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## Overview

We thank you for your confidence in purchasing FACTS. We, at Software Solutions, feel that you will find this asset management tool to be one of the most outstanding software packages on the market. Considerable time and effort has been spent to ensure that this system is comprehensive, yet practical and easy-to-use.

This manual consists of the following sections:

- Using Your Manual
- Using Your System
- System Overview
- Program Index
- Program Section
- Troubleshooting
- Appendix
- Sample Reports.

### Using Your Manual

This section describes the contents and format of this manual, and you must read this first to get an idea of the information provided. It contains a brief discussion of the installation and gives instructions and suggestions on each section.

### Using Your System

This section discusses the basic procedures in using the FACTS System and is very helpful to users of the system. The section titled "What Every User Needs to Know" is a **MUST READ** section before you begin using your system.

### System Overview

After reading this section, you should have a general understanding of the system. First, it contains an overview of each module and a section describing the interaction of the modules. Second, there are flowcharts of the FACTS System, the Banking and Check System (if it pertains to this module), the job cost interaction with this module (if it pertains) and the programs within each module. Third, there is a section on "Posting to General Ledger." You will need to study this carefully, even if your company is not installing general ledger. Fourth, there is a section of suggested procedures for each module: which programs to use on a daily, weekly, or period (monthly) basis. Finally, there is a detailed procedure on closing out each period. This contains a checklist of programs to run at the end of every period and a description of what the closeout procedures will do.

## Program Index

This section is a table of contents organized by the menus of the module. It provides the page number in the program section and access code for each program in the system (see next paragraph).

## Program Section

This section documents details in every program. It includes the function of the program, describes the user inputs in the program, and summarizes file activity.

The programs are listed in the menu order by module. There is an overview preceding each menu that explains the interaction of the programs within the menu.

There are two points to be made about this section:

1. F4 is rarely used in documenting each user input because it is used virtually the same way for every input in every program, i.e., to back up, exit, or end.
2. A section titled "References" is at the end of the module program section. When you see a reference to a number in an input description such as (ref. #4), refer to the indicated number in this section for more detailed information about the input.

## Troubleshooting

This section is technically oriented and may help you if a problem arises. It explains what to do if an error occurs and what each error means. Also, there is a section on missing data, full files, and record lockout.

## Appendix

This section contains two sections. First, it provides a list of files used by the system. Information on each file includes the description, type, key size, bytes/record, number of records, when records are created and deleted, and when the file is used. Second, it provides a glossary of terms. Please refer to this glossary for a definition of terms used in this manual for this module and related terms from other modules.

## Sample Reports

This section provides a sample printout of most of the reports and prints in this module. A directory is included with a list of each report and the page number in the section.

## Installation

The system is usually installed by the dealer, who has received the *Installation Manual* to perform the installation properly. This manual takes you step by step through the installation menus that are set up to give instructions on how to set up parameters and load data.

The installation consists of several steps. First, the dealer installs the Basic language. Once the language is installed, the FACTS programs may be loaded down. From there, the dealer needs to ask you specific questions about the volume of business. For example, how many invoices are generated a day, how many checks are received each day for payment, etc. These answers are then entered into the survey system by the dealer, and the data files will be defined on the disk at the correct size for the company. Once the data files are set up, the dealer will set up parameters of the system.

The dealer should provide file load sheets so that the required information can be compiled for each customer, item, etc. Not only are these sheets a convenient place to gather information, but will be a great help loading the information into the system as they are laid out identically to the format of the screens.

Sample forms are provided so that forms which fit the standard software may be ordered with the users company name, address, logo, etc. If forms, other than these standard forms are to be used, program modifications may be necessary. The sample forms include AP—check, AR—statement, invoice, past due notice (dunning letter), ER—reservation/contract/invoice and delivery/pickup ticket, IC—transfer ticket, JC—estimate, invoice, PO—purchase order, PR—check and SO—quote, workorder, invoices (2), counter sales slip and shipping label. On all forms (except checks) a flag may be set to tell the system whether to print on the preprinted form or whether to print on blank paper (i.e., all the lines of the form will print) to look like the document. It is your decision as to which preprinted forms should be produced prior to live processing. It can take anywhere from 2-6 weeks for the forms to be printed depending on their complexity. Therefore, a prompt decision on forms is critical so they can be delivered in time for live processing. Keep in mind that live processing may begin while printing on blank paper and at any time the flag can be changed to tell the system to print on a preprinted form.

Once the information has been loaded (including any historical data), processing may begin. Please keep in mind that the system **MUST** be set up correctly according to the *Installation Manual*. Make sure the person responsible for a successful installation has read the *Installation Manual* from cover to cover.

## Instructions and Suggestions

If you are a first time user, please read through the sections "Using Your Manual," "Using Your System," and "System Overview" prior to the installation. These sections provide a better understanding of the system and a working knowledge of the software.

Sit down with the dealer and work out a schedule of when he/she will have his/her part done (installation) and when you will have your part done (gather data and load into system). The installation of a new computer system will take some extra work because you are putting in the new system as you continue running your business. However, once the system has been installed and you are up and running, the extra time you put in to get the system going will well be worth it. You will have more time, more audit trails, and more reports for management than ever before.