

FACTS

System Management

Release 7.4

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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.)

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.

	<u>SSI_BASE</u>	<u>If UID OK, check NID</u>	<u>If NID OK, check TCP/IP</u>	<u>If TCP/IP OK, check C0\$(1,3)</u>	<u>If C0\$(1,3) OK, check ...</u>
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.

	<u>SSI_BASE</u>	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.

	<u>SSI_BASE</u>	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

Within the System Management module there is a centralized banking and check reconciliation system. All banks used throughout the system are set up through the Bank F/M with an assigned general ledger cash-in-bank number to which transactions are posted. Each bank set up on the system may store ledgers (each transaction stored which affects the bank accounts balance, i.e., deposit, check register, etc.). Separate bank accounts within the same bank may simply be set up as separate bank codes.

The banking systems bank account balances are maintained by the system through postings from Accounts Payable when checks are written, from Accounts Receivable when cash is posted (deposits are made) and when invoices are entered as cash invoices, from Payroll when checks are written, and from Sales Orders when invoices are entered as cash invoices. Bank account balances are also maintained by the user making adjustments (for service charges, etc.) through the Adjust Bank Balance program.

Checks are stored (from the AP and PR systems) for check reconciliation. The Reconcile Checks program allows the user to enter whether checks have cleared the bank. The Check Listing program is then printed to list all cleared checks and then remove them.

Bank information is available for display through the Bank Inquiry program which displays general information, ledgers stored and checks written. Bank notes may also be entered and displayed in the inquiry. The Bank Inquiry provides users with all bank information at their fingertips and makes bank account management an organized and efficient process.

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.

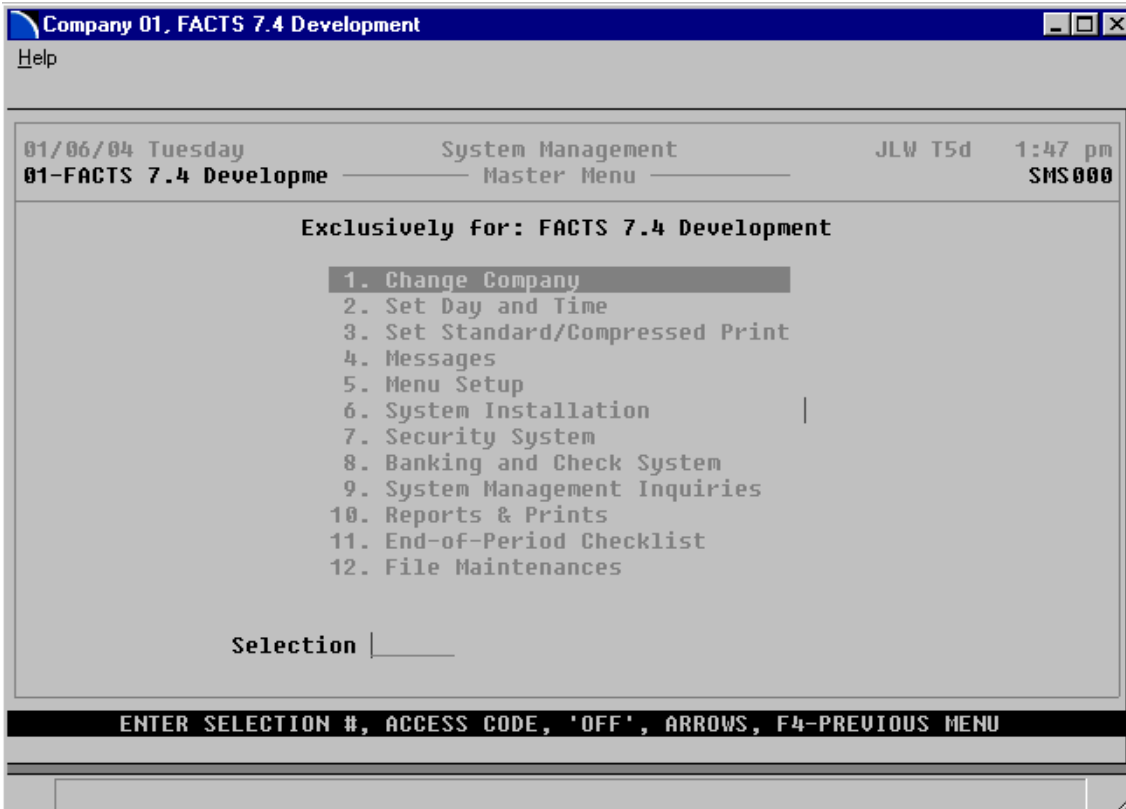
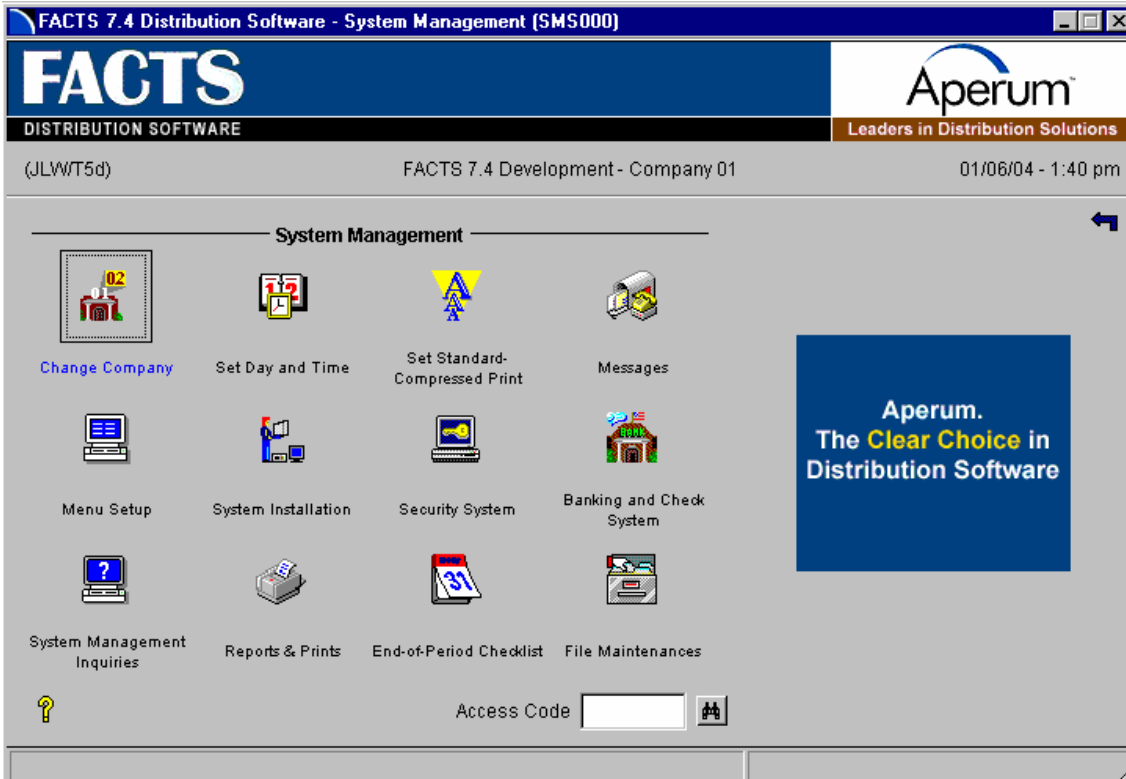
Reports and Prints

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.



Job Stream

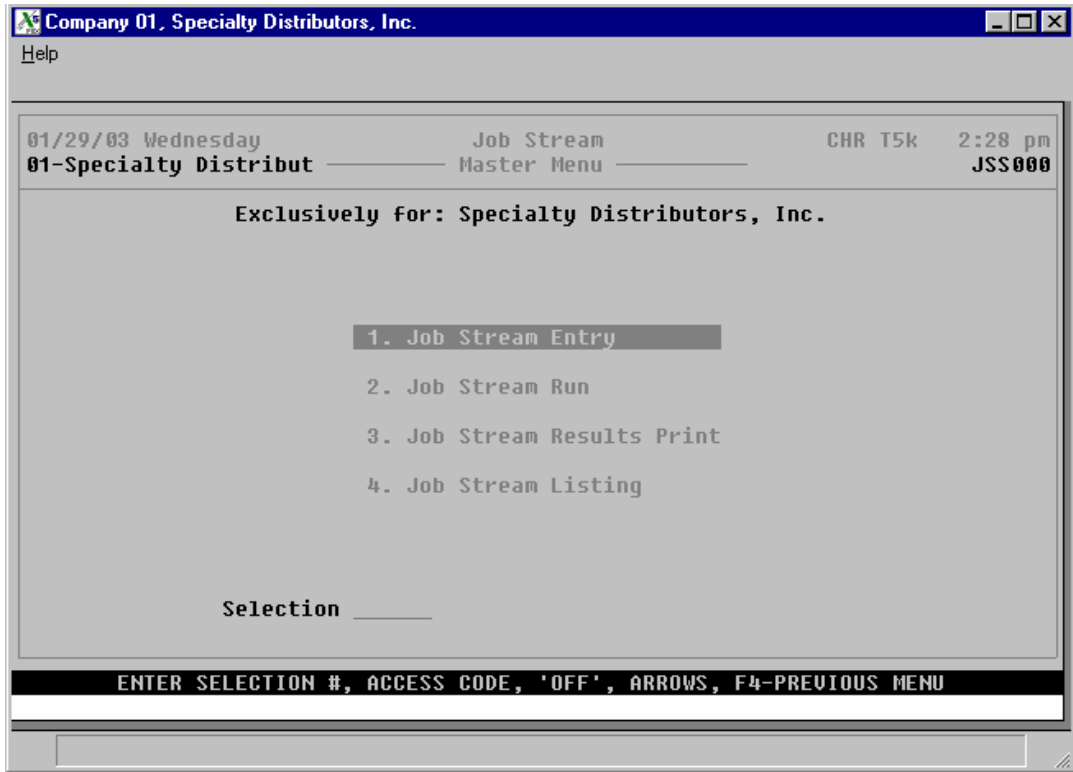
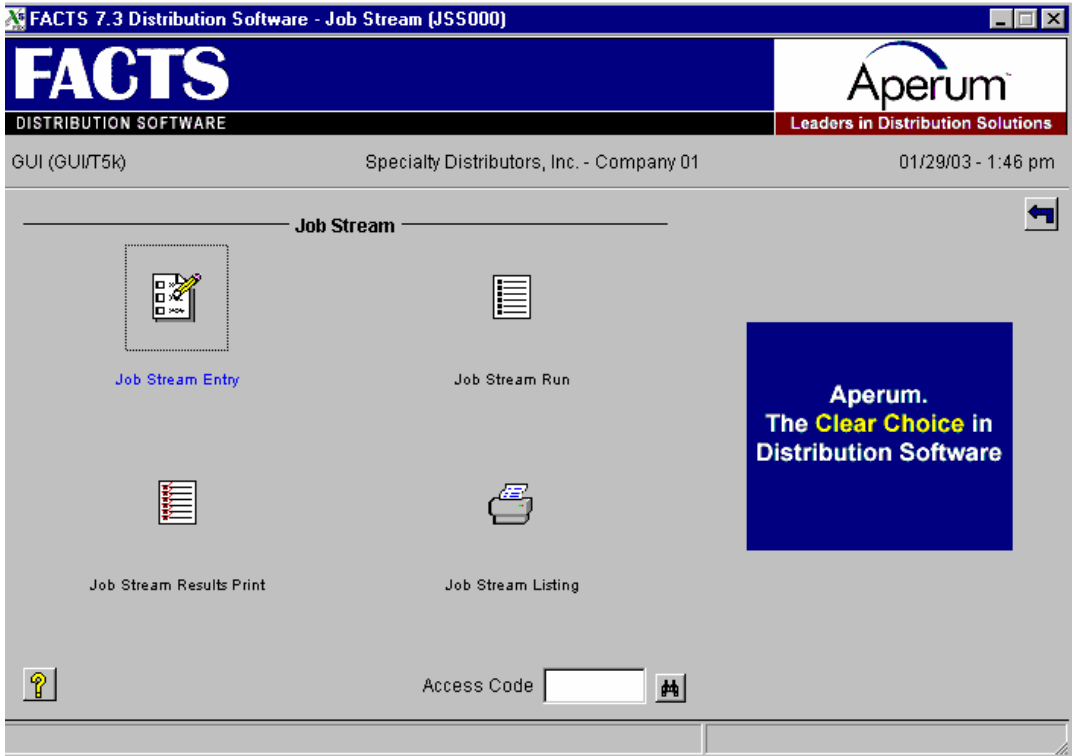
The FACTS Job Stream system allows the user to set up a sequence of programs to run in a series without users interaction.

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.



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.

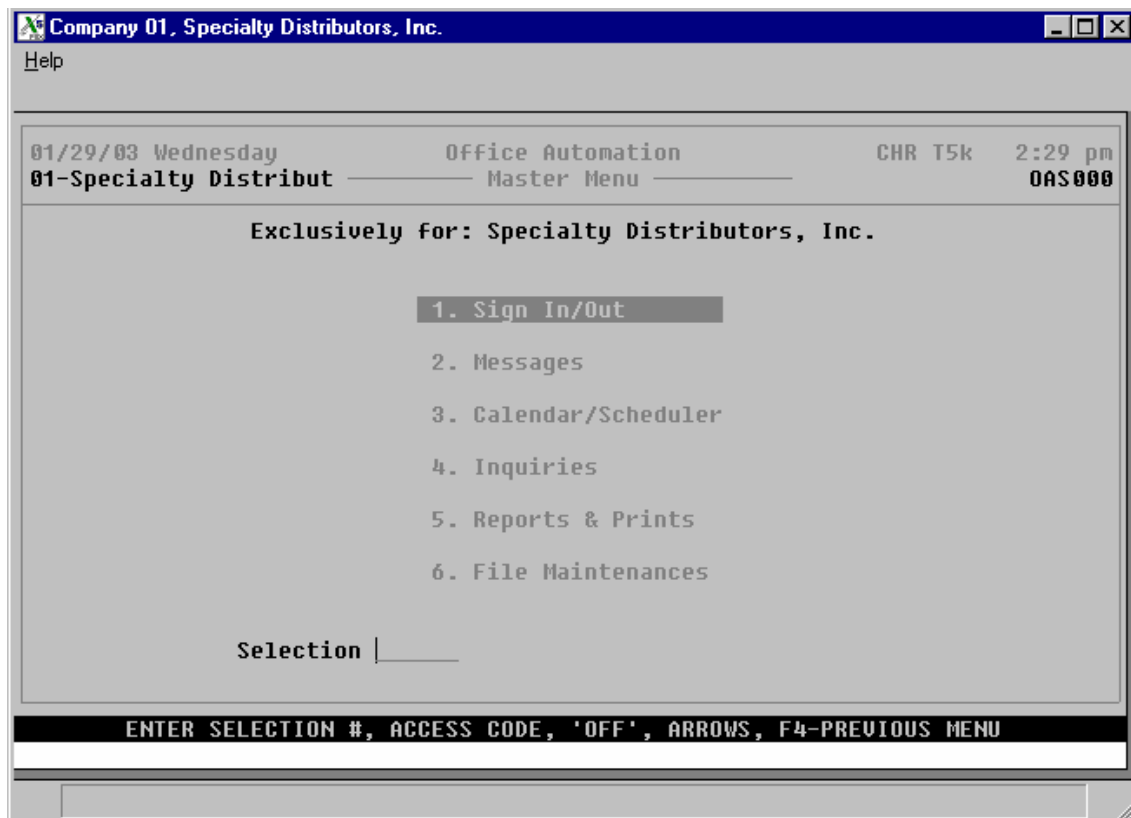
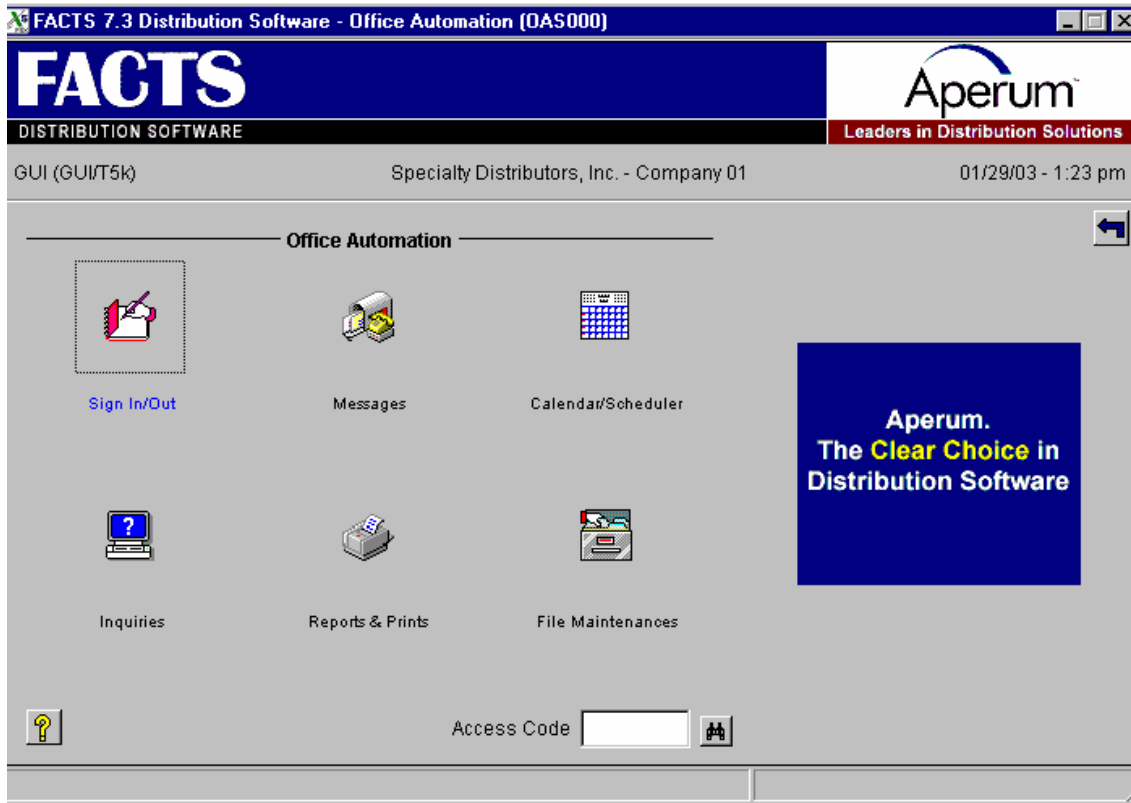
The Office Automation system keeps track of an employee's location through the use of a sign out board. When employees are leaving the office the Sign In/Out program is used. Employees enter the time, where they are going, the expected return time and where they can be reached. The Sign Out Board Inquiry 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.

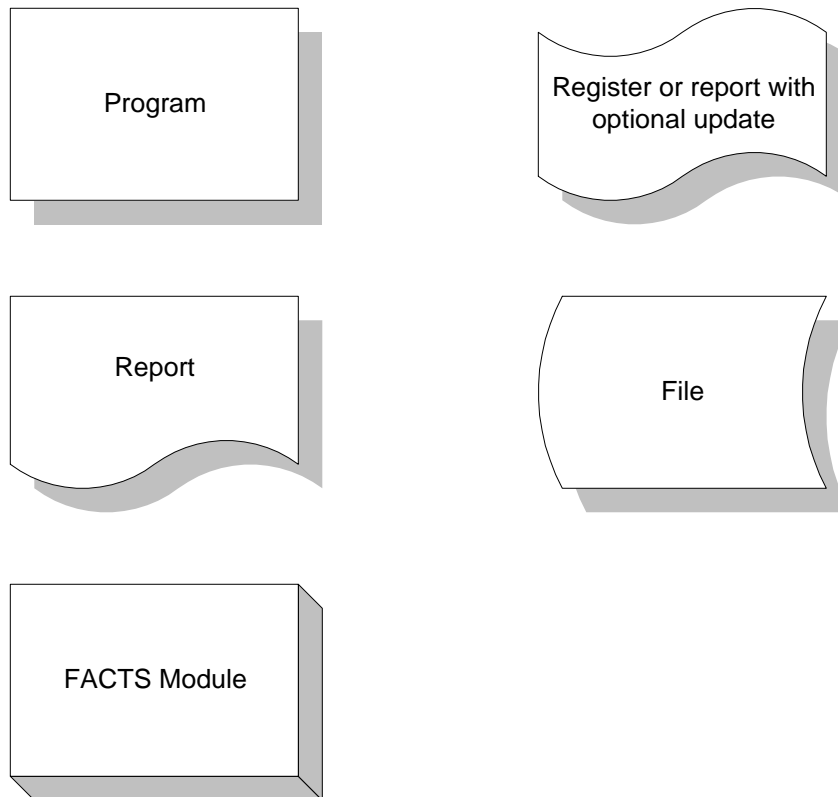


System Management Flow Charts

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.

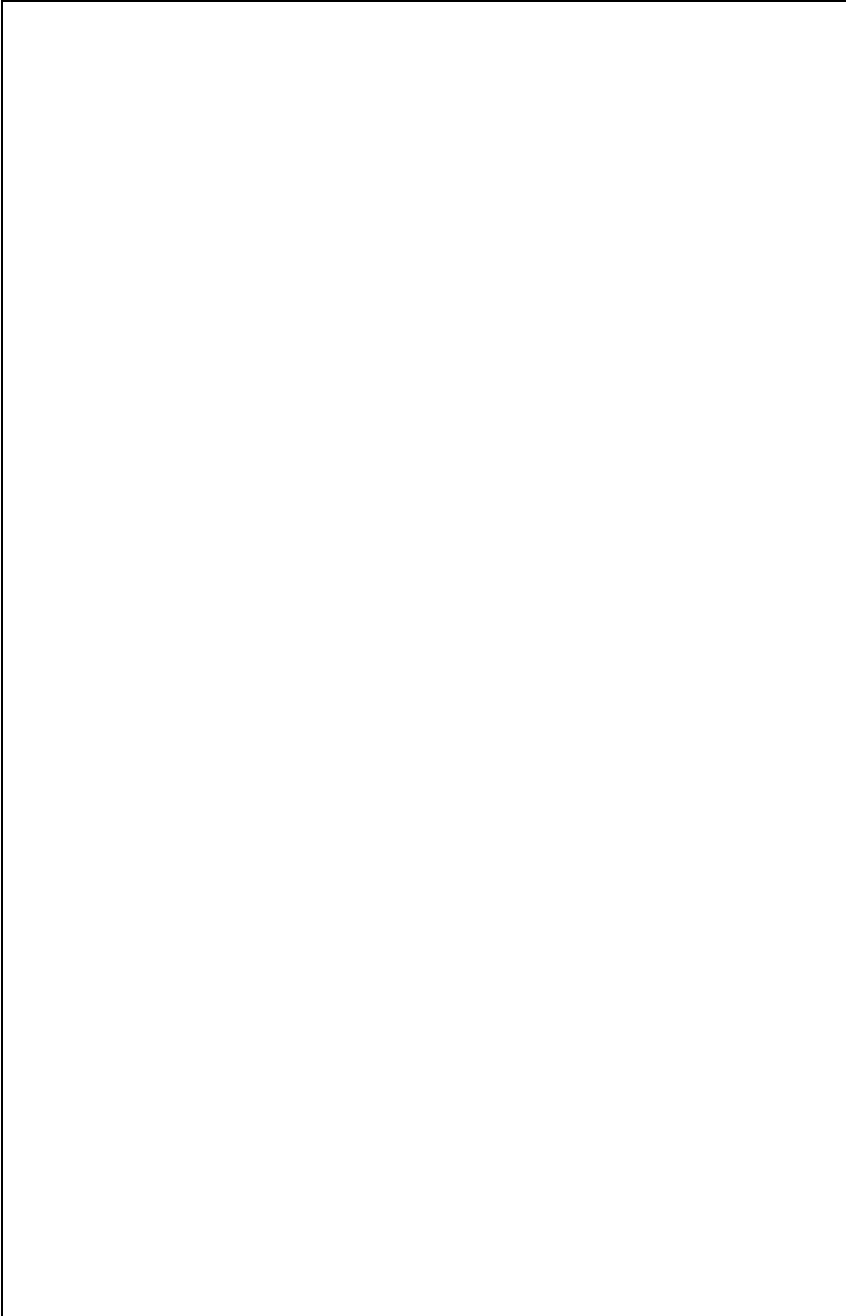
Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

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







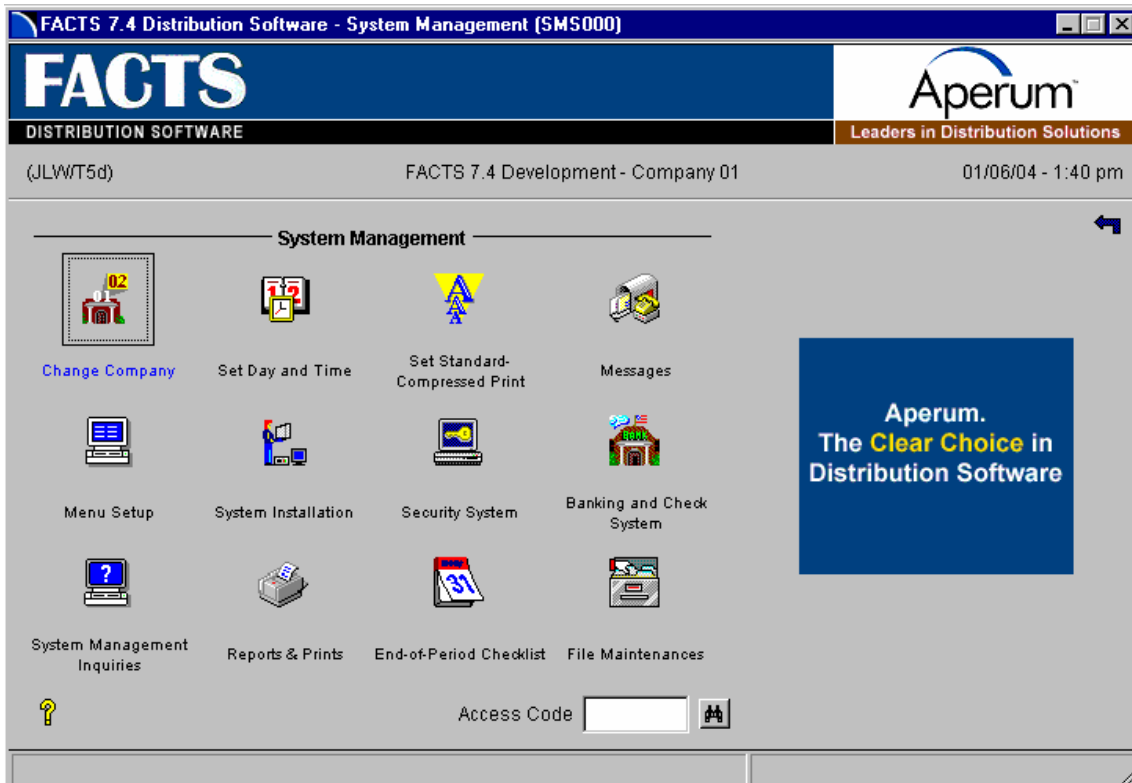


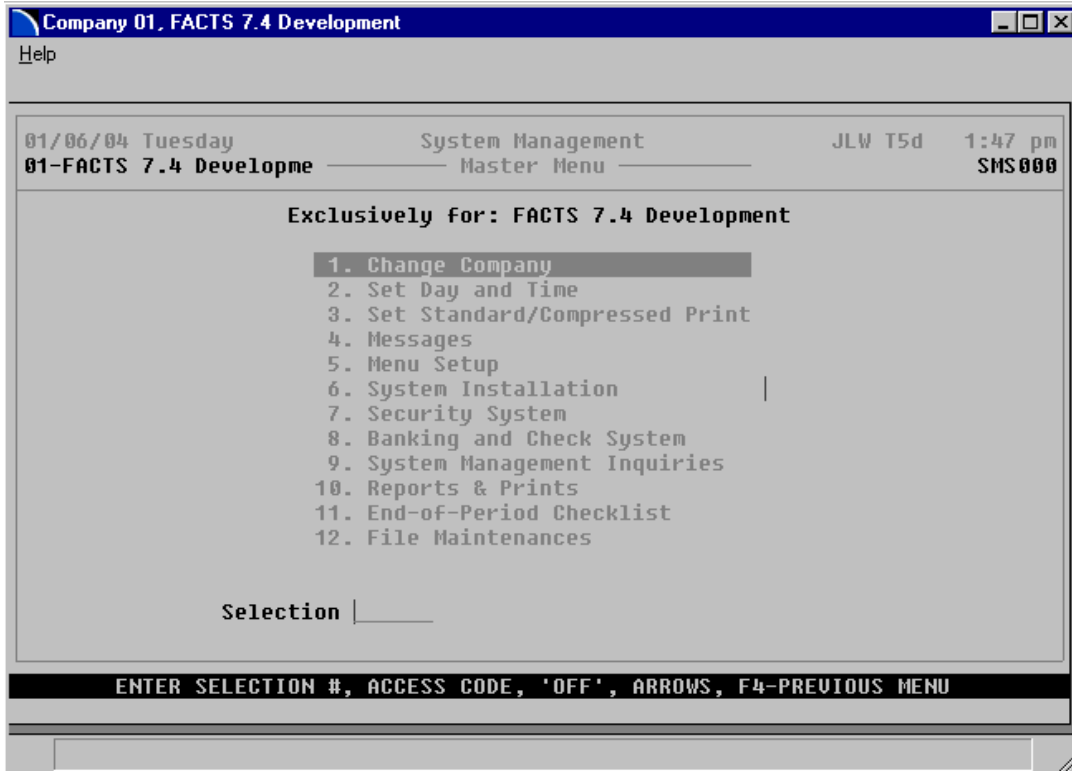


CHAPTER 2

Programs

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





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).

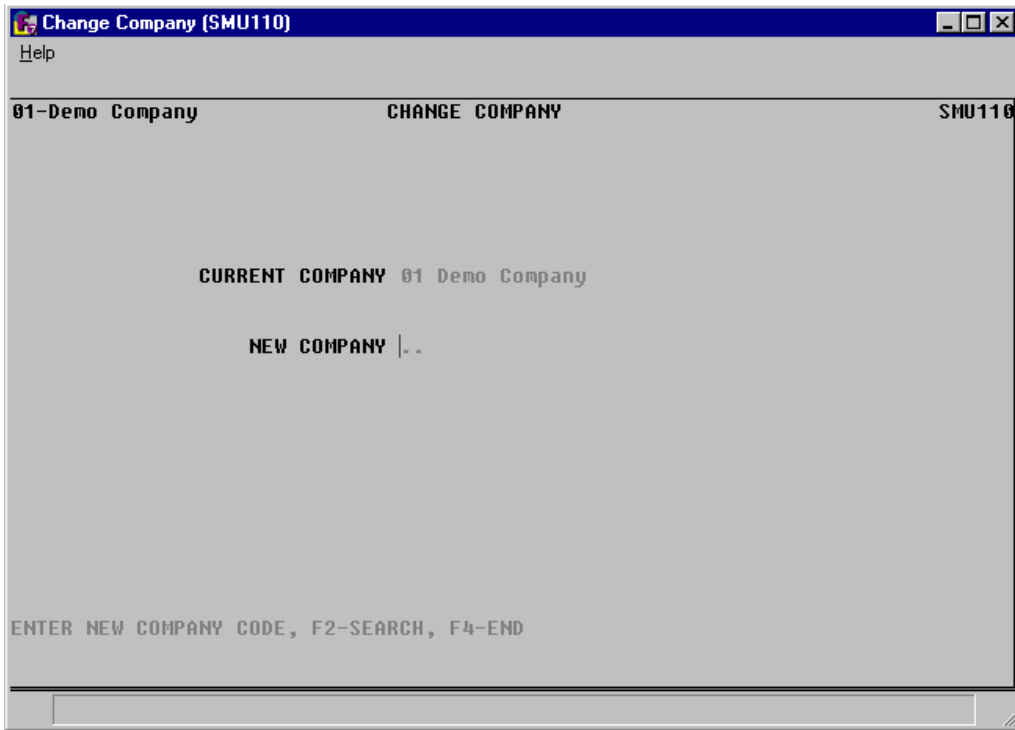
2. OK To Change Company?

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



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

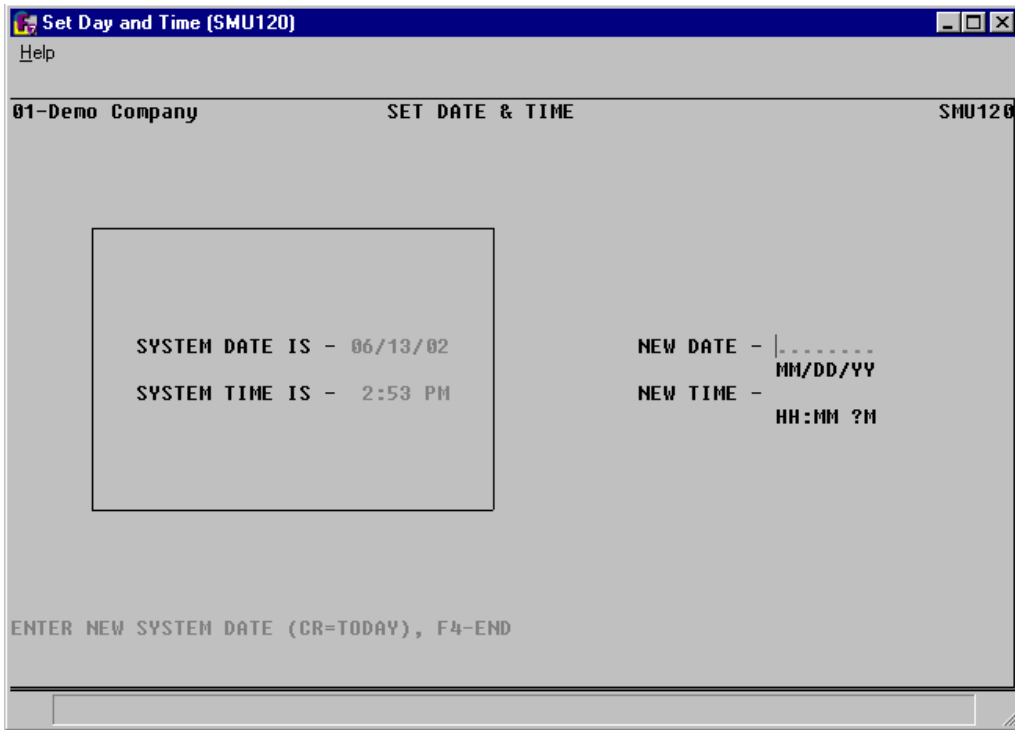
Enter the new time (HH:MM ?M). The M after the question mark (?) refers to A.M. or P.M. Enter **A** or **P** in place of the question mark (?). CR defaults to the current system time.

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



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.

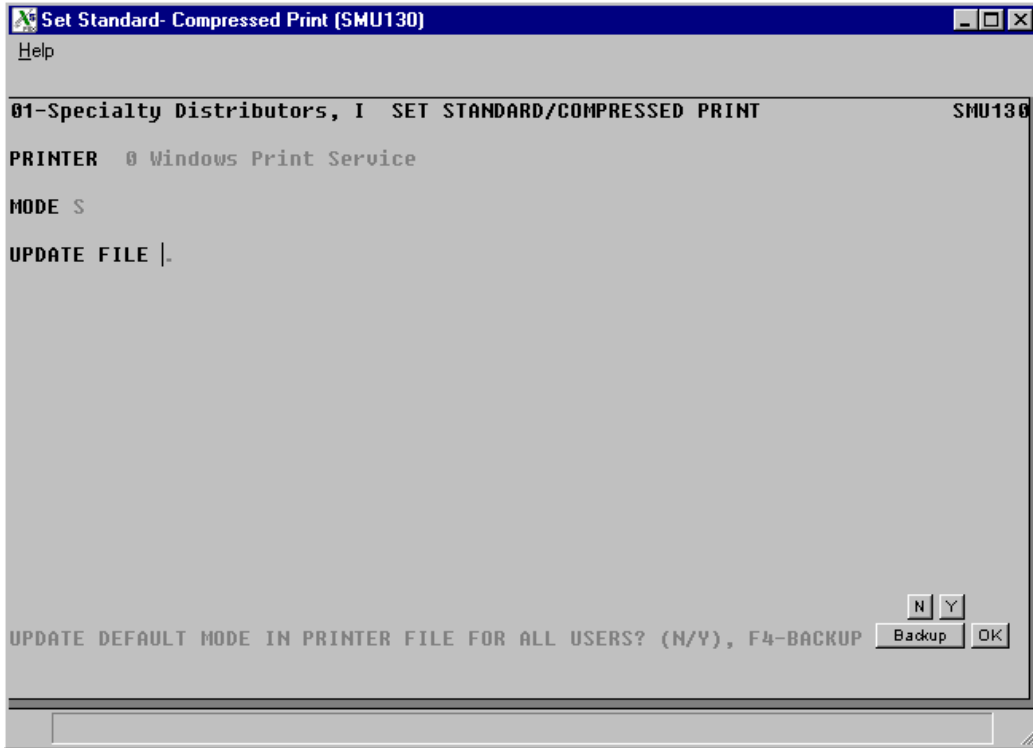
3. Update File

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

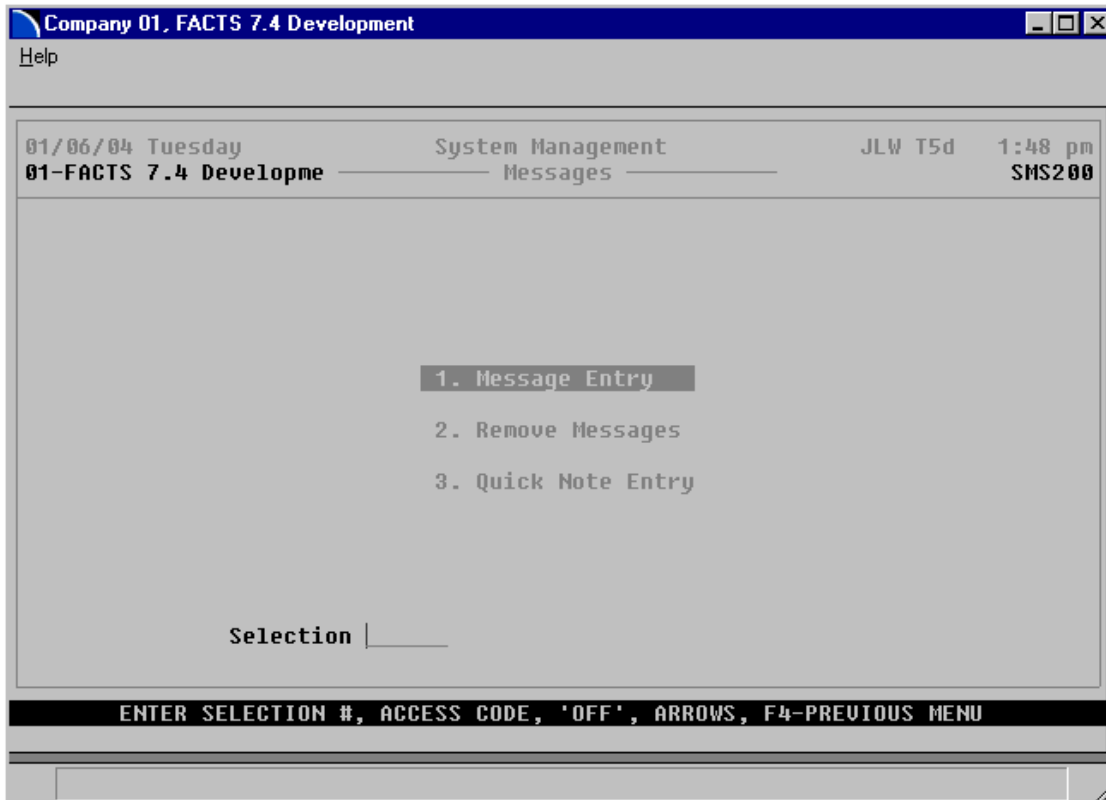
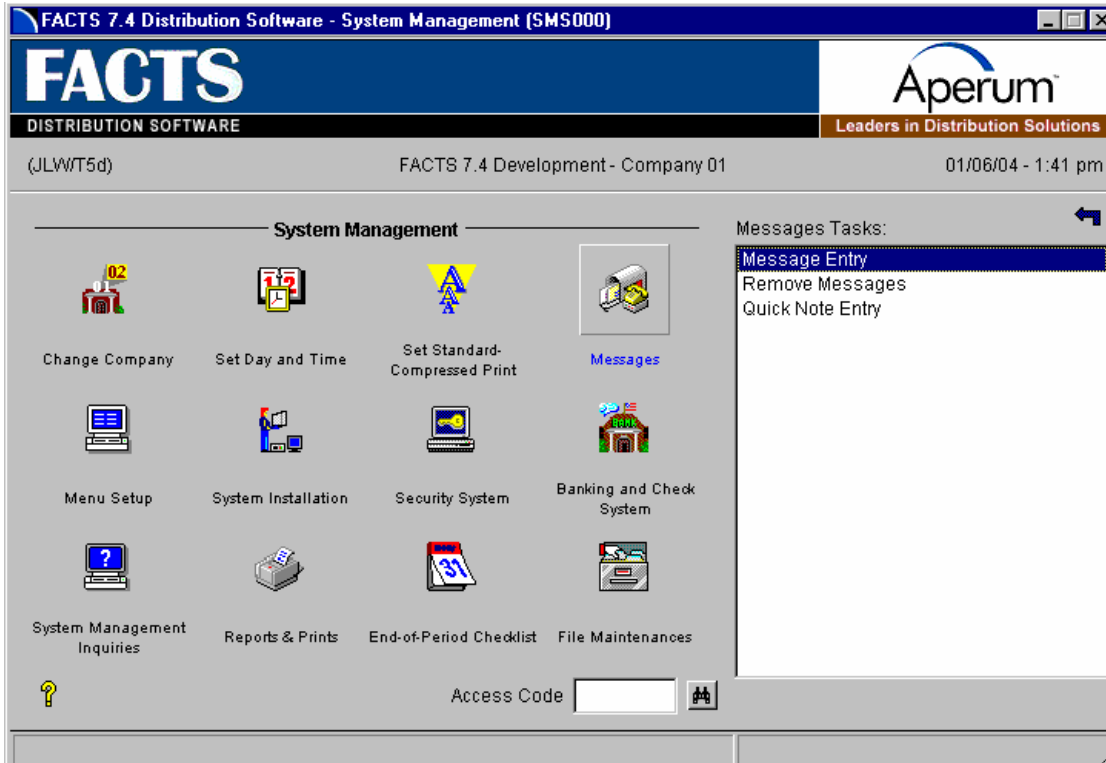


How to set the date and time for your terminal

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.



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: **Master Menu** ◀◀ ▶▶

Date: **Tuesday**

User:

Message

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

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

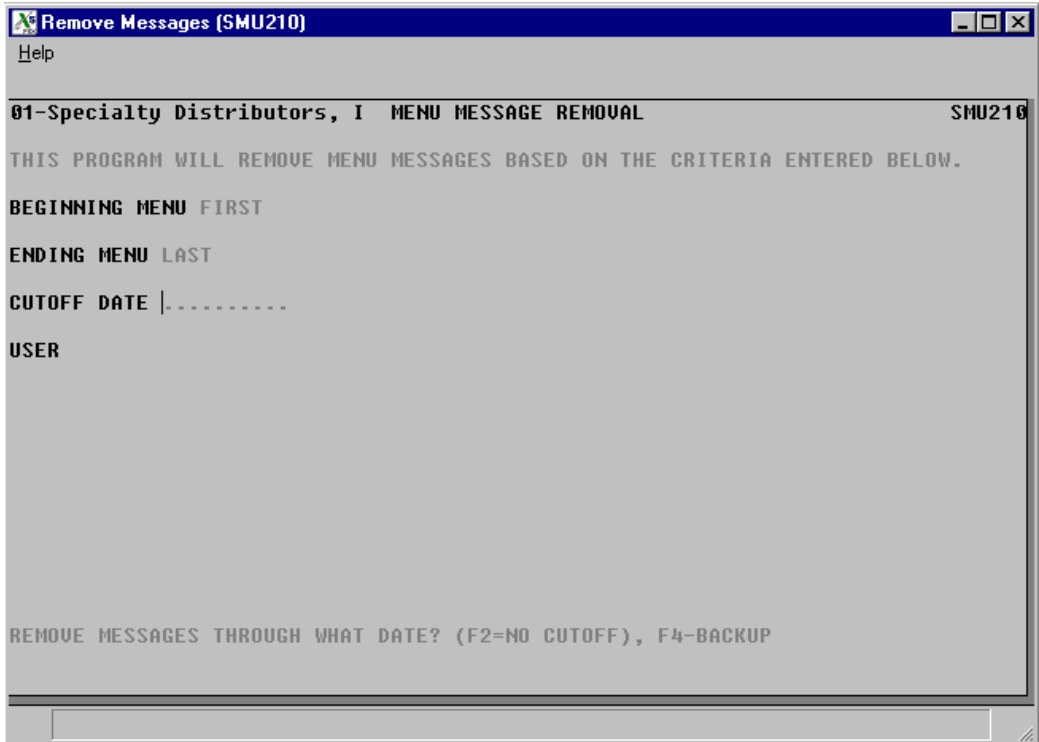
Enter the user code of messages to be removed. The entry must be a valid user. CR defaults to ALL.

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



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

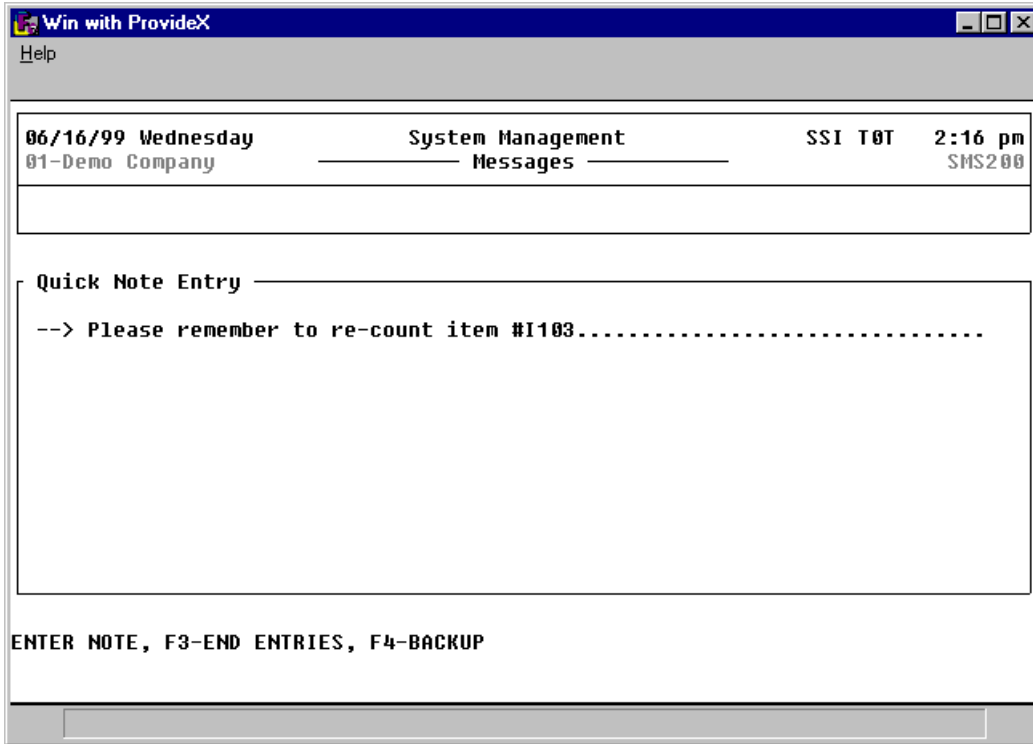
The following inputs are involved in removing messages:

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:

- **Fax** - All 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.



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:

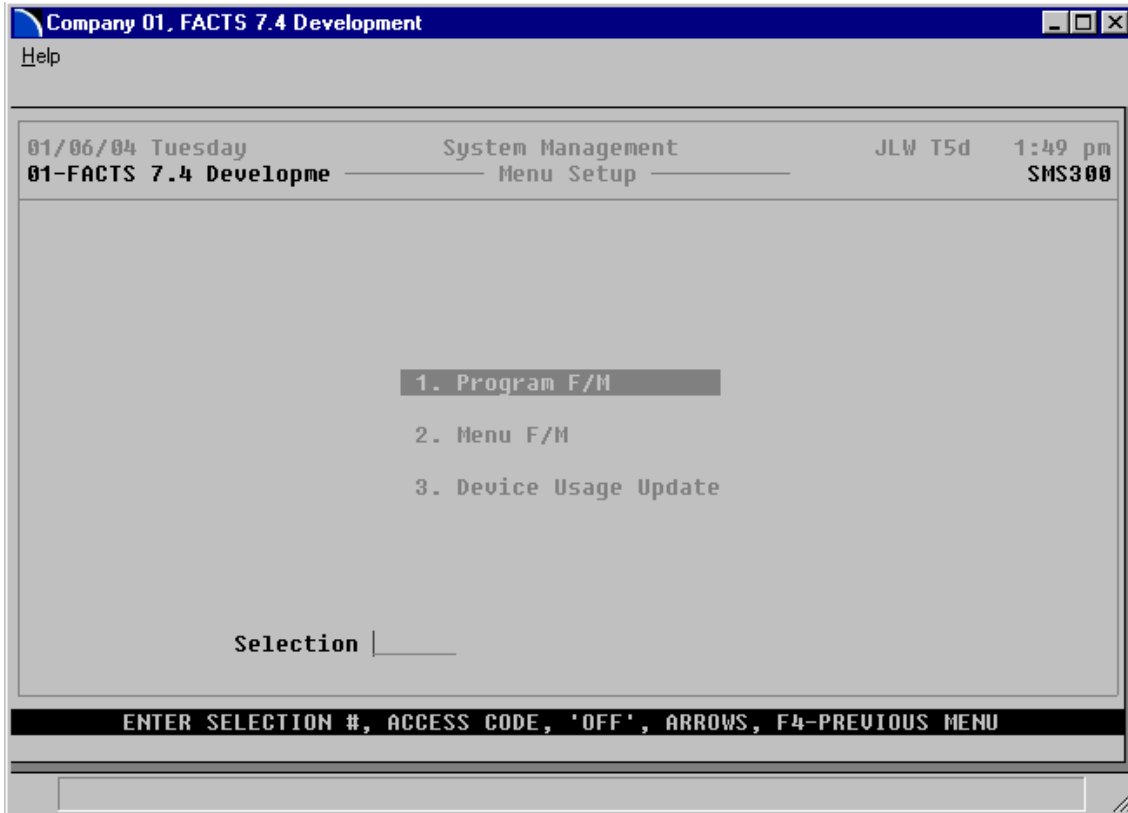
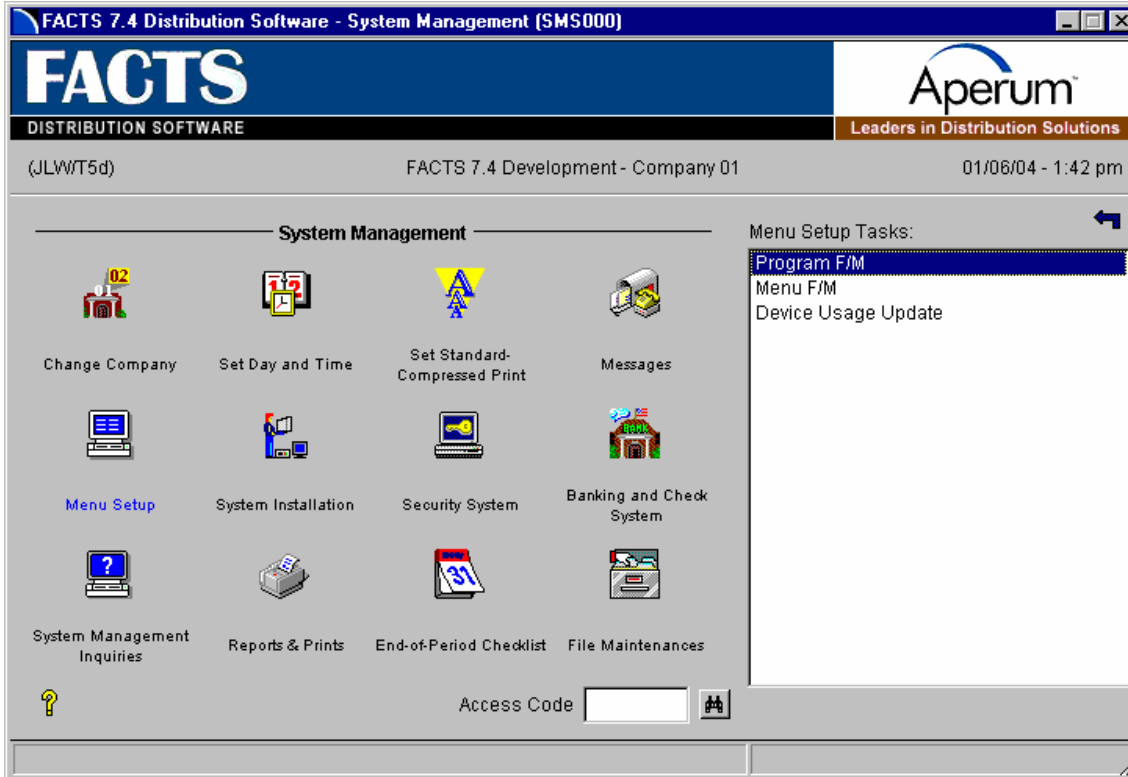
- program designation
- program name (description)
- access code
- F/M audit flag
- terminal security
- printer usage

➤ 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



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 Aperum™. 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 F1 or 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.

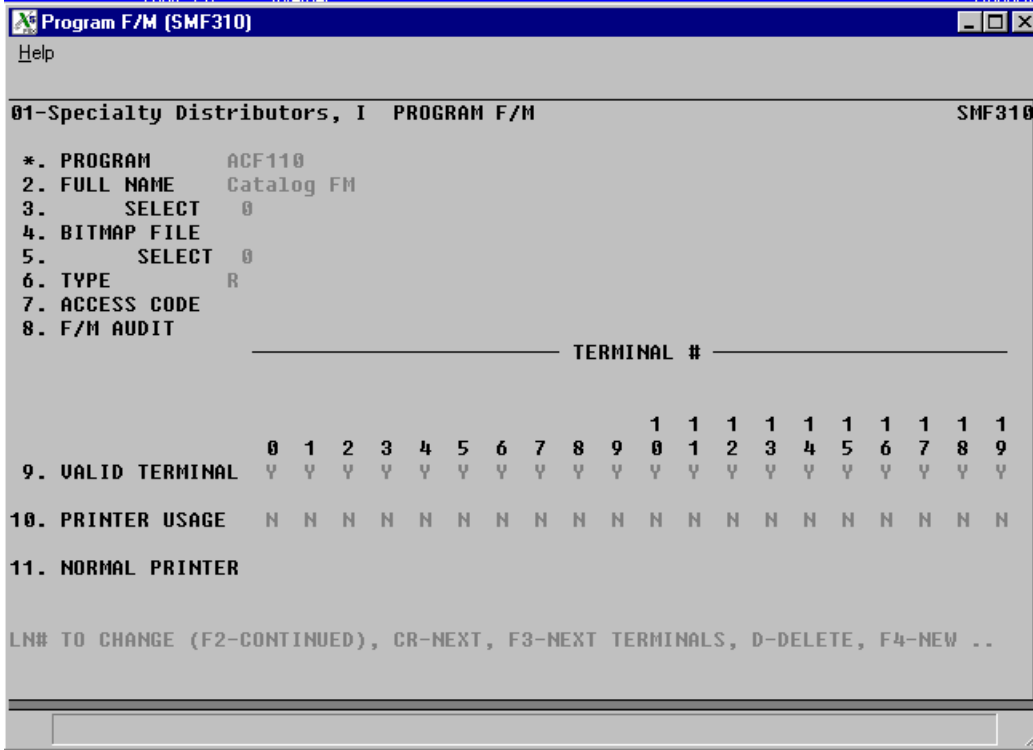
4. Default Printer

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



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.

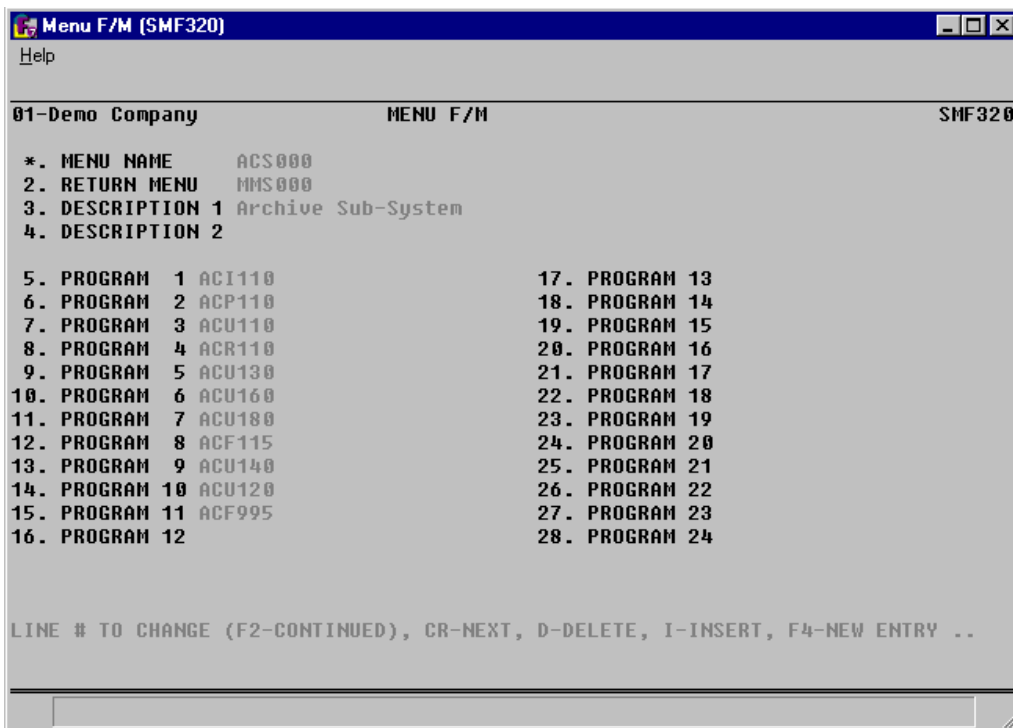
CR defaults to the FACTS Master Menu, MMS000.

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): File maintenance, **E**ntry, **I**nquiry, **P**rint, **R**eport, **U**ppdate, **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

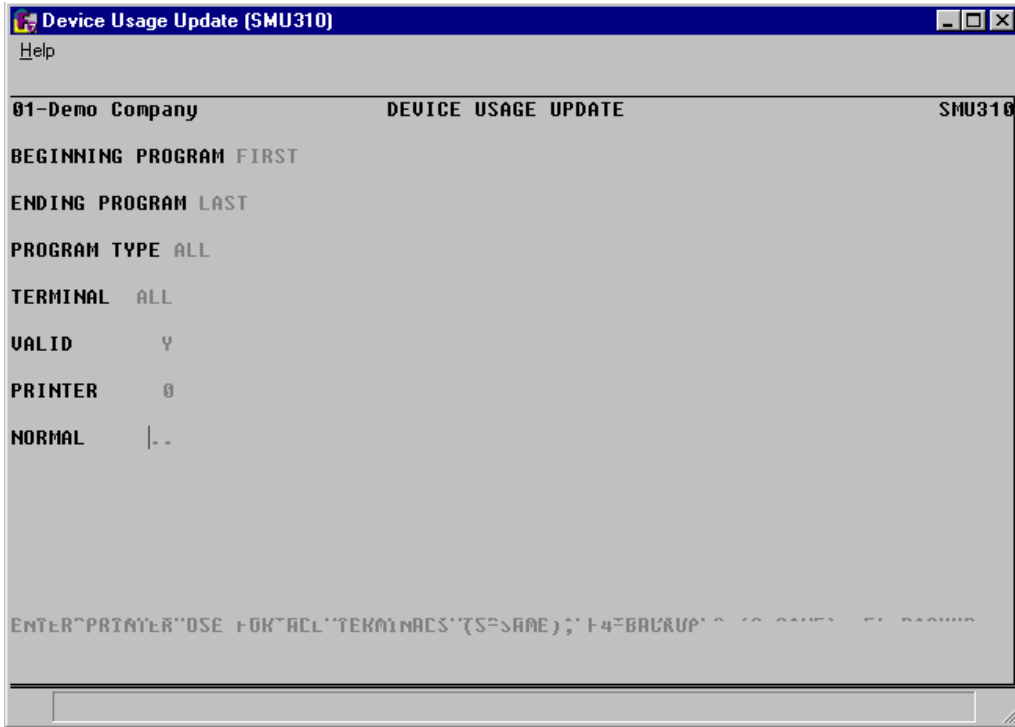
Enter the normal (default) printer for each terminal. F2 sets the remaining terminals to the printer of the previous terminal. F3 sets the remaining terminals to S.

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



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.

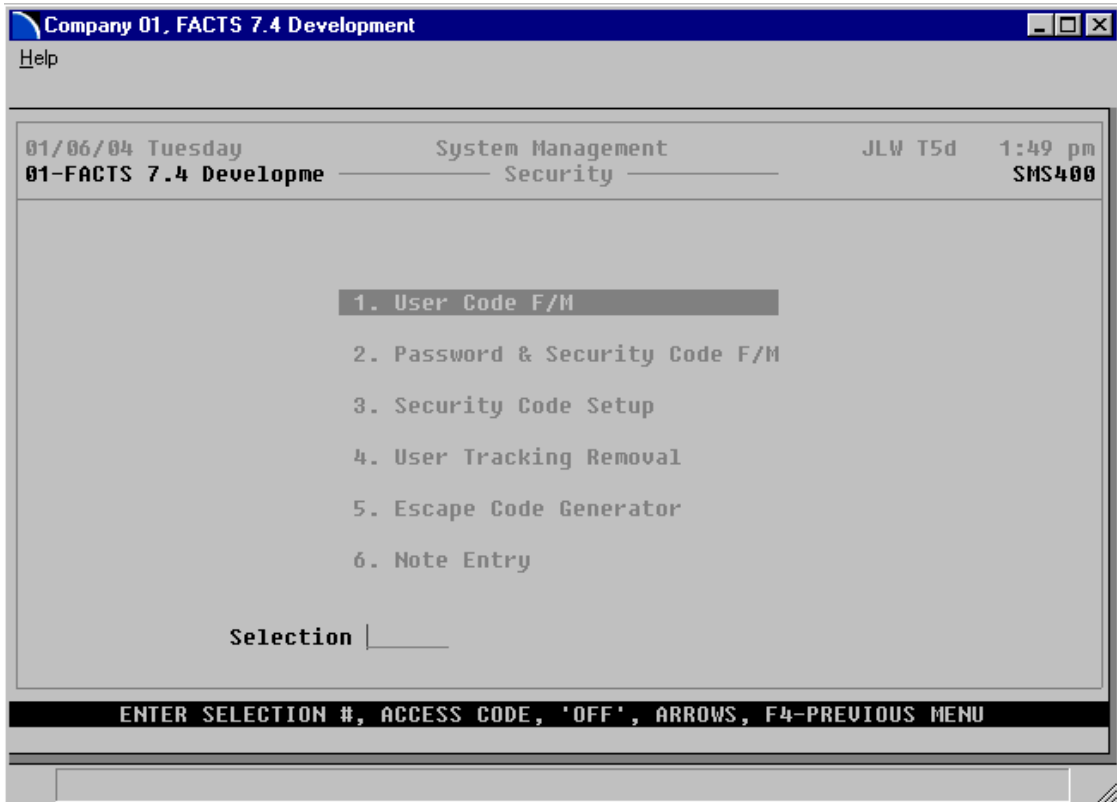
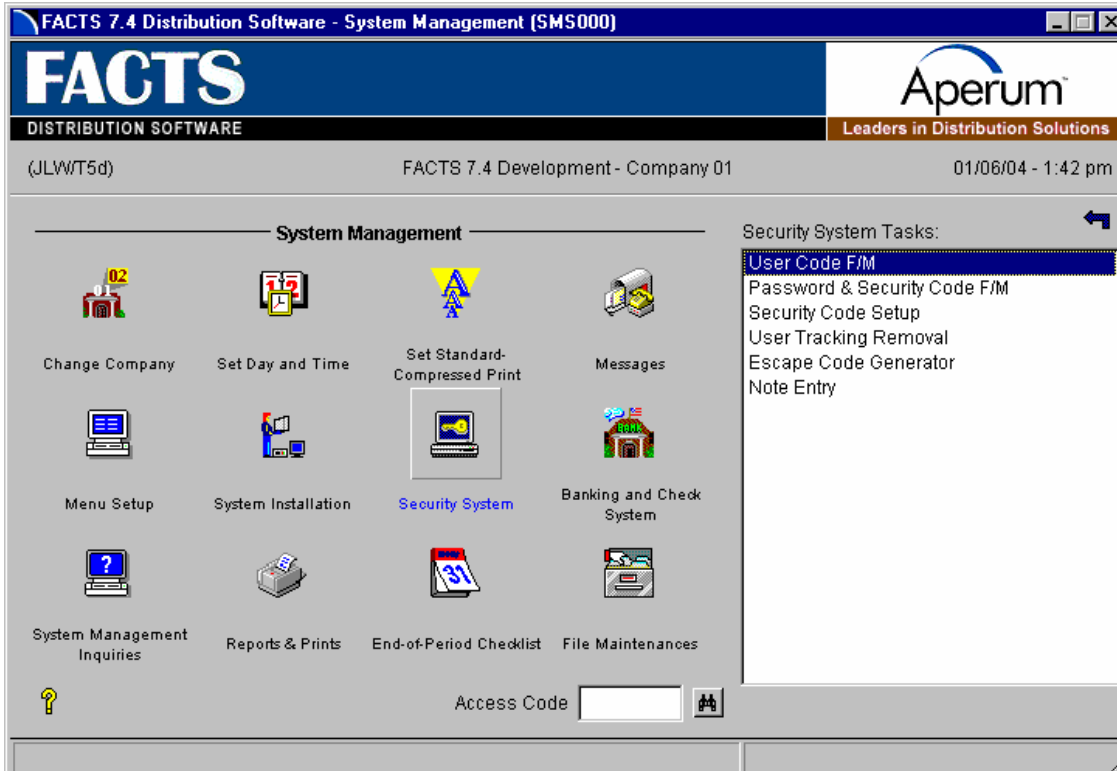
The first method of security is assigned to use up to 10 security codes (0-9). Then each program (or menu) is assigned to one security code (initially set to 0) in the Password & Security Code F/M.

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.



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 least 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 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.

6. 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.

7. SLS/TER Code

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

8. Call Grace Period

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

9. Call Code

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

10. Home Directory

Enter the users 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.

11. 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: 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.

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.

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.

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

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

01-7.4 Development, User Code F/M (SMF410)

Help

User Code BA Brett Allen

General	Security
Name	Brett Allen
Initial Menu	MMS000 Master Menu
Phone Number	
Fax Suffix	
Cover Page	None
SLSP/TERR Code	None
Call Grace Period	0
Call Code	0
Home Directory	
User Interface	Y - Windows 98 Style Theme S - Silver

Save Delete New Exit

User Code F/M (SMF410)

Help

01-7.4 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 Suffix    faxsfx
6.   Cover Page  1000 Bold
7. SLSP/TERR Code 20 Gregory Billings
8. Call Grace Period 1
9. Call Code     2
10. Home Directory ./fileprt
11. 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

01-7.4 Development, User Code F/M (SMF410)

Help

User Code

General Security

Password None

Valid Companies

Track User

Req Escape Code

Security Codes:

Administrator Privileges —

User-defined Fields

Save Delete New Exit

Enter password, F1-None

User Code F/M (SMF410)

Help

01-7.4 Development User Code F/M SMF410

*. User Code CHR

2. Password >< None

3. Valid Companies

4. Track User N

5. Req Escape Code N

6. Security Codes:

- Administrator Privileges -

7. User-defined Fields N

Enter user code, F2-Search, F3-First Record, 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

Program Document Entry

Password

Security Code

Save Delete New Exit

Enter Password, F3-None

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**ppdate, **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.

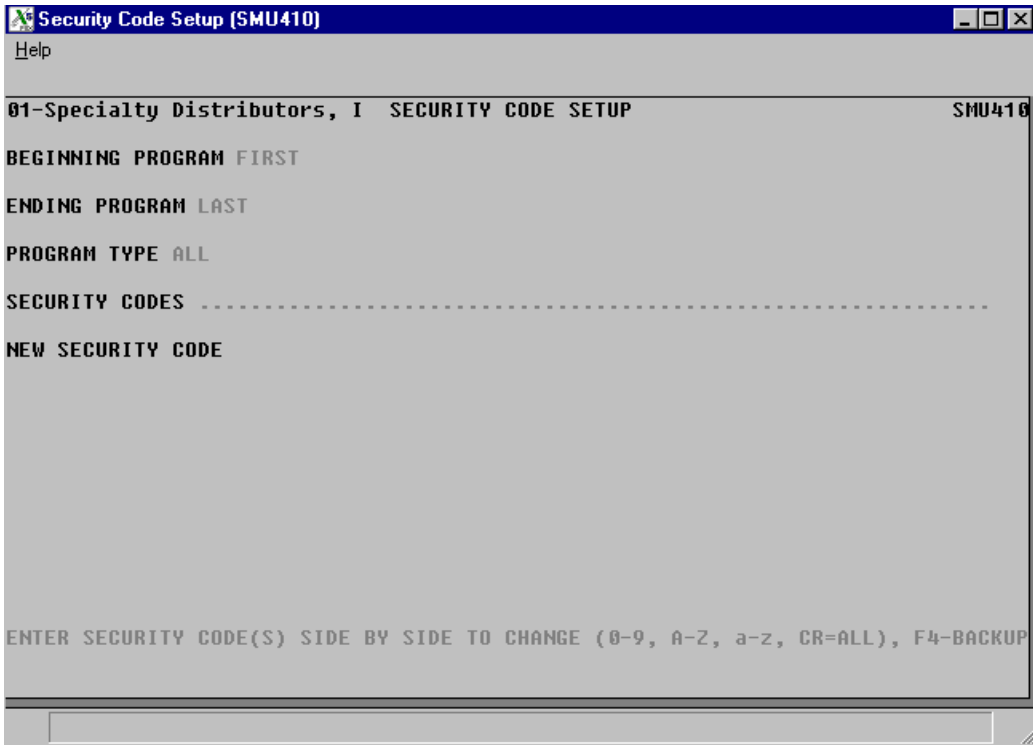
5. New Security Code

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



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 (AP910) 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 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)

Customer Returns Entry (SOE810)

Hold Selection (SOE230)

Recurring Document Entry (SOE350)

PO Entry (POE120)

PO Receipt Entry (POE210)

Non-PO Receipt Entry (POE220)

Invoice Receipt Entry (POE310)

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.

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:

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

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

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

D to access Note Entry (SME710) for the transfer header record specified in the program.

L to access Note Entry (SME710) for the transfer line record highlighted in the line item browser.

Character Users: In the Notes: area of the screen, just above the line item section, the system displays CUST, VEND, 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 six note types available: ARDC (AR document), CUST (customer), ITEM (item), TRDH (transfer document header), TRDL (transfer document 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 for Customer/Item/AR Doc/Vendor Notes 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), 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) 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 type TRDH (transfer document header)) to access Note Entry for transfer document lines associated with the transfer document header.

Done to exit the Note Entry (SME710) screen.

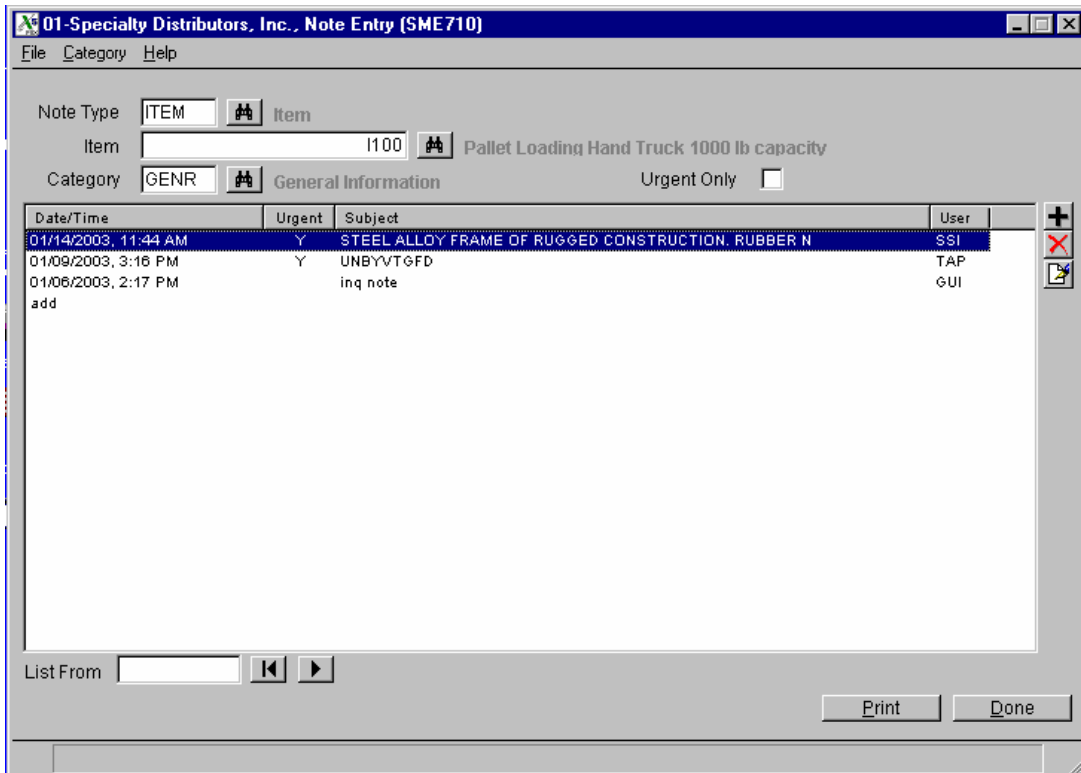
Character Users: Enter:

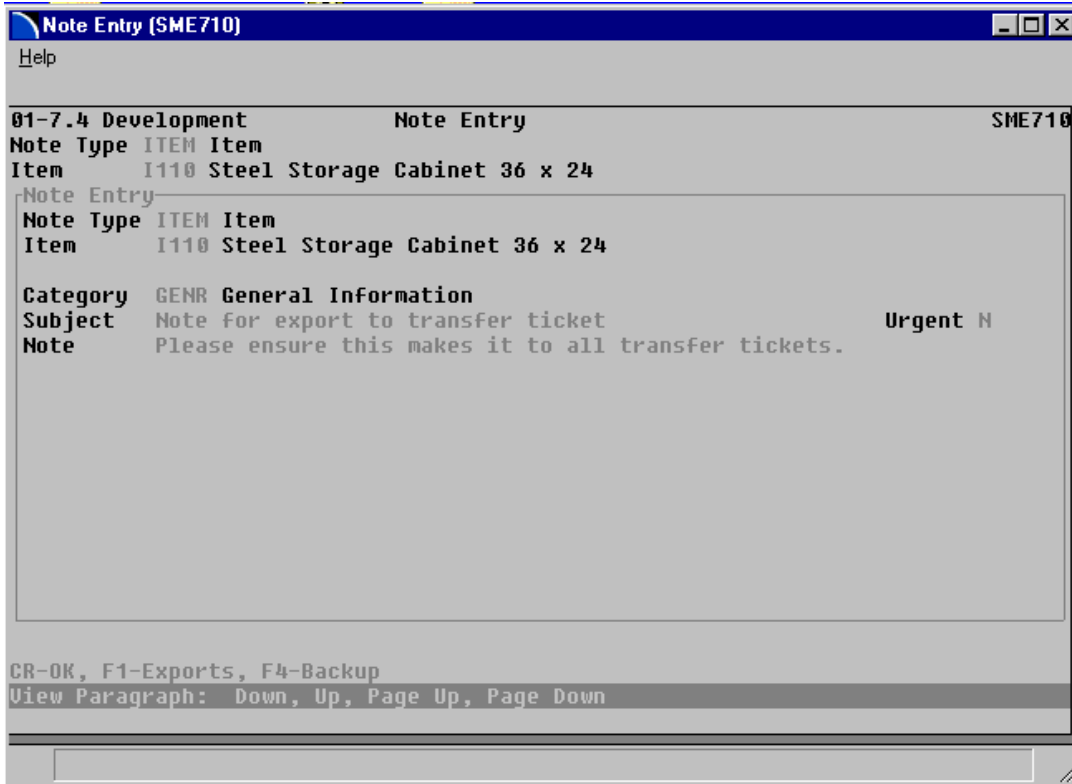
P-Print to access the Print Options screen that allows you to print a single note (highlighted in the

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), Vendor (for VEND note type), Item (for ITEM note type)), and print them to the selected printer.



L-Lines (for Note type TRDH (transfer document header)) 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.







How to enter and maintain notes for AR documents, transfer tickets, 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) 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), Vendor (for VEND note type), Ticket #, Ship #, Line # (for TRNL note type), Ticket #, Ship # (for TRNH note type), or Item (for ITEM 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), Vendor (for VEND note type), Item (for ITEM note type)), and print them to the selected printer.

Lines (for Note type TRDH (transfer document header)) 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), Vendor (for VEND note type), Ticket #, Ship #, Line # (for TRNL note type), Ticket #, Ship # (for TRNH note type) or Item (for ITEM note type)), and print them to the selected printer.

L-Lines (for Note type TRDH (transfer document header)) 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

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.

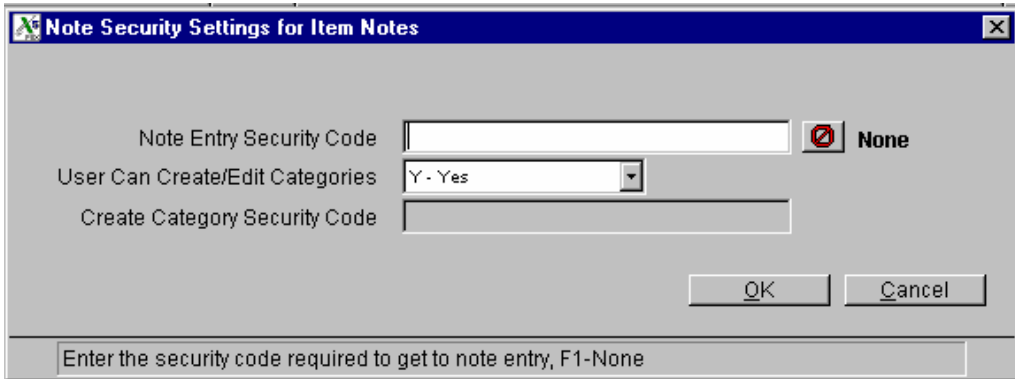
User Can Create/Edit Categories

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.



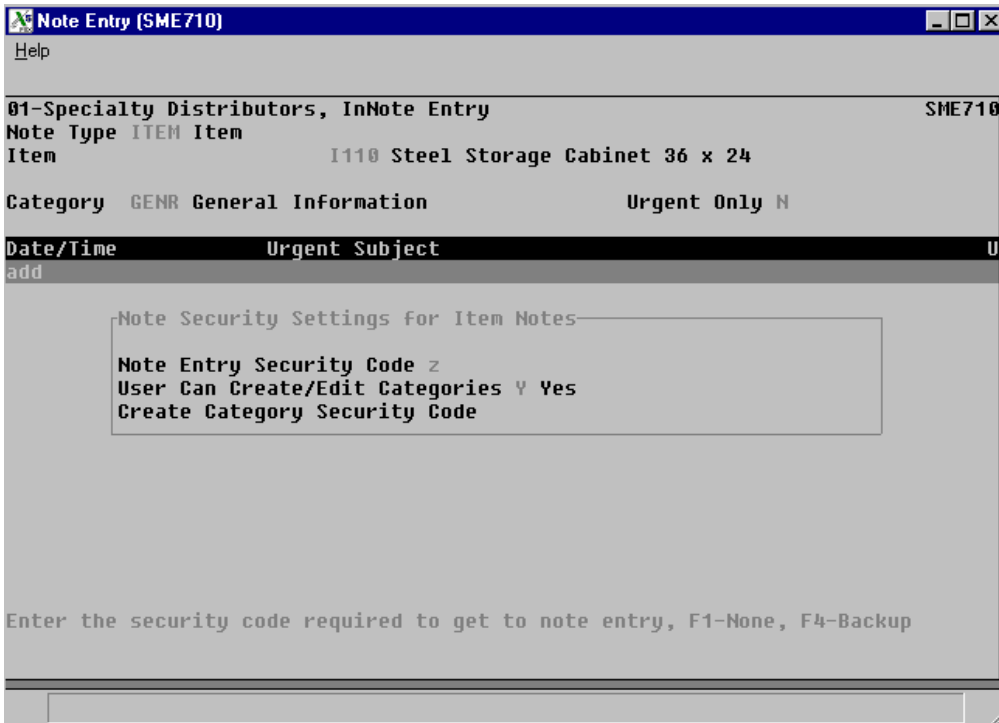
Note Security Settings for Item Notes

Note Entry Security Code None

User Can Create/Edit Categories

Create Category Security Code

Enter the security code required to get to note entry, 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

add

Note Security Settings for Item Notes

Note Entry Security Code z

User Can Create/Edit Categories Y Yes

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), TRDH (transfer document header), TRDL (transfer document line) 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 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.

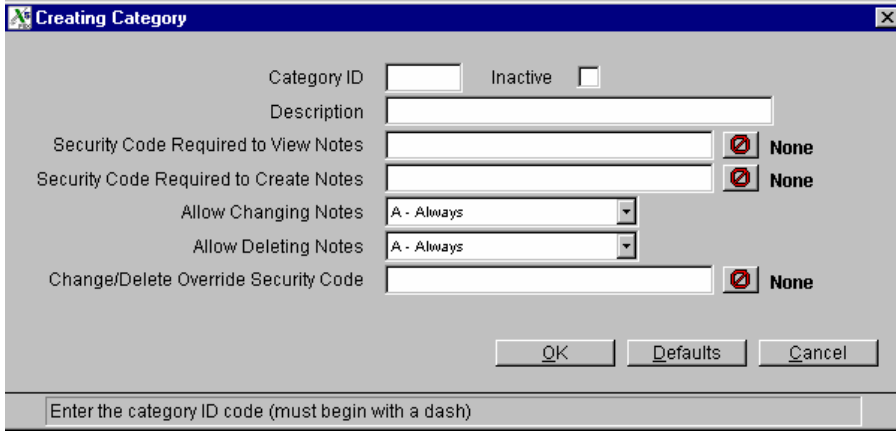
Change/Delete Override Security Codes

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.



Creating Category

Category ID Inactive

Description

Security Code Required to View Notes None

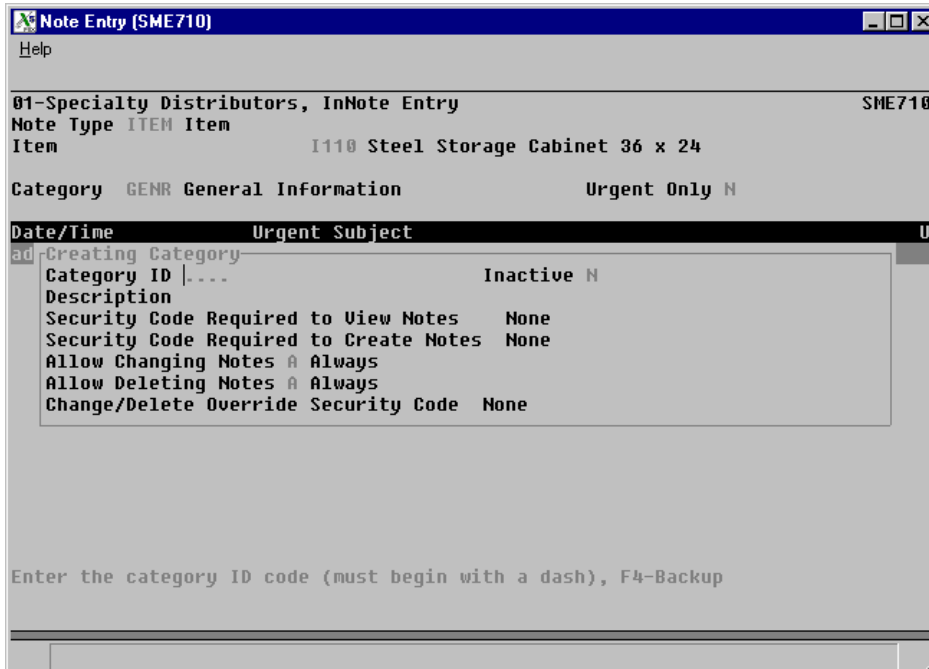
Security Code Required to Create Notes None

Allow Changing Notes

Allow Deleting Notes

Change/Delete Override Security Code None

Enter the category ID code (must begin with a dash)



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

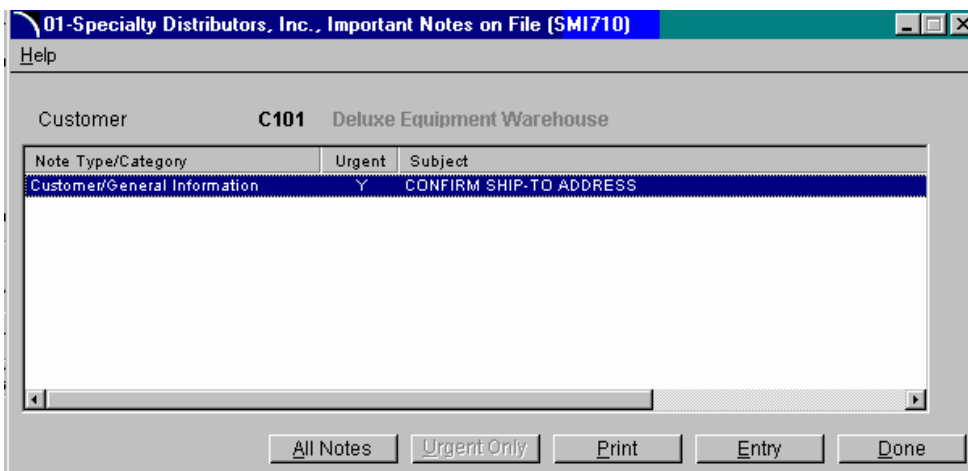
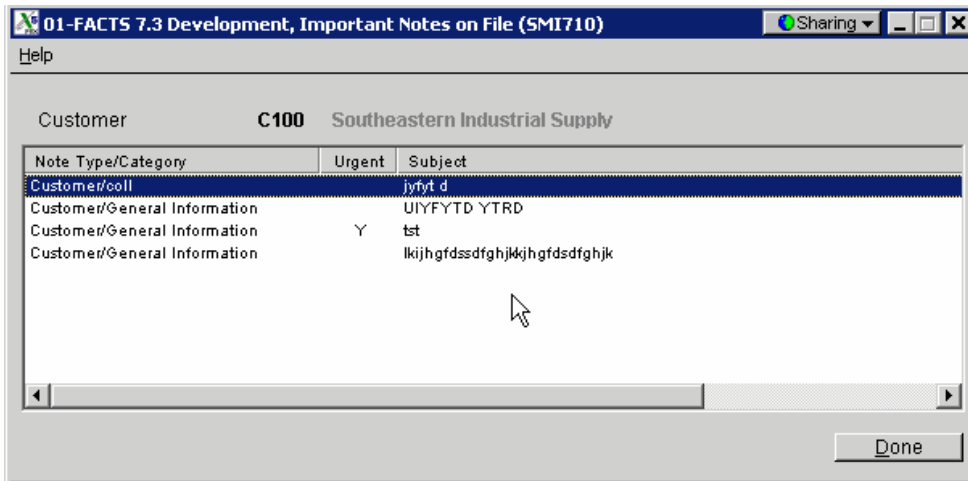
Date/Time	Urgent	Subject	
ad		Creating Category	
		Category ID 	Inactive N
		Description	
		Security Code Required to View Notes	None
		Security Code Required to Create Notes	None
		Allow Changing Notes	A Always
		Allow Deleting Notes	A Always
		Change/Delete Override Security Code	None

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.

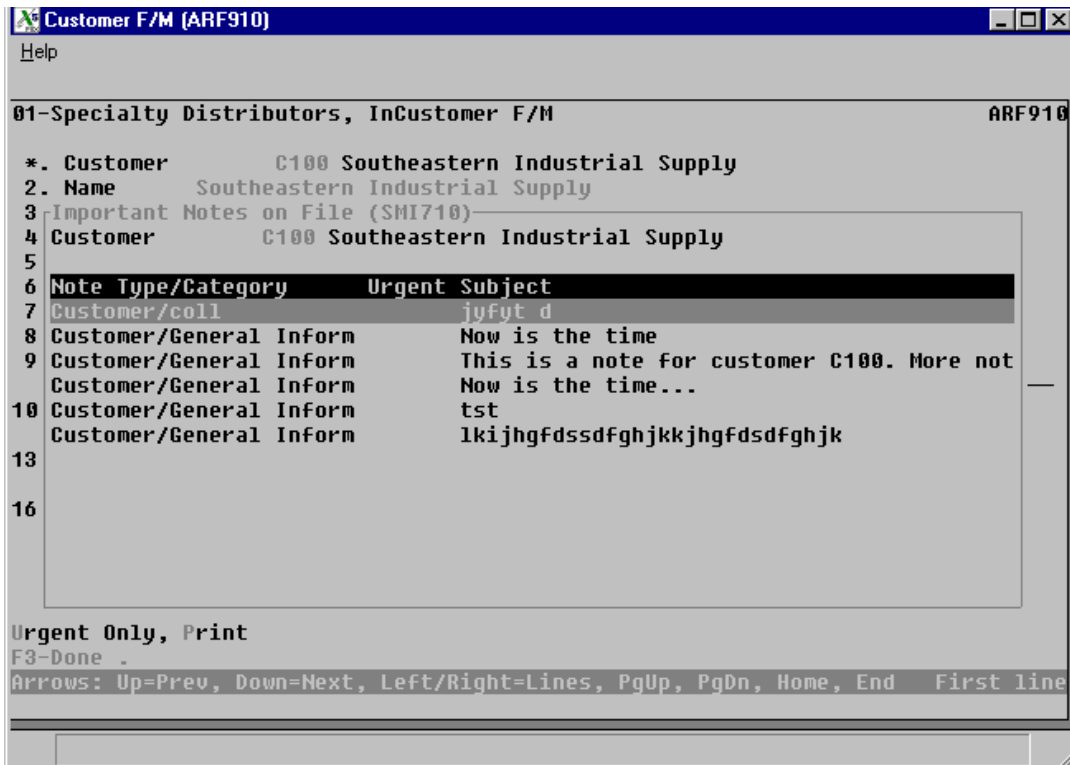
Highlight a note and select the **Print** button to access the Print Options screen. You can specify to print the note to a selected printer or file and specify margin settings for the printout.

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.

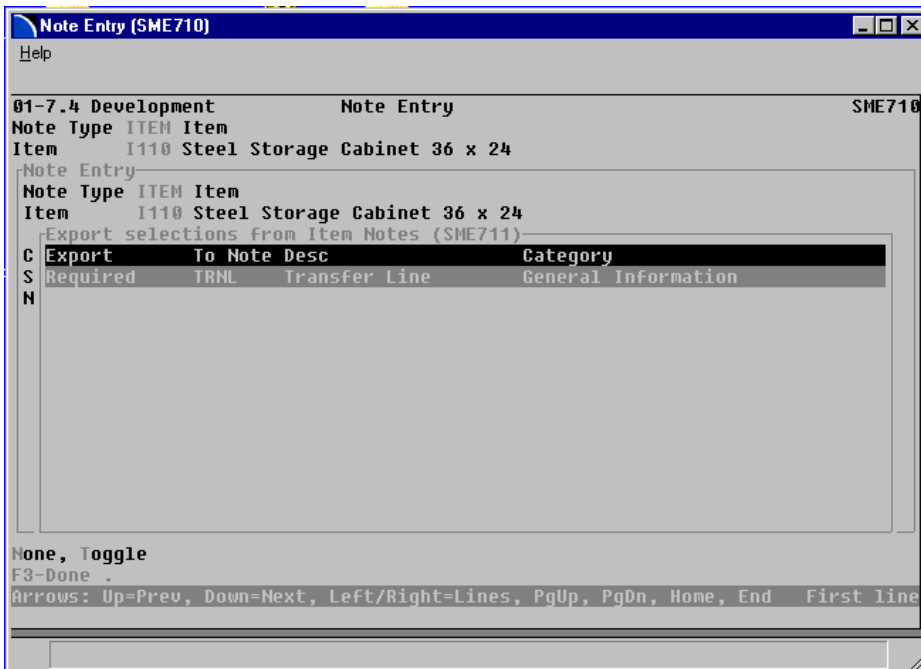
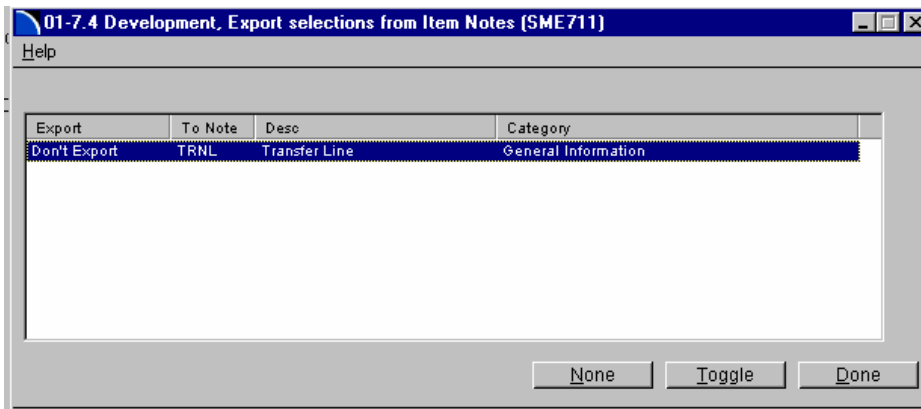
Press **U**-Urgent Only button to display only notes marked as urgent.

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) 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.



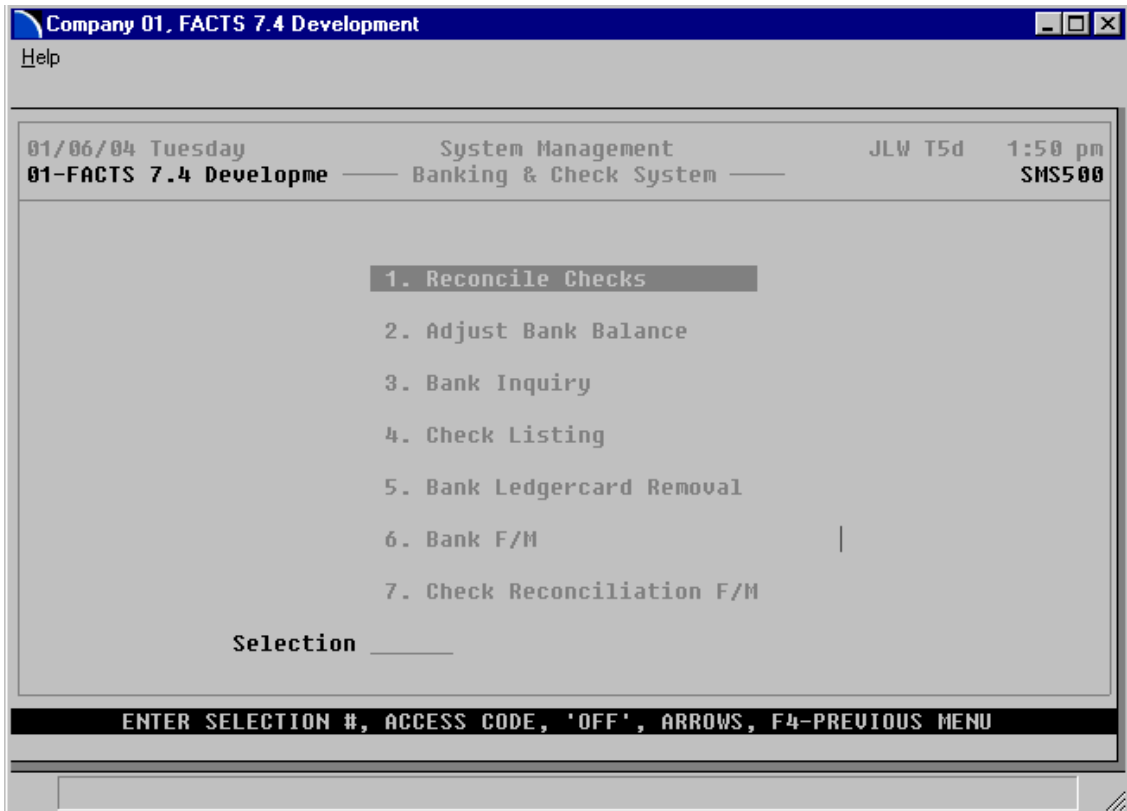
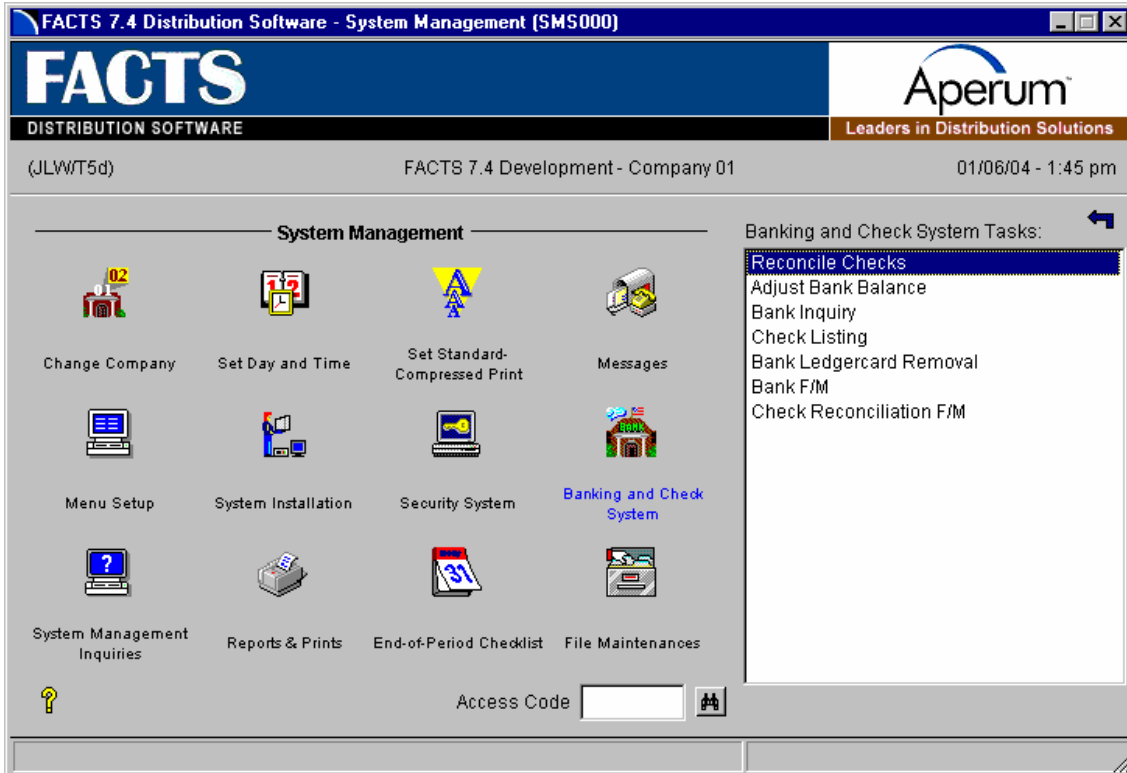
Banking and Check System

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

The banking system maintains the bank account balances through postings from accounts payable when checks are written, from accounts receivable when cash is posted (deposits are made) and when invoices are entered as cash invoices, from payroll when checks are written, and from sales orders when invoices are entered as cash invoices. Bank account balances are also maintained by the user making adjustments (for service charges etc.) through the Adjust Bank Balance program.

Checks are stored (from AP and PR systems) for check reconciliation. The Reconcile Checks program allows the user to enter whether checks have cleared the bank. The Check Listing program is then printed to list all cleared checks and then optionally remove them.

Bank information is available for display through the Bank Inquiry program which displays general information, ledgercards stored and checks written. Bank notes may also be entered and displayed in the inquiry.



Reconcile Checks (SME510)

Function

This program allows the user to record the period that checks clear the bank. After using this program, the customer may print the Check Listing to help reconcile the bank statement.

If the flag **Use Check Reconciliation** is set to N through the AP static control record, accounts payable checks are not available for reconciliation. If the flag **Use Check Reconciliation** is set to N through the PR static control record, payroll checks are not available for reconciliation.

The user may clear or unclear any checks in the check reconciliation file. Checks are displayed in numerical order and several features make this an easy process.

Displayed information for each check includes check number, payee (vendor number and name or employee number and name) check date, check entry period, clear period and check amount. If a check is a manual or void check, the words **VOID** or **MAN** are displayed beside the check amount.

Checks are placed in the check reconciliation file by the update portion of the AP and PR Check Registers. The Check Listing prints cleared checks, uncleared checks, void checks or all checks to aid the user in reconciling the bank statement.

User Inputs

The following inputs are involved in using the Reconcile Checks program:

1. Bank

Enter the bank code for the checks (2 characters). The entry must be a valid bank code which displays the bank name. CR defaults to the first bank on file. F2 allows a search (ref. 3).

2. Beginning Check

Enter the first check number to display (1-999999). CR defaults to the first check on file for this bank. If the entered check is not found, the display begins with the next highest check number in the file. An asterisk appearing next to the check number indicates the preceding check is missing.

3. The program displays checks in numerical order until the screen is full. The user then has the option to:

- C** - **Clear** - Allows the user to begin clearing checks by entering the period and year the checks cleared the bank (PPYY). CR defaults to the current period. The user now has the following options:
 - F1** - **Skip**-The check is skipped and moves to the next line.
 - F2** - **Clear**-The check is cleared and moves to the next line.
 - F3** - **End**-End the processing for this bank.

- F4 - Backup** - After backing up, the user may change the clear period or return to input #2 - beginning check by pressing F4.
- U - Unclear** - Begins unclearing checks. This means any check recorded as cleared may be changed and stored as not cleared. The user must enter the number of a cleared check in the check reconciliation file. Entry of a valid check number highlights the check information. The user is then asked **OK TO UNCLEAR?** CR defaults to Y. Enter N if check entered is the incorrect check.
- CR - Continue** - Clears the screen of currently displayed checks and displays the next group of checks.
- F3 - End** - Returns to input #1 - bank code.

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - SMCHKR

CHECK	PAYEE NAME	DATE	PD	CLEAR	AMOUNT
001346*	E102 MARY ELIZABETH JONES	09/05/00	08/00	09/00	199.02
001347	E106 RONALD PATTEN	09/05/00	08/00	09/00	190.19
001348	E107 SALLEY FURNESS	09/05/00	08/00	09/00	140.78
001349	E109 NEIL J. ERICKSON	09/05/00	08/00	09/00	201.29
001350	E110 TAMMY A. FOSTER	09/05/00	09/00	09/00	264.09
001351	VOIDED VOIDED	09/05/00	09/00	09/00	.00 VOID
001352	E100 GREGORY BILLINGS	09/05/00	09/00	09/00	1004.29
001353	E101 DALE A. MARTIN	09/05/00	09/00	09/00	578.31
001354	E103 ROBERT JOHNSON	09/05/00	09/00	09/00	882.09
001355	E104 STEPHEN S. INVINCENT	09/05/00	09/00	09/00	1037.75
001356	VOIDED VOIDED	09/14/00	09/00	09/00	.00 VOID
001357	E102 MARY ELIZABETH JONES	09/14/00	09/00	09/00	209.42
001358	E106 RONALD PATTEN	09/14/00	09/00	09/00	173.55
001359	E107 SALLEY FURNESS	09/14/00	09/00	09/00	105.40
001360	E109 NEIL J. ERICKSON	09/14/00	09/00	09/00	201.29

*=PRECEEDING CHECK MISSING
C-CLEAR, U-UNCLEAR, CR-CONTINUE, F3-END, F4-BACKUP |

How to record the period that checks clear the bank

1. Access this program selecting System Management→Banking & Checks→Reconcile Checks.
2. In the Bank input, enter the bank code for the checks (2 characters). The entry must be a valid bank code that displays the bank name. The program defaults to the first bank on file. F2 allows a search.
3. In the Beginning Check input, enter the first check number to display (1-999999).
4. Press Enter (CR), and the program defaults to the first check on file for this bank. If the entered check is not found, the display begins with the next highest check number in the file. If an asterisk appears next to the check number, it indicates the preceding check is missing. The program displays checks in numerical order until the screen is full. For each check, the Reconcile Checks program displays: Check number, Payee (vendor number & name or employee number and name), Check date, Check entry period, Clear period, Check amount, and Void/Manual check indicator (appears next to the check amount)
5. From the command prompt in the lower portion of the screen, you have the following options:
 - C Clear - Allows the user to begin clearing checks by entering the period and year the checks cleared the bank (PPYY). The program defaults to the current period. The user now has the following options:
 - F1 Skip-The check is skipped and moves to the next line.
 - F2 Clear-The check is cleared and moves to the next line.
 - F3 End-End the processing for this bank.
 - F4 Backup - After backing up, the user may change the clear period or return to input #2 - beginning check by pressing F4.
 - U Unclear - Begins outstanding checks. This means any check recorded as cleared may be changed and stored as not cleared — in other words, outstanding. Enter the number of a cleared check in the check reconciliation file. Entry of a valid check number highlights the check information. The program then asks OK TO UNCLEAR? The program defaults to Y. Enter N if check entered is the incorrect check.
 - CR Continue - Clears the screen of currently displayed checks and displays the next group of checks.
 - F3 End - Returns to the Bank code input.
6. When you have finished clearing/unclearing checks, press F3 to return to the Bank input where you can enter another bank code or press F4 to exit the program.

Adjust Bank Balance (SME520)

Function

This program allows the user to adjust the bank balance by bank code.

User Inputs

The following inputs are involved in adjusting a bank balance:

1. Bank

Enter the bank code (2 characters). CR defaults to the first bank on file. F2 allows a search (ref. 3).

Balance

The current bank balance is displayed.

2. Adjustment

Enter the adjustment amount (+/-9999999.99).

New balance

The new bank balance is calculated and displayed.

3. Date

Enter the adjustment date (ref. 1). CR defaults to the system date.

4. Memo

Enter the adjustment memo (up to 25 characters). F2 defaults to the previous adjustment memo.

5. OK To Update?

Enter Y or N to indicate whether to update. CR defaults to Y and returns to input #2.

Technical Notes

FILES UPDATED - SMCNTL, SMLEDG

Adjust Bank Balance (SME520) Help

01-Specialty Distributors, I ADJUST BANK BALANCE SME520

BANK 01 First National Bank of Atlanta

BALANCE	234936.74	DATE
ADJUSTMENT	667.00	MEMO	
NEW BALANCE	235603.74		

BANK	ADJUSTMENT	DATE	MEMO
------	------------	------	------

ENTER ADJUSTMENT DATE (CR=01/29/03), F4-BACKUP

How to adjust the bank balance

1. Access this program selecting System Management→Banking & Checks→Adjust Bank Balance.
2. In the Bank input, enter the bank code (2 characters). The program defaults to the first bank on file. F2 allows a search. Once you enter a bank code, the system displays the current balance.
3. In the Adjustment input, enter the amount by which you need to adjust the balance (+/- 9999999.99). The program calculates and displays the new bank balance.
4. In the Date input, enter the date on which you are entering the adjustment. The program defaults to the system date.
5. In the Memo input, enter a memo explaining the adjustment (up to 25 characters). Press F2 to default to the previous adjustment memo.
6. The system displays the message: OK To Update? Enter Y or N to indicate whether to update. Press Enter (CR) to default to Y.
7. The system returns to the Adjustment input where you can enter another adjustment. Press F4 to exit the program.

Bank Inquiry (SMI510)

Function

This program allows the user to display bank information. Available information includes:

- General Information
- Ledgercards
- Checks
- Notes

User Inputs

The following inputs are involved in displaying bank information:

1. Bank Code

Enter the bank code to display. Entry of a valid code displays the bank name. CR defaults to the first bank on file. F2 allows a search (ref. 3).

2. Information

Enter the following information type to be displayed for this bank. When a type is selected, the entire information display is highlighted. CR displays the next bank on file and information based on the information type previously selected.

NOTE: On some implementations of Business Basic the system allows, and prompts for, the user of arrow and function keys for special features. Please refer to Appendix C.

- G** - displays general information including address, contact, phone number, bank account number, current balance, general ledger number and use of ledgercards flag.
- L** - displays ledgercard information. Enter beginning date. CR defaults to the first date with ledgercards stored. Information includes date, debit amount, credit amount, balance, memo and register number.
- C** - displays check information. Enter beginning check number or CR defaults to first check stored. Information includes check number, check date, check period, payee number/name, check amount and clear date.
- N** - displays all notes recorded for this bank. If no notes exist for the bank displayed, the system asks **Enter notes for this bank?** Enter **N** or **Y** to indicate whether to enter notes for this bank. CR defaults to N and returns to the main input. If the user enters a Y, line numbers are assigned beginning with 010 and will 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 notes 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 user 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.

Technical Notes

Information displayed is accessed primarily from the following files:

- General (SMCNTL)
- Ledger (SMLEDG)
- Check (SMCHKR)
- Notes (SMNOTE)

FILES USED - SMCNTL, SMCHKR, SMLEDG, SMNOTE, GLMSTR

FILES UPDATED - NONE

Bank Inquiry (SMI510) [Help]

01-Demo Company BANK INQUIRY SMI510

BANK 02 Dallas Federal Bank

GENERAL INFORMATION

ADDRESS 1 4713 LBJ Freeway
 2 Dallas, TX 12345
 3

CONTACT Joan Williams
PHONE 834-9830

BANK ACCOUNT NUMBER 9000-84-3829-455
CURRENT BALANCE 38446.50
GL ACCOUNT # 100-02-0 Cash
USE LEDGERCARDS YES

GENERAL, LEDGERCARDS, CHECKS, NOTES
ENTER INFORMATION DISPLAY CODE (CR=NEXT BANK), F4=BACKUP |.
ARROW: UP=PREV BANK, DOWN=NEXT BANK, LEFT=PREV CODE, RIGHT=NEXT CODE

How to display bank information

1. Access this program selecting System Management→Checks & Banking →Bank Inquiry.
2. In the Bank Code input, enter the bank code to display. Entry of a valid code displays the bank name. The program defaults to the first bank on file. F2 allows a search.
3. In the Information prompt in the lower portion of the screen, enter the information type to display for this bank.

G displays general information including address, contact, phone number, bank account number, current balance, general ledger number and use of ledgers cards flag.

L displays ledgercard information. Enter beginning date. The program defaults to the first date with ledgercards stored. Information includes date, debit amount, credit amount, balance, memo and register number.

C displays check information. Enter beginning check number. The program defaults to first check stored. Information includes check number, check date, check period, payee number/name, check amount and clear date.

N displays all notes recorded for this bank. If no notes exist for the bank displayed, the system asks "Enter notes for this bank?" Enter N or Y to indicate whether to enter notes for this bank. The program defaults to N and returns to the main input. If the user enters a Y, line numbers are assigned beginning with 010 and will 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 notes 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, the program 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 user 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. The program defaults to N.

4. After reviewing information for the specified bank, you can press Enter (CR) advance to the next bank or F4 to backup.
5. Press F4 to exit the program.

Check Listing (SMR510)

Function

This program allows the user to obtain a Check Listing. This is useful in reconciling the checkbook to the bank statement. The optional update removes cleared checks from the check reconciliation file. Checks are recorded as cleared by the Check Reconciliation program. The Check Listing should be printed and updated on a regular basis to prevent file overflow.

The user has the option to:

- Select the bank to print.
- Select the beginning and ending check number to print.
- Select the beginning and ending period to print.
- Print accounts payable, payroll or all checks.
- Print uncleared, cleared, voided or all checks.

Report information includes the following: module code, check number, payee number and name, check date, check register number, type of check, check amount, and clear date. If all checks are printed, totals are included for cleared and uncleared checks. Report totals include total dollars of checks printed. This report denotes checks in which the preceding check is missing by placing an asterisk (*) beside the check number.

User Inputs

The following inputs are involved in printing the outstanding Check Listing:

1. Bank

Enter the bank code to print. The entry must be a valid bank code. CR initially defaults to the first bank in the file. Press F2 to search existing bank codes.

2. Beginning Check

Enter the beginning check number to print (1-999999). Press F1 to enter FIRST.

3. Ending Check

Enter the last check number to print (1-999999). Press F1 to enter LAST.

4. Beginning Period

Enter the beginning check period to print (PPYY). CR defaults to the oldest period for which there is a check on file (FIRST).

5. Ending Period

Enter the ending check period to print (PPYY). Press F1 to enter the last period for which there is a check on file (LAST).

6. Module

Select whether to print **AP**-accounts payable, **PR**-payroll or CR to default to all checks.

7. Status

Enter whether to print **U**-uncleared, **C**-cleared or **V**-voided for checks. CR defaults to ALL.

If cleared checks have been printed, then upon completion of the check listing, the user has the option of removing the records just printed.

8. Do You Wish To Remove Cleared Checks Just Printed?

Enter **N** or **YES** to indicate whether to remove the cleared checks just printed.

Technical Notes


Printing proceeds by reading through the check reconciliation file and checking for check that meet the entered criteria.

FILES USED - SMCNTL

FILES UPDATED - SMCHKR

Check Listing (SMR510) [] [] [X]

Template Print Options

Bank  **Bank of Greater Duluth**

Beginning Check

Ending Check

Beginning Period

Ending Period

Module ▾

Status ▾

Template _____ Printer _____

None Genicom Line Printer

Enter Bank Code to Print (CR=01), F2-Search

Check Listing (SMR510) [] [] [X]

Help

01-Specialty Distributors, Inc. Check Listing SMR510

Bank 01 First National Bank of Atlanta

Beginning Check First

Ending Check Last

Beginning Period First

Ending Period Last

Module Both AP and Payroll

Status All Checks

- Template _____ - Printer _____

None Windows Print Service

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |

Bank Ledgercard Removal (SMU510)

Function

This program allows the user to remove ledgercards from the system by bank and date.

Records removed by this program will no longer appear in the Bank Inquiry.

User Inputs

1. Beginning Bank

Enter beginning bank code to remove ledgercards (2 characters). CR defaults to FIRST.

2. Ending Bank

Enter ending bank code to remove ledgercards (2 characters). CR defaults to LAST.

3. Cutoff Date

Enter the cutoff date (ref. 1). All ledgercards prior to and including this date will be removed. CR defaults the last GL period ending date.

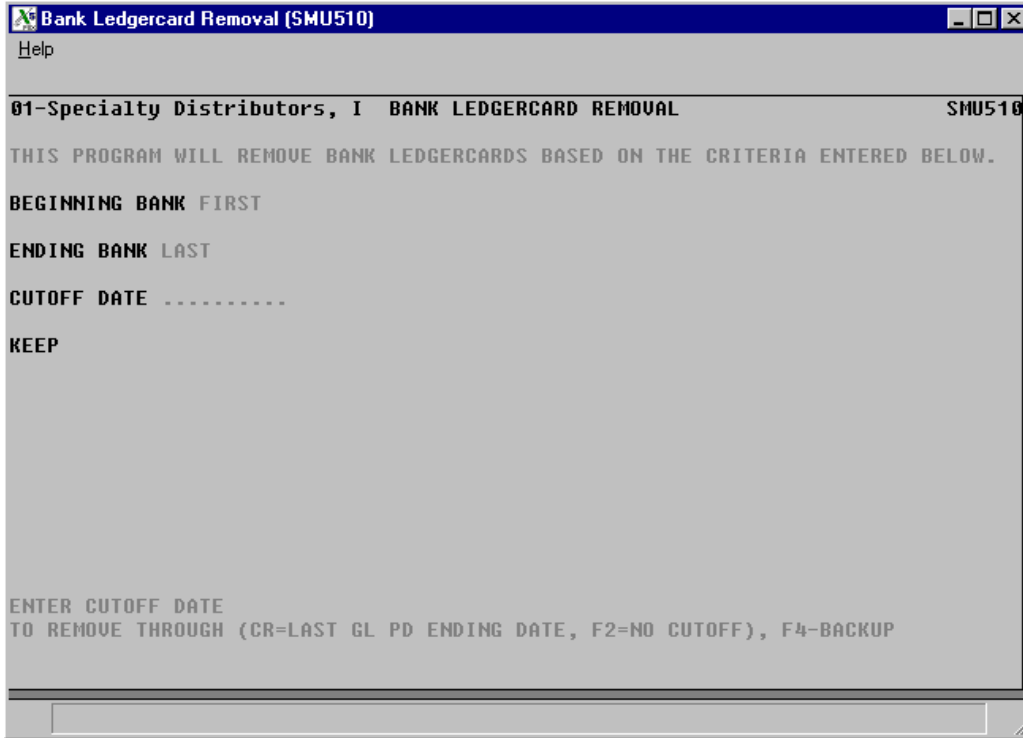
4. Keep

Enter the minimum number of ledgercards to keep (not remove) per bank regardless of cutoff date (1-99). CR defaults to NO MINIMUM.

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - SMLEDG



How to remove ledgercards from the system

1. Access this program selecting System Management→Banks & Checks→Bank Ledgercard Removal.
2. In the Beginning Bank input, enter beginning bank code to remove ledgercards (2 characters). The program defaults to FIRST.
3. In the Ending Bank input, enter ending bank code to remove ledgercards (2 characters). The program defaults to LAST.
4. In the Cutoff Date input, enter the cutoff date. All ledgercards prior to and including this date will be removed. The program defaults the last GL period ending date.
5. In the Keep input, enter the minimum number of ledgercards to keep (not remove) per bank regardless of cutoff date (1-99). The program defaults to NO MINIMUM.
6. Press Enter (CR) to begin the ledgercard removal process.

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).

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.

9. Use Ledgers

Enter **N** or **Y** to indicate whether to store ledgers. CR initially defaults to **N**.

10. Bank G/L #

Enter the general ledger account number for cash in this bank. This account number is used for the general ledger distribution of the Check Registers. The entry must be a valid general ledger number. F2 allows a search (ref. 3).

*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

Bank F/M (SMF510)

Bank **Bank of Greater Duluth**

General History

Bank Name

Address 1

2

3

Contact

Phone #

Bank Account #

Current Balance

Use Ledgercards

Bank G/L# **401(k) Employer Expense**

Bank F/M (SMF510)

Help

01-Specialty Distributors, InBank 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

6. Contact Midas Mulligan

7. Phone # 978-3475

8. Bank Account # 01-947856-30A

*. Current Balance 234936.74

10. Use Ledgercards Y

11. Bank G/L# 100-01-0 Cash

General, History

Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup |..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Bank F/M (SMF510)

Bank 01 Bank of Greater Duluth

General History

AP Last Reg Ck# Printed	000555
Last Man Ck# Used	007799
AR Last Deposit Ticket#	0444
PR Last Reg Ck# Printed	006666
Last Man Ck# Used	005555

Save Delete New Exit

Bank F/M (SMF510)

Help

01-Specialty Distributors, InBank F/M SMF510

*. Bank 01 First National Bank of Atlanta

2. AP Last Reg Ck# Printed 003217

3. Last Man Ck# Used 123453

4. AR Last Deposit Ticket# 0663

5. PR Last Reg Ck# Printed 001429

6. Last Man Ck# Used 999999

General, History

Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup |

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Check Reconciliation F/M (SMF520)

Function

The program allows the user to create and maintain accounts payable and payroll check reconciliation records.

The user may choose to gather historical information, and enter it here before processing begins, i.e., accounts payable or payroll checks written but not yet cleared. Records will not be maintained here unless the **Use Check Reconciliation** flag is set to **Y** in the AP and PR Static Control F/M programs. Records are written to this file by the AP and PR Check Register updates and records are removed from this file through the Check Listing update.

User Inputs

The following inputs are involved in creating records in the check reconciliation file:

1. Bank

Enter the bank code. The entry must be a valid code. F2 allows a search (ref. 3).

2. Check

Enter the check number (1-999999). F3 displays the first check record on file for this bank.

3. Period

Enter the period the check was written (PPYY). CR defaults to the CURRENT period.

4. Module

Enter whether the check is **AP**-Accounts Payable or **PR**-Payroll. CR initially defaults to AP.

5. Type

Enter whether the check is **R**-regular, **M**-manual, **V**-voided, or **N**-noninvoiced. CR initially defaults to R.

6. Date

Enter the check date (ref. 1). CR defaults to the system date.

7. Payee

Enter the payee (vendor or employee) number (up to 10 characters). F2 allows a search (ref. 3).

8. Payee Name

Enter the payee (vendor or employee) name (up to 30 characters). CR initially defaults to the payee's name of the payee's #.

9. Register #

Enter the Check Register number that updated this record to this file (0-9999). CR initially defaults to 0.

10. Amount

Enter the check amount (+/-9999999.99). CR initially defaults to 0.

11. Discount

Enter the amount of the discount for this check (+/- 9999999.99). This entry applies to AP checks only. CR initially defaults to 0.

12. Clear Period

Enter the period the check is cleared (PPYY). CR initially defaults to no period.

13. Voided

Enter **N** or **Y** to indicate whether the check has been voided. CR initially defaults to N.

Technical Notes

FILES USED - SMCNTL, APVEND, APVALX, PREMPL, PREALX

FILES UPDATED - SMCHKR

Check Reconciliation F/M (SMF520)

Bank: 01 Bank of Greater Duluth

Check #: 001346

Period: 09/1997 SEP

Module: PR - Use PR Module Code

Type: R - Regular Check Type

Date: 09/05/1997

Payee #: E104

Name: MARY ELIZABETH JONES

Register #: 0202

Amount: 199.02

Discount: .00

Clear Pd: 09/1997 SEP

Voided:

Buttons: Save, Delete, New, Exit

Enter Period

Check Reconciliation F/M (SMF520)

Help

01-Specialty Distributors, InCheck Reconciliation F/M SMF520

```

*. Bank      01 First National Bank of Atlanta
*. Check #   001346
3. Period    08/2000 AUG
4. Module    PR
5. Type      R
6. Date      09/05/2000
7. Payee #   E102 Mary Elizabeth
8. Name      MARY ELIZABETH JONES
9. Register # 0404
10. Amount   199.02
11. Discount .00
12. Clear Pd 09/2000 SEP
13. Voided   N
    
```

Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup ..
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

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.

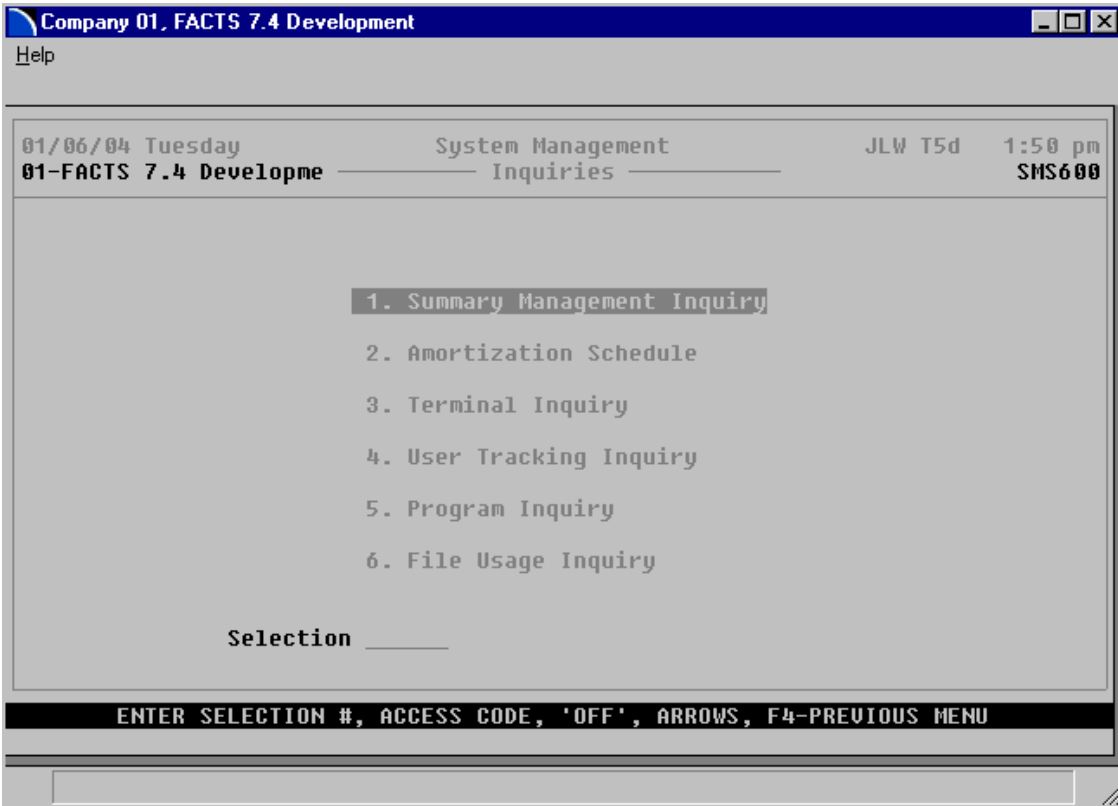
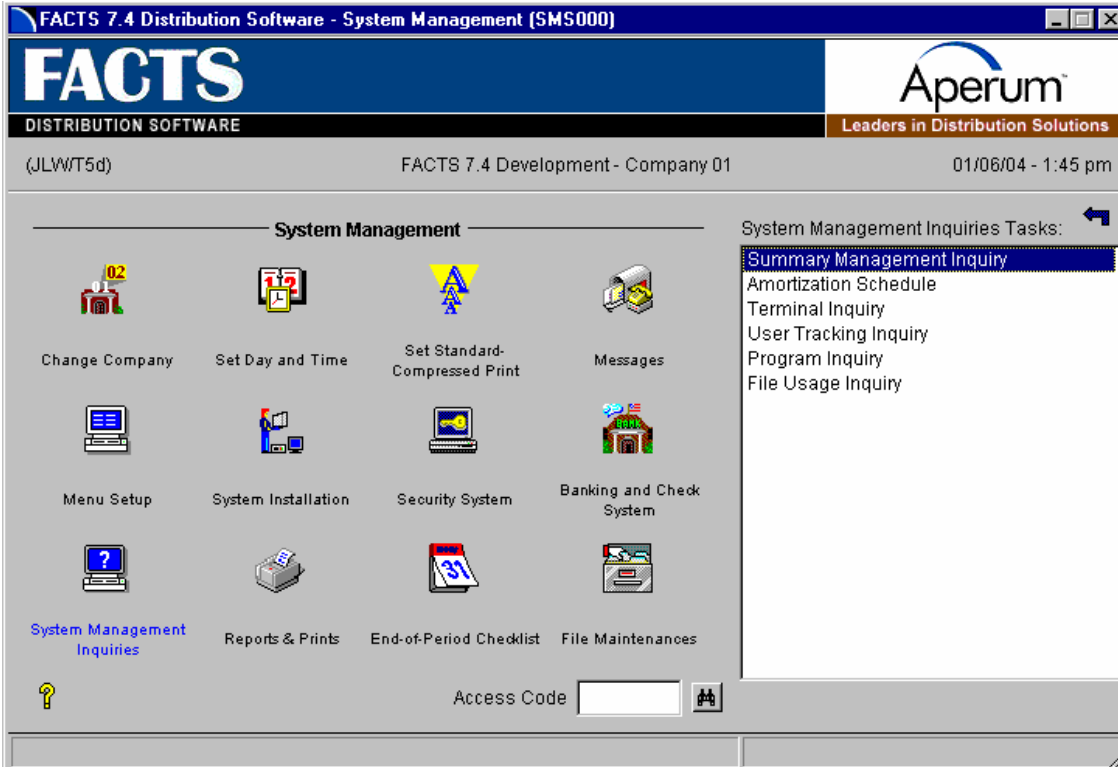
The **Amortization Schedule** allows users to enter a loan principle, interest rate and period of time for a loan and the loan payments will be listed on the screen.

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.



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

-----CURRENT BALANCE-----		-----SALES HISTORY-----			
			SALES	COST	G.M.%
ACCOUNTS PAYABLE	.00	OCT	573.99	618.42	-7.7%
ACCOUNTS RECEIVABLE	.00	SEP	112521.01	-380824.44	438.5%
CASH	.00	AUG	91206.94	55233.64	39.4%
INVENTORY	.00	JUL	72081.56	49674.11	31.1%
OPEN PURCHASE ORDERS	20963.02	JUN	84274.56	58903.89	30.1%
OPEN SALES ORDERS	84977.76	MAY	78644.18	54777.12	30.4%
		APR	71196.83	49568.07	30.4%

CR-REDISPLAY, F4-BACKUP .

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.

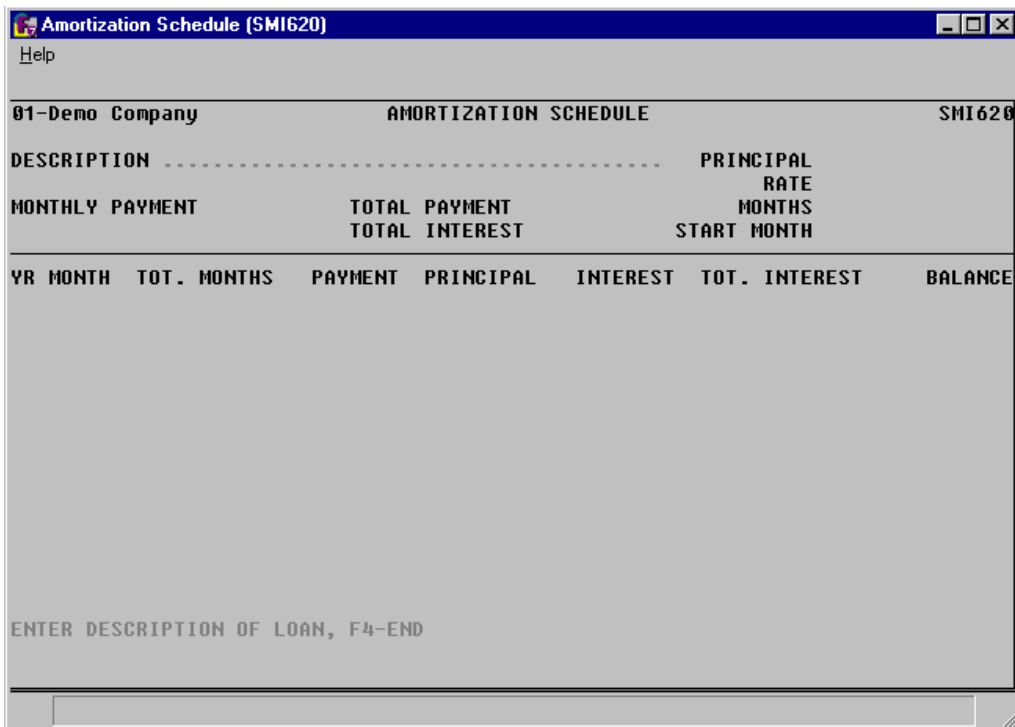
6. Print Schedule

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.

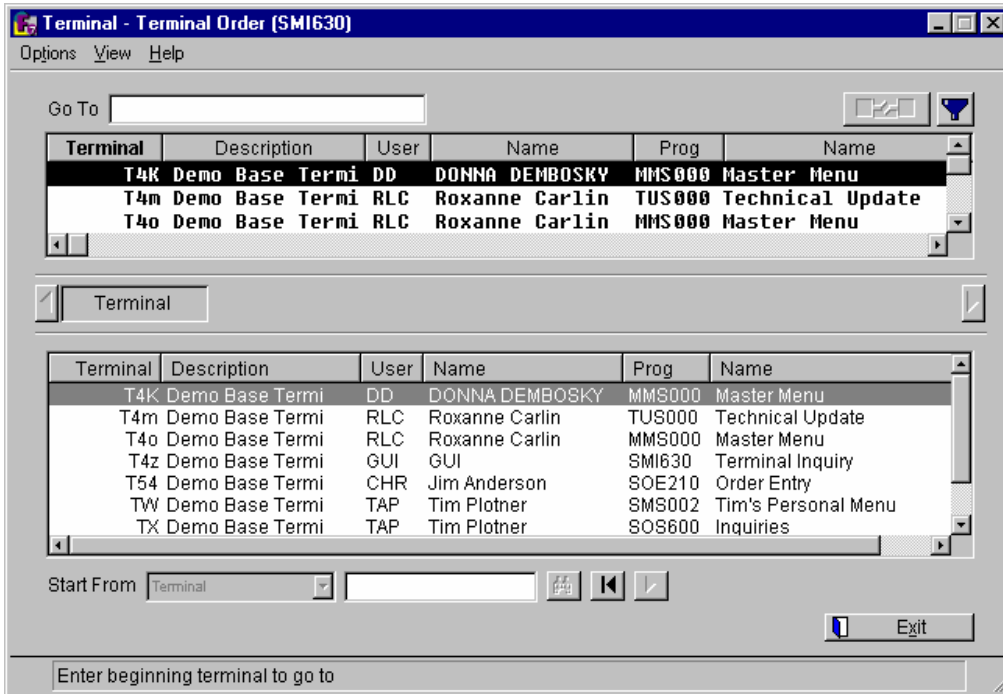
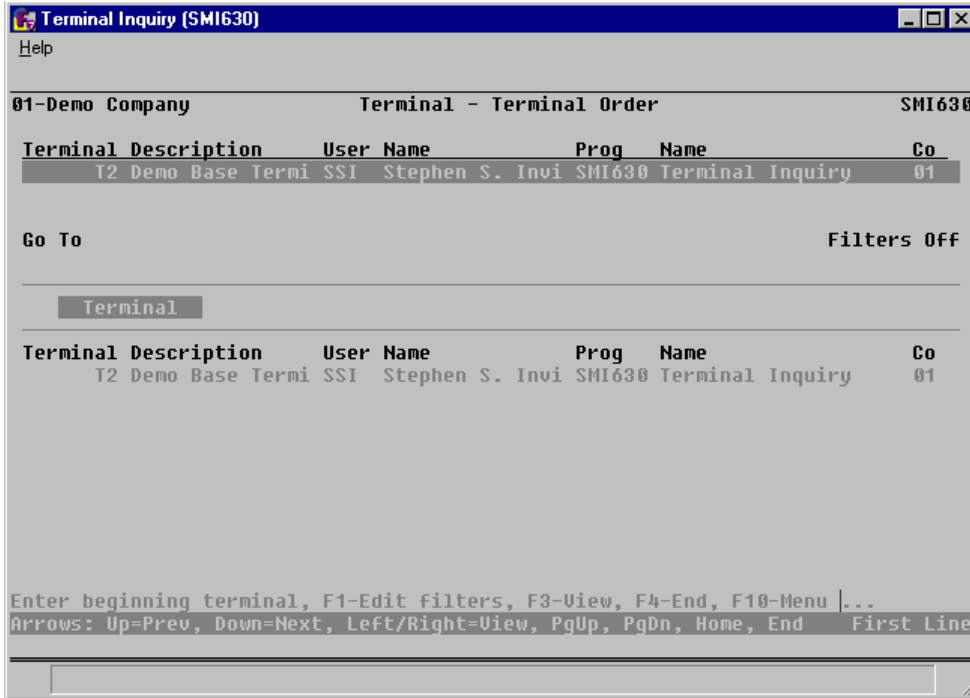
User Inputs

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



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

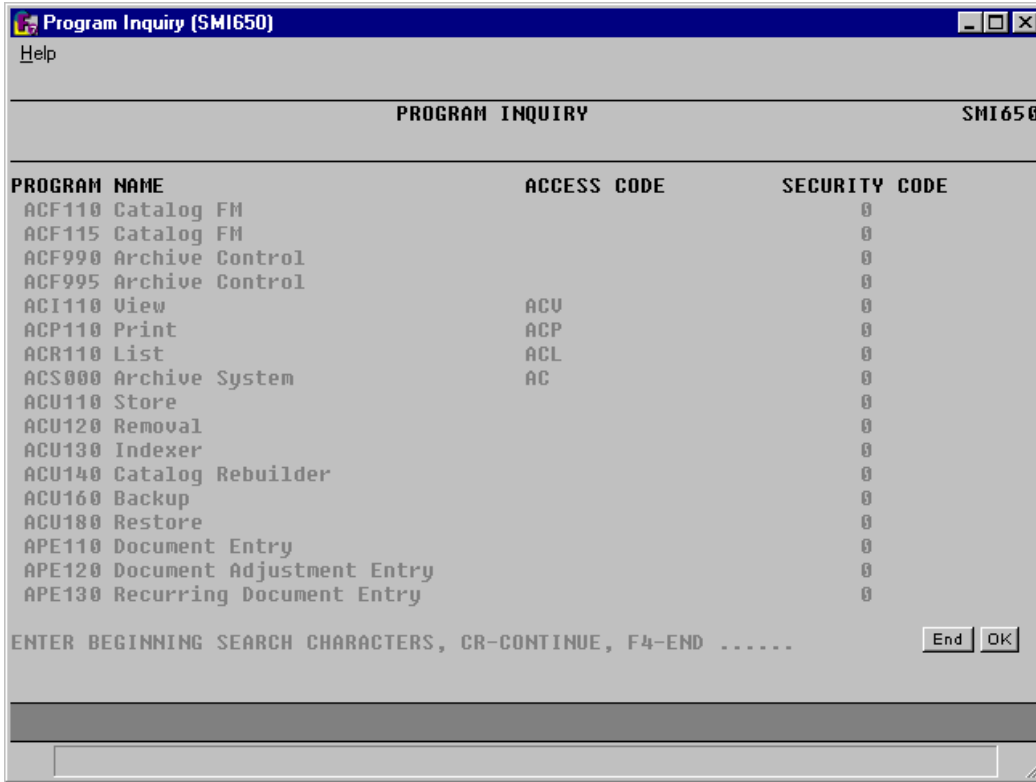
Enter the search characters to be used in beginning the display (up to 6 characters). CR begins with the first program designation on file. The system searches for a match to the entered characters and begins the display with those characters or the next name in alphabetical order. Display continues 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



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	SIZE	RECORD NUMBER	USED	%USED		
APCHKP PERIOD CHECK REGISTER	DIRECT	15	98	0	196	0.0%		
APCKMI NONINVOICE CHECK ENTRY	DIRECT	13	189	0	0	0.0%		
APCKMU 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%		

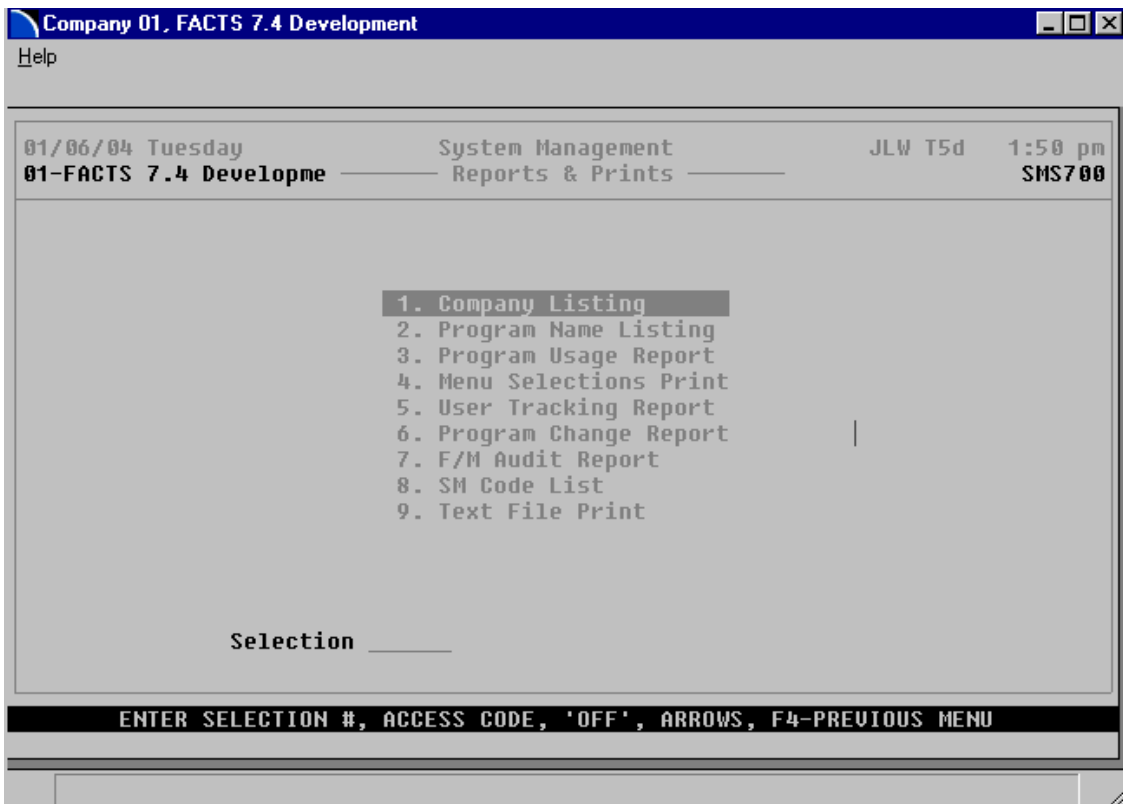
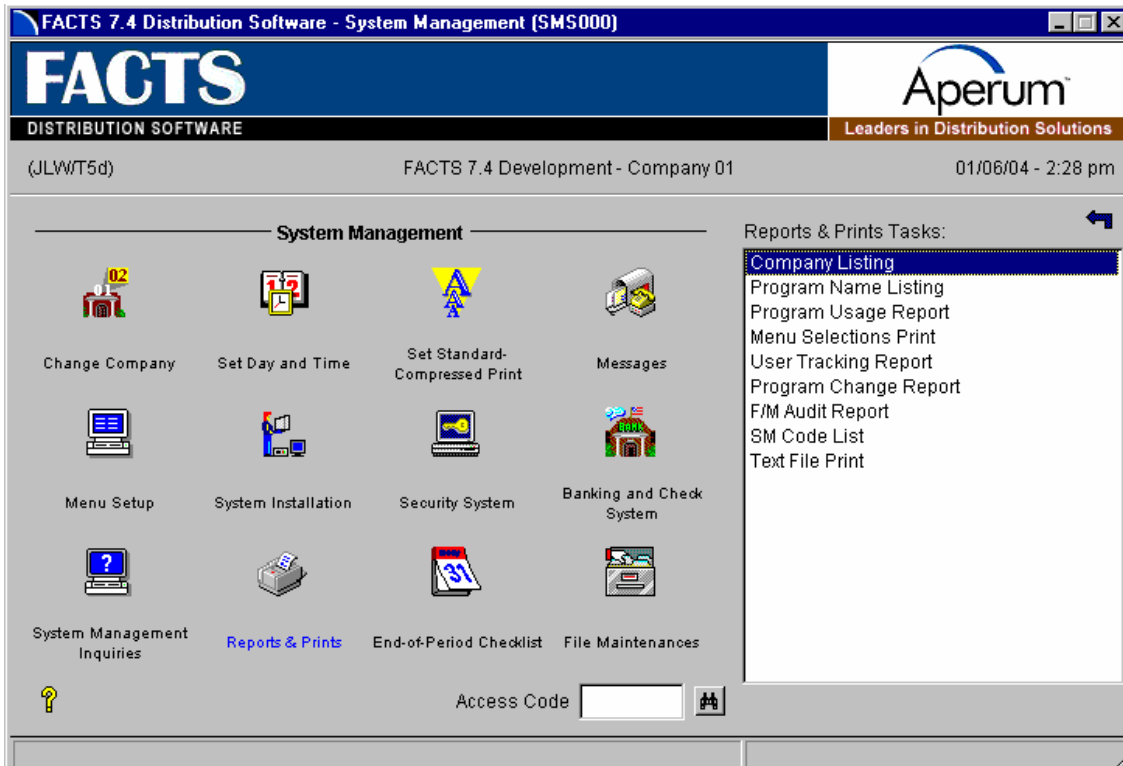
ENTER BEGINNING FILE NAME, CR-CONTINUE, F4-BACKUP

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.



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

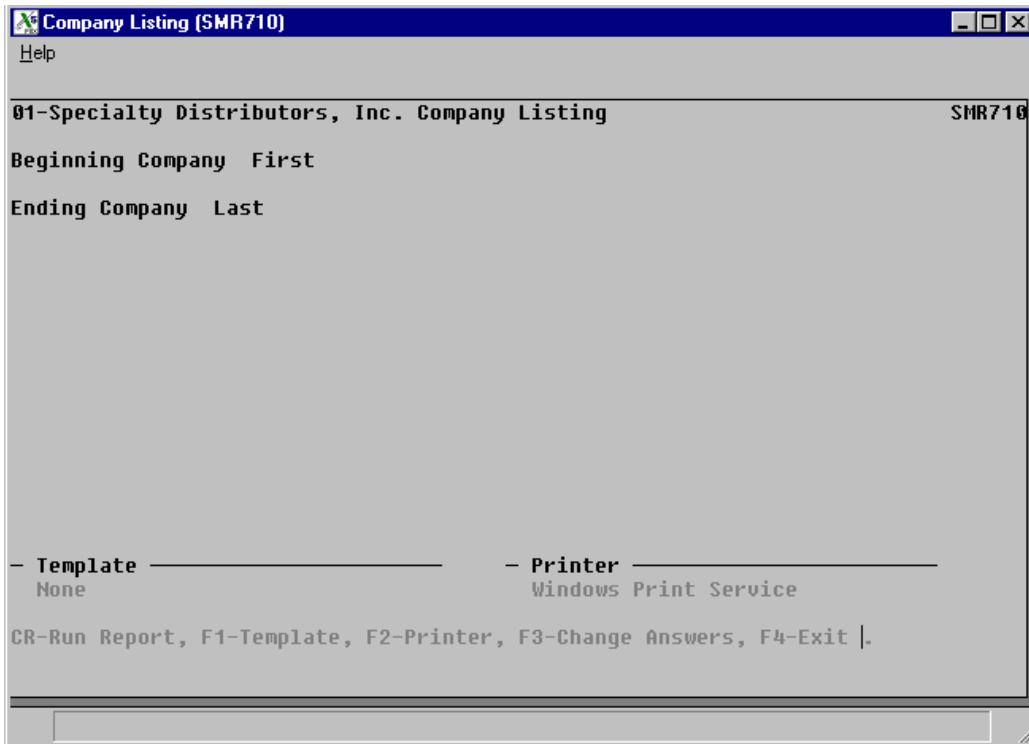
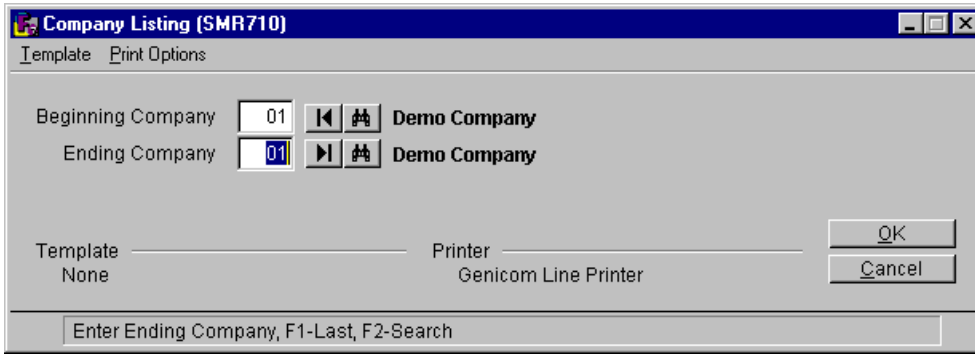
Enter the ending company code to print (2 characters). Press F1 to enter LAST. Press F2 to search existing company codes.

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



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

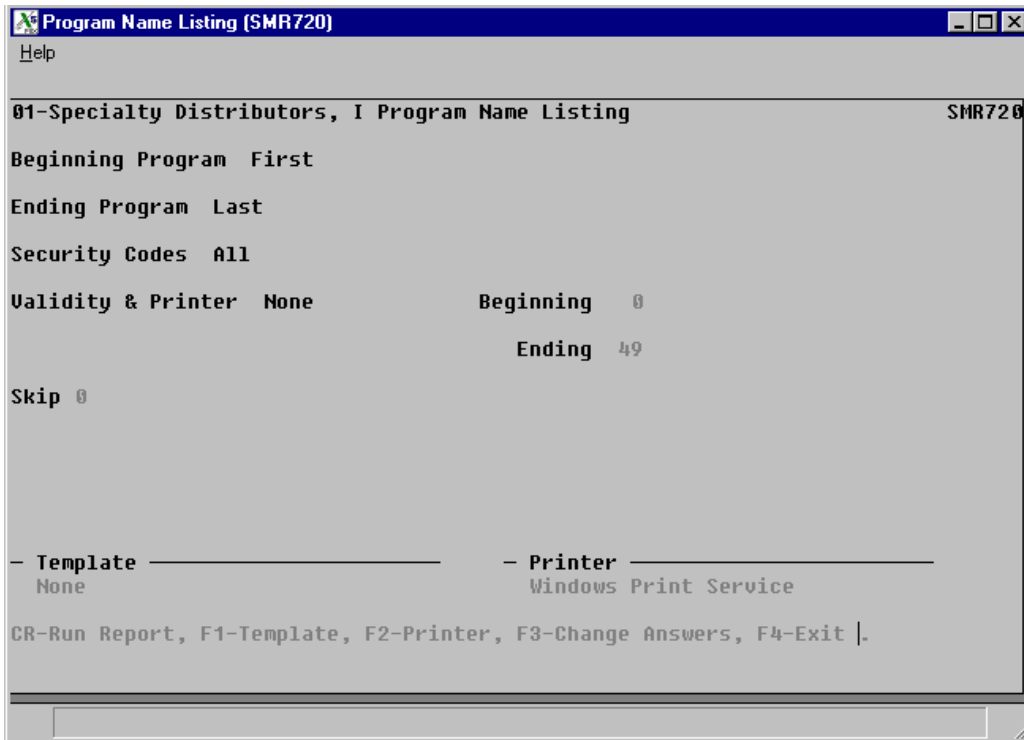
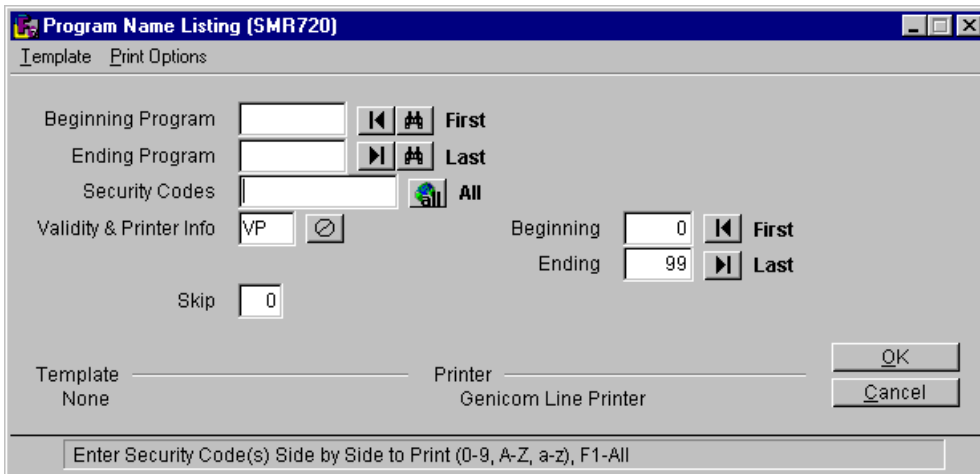
Enter the number of lines to skip between programs (0-9). The program defaults to 0.

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

Ending Program

Unused Only

Template _____ Printer _____

None Genicom Line Printer

Program Usage Report (SMR730)

Help

01-Specialty Distributors, I Program Usage Report SMR730

Beginning Program First

Ending Program Last

Unused Only N

— Template _____ — Printer _____

None 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

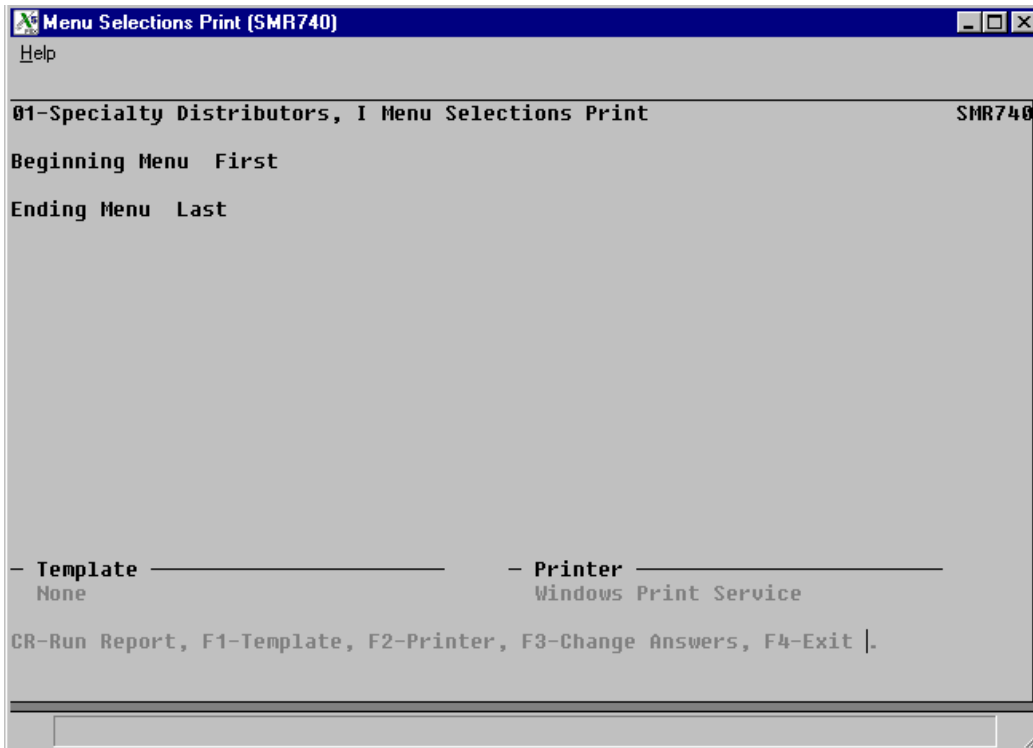
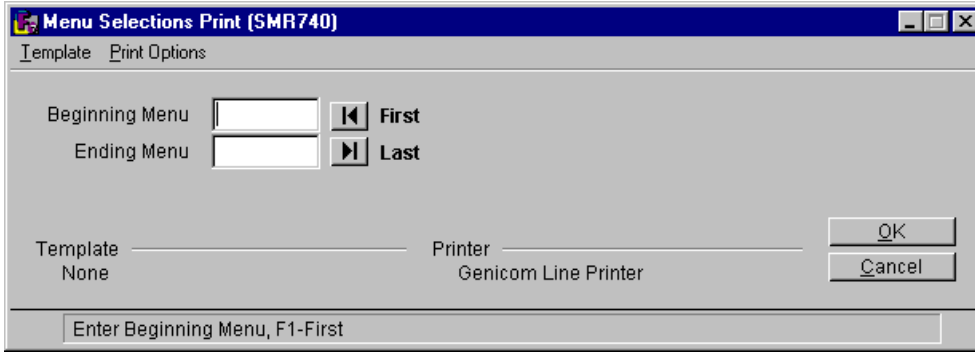
Enter the menu with which you want the report to end. Press F1 to enter the LAST menu on record.

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



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 Document Entry

Ending Program Last

Cutoff Date No Cutoff

Template _____ Printer _____

None Genicom Line Printer

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 _____ — Printer _____

None 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 Document Entry

Ending Program Manual Check Entry

Beginning Date First

Ending Date Last

User Anne M. Franklin

Template _____ Printer _____

None Genicom Line Printer

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 _____ - Printer _____

None 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 Ending First 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	Ending	First	Last
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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

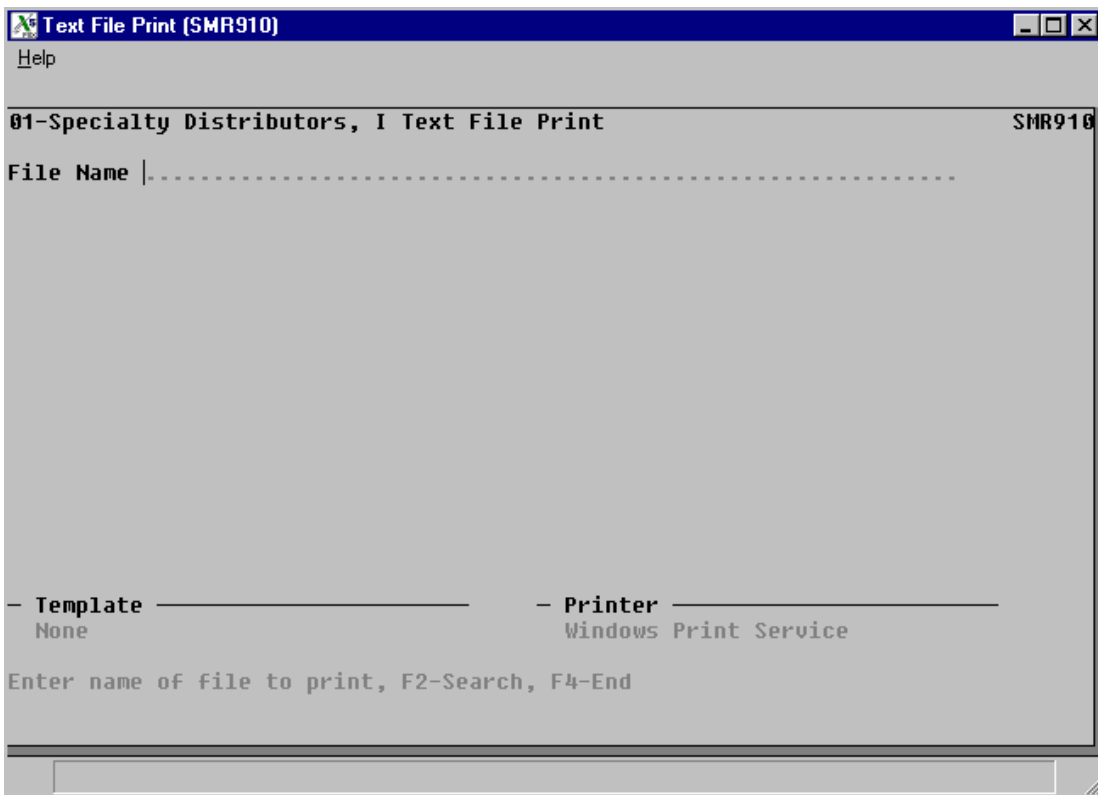
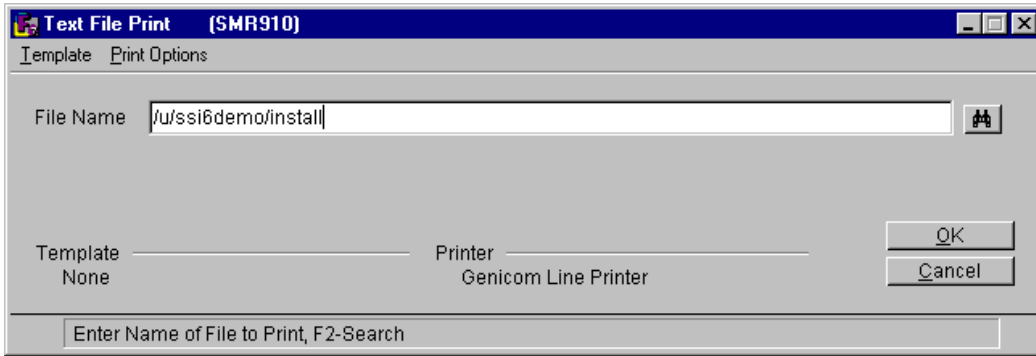
Enter the name of the file to print. You must include any necessary path that is in the file name.

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.

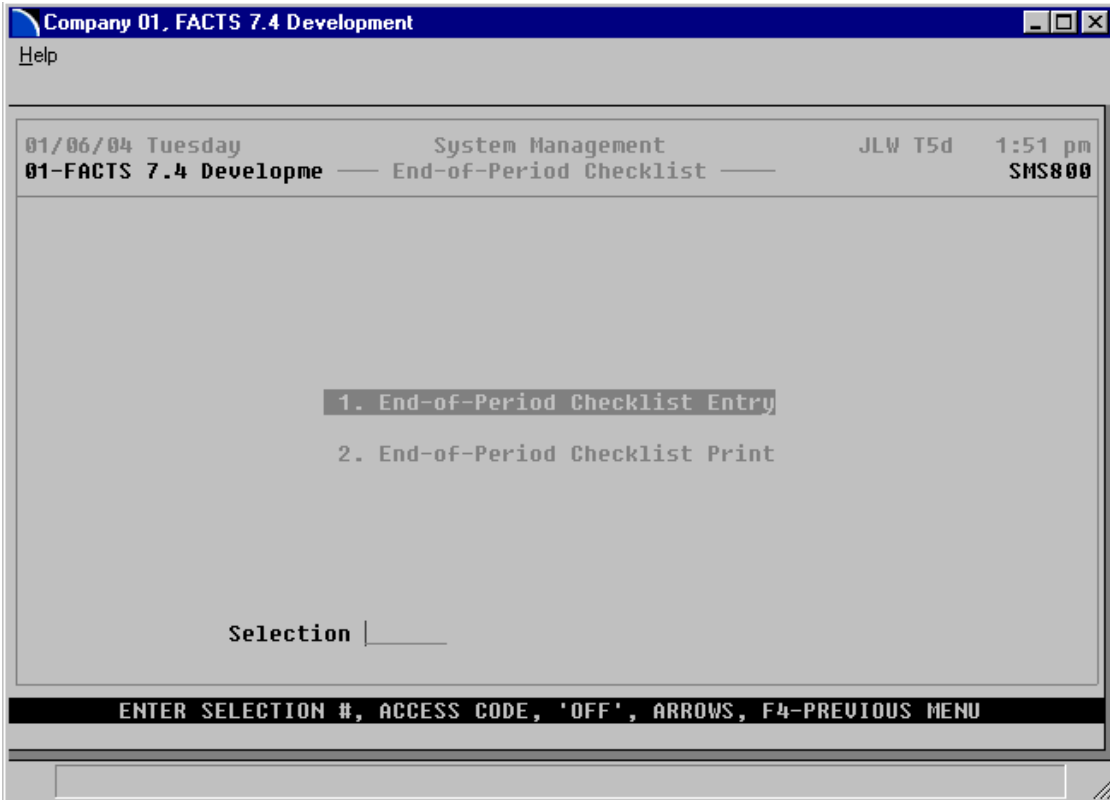
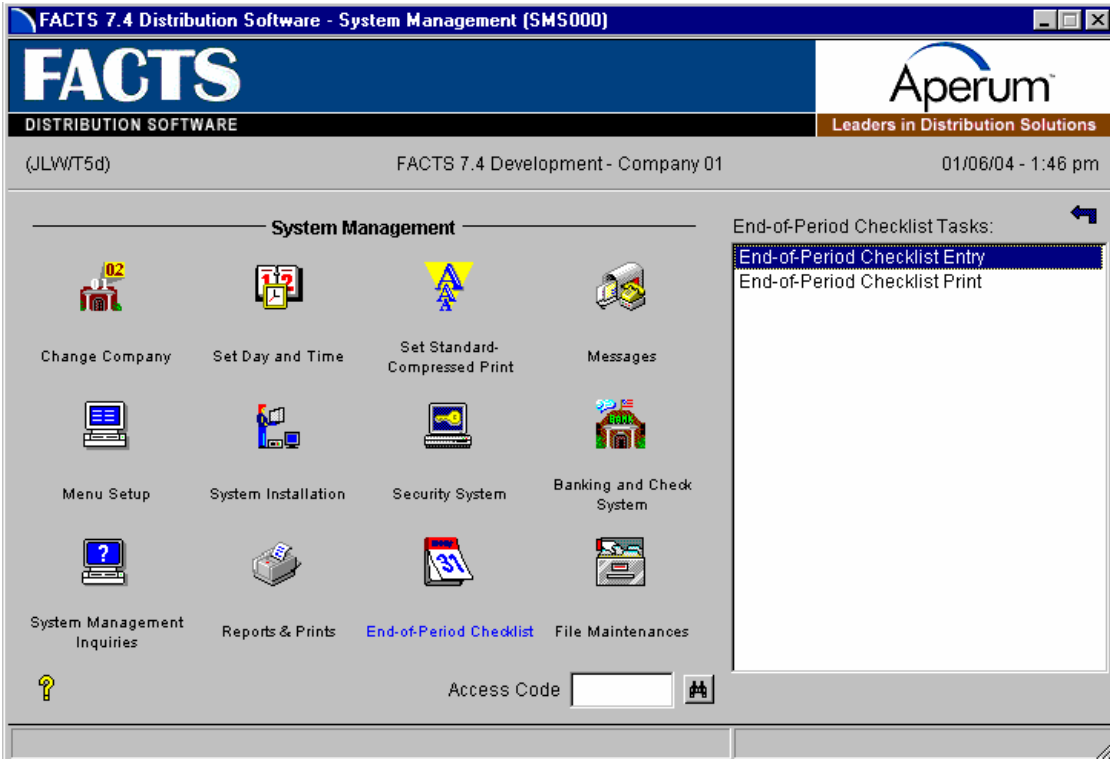
FILES USED - SMCNTL

FILES UPDATED - NONE



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.



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.

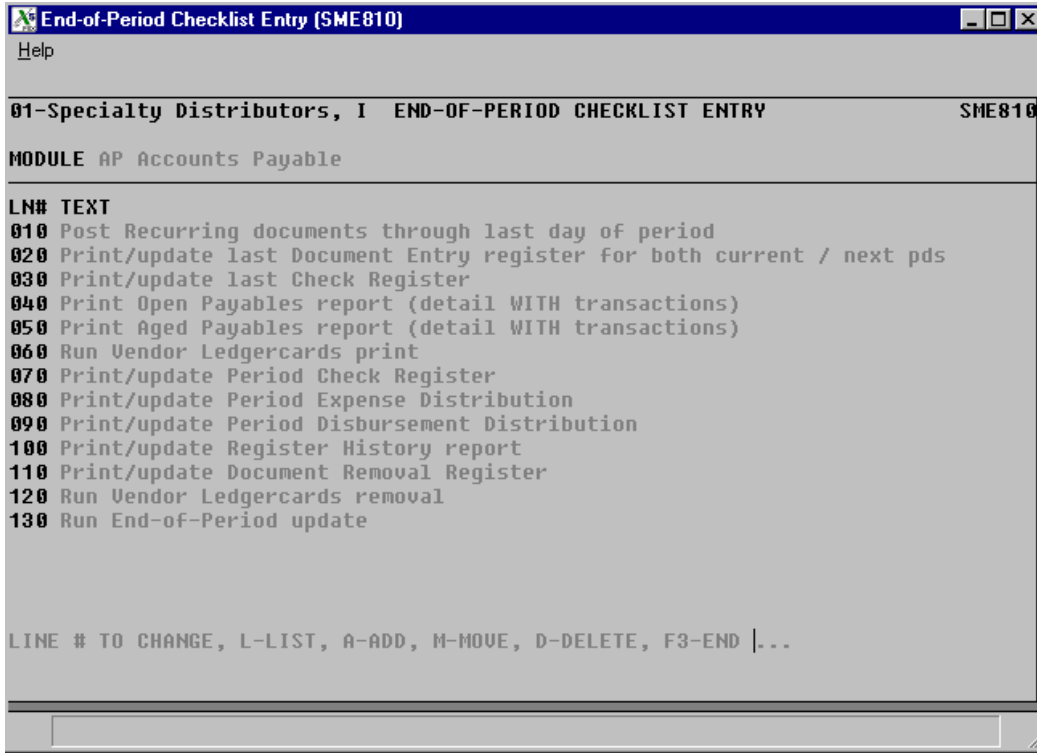
D - Delete a line number. One line or several lines of notes can be deleted at any one time. Enter beginning and ending line numbers to delete. Enter **N** or **YES** to delete. CR defaults to N.

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..

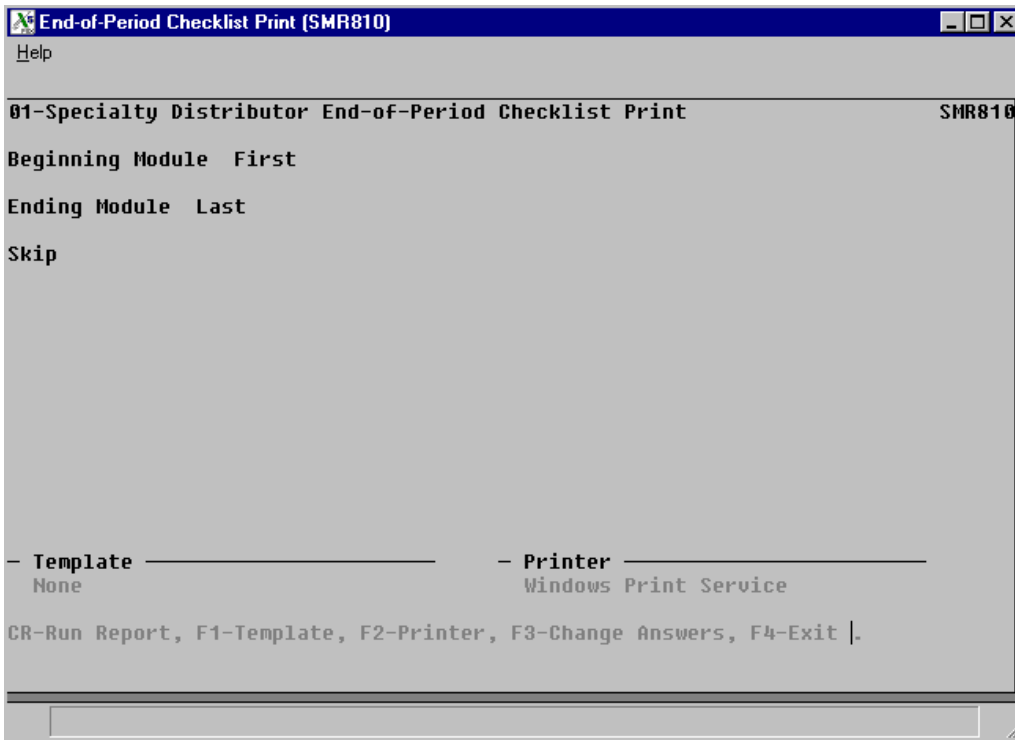
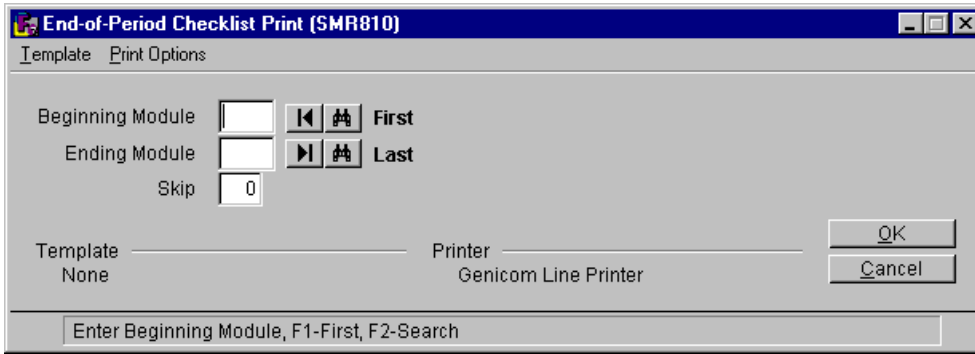
3. Skip

Enter the number of lines to skip between steps when printing.

Technical Notes

FILES USED - SMCNTL, SMEOPL, SMMODS

FILES UPDATED - NONE



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.

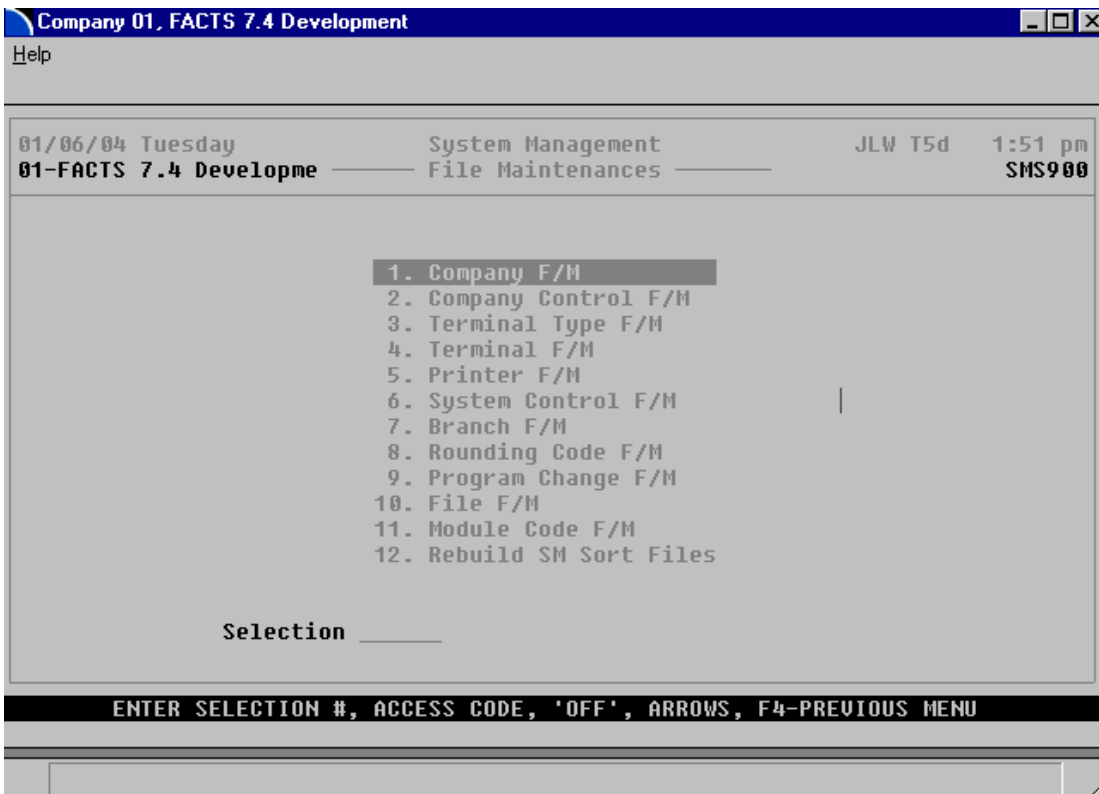
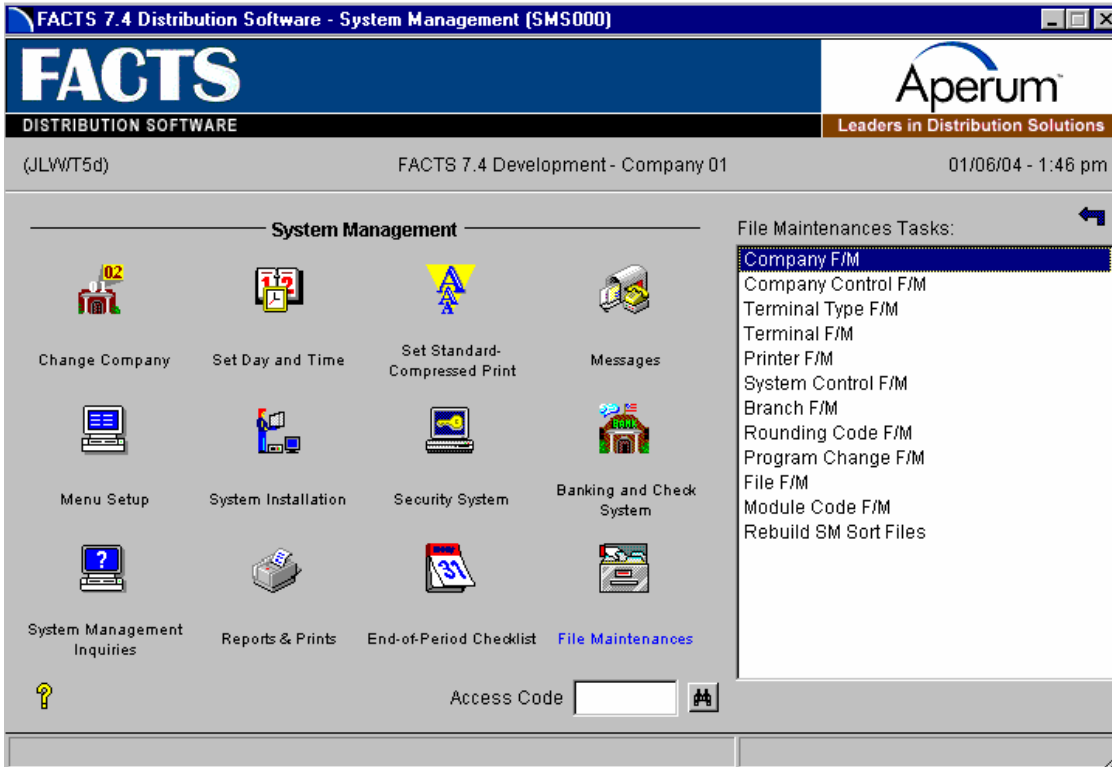
☞ All of these programs contain controls and flags that are critical to FACTS. Once they have been set, **do not change them**. Any modifications made after initial installation will cripple the system. (See the Installation Manual for further information.)

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.



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 Aperum.

WARNING: You will cripple the system if you change this code without the consent of Aperum.

Technical Notes

FILES UPDATED - SMCNTL

The screenshot shows a graphical user interface window titled "Company F/M (SMF910)". At the top, there is a "Company" field with the value "01" and a small icon. To the right are navigation buttons: a left arrow, a double left arrow, a right arrow, and a double right arrow. Below this are several input fields: "Name" (containing "Demo Company"), "Address 1" (containing "69 South Peachtree Street"), "Address 2" (containing "Atlanta, GA 30030"), "Address 3" (empty), "Phone" (containing "(404) 418-2000"), and "Auth Code" (containing "9CB7Ur2bdb"). At the bottom of the form are four buttons: "Save" (with a floppy disk icon), "Delete" (with a red X icon), "New" (with a document icon), and "Exit" (with a document icon and a right arrow). A status bar at the very bottom contains the text "Enter Company Name".

The screenshot shows the same window titled "Company F/M (SMF910)", but now displaying a list of records. At the top left is a "Help" button. The main area shows a list of records, with the first record selected. The record details are: "01-Specialty Distributors, InCompany F/M" (with "SMF910" on the right), followed by a list of fields: "1. 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", and "7. Auth Code pjK4EIDud6". Below the list is a warning message: "Changing could void authorization code". At the bottom, there is a legend for navigation: "Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup |." and "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. 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*)

15. 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*)

16. 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***18. 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 7.3 Development, Company Control F/M (SMF920)

Help

General	Modules Used	Security
GL Setup		
Length of G/L#		Item # Pad
G/L# Print Mask		# Periods/Year
Branch Position		Commission Flag
Dept Position		Commission Basis
Length of Dept		Gross Margin % Basis
		Date Format Mask
		Override Password

Save Delete New Exit

Enter length of general ledger #

Company Control F/M (SMF920)

Help

01-FACTS 7.3 Development Company Control F/M SMF920

GL Setup

1. Length of G/L#	6	6. Item # Pad	1 Right Justify
2. G/L# Print Mask	000-00-0	7. # Periods/Year	12
3. Branch Position	4	8. Commission Flag	X Priority
4. Dept Position	6	9. Commission Basis	CSIP
5. Length of Dept	1	10. Gross Margin % Basis	P
		11. Date Format Mask	MMDDYY
		12. Override Password	SSI

General, Modules Used, Security
Line to Change (F2-Cont), D-Delete, F4-End ..

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

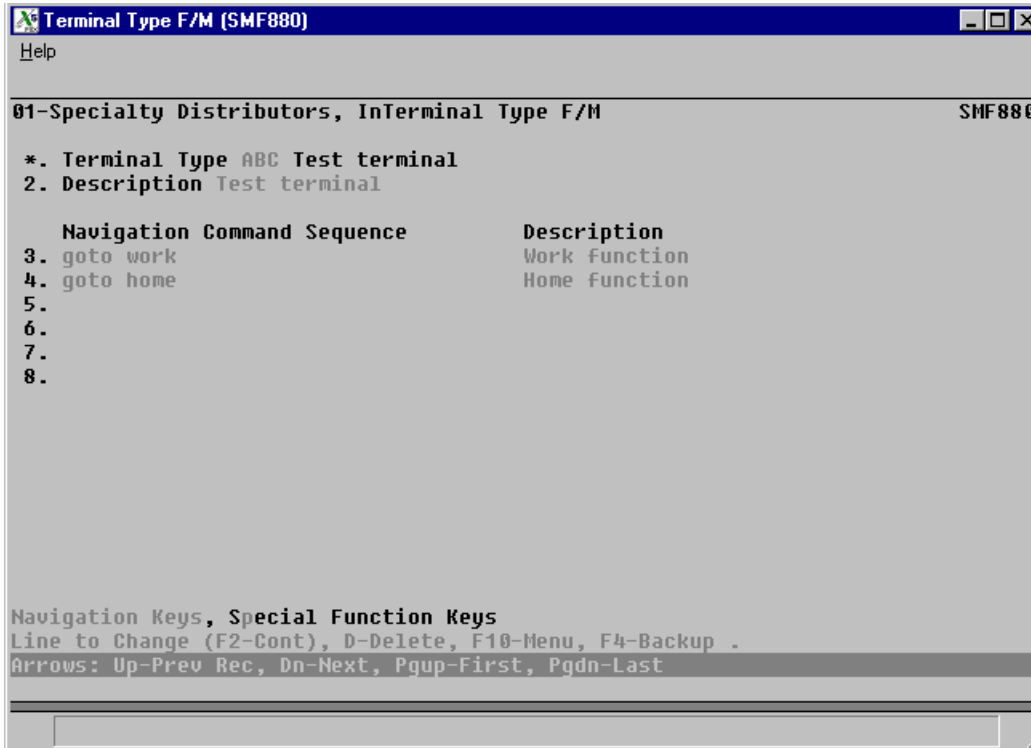
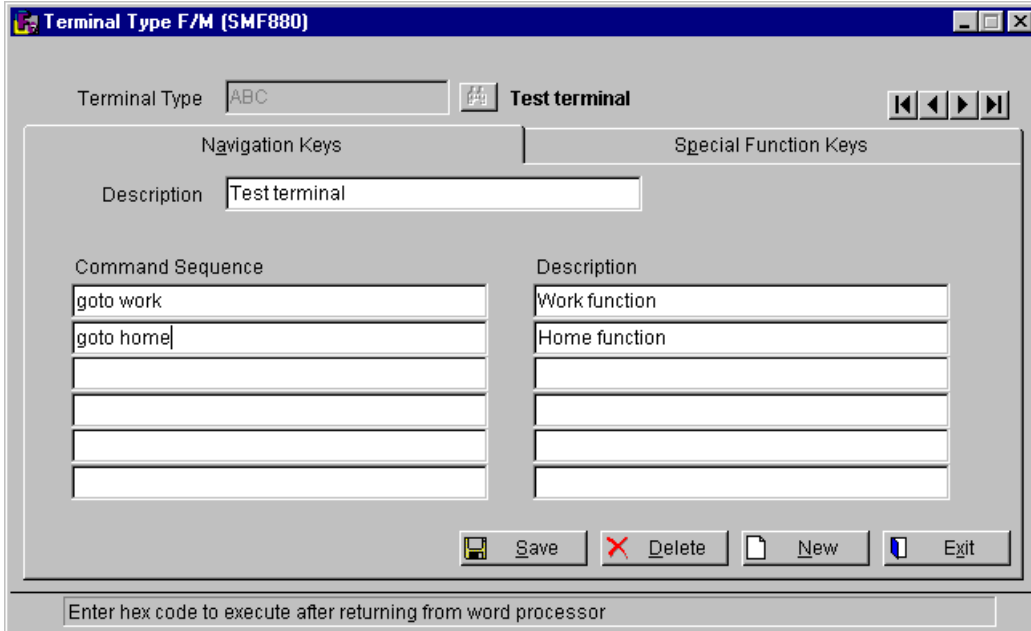
9-12. Command Sequence and Description

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

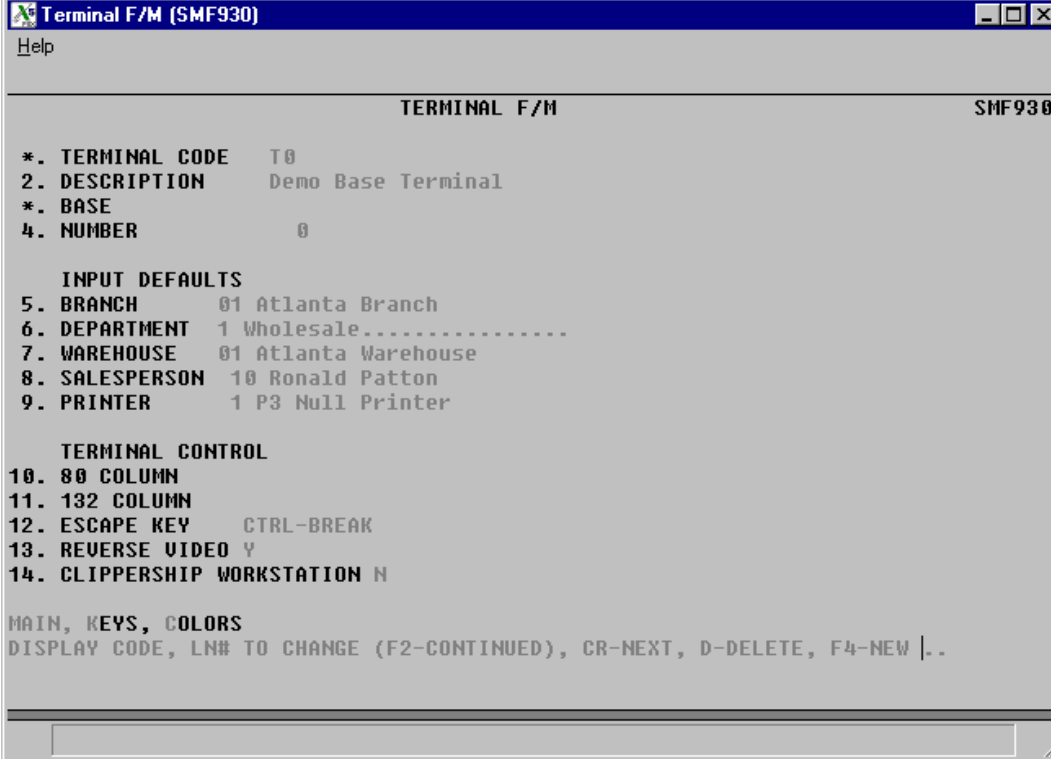
FILES UPDATED - TMTERM



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.



```

Terminal F/M (SMF930)
Help

                                TERMINAL F/M                                SMF930

*. TERMINAL CODE      T0
2. DESCRIPTION        Demo Base Terminal
*. BASE
4. NUMBER              0

    INPUT DEFAULTS
5. BRANCH             01 Atlanta Branch
6. DEPARTMENT         1 Wholesale.....
7. WAREHOUSE          01 Atlanta Warehouse
8. SALESPERSON        10 Ronald Patton
9. PRINTER            1 P3 Null Printer

    TERMINAL CONTROL
10. 80 COLUMN
11. 132 COLUMN
12. ESCAPE KEY        CTRL-BREAK
13. REVERSE VIDEO    Y
14. CLIPPERSHIP WORKSTATION N

MAIN, KEYS, COLORS
DISPLAY CODE, LN# TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW |..
  
```

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.

```

Terminal F/M (SMF930)
Help

                                TERMINAL F/M                                SMF932

*.  TERMINAL CODE   T0

   —SPECIAL FUNCTIONS—
2.  HELP           0C           CTL+L
3.  PRINT SCREEN   10           CTL+P
4.  CALCULATOR    18           CTL+X
5.  CALENDAR       01           CTL+A
6.  SO QUICK LOOK  02           CTL+B
7.  CATALOG CD     04           CTL-D
8.  CASH DRAWER    17           CTL-W

MAIN, KEYS, COLORS
DISPLAY CODE, LN# TO CHANGE (F2-CONTINUED), CR-NEXT, F4-NEW ENTRY ..

```

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 is 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

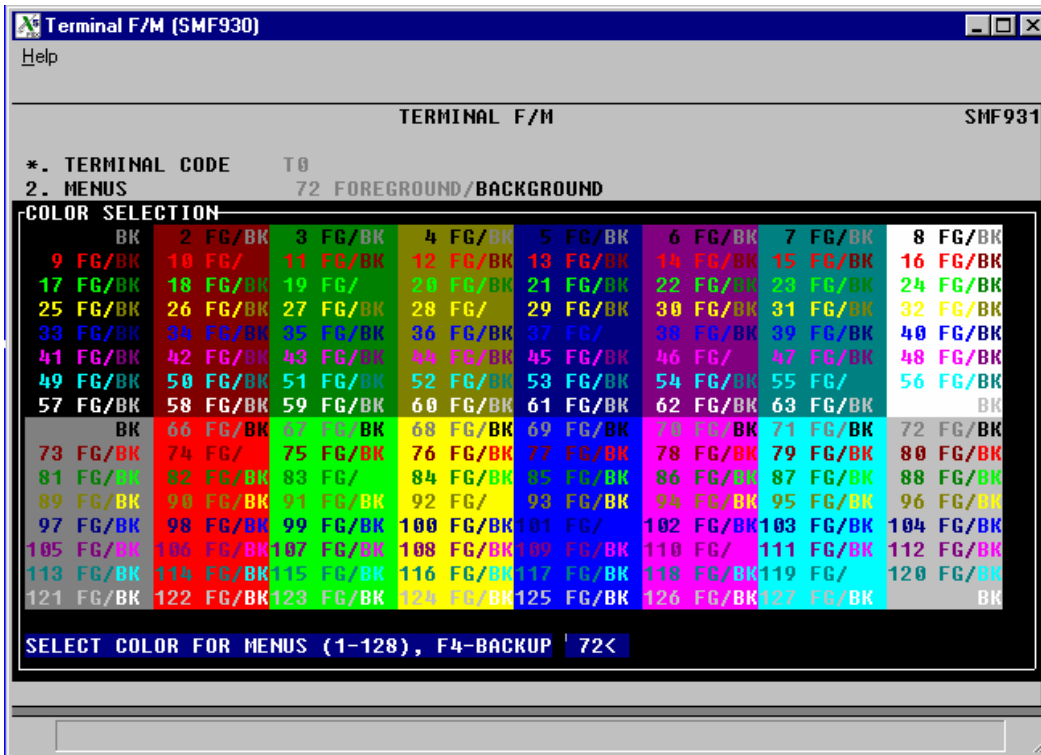
Press the key or key sequence that should run the Quick Look feature in Sales Order Entry programs on this terminal.

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 | 8. double cross |
| 3. double vertical line | 9. double top "T" |
| 4. double upper-left corner | 10. double bottom "T" |
| 5. double upper-right corner | 11. double left "T" |
| 6. double lower-left corner | 12. double right "T" |
| 7. double lower-right corner | |

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 | 8. single cross |
| 3. single vertical line | 9. single top "T" |
| 4. single upper-left corner | 10. single bottom "T" |
| 5. single upper-right corner | 11. single left "T" |
| 6. single lower-left corner | 12. single right "T" |
| 7. single lower-right corner | |

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	7. top "T"
3. upper-right corner	8. bottom "T"
4. lower-left corner	9. left "T"
5. lower-right corner	10. right "T"
6. cross	
- To intersect horizontal double lines to a vertical single line:

11. upper-left corner	16. top "T"
12. upper-right corner	17. bottom "T"
13. lower-left corner	18. left "T"
14. lower-right corner	19. right "T"
15. cross	
- 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**.

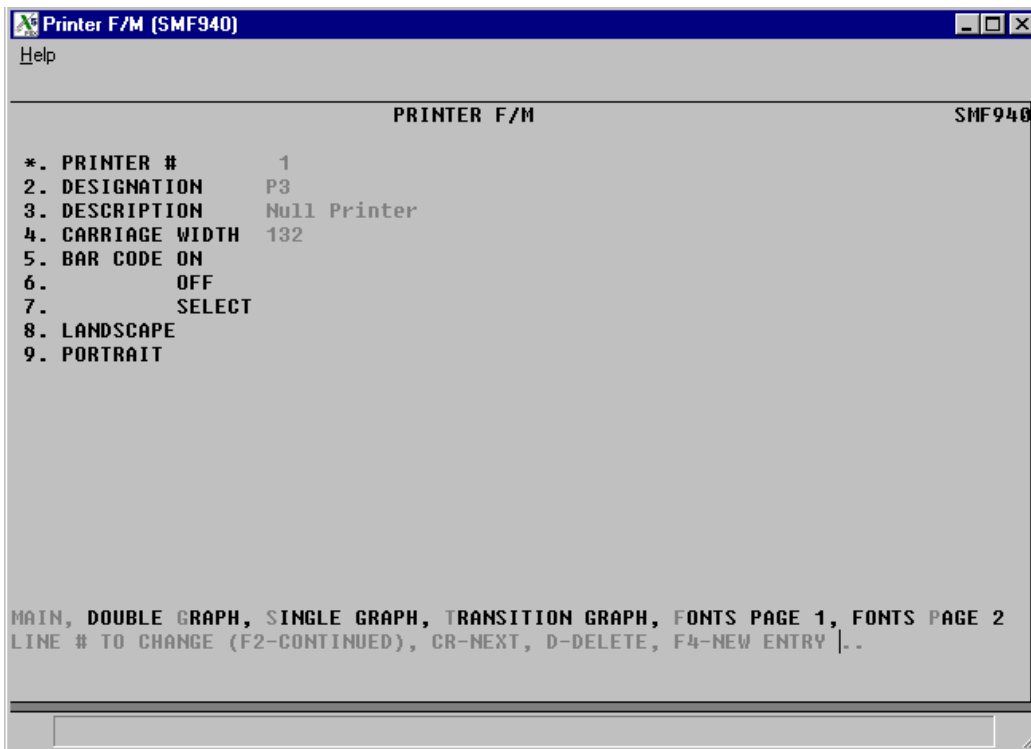
This screen lets you continue defining special print attributes. For each of the following fields, enter the appropriate hex code for the printer. CR defaults to blanks for each.

- | | |
|-------|---|
| 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.

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 Aperum. 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

System Control F/M (SMF950)

ASCII Bit Set	0	Use Modules	AP	<input checked="" type="checkbox"/>	SA	<input checked="" type="checkbox"/>
# of Printers	20		AR	<input checked="" type="checkbox"/>	SO	<input checked="" type="checkbox"/>
Maximum Terminals	100		GL	<input checked="" type="checkbox"/>	RW	<input checked="" type="checkbox"/>
Use User Tracking	<input checked="" type="checkbox"/>		IC	<input checked="" type="checkbox"/>	FL	<input type="checkbox"/>
Menu Timeout	99		JC	<input checked="" type="checkbox"/>	TF	<input type="checkbox"/>
FACTS Level	7.00.00		JS	<input checked="" type="checkbox"/>	SR	<input checked="" type="checkbox"/>
Serial Number	999001		MC	<input checked="" type="checkbox"/>	CL	<input checked="" type="checkbox"/>
Main Company Name	FACTS Development		OA	<input checked="" type="checkbox"/>		
Affiliate Name	FACTS Development Team		PO	<input checked="" type="checkbox"/>		
Affiliate Phone	770-418-2000		PR	<input checked="" type="checkbox"/>		
ICVerify Licenses	001		ER	<input checked="" type="checkbox"/>		
			EC	<input checked="" type="checkbox"/>		

Save Delete New Exit

Use ASCII Low (Normal) or High Order Bit Set (0/1)

System Control F/M (SMF950)

Help

01-Specialty Distributors, InSystem Control F/M SMF950

1. ASCII Bit Set	0	13. Modules Purchased	AP	Y	SA	Y
2. # of Printers	20		AR	Y	SO	Y
3. Maximum Terminals	50		GL	Y	RW	Y
4. Use User Tracking	N		IC	Y	FL	Y
5. Menu Timeout	0 None		JC	Y	TF	Y
6. FACTS Level	7.3		JS	Y	SR	N
7. Serial Number	999001		MC	Y	DW	N
8. Main Company Name	Specialty Distributors, Inc.		OA	Y	RM	N
9. Affiliate Name	FACTS Development		PO	Y		
10. Phone	770-418-2000		PR	Y		
11. ICVerify Licenses	001		ER	N		
12. ALF Expiration	12/31/2100		EC	N		

Changes to these fields can void the authorization code!

Line to Change (F2-Cont), D-Delete, F10-Menu, F4-End |.

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 **Basic Rounding .05**

Description

% Limit **Take % action if change is greater than 5.00%**

% Action Alt Code

\$ Minimum **Take \$ action if the price is less than \$10.00**

\$ Action Alt Code

Procedure

Round Dollars

Round Cents **Dollars**

Try It!

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

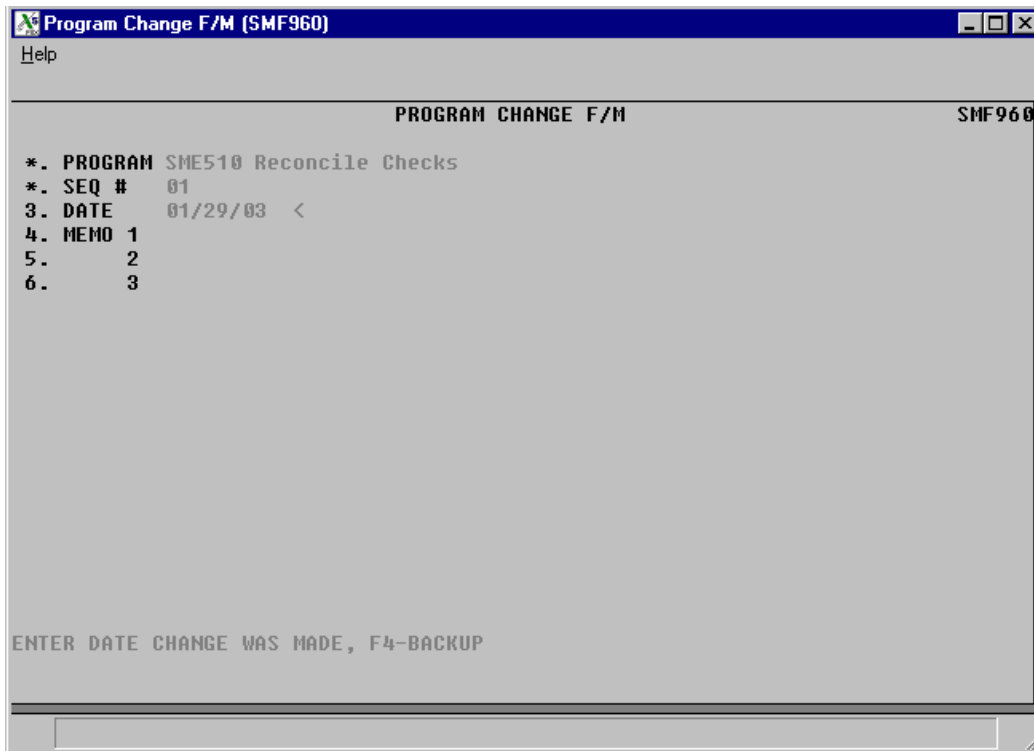
Enter the memo on the change (up to 60 characters).

6. Memo 3

Enter the memo on the change (up to 60 characters).

Technical Notes

FILES UPDATED - SMCHNG



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).

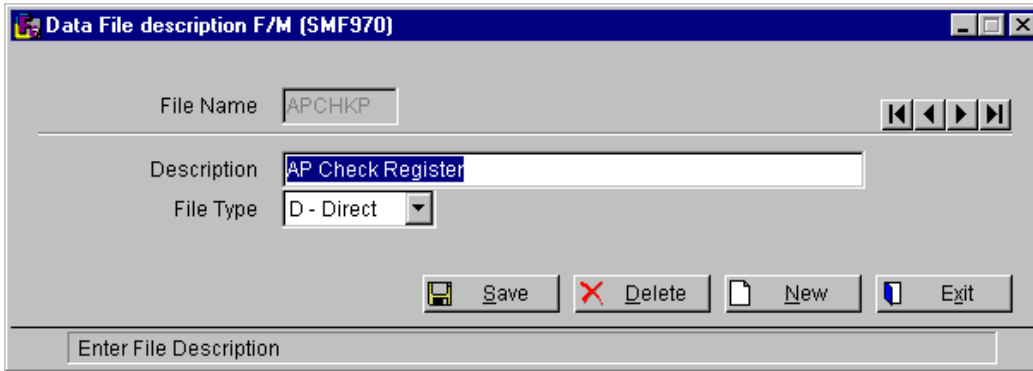
3. File Type

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



A graphical user interface window titled "Data File description F/M (SMF970)". It features a "File Name" field with the text "APCHKP" and four navigation buttons (back, forward, home, end) to its right. Below this is a "Description" field containing "AP Check Register" and a "File Type" dropdown menu set to "D - Direct". At the bottom, there are four buttons: "Save", "Delete", "New", and "Exit". A status bar at the very bottom contains the text "Enter File Description".



A terminal-style window titled "File F/M (SMF970)". It has a "Help" menu item at the top left. The main content area displays the following text: "01-Specialty Distributors, InData File description F/M" followed by "SMF970" on the right. Below this is a list of fields: "1. File Name" with value "APCHKP", "2. Description" with value "PERIOD CHECK REGISTER", and "3. File Type" with value "D". At the bottom, there is a legend for navigation: "Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup |" and "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

1. 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.

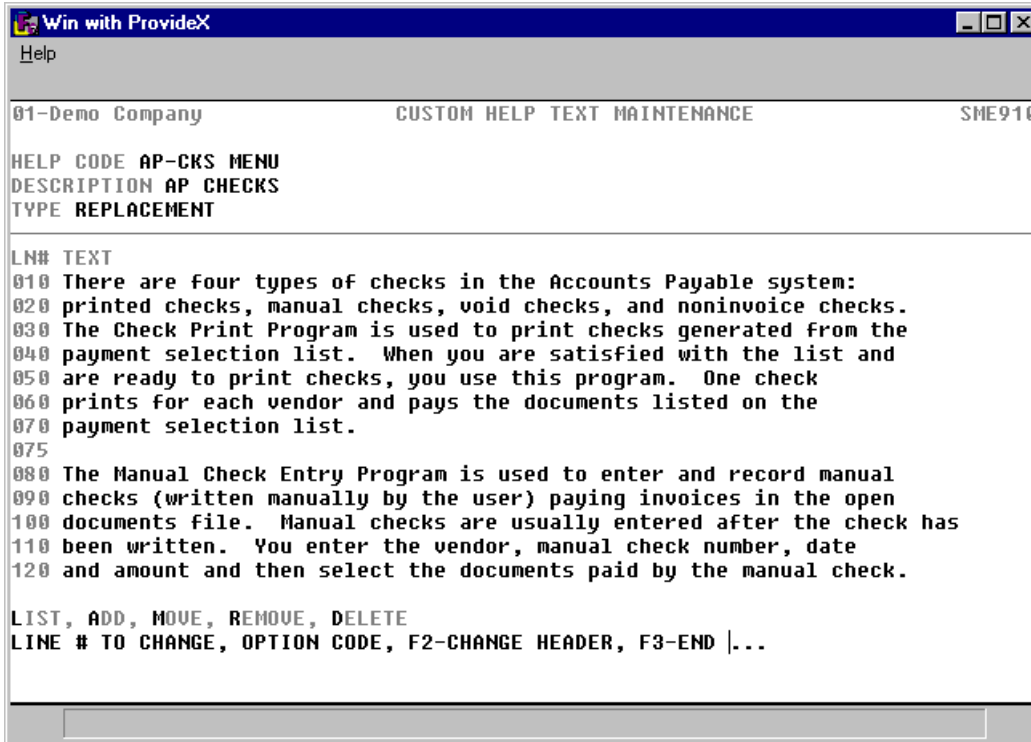
Once help text lines have been added, the following options are available:

- # - 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



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).

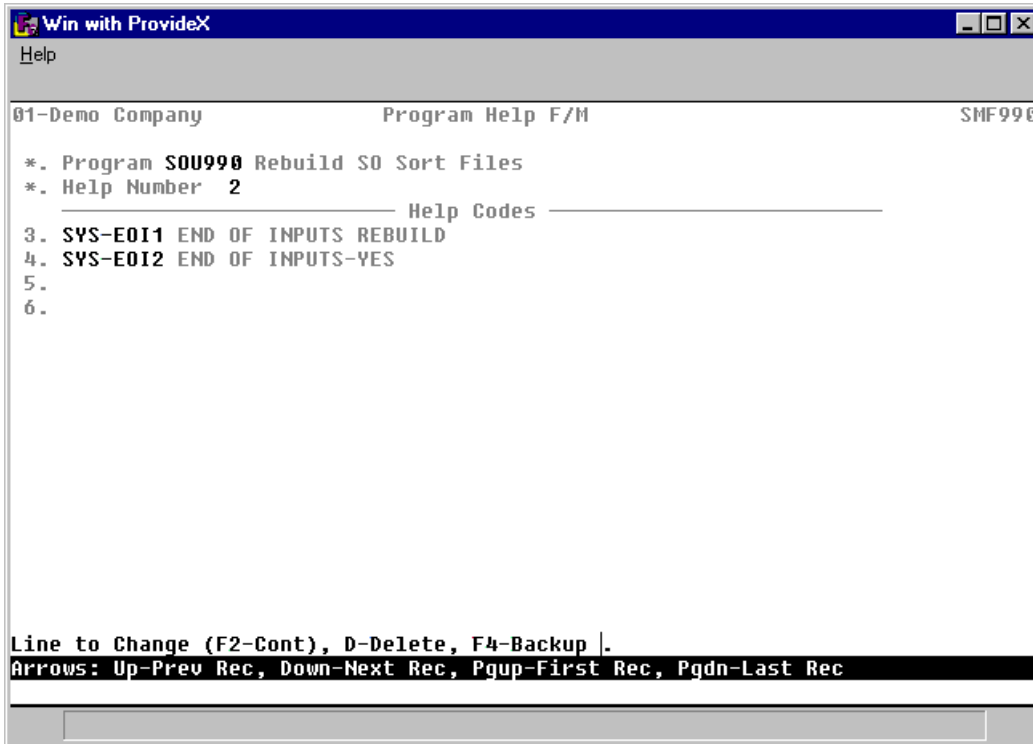
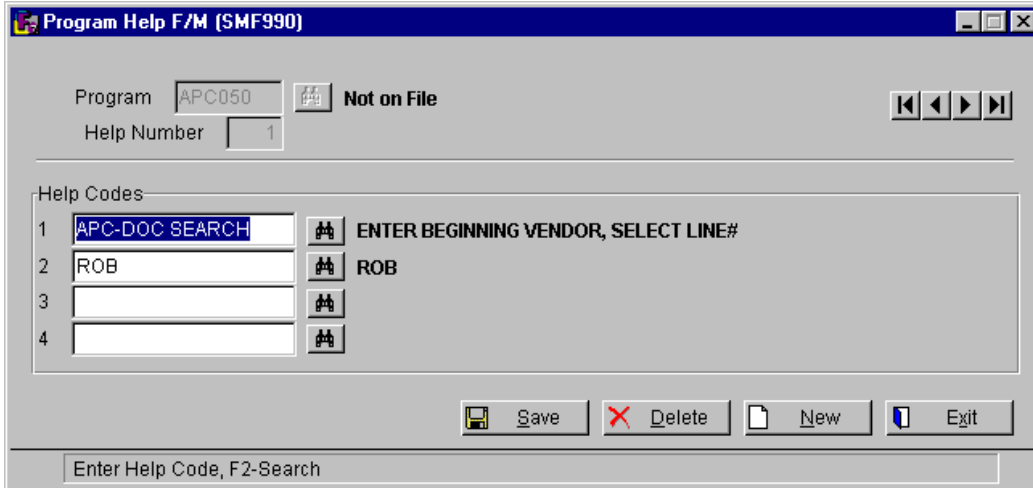
3-6. Help Code

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



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:

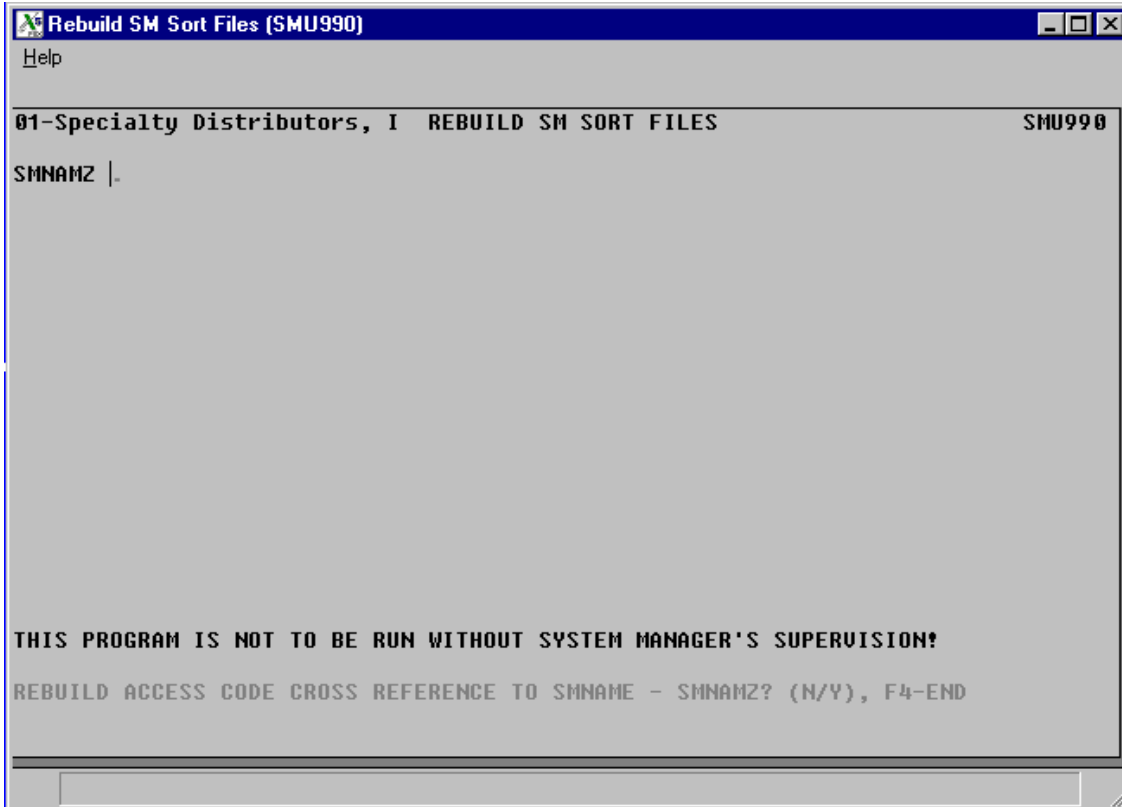
1. SMNAMZ

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



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.
- Aperum 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.

The screenshot shows a Windows-style dialog box titled "User-Defined Field Setup for INVENTORY MASTER FILE, Field 1". It contains several sections:

- Prompt/Display:** Three text input fields, all containing "Field for User data".
- Data Definition:**
 - Field Type: T - Text (dropdown)
 - Length: 20 (input field)
 - Justification: 0 - Left Justified (dropdown)
 - Force Case:
 - Required:
 - Numeric Mask: N/A (dropdown)
 - Valid Values: (empty text field)
- Security:**
 - Password: (empty text field)
 - Security Code: (empty text field)

At the bottom, there are "OK", "Delete", and "Cancel" buttons. A status bar at the very bottom reads "How long is the input allowed to be (up to 50)?".

The screenshot shows a window titled "Item F/M (ICF910)". It displays a text-based summary of the field setup from the previous dialog box:

```

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
    
```

At the bottom of the window, it says "Enter the screen label for the prompt, F4-Backup".

CHAPTER 11

Job Stream

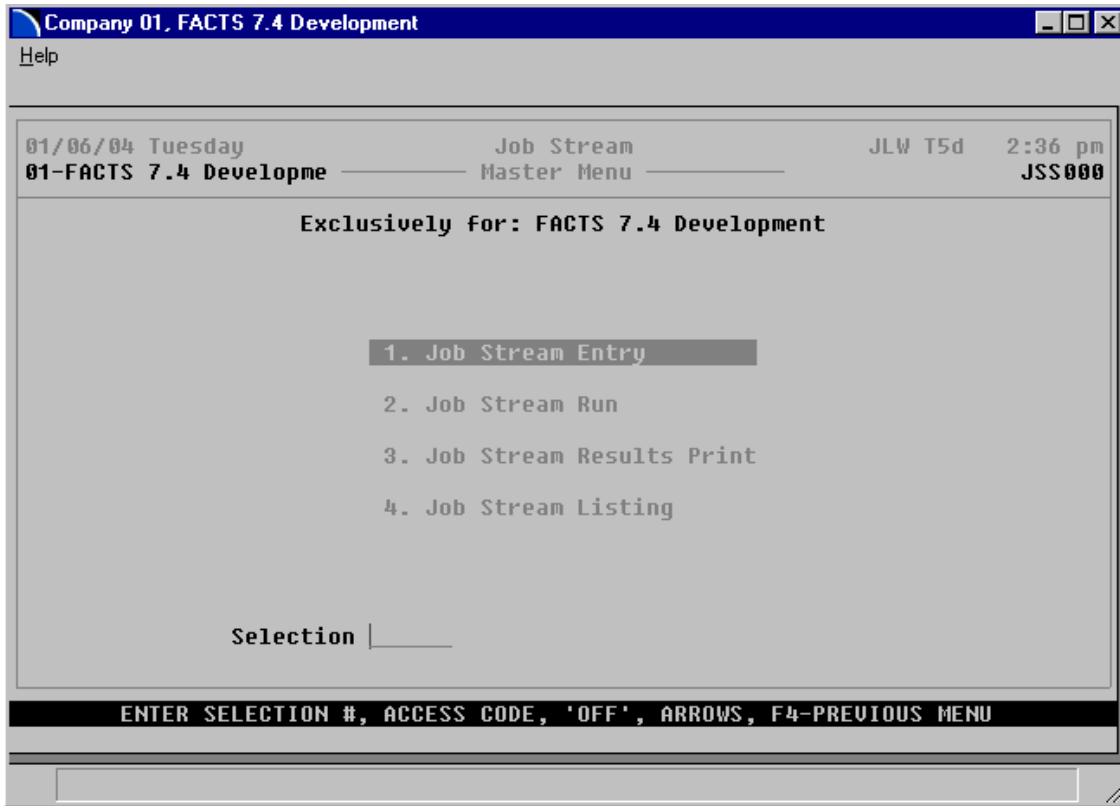
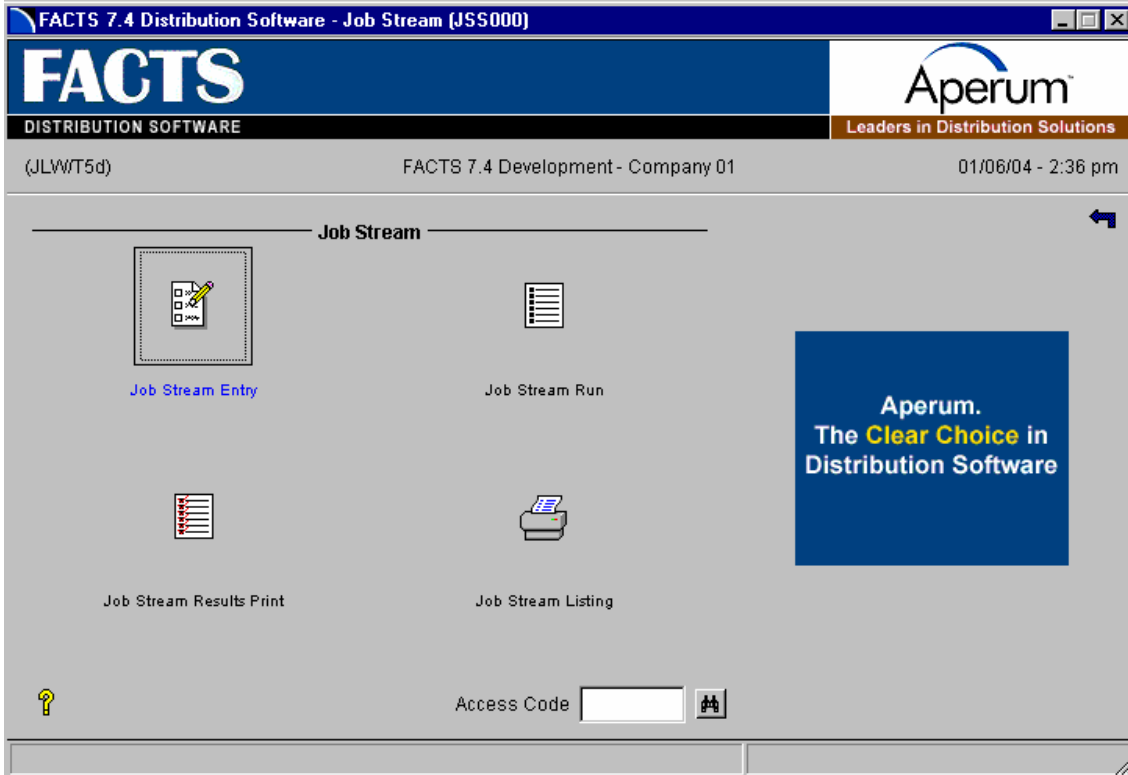
The FACTS Job Stream System allows the user to set up a sequence of programs to run in a series without user's interaction.

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.



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:

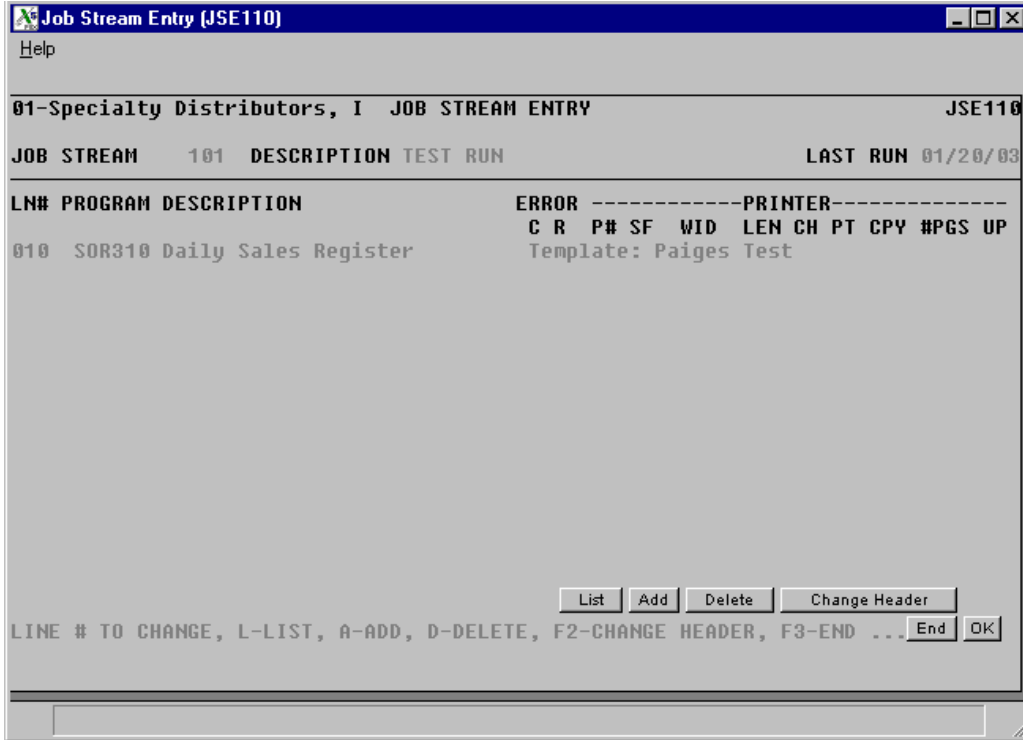
- #** - **Changes a line program.** Line programs may be **C**-change, **D**-delete, **M**-move, **S**-show the original answers, or **A**-answer questions for this line by entering the line number to be changed.
- C** - Change routine allow the user to change the programs job stream information. During 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 rennumbers 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.

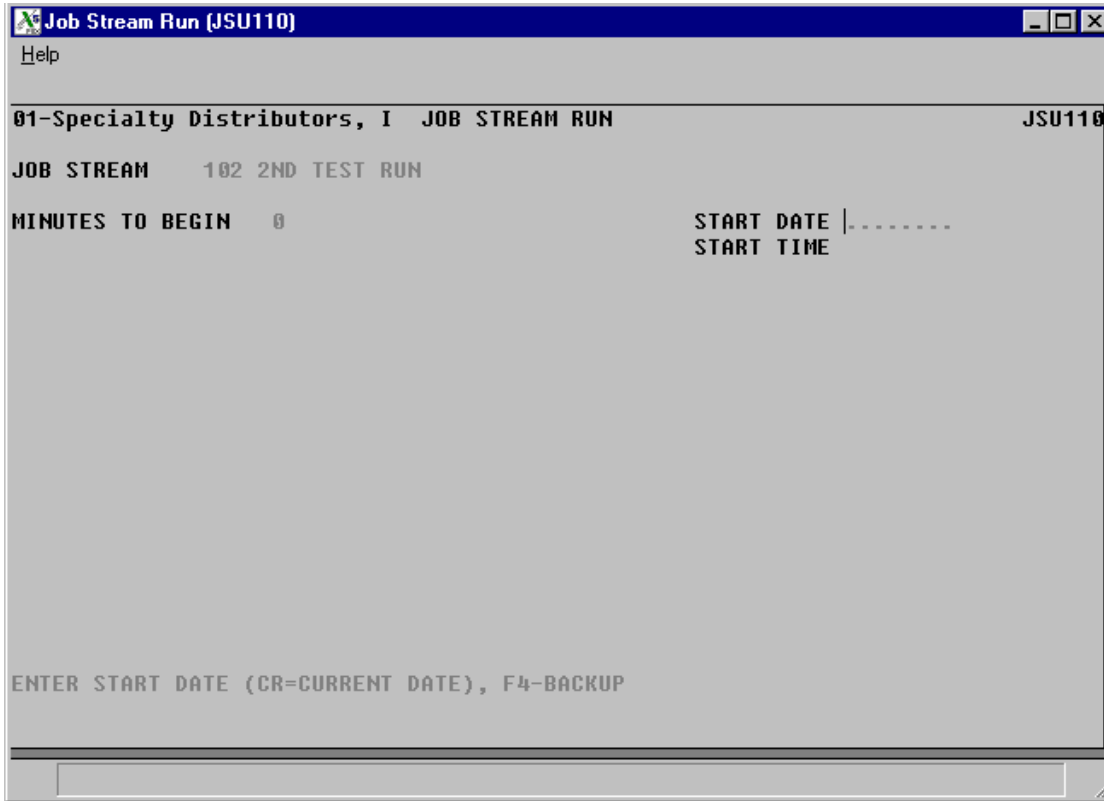
Technical Notes

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?

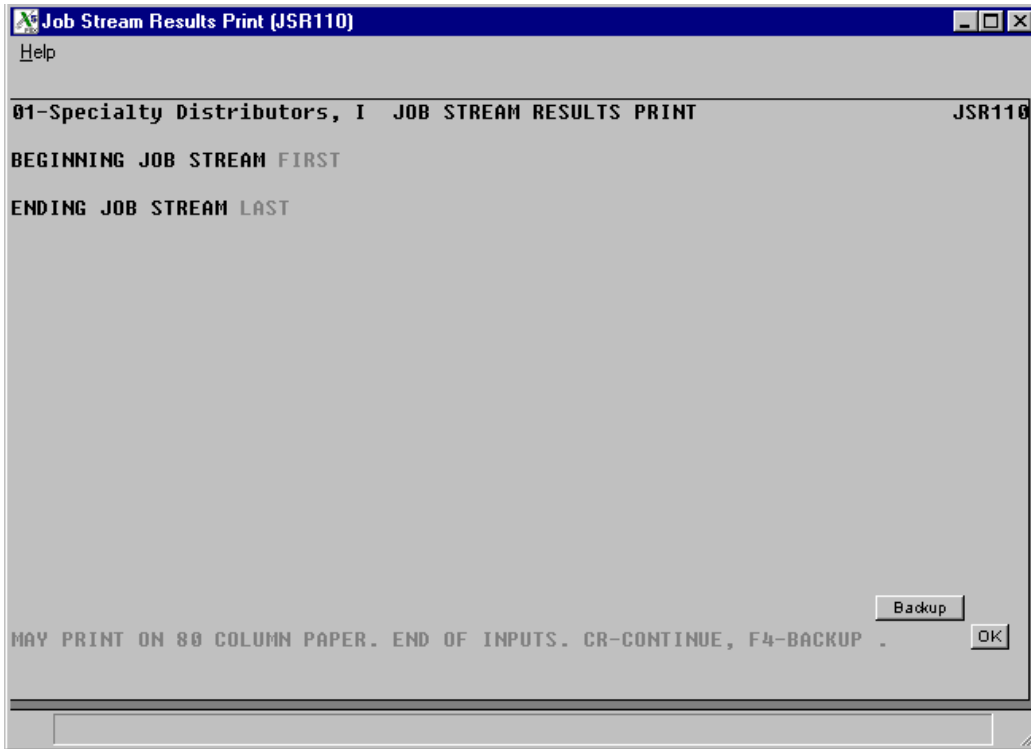
After printing the results, enter **YES** or **N** to indicate whether to remove the records just printed.

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 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

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,

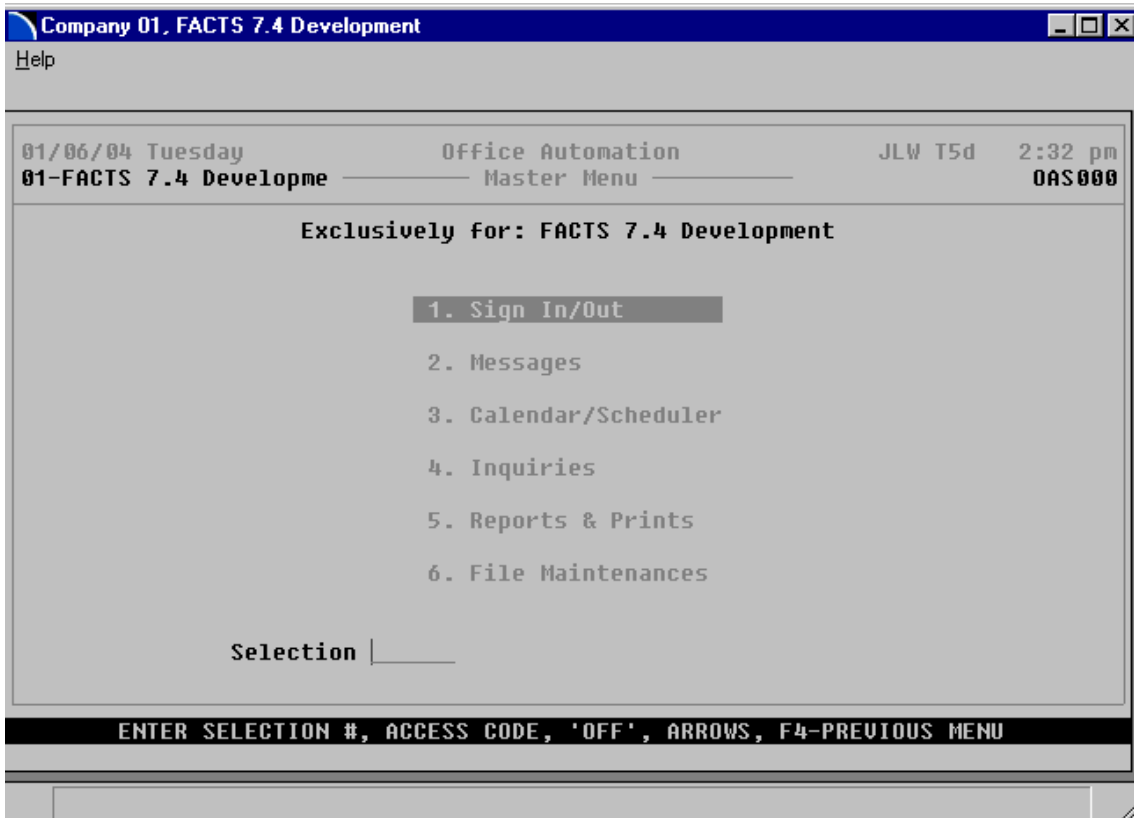
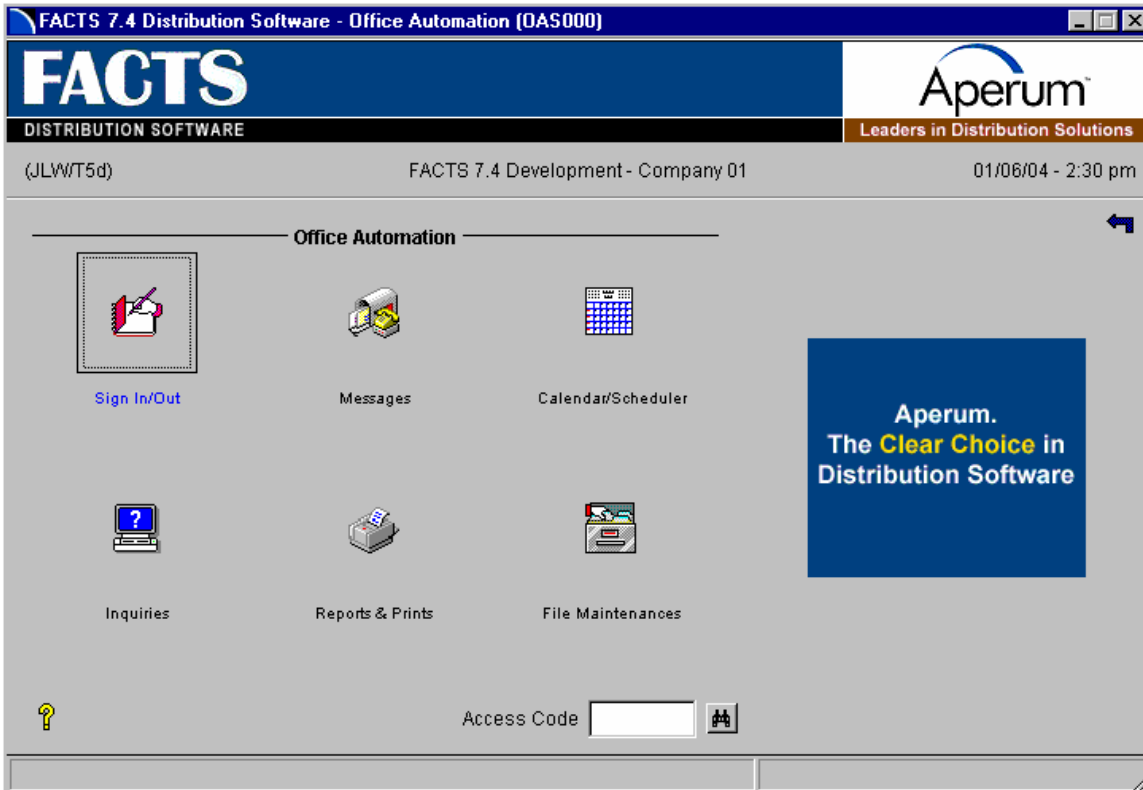
the expected return time and where they can be reached. The Sign Out Board Inquiry program may be used to locate an employee's whereabouts at any time. When employees return to the office the Sign In/Out program is used again to sign back into the office. At the time when an employee signs in the system 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.



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

Sign In/Out (OAE110)

Help

01-Demo Company SIGN OUT OAE110

SSI Stephen S. Invincent

-----OUT-----		-----EXPECTED-----		REACHED AT PHONE	MEMO
DATE	TIME	DATE	TIME		
06/13/02	<				

ENTER DATE OUT (CR=06/13/02), F4-END

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.

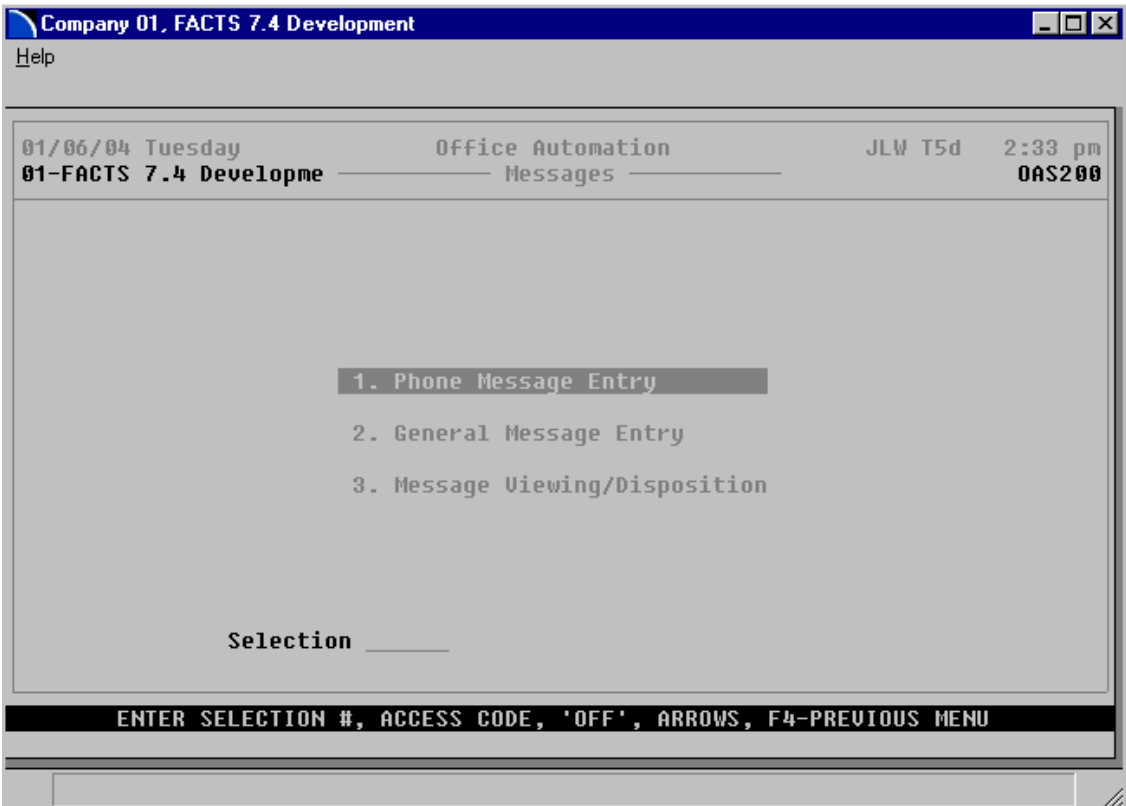
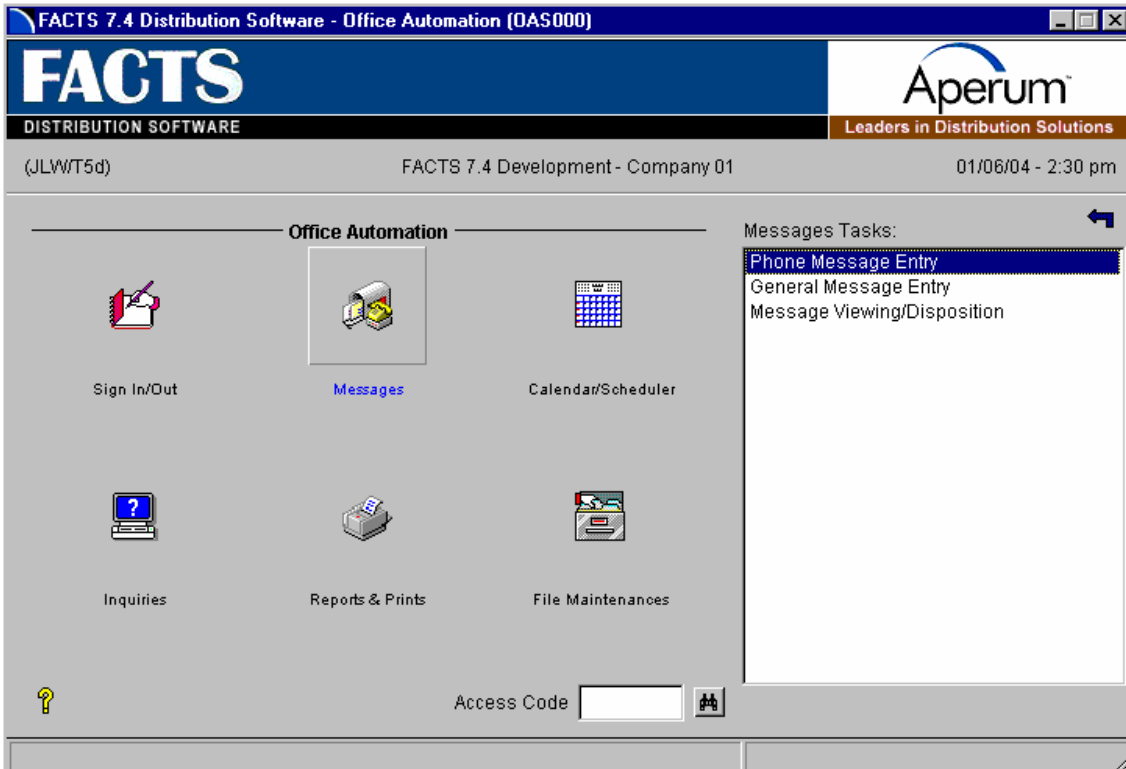
4. Press Enter (CR) to update your file. After the update, the program returns to the Office Administration master menu.

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.



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

Phone Message Entry (OAE210)

Help

01-Specialty Distributors, I PHONE MESSAGE ENTRY OAE210

FOR ----- MSG#

FROM	MESSAGE	REQUEST
MR/MS	1 TELEPHONED	1 PLEASE CALL
OF	2 RETURNED YOUR CALL	2 PLEASE STOP BY
PHONE	3 WILL CALL AGAIN	3 URGENT
	4 CAME TO SEE YOU	

MEMO 1
2
3

ENTER EMPLOYEE TO RECEIVE MESSAGE, F2-SEARCH, F4-END

Search End OK

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

General Message Entry (OAE220)

Help

01-Specialty Distributors, I GENERAL MESSAGE ENTRY MSG# NEXT OAE220

FROM GUI George U. Invencent

REGARDING |..... REPLY REQUIRED

LN# MESSAGE

ENTER WHAT MESSAGE IS REGARDING, F4-BACKUP

Backup OK

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 proceed 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.

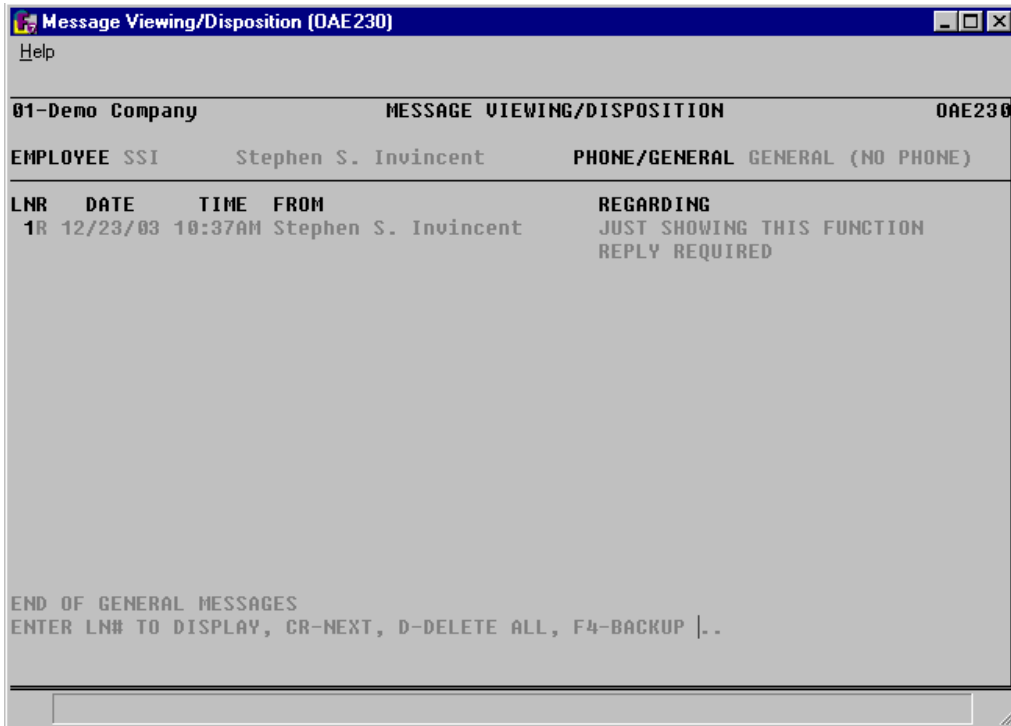
Technical Notes

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 select 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.

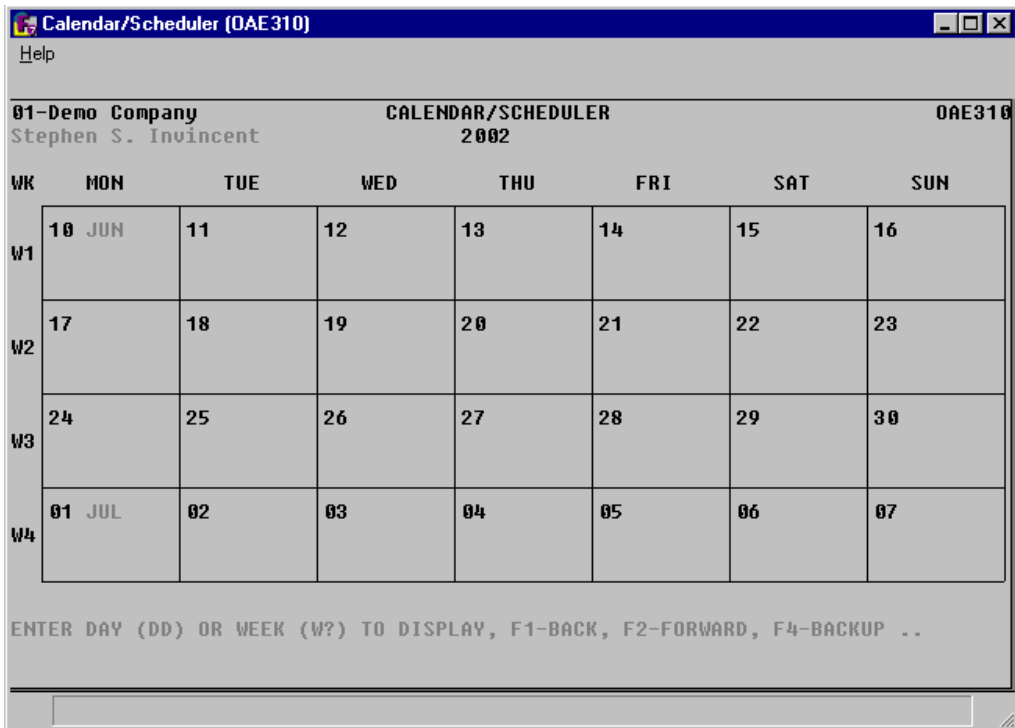
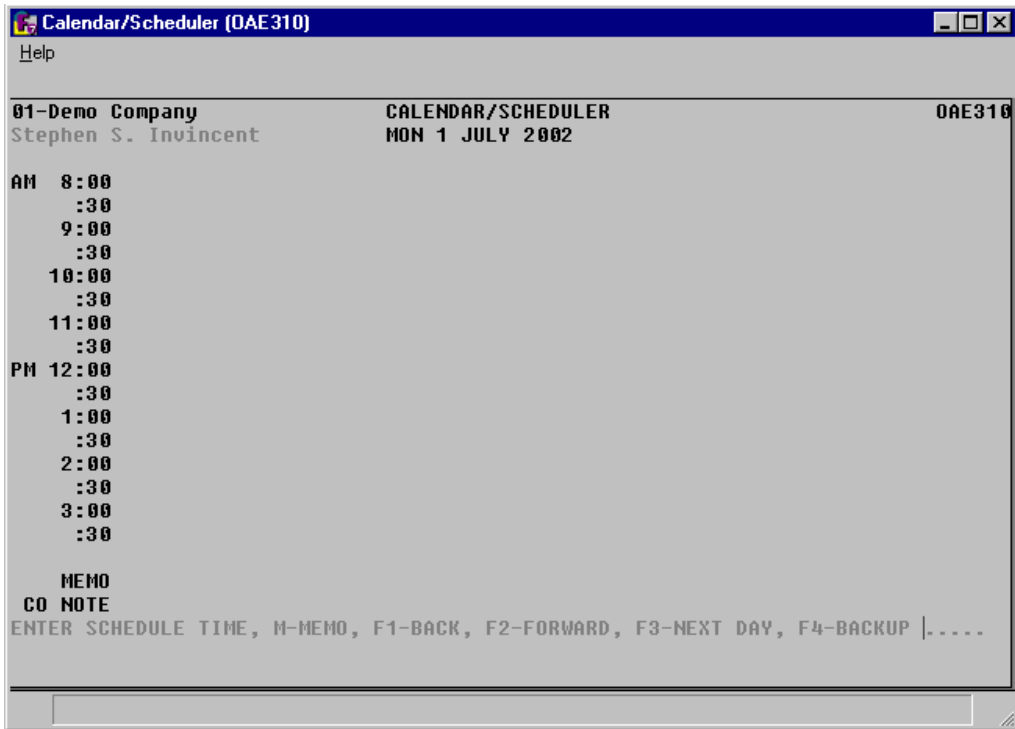
F2 - Scrolls forward. F2 allows the user to scroll the calendar forward one week.

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



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.

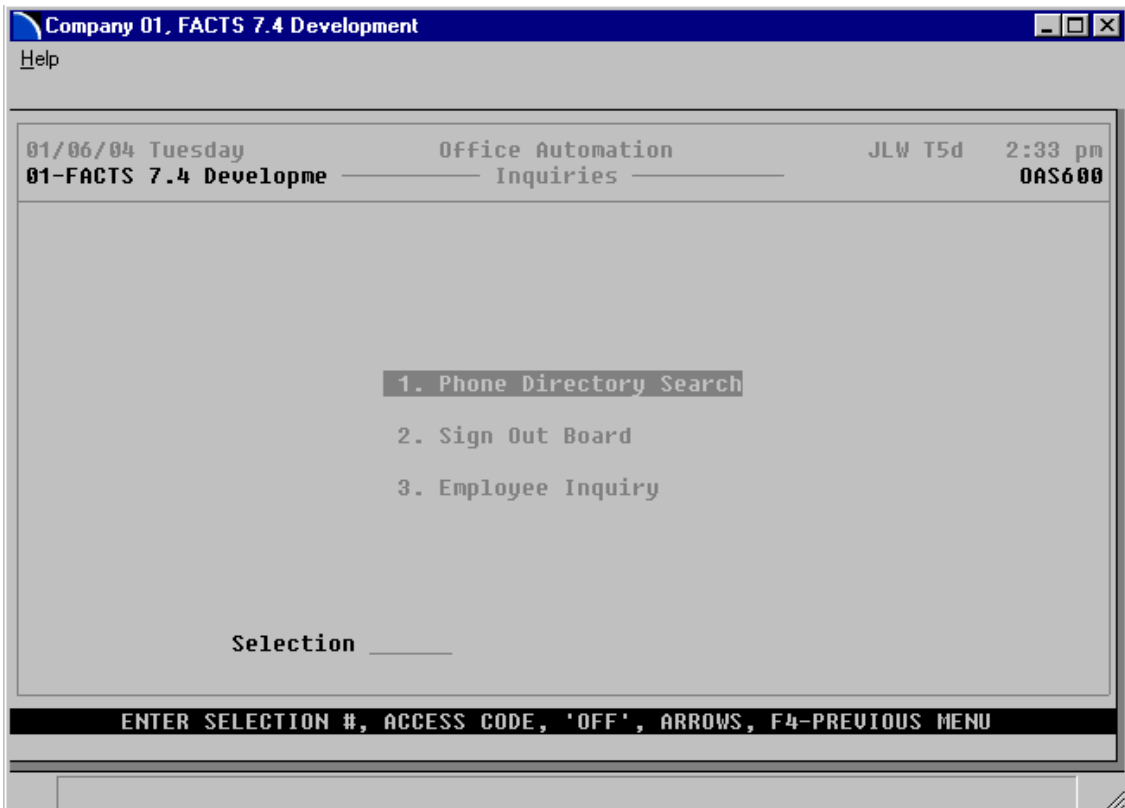
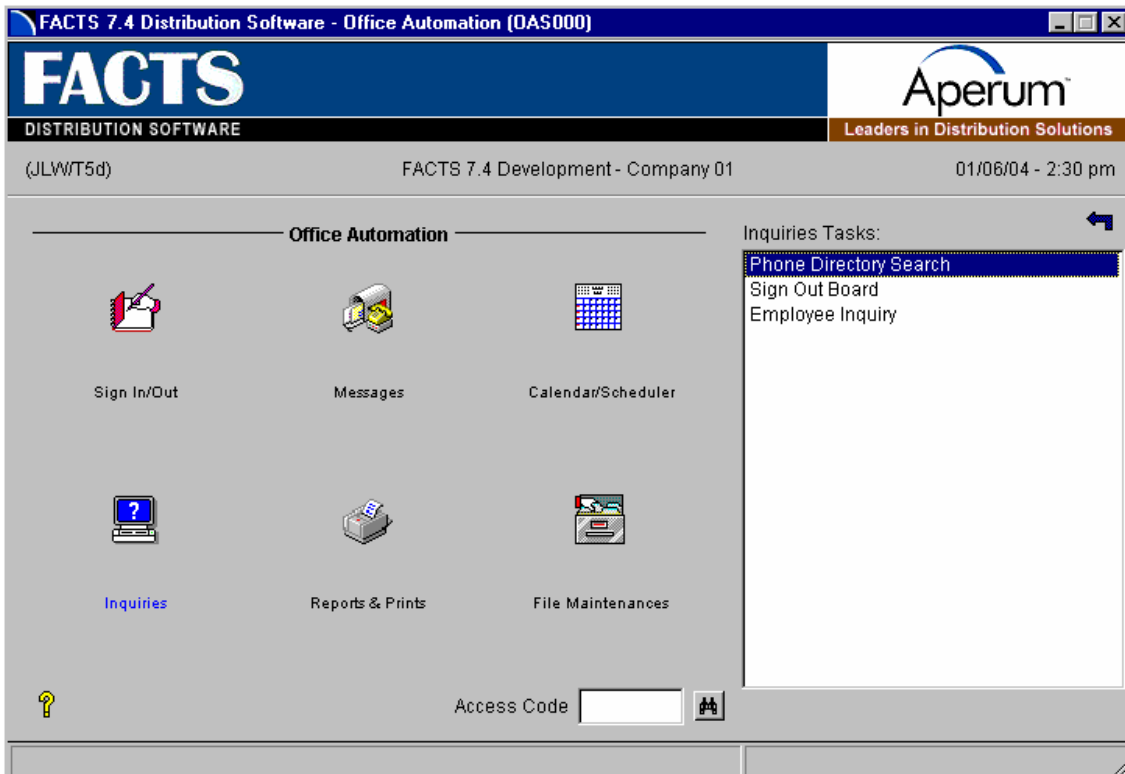
F1-Back and F2-Forward. Use these keys to scroll backward or forward through the calendar, one week at a time.

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.



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

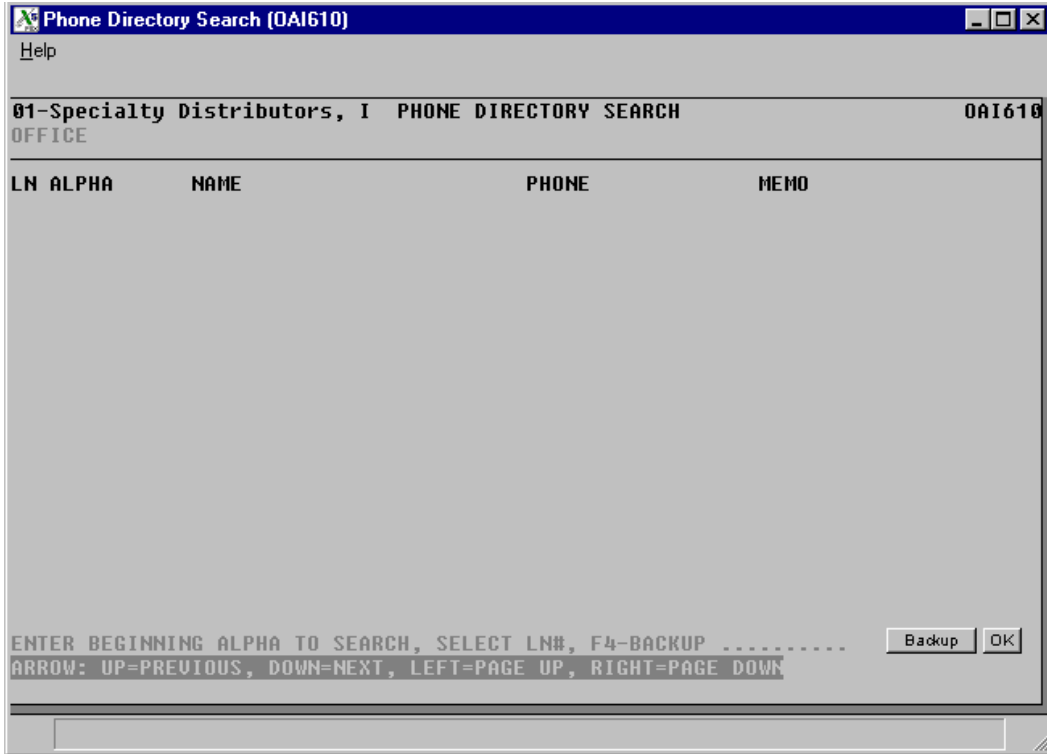
Enter the alphabetical sort key to begin the search (up to 10 characters). CR initially begins with the first alpha sort key on file. Once the maximum amount of records (12) have appeared on the screen, CR clears the screen and continues to display phone number information in alpha sort key order. Once 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



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

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

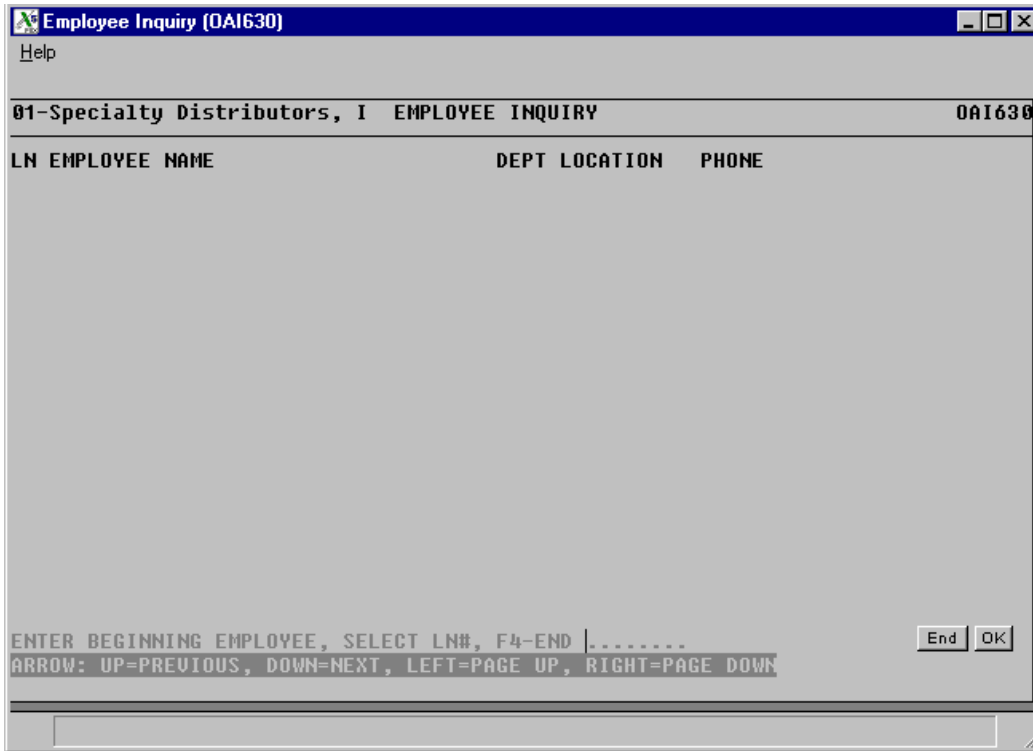
Enter the employee code to begin the search (up to 8 characters). CR initially begins with the first employee on file. Once the maximum amount of records (14) has appeared on the screen, CR clears the screen and continues to display employee information in employee order. Once records are displayed, 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



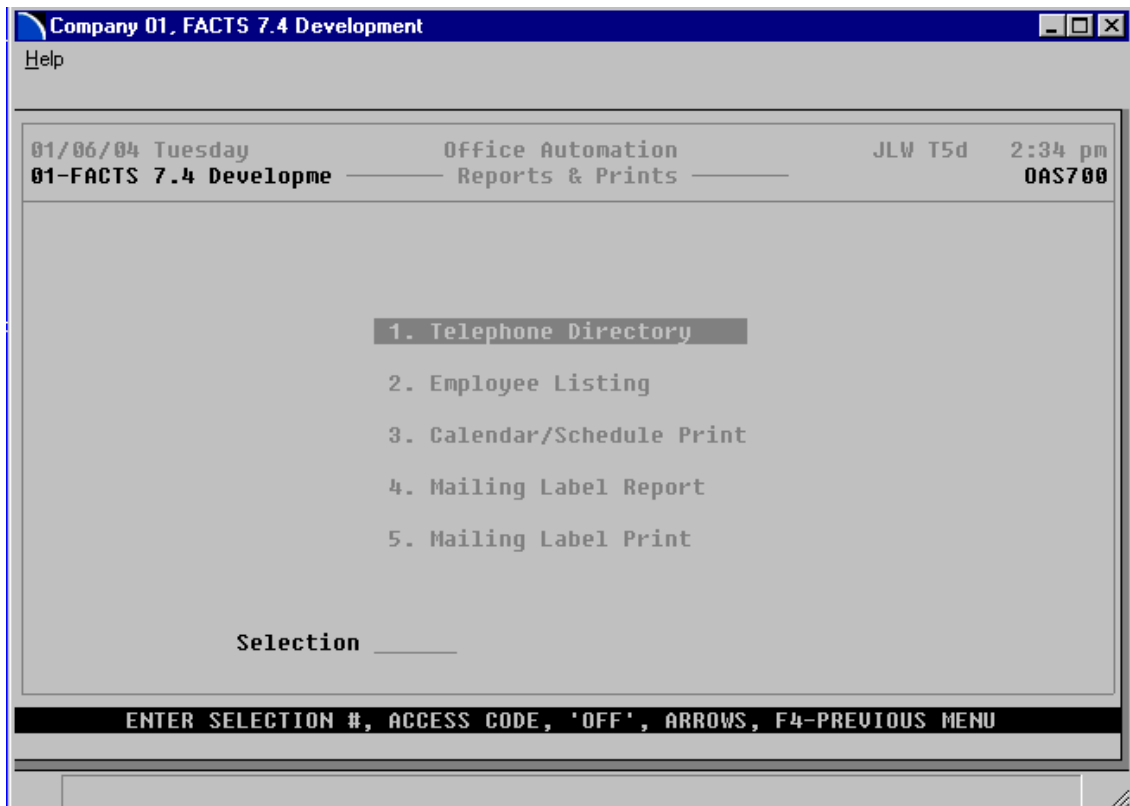
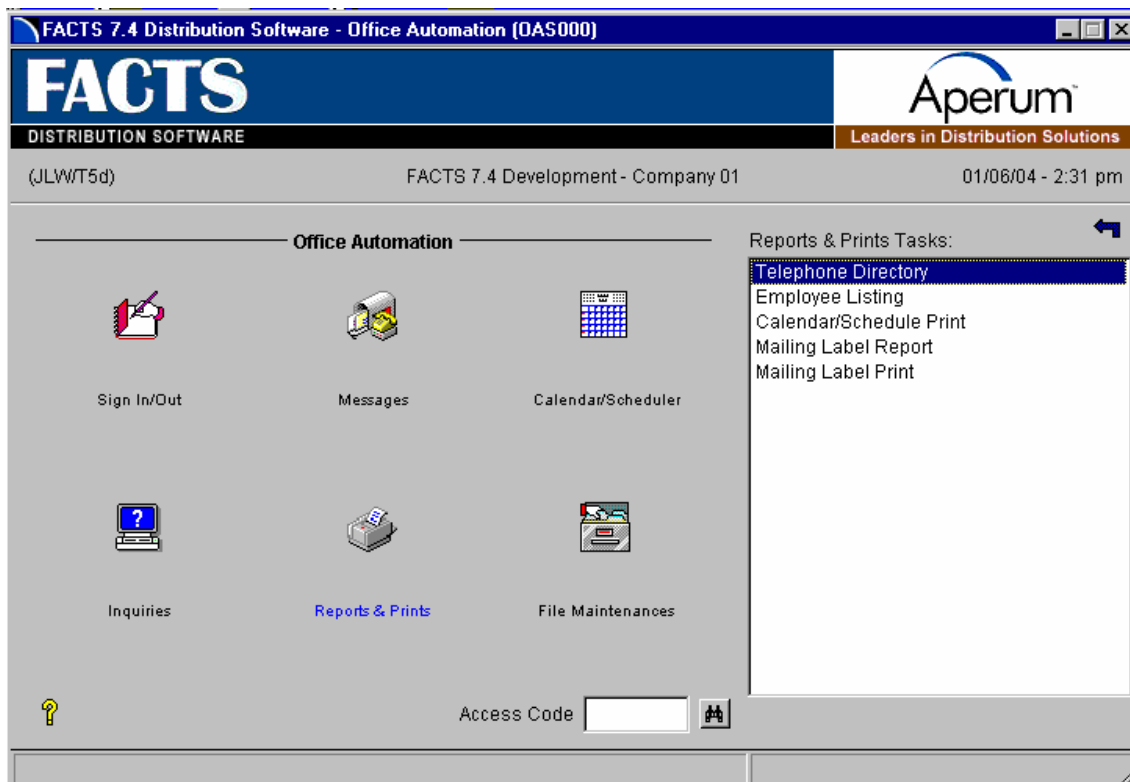
How to display employee information in employee order

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.



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

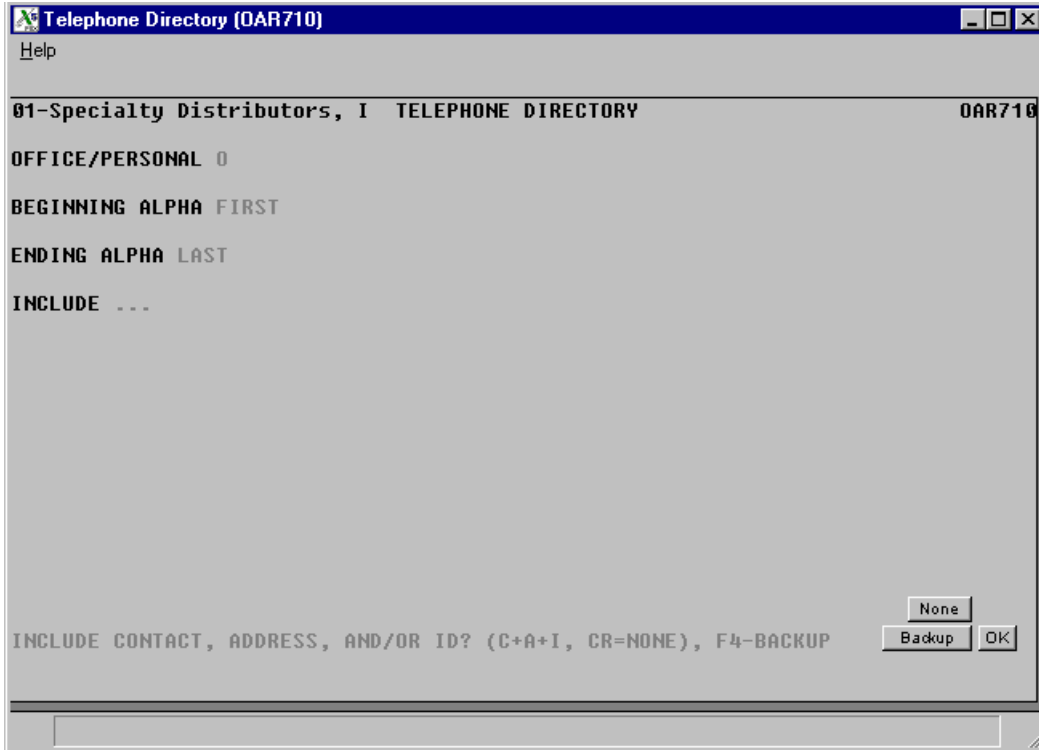
Enter whether to print **C**-contact, **A**-address, and/or **I**-ID information. CR defaults to NONE.

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



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

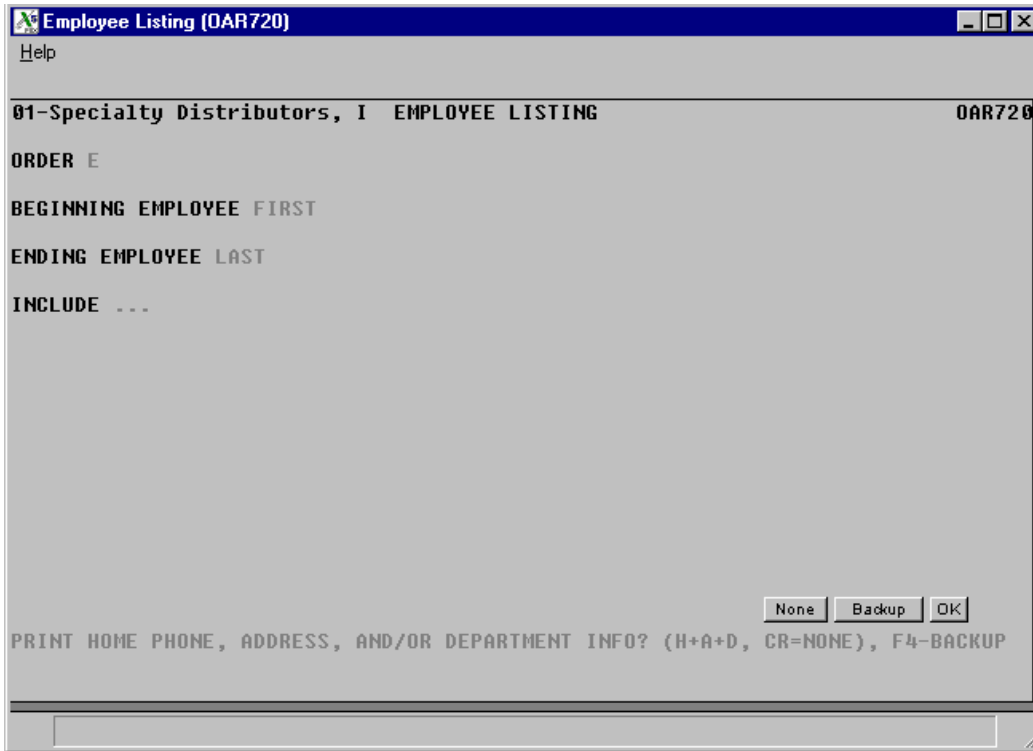
Enter whether to print **H**-home phone number, **A**-address, and/or **D**-department information on the report. CR defaults to none.

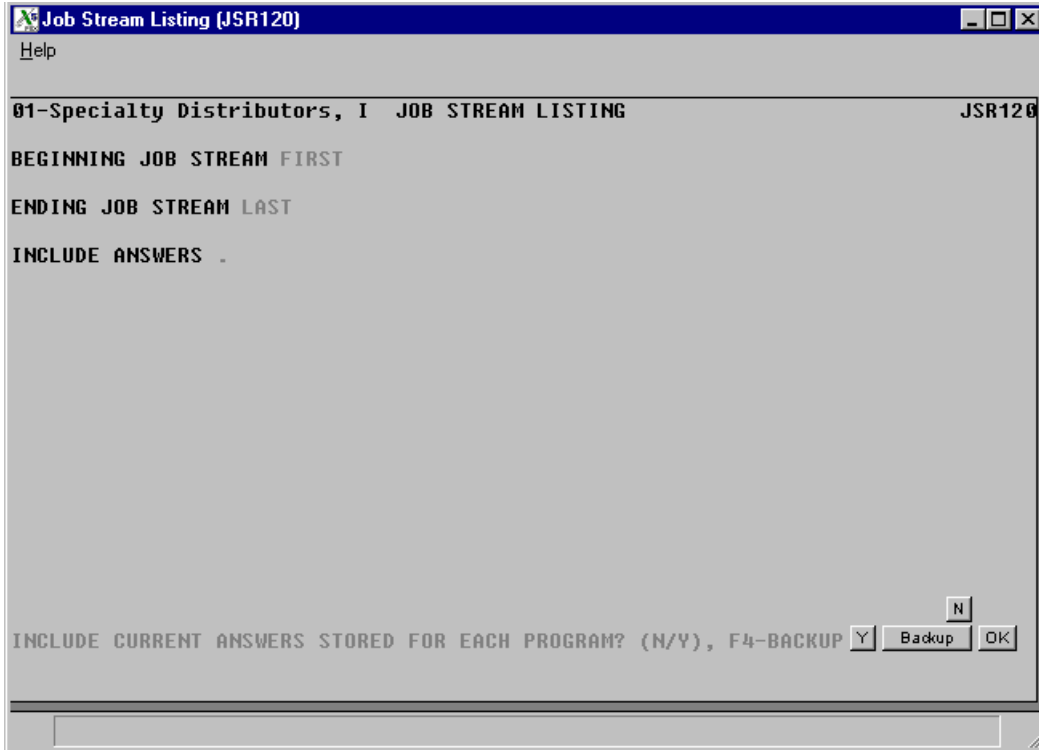
Technical Notes

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





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

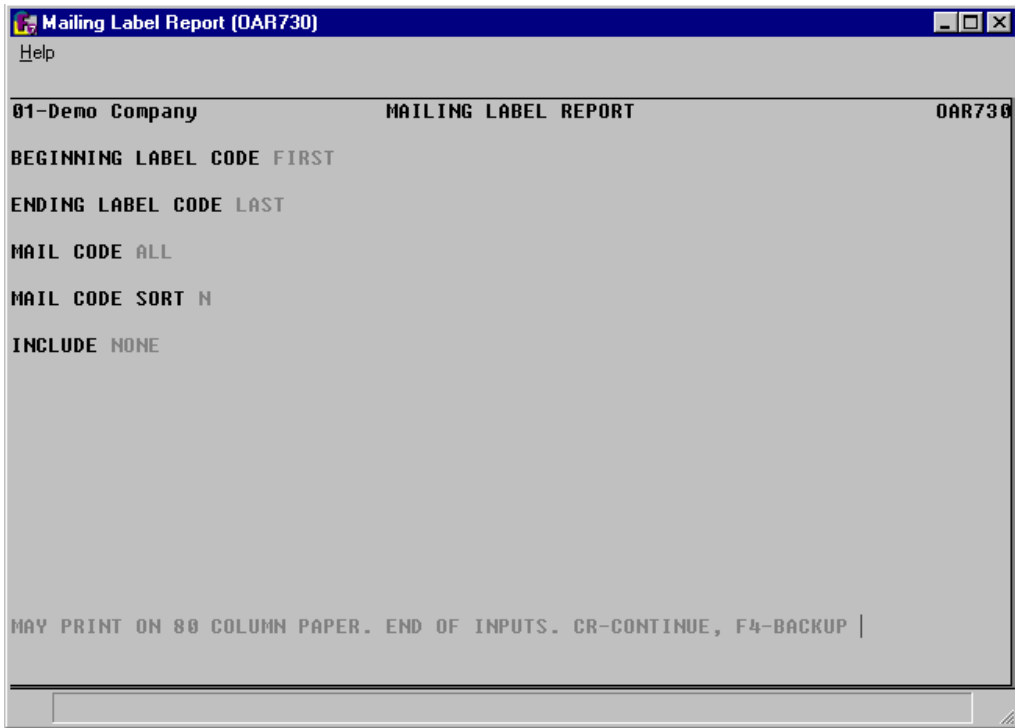
Enter whether to print **M**-memo and/or **C**-mail codes information. CR defaults to NONE.

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 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

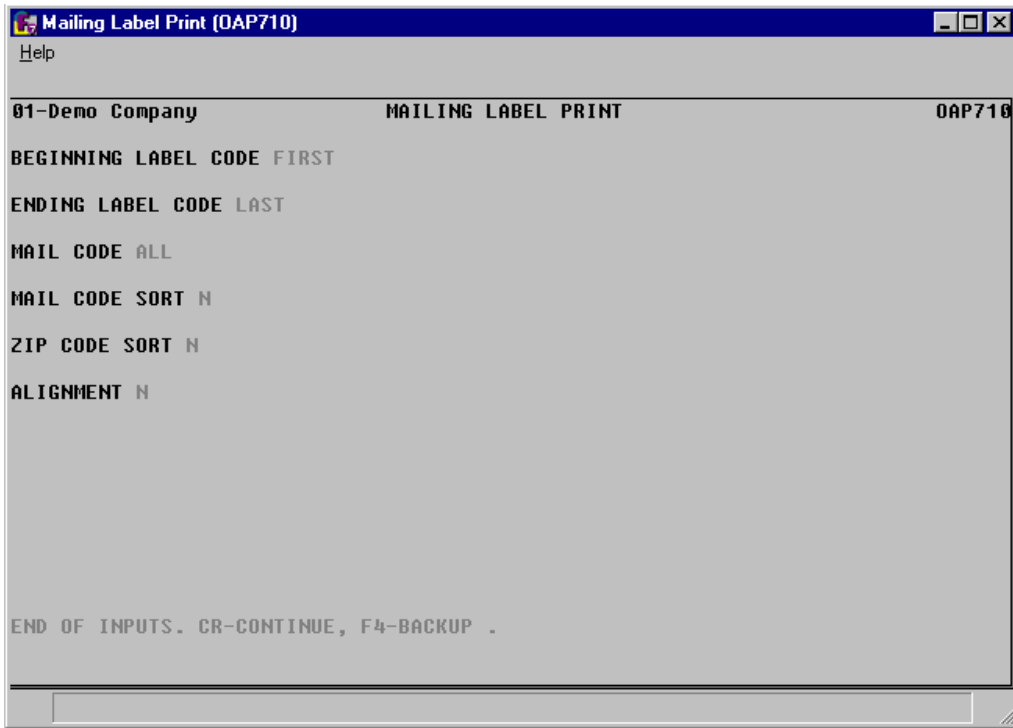
Enter Y or N to indicate whether to print an alignment. CR default to N. If Y is entered, the alignment pattern prints immediately and the program returns to this prompt.

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?

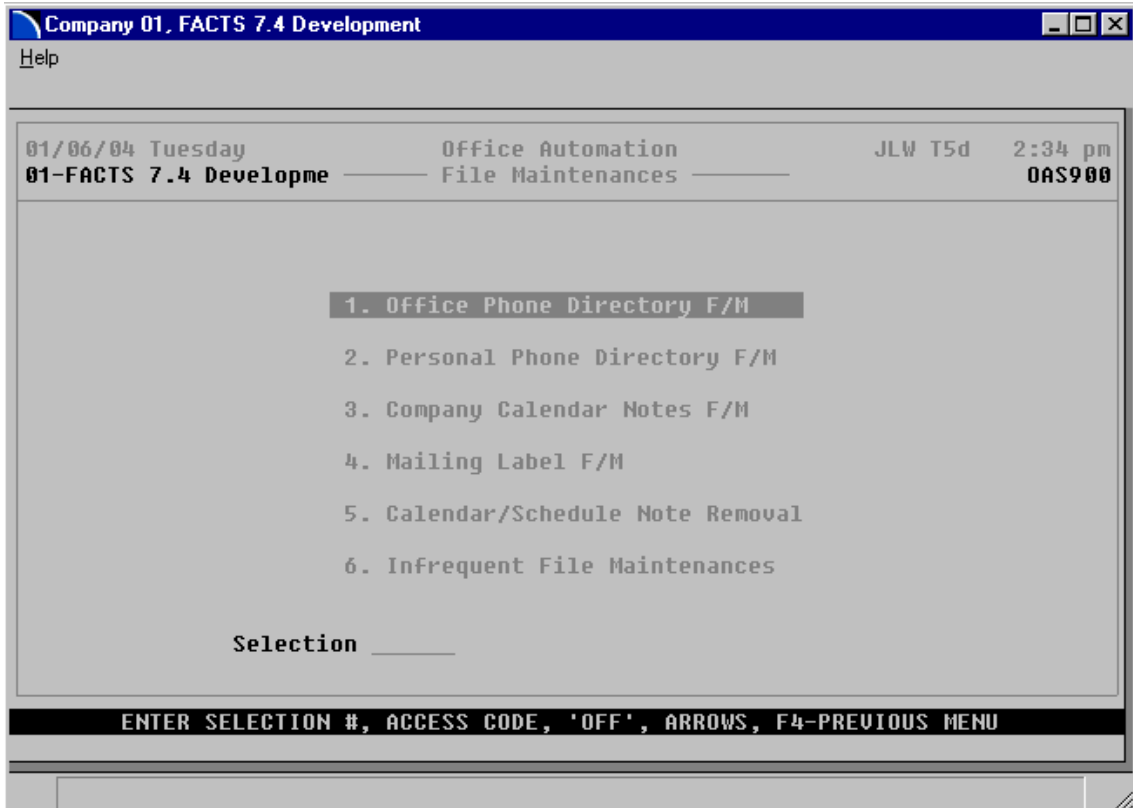
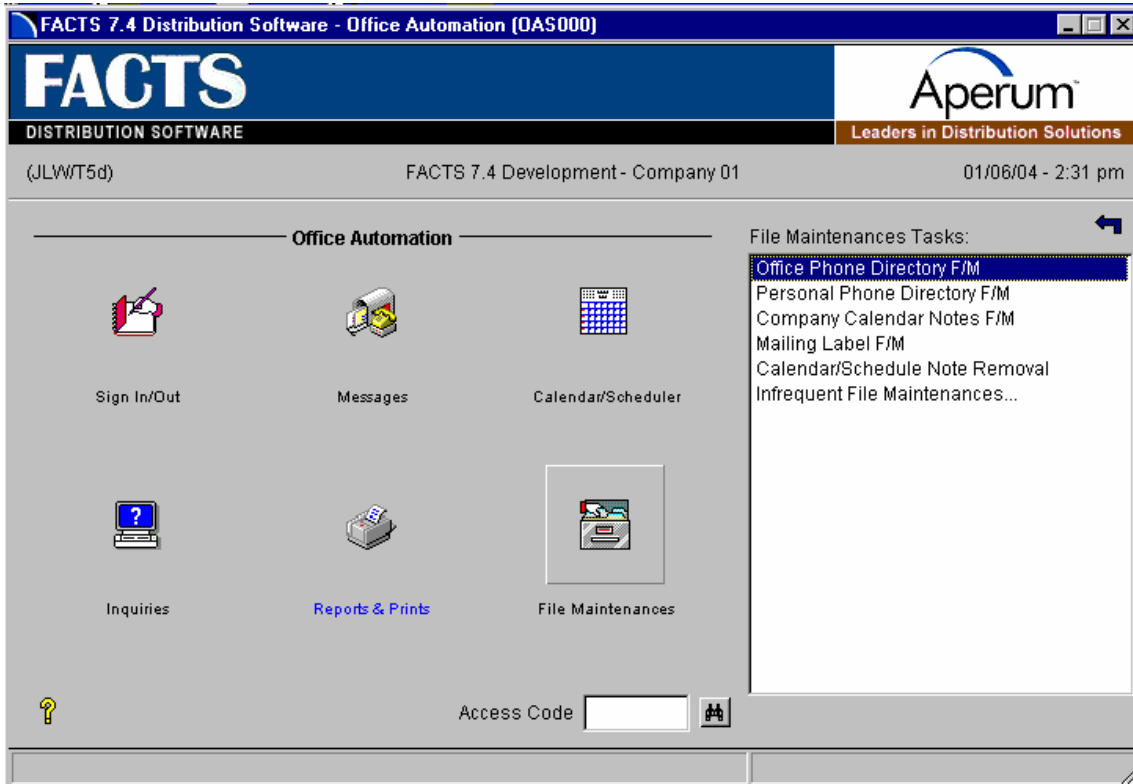


File Maintenances

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.



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.

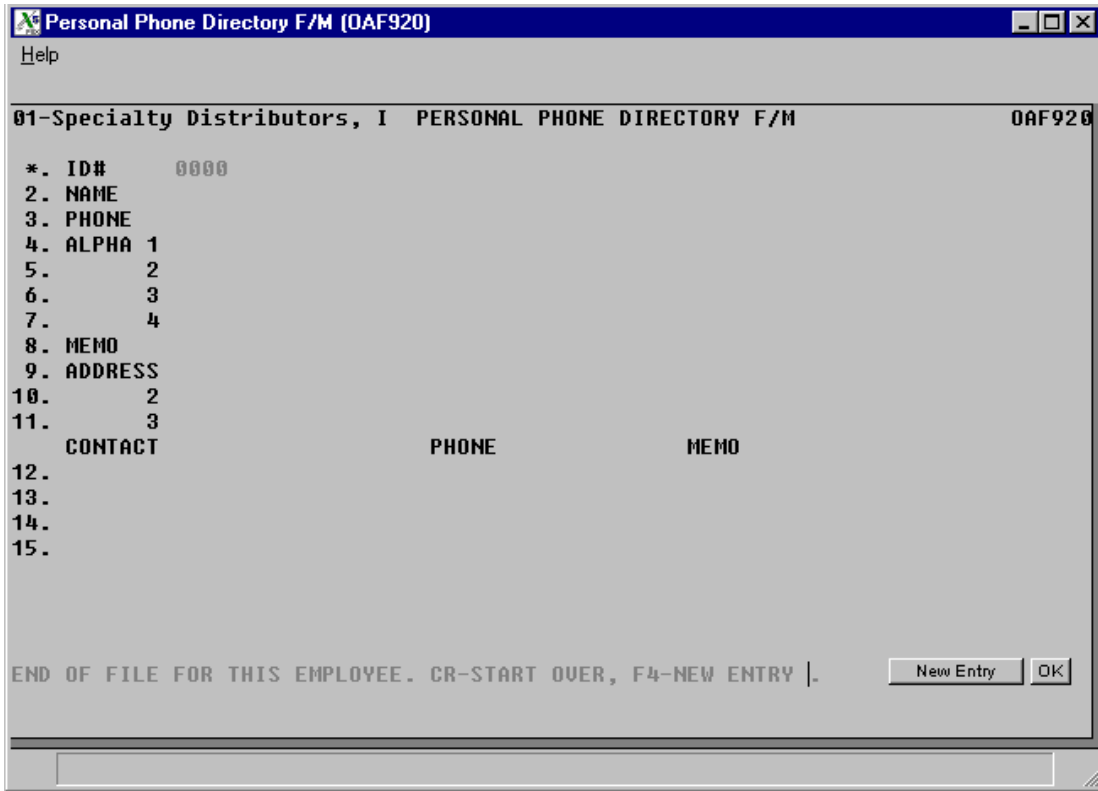
15. Contact #4, Phone, Memo

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)

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.

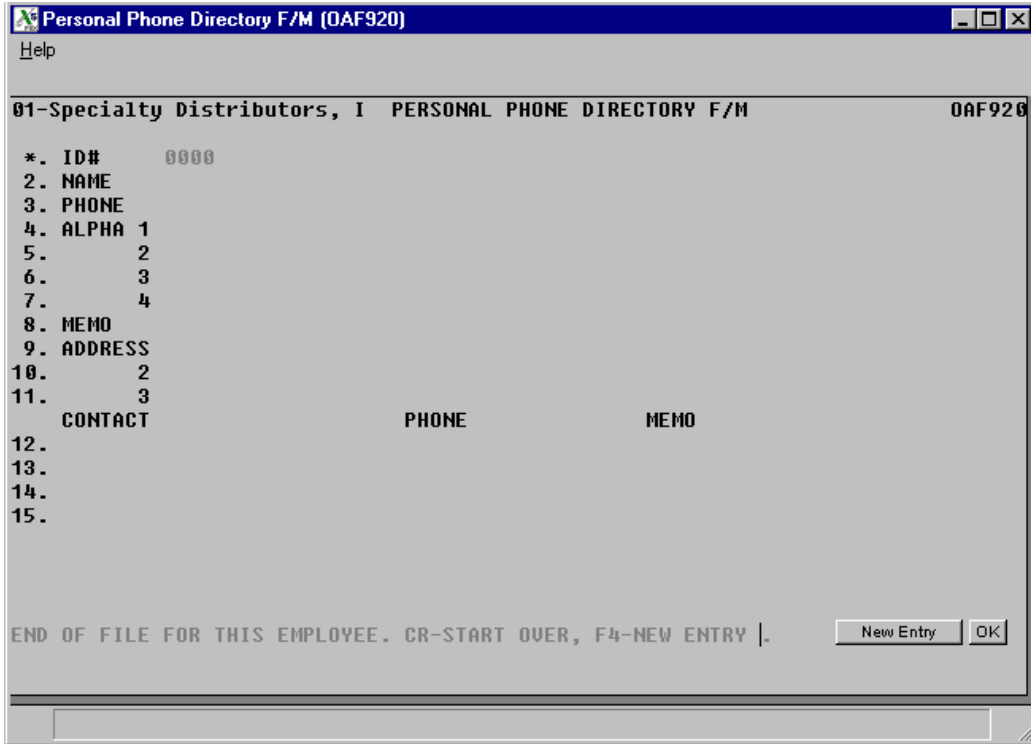
15. Contact #4, Phone, Memo

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



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

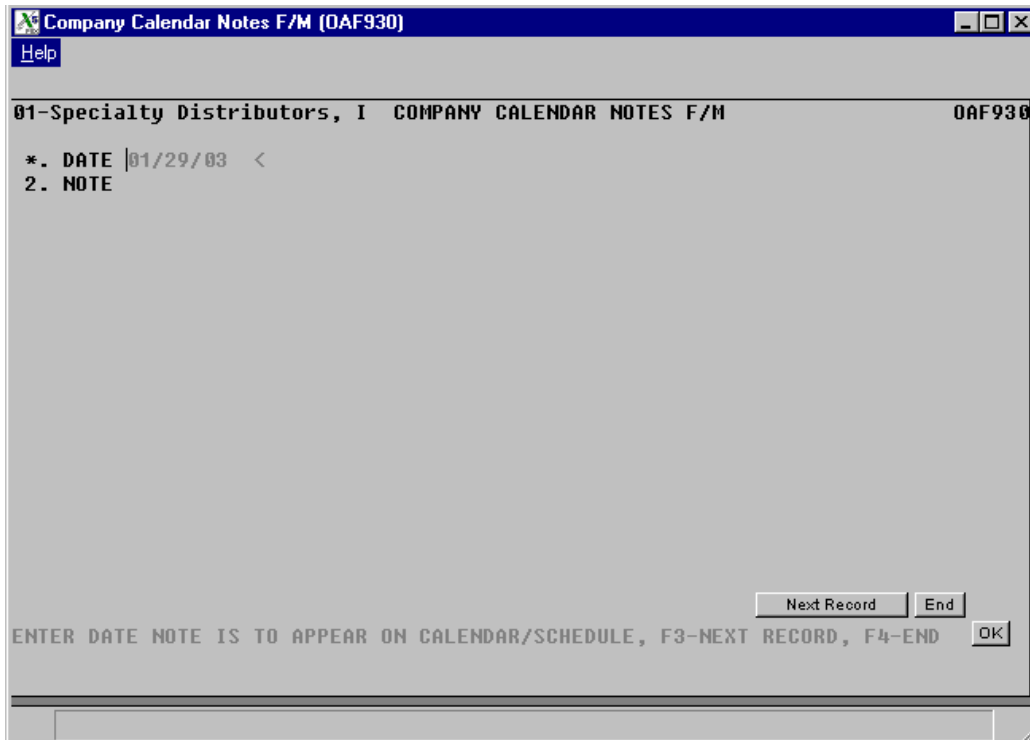
Enter the note for the calendar (up to 70 characters).

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



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

Mailing Label F/M (DAF940)

Help

01-Specialty Distributors, I MAILING LABEL F/M 0AF940

*. LABEL CODE C100
 2. NAME Southeastern Wholesale
 3. ADDRESS 1 6009 Riverdale Road
 4. 2
 5. CITY Jonesboro
 6. STATE GA
 7. ZIP CODE 30034
 8. ATTENTION Art Johnson
 9. MAIL CODE 1 GEN General Mailout
 10. 2 IND Industrial Customers
 11. 3 NEW New Items List
 12. 4
 13. 5
 14. MEMO 1 Good customer. Buys a lot
 15. 2 of merchandise. Include
 16. 3 on all mailouts.

Delete New Entry OK

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..

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.

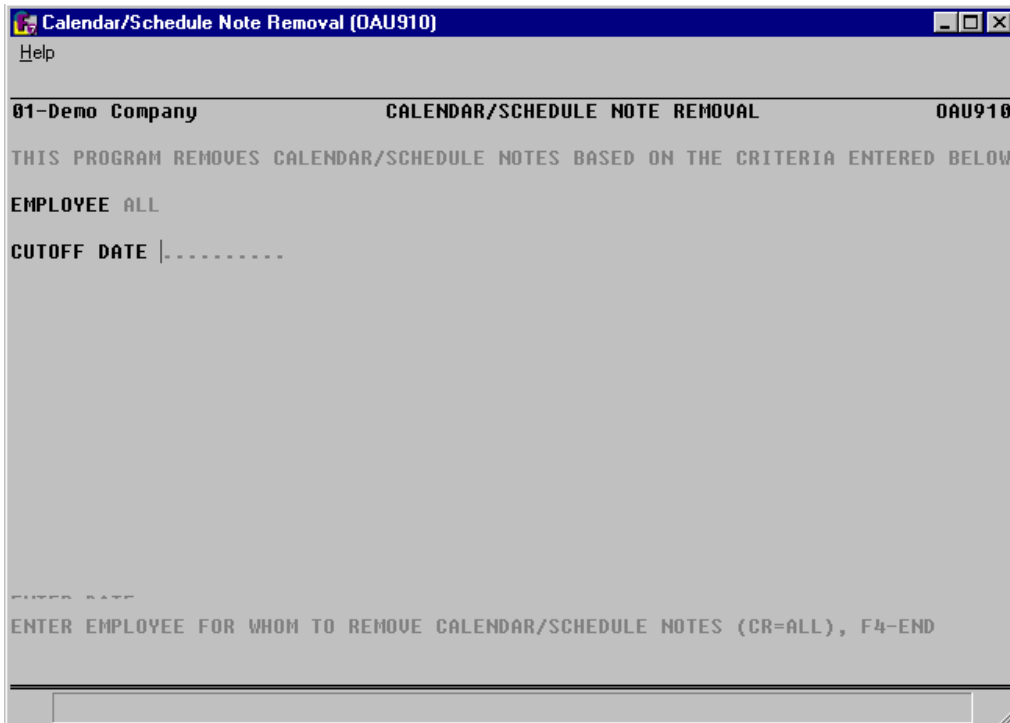
2. Cutoff Date

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

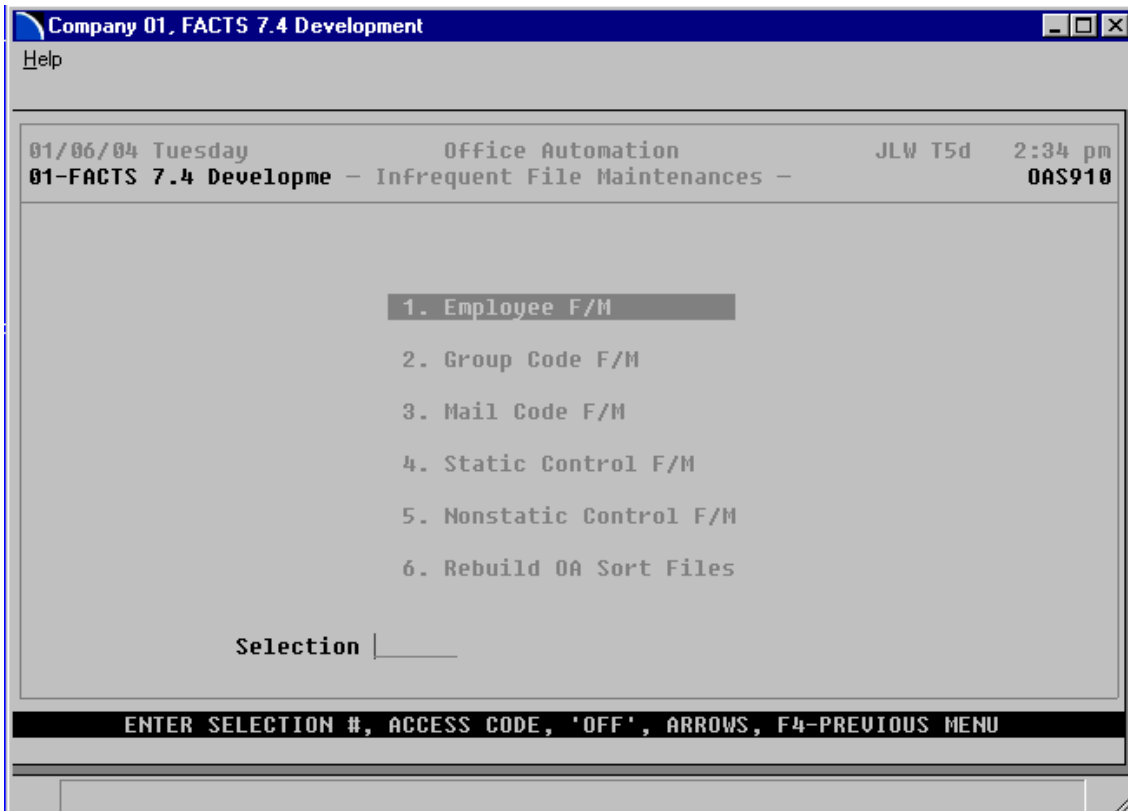
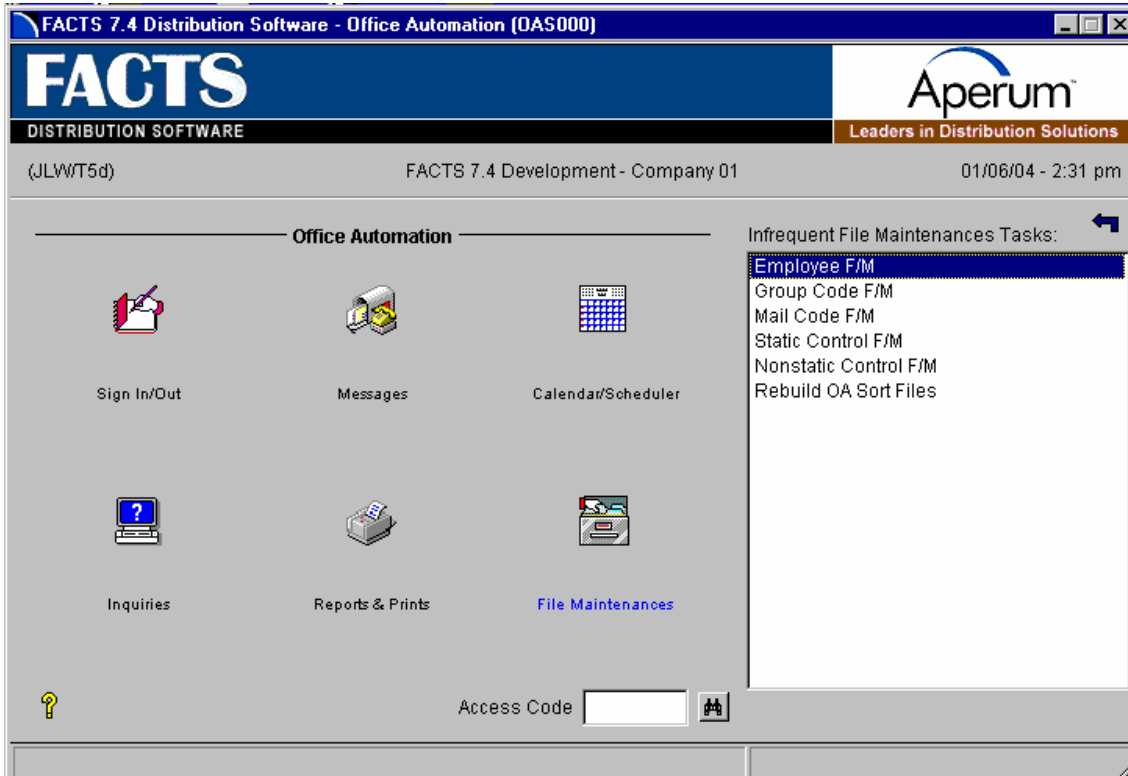


Infrequent File Maintenances

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.



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, TSEMP

FILES UPDATED - OAEMPL, SMZART, OADEPX, OAPHMS, OAGNMT,
OAGNMX, OACALD, OAPHON

The screenshot shows a window titled "Employee F/M (DAF950)" with a "Help" button in the top-left corner. The main area displays the following information:

```

01-Specialty Distributors, I  EMPLOYEE F/M  DAF950
*. EMPLOYEE  BOB
2. NAME      Robert Johnson
3. TITLE     Advertising Manager
4. DEPARTMENT SALE
5. LOCATION  South Br.
6. WORK PHONE 404-962-9901
7. HOME PHONE 404-366-9345
8. ADDRESS 1 4378 South Lake Dr.
9.           2 Morrow, GA 30351
10.          3
11. MEMO     Needs your ideas!
12. USER CODE BOB

```

At the bottom of the window, there are two buttons: "Delete" and "New Entry". Below the buttons, the text reads: "LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY .." followed by an "OK" button.

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 (DAF960)

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



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

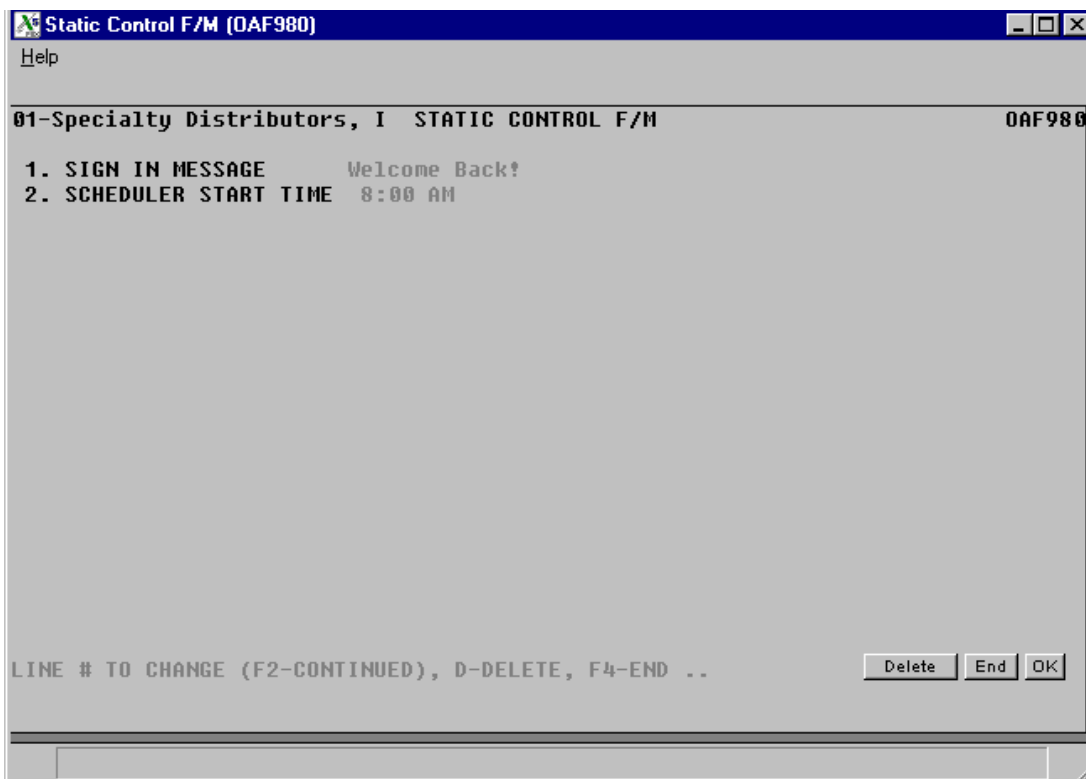
Enter the message to display when a user signs in (up to 25 characters).

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:

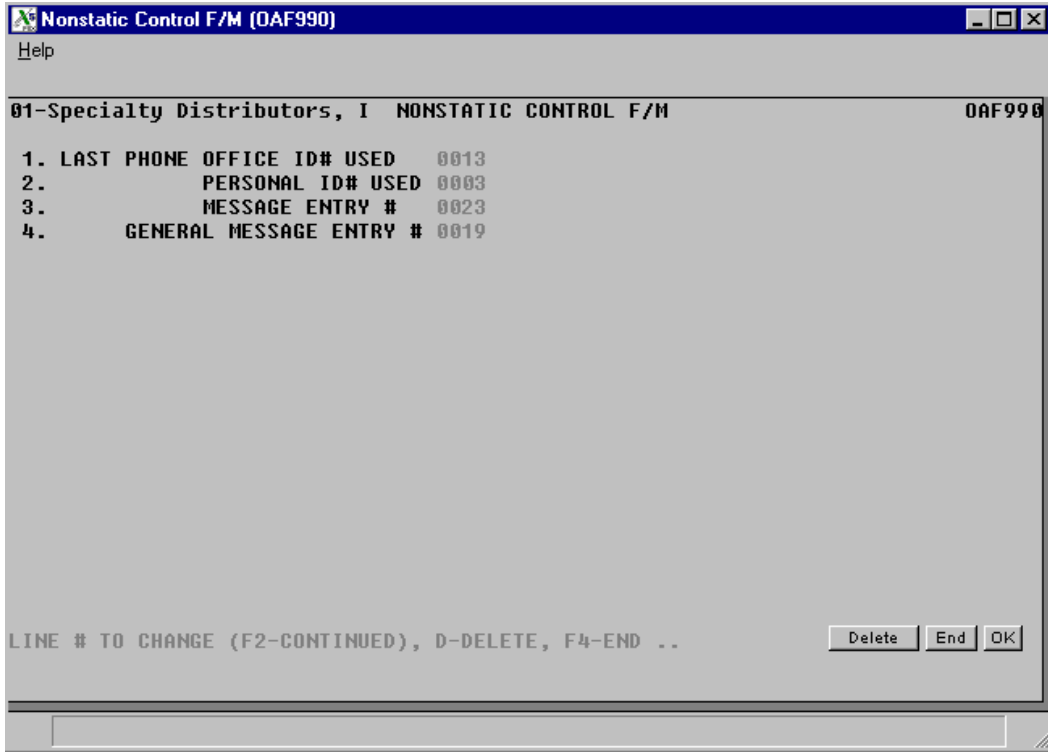
*1-4. ID and Entry Numbers

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



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

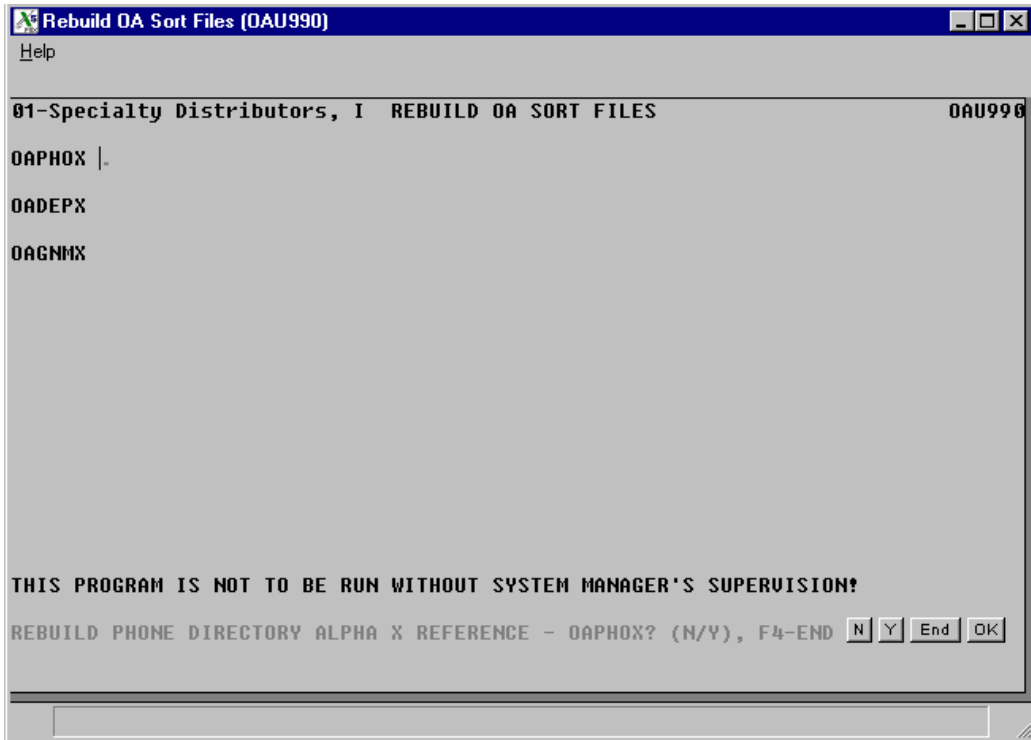
Enter Y or N to indicate whether to rebuild OAGNMX. This file is the OA employee by general message number sort file to the general messages header file and the direct file for employee viewing (OAGNMT). This sort file is used in the General Message Entry program where employees receiving a certain general 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



CHAPTER 13

Data Warehouse (SMS750)

The programs on the Data Warehouse menu allow Aperum.

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.

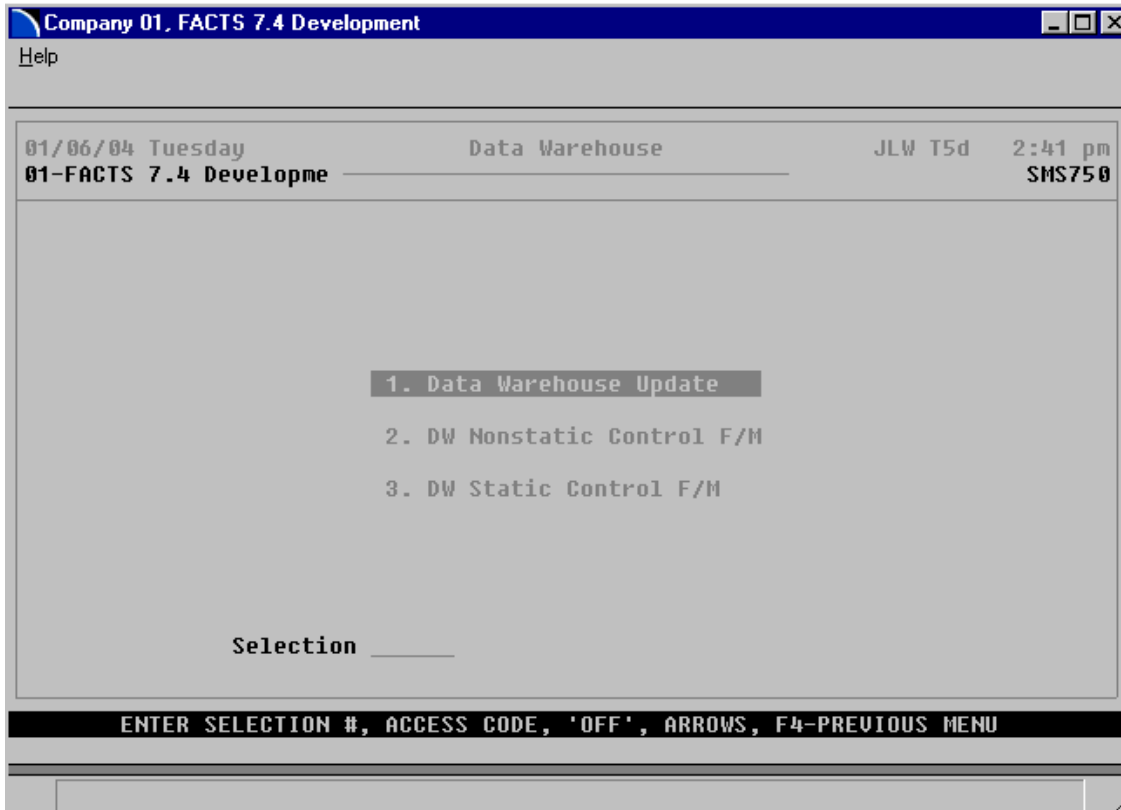
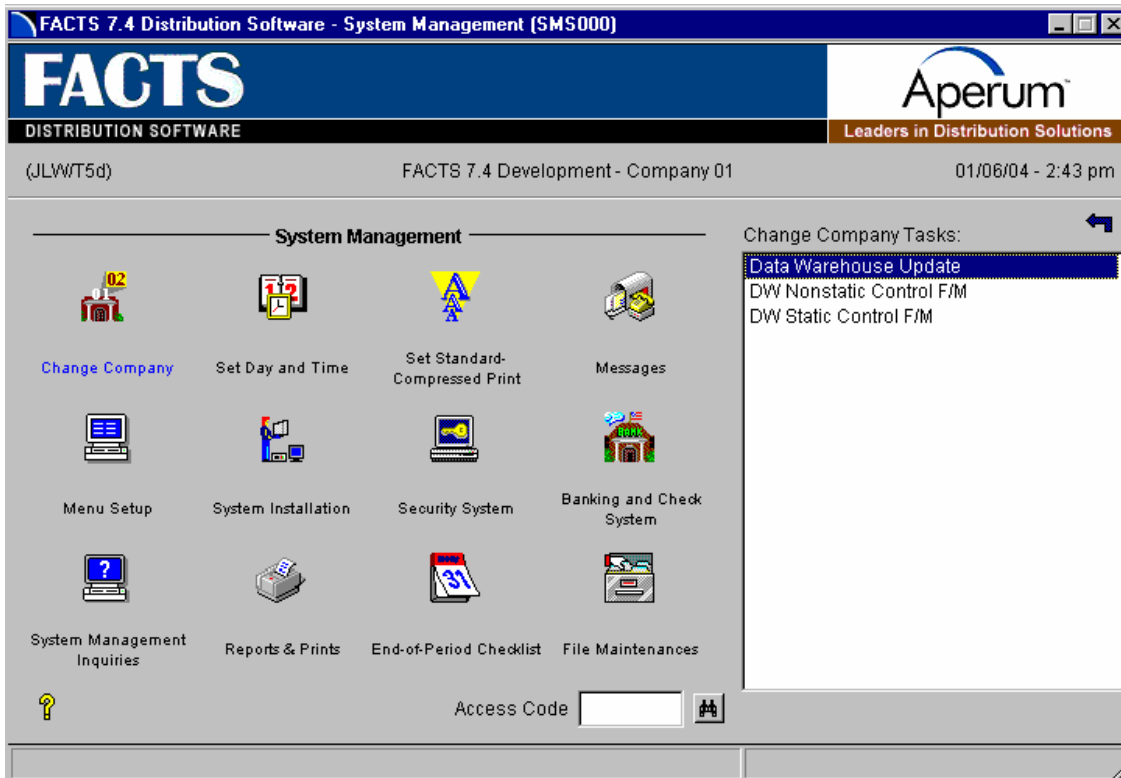
The following programs appear on this menu:

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 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.

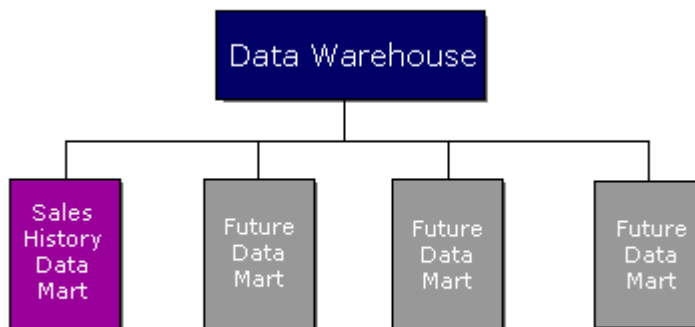
Database Query Tools. Seagate Analysis and Seagate Info 7 are the approved reporting and querying tools for the Aperum Data Warehouse system. These programs enable administrators to create any number of reports from the information in the data warehouse.

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 Aperum 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)

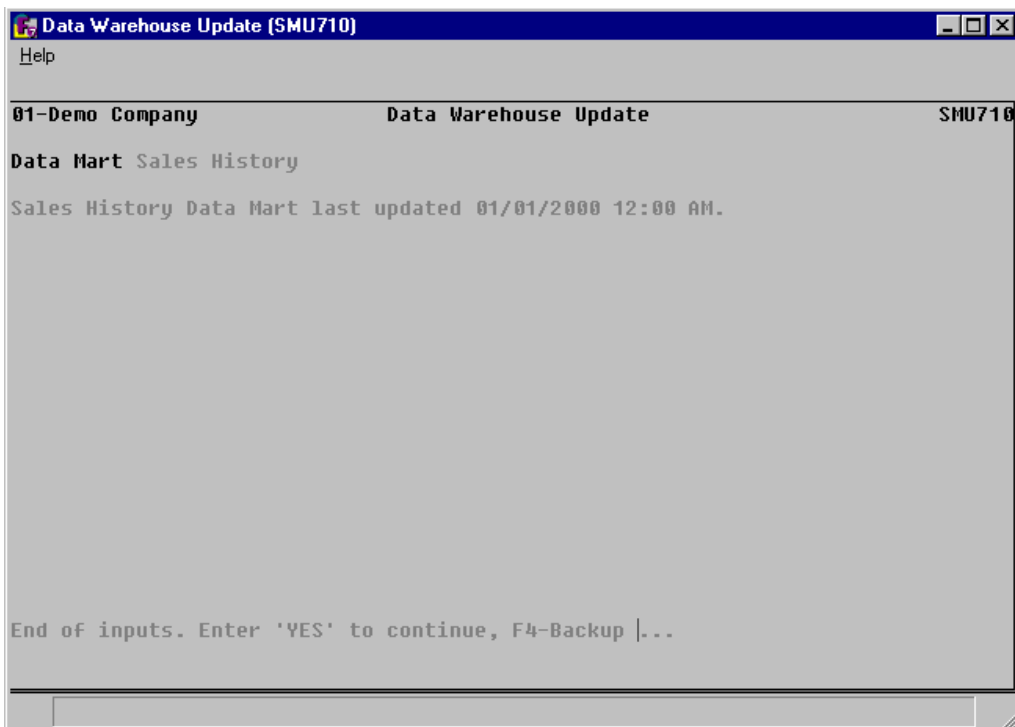
We recommend that you run this program after you run the final Daily Sales Register update for the day.

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.



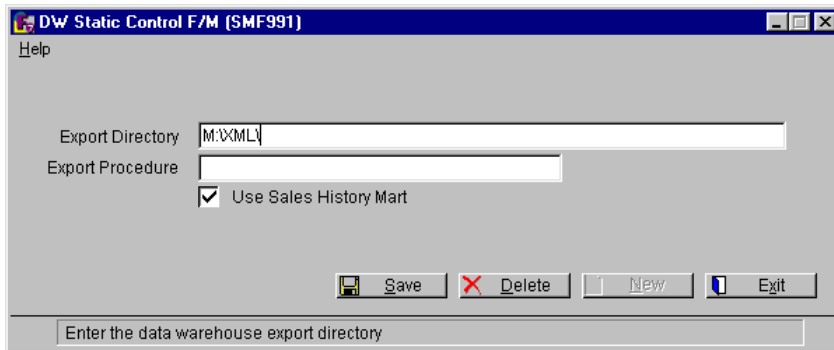
To run the Data Warehouse Update:

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.

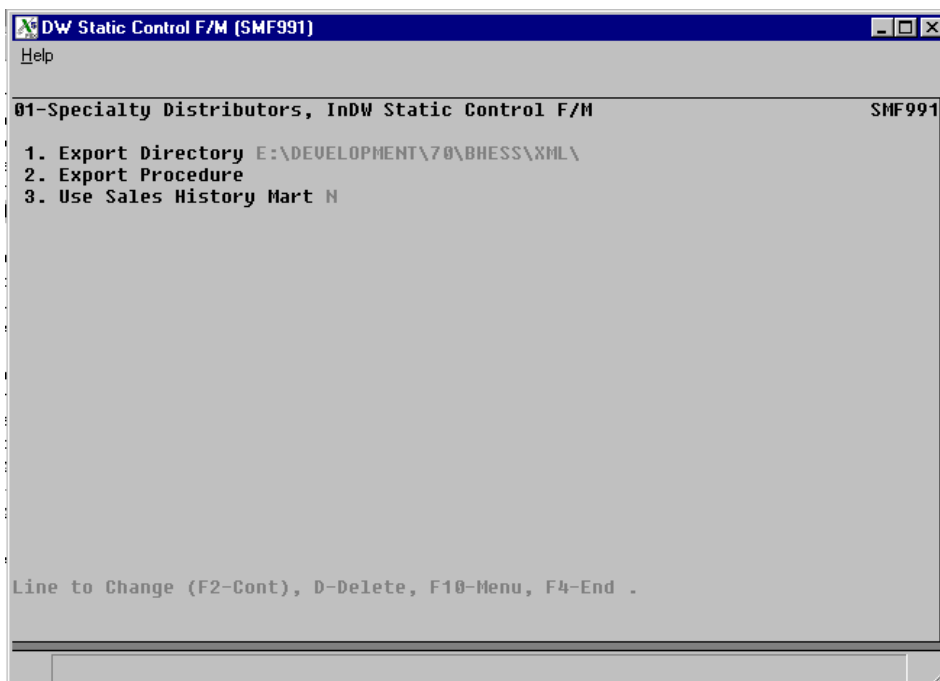
Data Warehouse Static Control F/M (SMF991)

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.

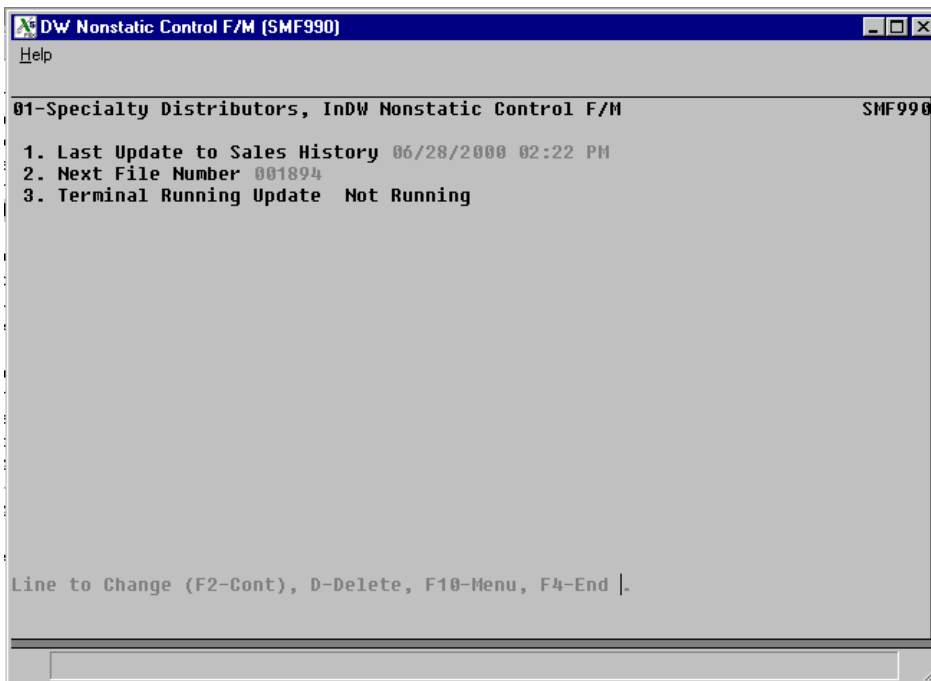
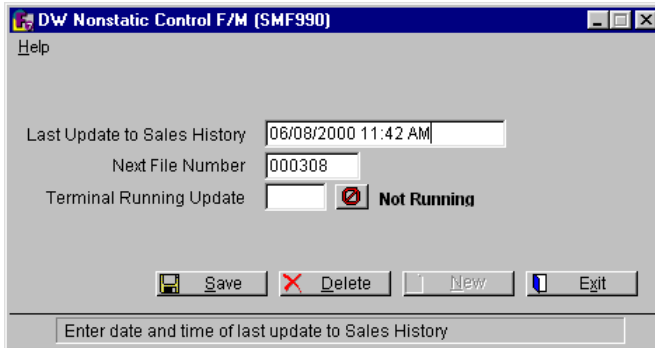
The procedure can be a batch file, script or executable — depending on which operating system you are using — that you have written.

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.

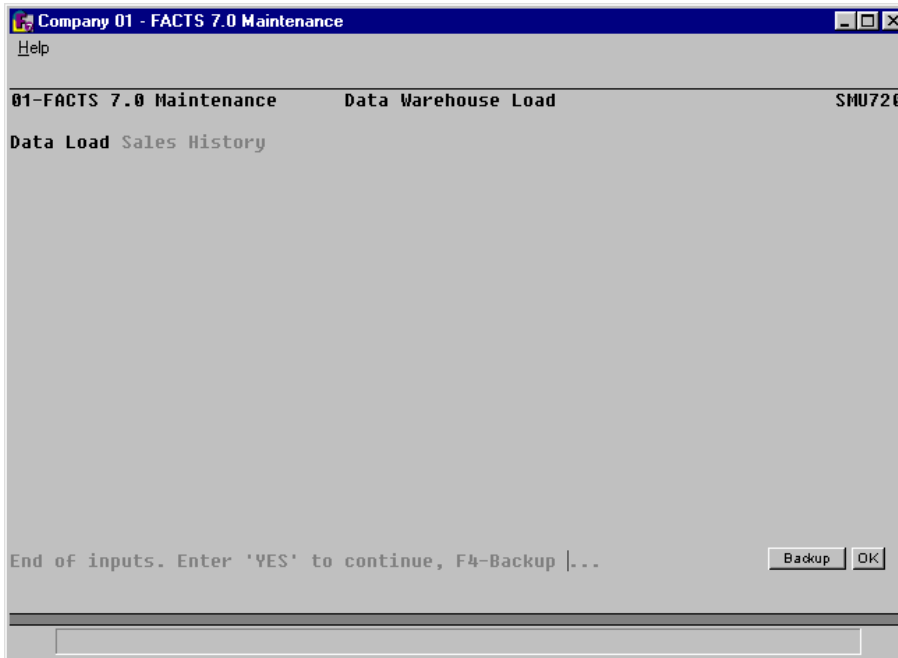
1. **Last update to Sales History.** Displays the date on which the Data Warehouse Update was last run.
2. **Next File Number.** Displays the number that will be assigned to the next XML document.
3. **Terminal Running Update.** When the Data Warehouse Update is running, this field displays the terminal 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.

FUNCTION 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

PROGRAM	NAME	PAGE
SMR510	CHECK LIST	C-3
SMR710	COMPANY LISTING	C-4
SMR720	PROGRAM NAME LISTING	C-5
SMR730	PROGRAM USAGE REPORT	C-6
SMR740	MENU SELECTIONS PRINT	C-7
SMR750	USER TRACKING REPORT	C-8
SMR760	PROGRAM CHANGE REPORT	C-9
SMR770	F/M AUDIT REPORT	C-10
SMR780	HELP TEXT PRINT	C-11
SMR810	EOP CHECKLIST PRINT	C-12
SME710	NOTE ENTRY	C-13

JOB STREAM

PROGRAM	NAME	PAGE
JSR110	JOB STREAM RESULTS PRINT	C-14
JSR120	JOB STREAM LISTING	C-15

OFFICE AUTOMATION

PROGRAM	NAME	PAGE
OAR710	OFFICE PHONE DIRECTORY	C-16
OAR720	EMPLOYEE LISTING	C-17
OAR730	MAILING LABEL REPORT	C-18
OAR740	CALENDR/SCHEDULER PRINT	C-19
OAP710	MAILING LABEL PRINT	C-20

DATE: 03/22/02
 USER: SSI TZ4

DEMO COMPANY
 CHECK LIST

SMR510 PAGE: 1
 TIME: 6:01 PM

BANK 01 FIRST NATIONAL BANK OF ATLANTA
 ALL CHECKS FIRST TO LAST
 PERIOD FIRST TO LAST

CHECK	PAYEE NAME	DATE	MOD	REG#	TYPE	AMOUNT	CLEAR 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
USER: SSI TZ4

DEMO COMPANY
COMPANY LISTING

SMR710 PAGE: 1
TIME: 6:02 PM

COMPANY FIRST TO LAST

CO NAME	ADDRESS	PHONE
01 DEMO COMPANY	69 SOUTH PEACHTREE STREET ATLANTA, GA 30030	(404) 962-9900
02 SECOND DEMO COMPANY	3401 ROSWELL RD. SUITE 100 ATLANTA, GA 30301	(404) 458-6610

COMPANIES: 2

END OF REPORT

DATE: 03/22/02
 USER: SSI TZ4

DEMO COMPANY
 PROGRAM NAME LISTING

SMR720 PAGE: 1
 TIME: 6:07 PM

PROGRAM SME810 TO SMU990

PROGRAM NAME	SECURITY CODE	ACCESS CODE	----- TERMINAL # -----																		
			0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SME810 End-oC-Period Checklist Entry	0		VALID FOR USE PRINTER OPTION NORMAL PRINTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SME910 Help Text Maintenance	0	HELP	VALID FOR USE PRINTER OPTION NORMAL PRINTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SMENPF Switch to EDI	0	DALE	VALID FOR USE PRINTER OPTION NORMAL PRINTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SMF210 Message Entry	0		VALID FOR USE PRINTER OPTION NORMAL PRINTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SMF310 Program F/M	0	PROG	VALID FOR USE PRINTER OPTION NORMAL PRINTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SMF320 Menu F/M	0	MENU	VALID FOR USE PRINTER OPTION NORMAL PRINTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SMF410 User Code F/M	0		VALID FOR USE PRINTER OPTION NORMAL PRINTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SMF420 Password & Security Code F/M	0		VALID FOR USE PRINTER OPTION NORMAL PRINTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SMF430 Escape Code Entry	0	ES	VALID FOR USE PRINTER OPTION NORMAL PRINTER	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

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

	MENU	PROGRAM	SECURITY CODE	ACCESS CODE
BACKUP TO MMS000	APS000	Accounts Payable 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
BACKUP TO APS000	APS100	Accounts Payable 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	
BACKUP TO APS100	APS110	Accounts Payable 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
USER: SSI TZ4

DEMO COMPANY
USER TRACKING REPORT

SMR750 PAGE: 1
TIME: 6:21 PM

USER CODE FIRST TO LAST
DATE FIRST TO LAST
PROGRAM SECURITY CODES ALL

DATE	PROGRAM NAME	SECURITY CODE	IN	TIME	OUT	USED	SINCE 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 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
USER: SSI TZ4

DEMO COMPANY
EOP CHECKLIST PRINT

SMR810 PAGE: 7
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
USER: SSI TZ4

DEMO COMPANY
JOB STREAM LISTING

JSR120 PAGE: 1
TIME: 6:23 PM

JOB STREAM FIRST TO LAST

LN#	PROGRAM DESCRIPTION	CONTINUE IF ERROR	RUN IF PREV ERR	PRINTER #	-----FORM----- SPECIAL WIDTH LENGTH	CHANGE PAPER	#PARTS PAPER COPIES	# #	ESTIMATED # PAGES	RUN 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 153 MAIN STREET LAWRENCEVILLE, GA 30365	404-961-1375	ASK FOR HOWIE	0001
AUTO	MR. GOODPLIER AUTO & TRCK 2937 FARR ROAD ATLANTA, GA. 30021	404-962-2348	MAINTAINS VEHICLES	0002
COMPUTER	SOFTWARE SOLUTIONS 1688 LAWRENCEVILLE HGWY LAWRENCEVILLE, GA 30244	404-962-9900	COMPUTER SOFTWARE	0005
ELECTRIC	GEORGIA ELECTRIC SUPPLIES 2563 INDUSTRIAL PARK ATLANTA, GA 30592	404-687-3243	INTERNAL ELEC NEEDS	0007
FACTS	SOFTWARE SOLUTIONS 1688 LAWRENCEVILLE HGWY LAWRENCEVILLE, GA 30244	404-962-9900	COMPUTER SOFTWARE	0005
FOOD	NOONAN LUNCH PARLOR 1440 DAVIS MILL	968-0088	CALL AHEAD	0013
FORMS	THE PRINTING COMPANY 456 WESTON AVE SUITE #2 ATLANTA, GA. 30021	668-3990	FORMS PRINTING	0012
GEORGIA EL	GEORGIA ELECTRIC SUPPLIES 2563 INDUSTRIAL PARK ATLANTA, GA 30592	404-687-3243	INTERNAL ELEC NEEDS	0007
INSURANCE	AAA LIFE INSURANCE 23 WESTPOINT DR. SANDY SPRINGS, GA 30555	501-382-8800	COMPANY INSURANCE	0006

PHONE LISTINGS: 09

END OF REPORT

DATE: 03/22/02
 USER: SSI TZ4

DEMO COMPANY
 EMPLOYEE LISTING

OAR720 PAGE: 1
 TIME: 6:25 PM

EMPLOYEE FIRST TO LAST

EMPLOYEE NAME	TITLE	PHONE
ANNE ANNE M. FRANKLIN 567 W. MONTANA STREET DALLAS, TX. 75332	WHSE STOCK CLERK dept WHSE loc DALLAS	214-984-2894 214-984-0322
BOB ROBERT JOHNSON 4378 SOUTH LAKE DR. MORROW, GA 30351	ADVERTISING MANAGER dept SALE loc SOUTH BR	404-962-9901 404-366-9345
DALE DALE A. MARTIN 75 N. BUFORD HWY #B ATLANTA, GA. 30321	STAFF ACCOUNTANT dept ACCT loc EXT. 335	404-962-9904 404-237-7769
DANIEL DANIEL SIMMONS 12409 FARMDALE LANE APT. #26B DALLAS, TEXAS 75233	JR. SALESPERSON dept SALE loc SW BRANCH	214-984-9343 214-455-3009
GREG GREGORY BILLINGS 4728 JOHNSTON DR FORREST PARK, GA 30050	V.P. IN CHARGE OF SALES dept SALE loc EXT 25	404-962-9901 404-366-6935
MARY MARY ELIZABETH JONES 251 CLAIRMONT ROAD #21 ATLANTA, GA. 30345	ORDER ENTRY CLERK dept ACCT loc EXT 330	404-962-9904 404-721-0779
NEIL NEIL J. ERICKSON 29 N. DRUID HILLS ATLANTA, GA. 30340	WAREHOUSE CLERK dept WHSE loc ATLANTA	404-962-9904 404-449-0001
RON RONALD PATTEN 1975 WEST PINE STR. HAPEVILLE, GA 30049	SALESPERSON dept SALE loc EXT 301	404-962-9901 404-564-3801

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

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 given 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/DUPLICATE 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 exist, or a file being created exists 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-INTEGERS) 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 locate 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.

