If an entire file is locked, it usually means that someone is in the process of updating. Again, if you try to go into the Order Entry Program and get this error, someone may be closing out the Inventory Control module for the period. To do this, they had to lock the IC Item File and this file is required to place orders.

Full File

From time to time the number of records in a particular file will grow to fill the disk space reserved for that file. When this occurs, you will receive the following message: **File <file name> is full. CR when expanded, E-Expand File. NOTE**: You will only be offered the "E-Expand File" option if you have access to the Utilities Menu. If you see this option, you may type E and CR to call the file resize utility. Otherwise, the file must be resized from another terminal.

The system administrator usually has the responsibility of monitoring file and disk usage. The FACTS system includes an inquiry which shows the current usage of all FACTS files on the system. Periodic checking of file usage enables the system administrator to anticipate full file conditions and expand files as necessary before the actual condition cited above arises.

Missing Data

While the FACTS System has been designed to prevent users from removing data inappropriately, there are still times when a user can accomplish this. In places where data may be required, yet the possibility exists that it has been deleted, a message telling you what data is missing will appear, and you will be directed to add the data at another terminal. For example, you may get the message: **Missing vendor `V100'/Warehouse `01' combination in `ICWHVD.' Enter at another terminal and CR-continue.** Having done this, processing may be resumed by entering CR.

User Tracking Errors

FACTS licenses are issued on a per user basis. The following are rules that must be followed to adhere to the per user tracking schema built into FACTS:

- Each session on a terminal must use the same FACTS user code.
- A unique terminal alias (PVXFID0) must be used for each FACTS session.

The following are error messages that may be issued should the Per User Count tracking be violated. Possible conditions for each are listed below the message. If the corrective measure is not evident from the possible cause description, then it too has been listed below the message.

Too Many Users

Possible causes:

- Physical terminals (bases) logged into FACTS exceed the Maximum Terminals field as set up in System Control.
- Duplicate aliases (PVXFID0) are attempting to login to FACTS.

Corrective measures:

Verify that all users attempting to login to FACTS have a unique alias (PVXFID0).If using a windowing software (FacetTerm, JSB Multiview, etc.), check the following:

- verify that the script used to assign PVXFID0 values is actually issuing **unique** values.
- verify that the table used in conjunction with the above script has been correctly set up with unique values for all sessions

User Tracking Failure. Code=1

Possible Causes: The internal user tracking schema held in memory has been violated. This normally indicates that someone has deliberately attempted to tamper with our schema and has invalidated the login.

Corrective Measures: Call your support Affiliate.

User Tracking Failure. Code=2

Possible Causes: FACTS was "killed" while some users/terminals were still logged in and the user tracking "token" was not cleared. This could happen if someone simply turns off their terminal when they are logged into FACTS or if they leave FACTS up and running when the system is shutdown.

Corrective Measures: Get everyone off of the system and have one person log into FACTS. When at the FACTS Master Menu, break into basic using the interrupt key appropriate for the terminal and operating system. Successful operation is indicated by a CR-CONTINUE message at the bottom left corner of the screen. Enter

SS
GOTO SWEEP
RUN

Everyone should now be able to correctly log into FACTS. If problems still persist, please contact your support Affiliate.

