Infor ERP FACTS

System Management

Release 7.7

Copyright Notice

CONTENTS

System Management

Using Your System Management Manual

Overview

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

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

Using Preprinted Forms in FACTS

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

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

- **AP –** check

- **AR** - statement, invoice, past due notice (dunning letter)

- **IC -** transfer ticket

- **JC** - estimate, invoice

- **PO** - purchase order

- **PR –** check

- **SO** - quote, pick ticket, invoices (2), counter sales slip, UPS shipping label and bill of lading.

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

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

- SO Document Print Control
- AR Statement Print Control
- AR Invoice Processing Control

- AP Check Print Control
- JC Static Control
- AR Dunning Letter 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:

 Change Company

 Set Day and Time

 Set Compressed Standard Print

Nine submenus fall under the System Management master menu:

 Messages

 Menu Setup

 Security System

 Banking & Check System

 Data Warehouse

 Inquiries

Reports & Prints

End-of-Period

File Maintenances

File Maintenances

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

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

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

System Security

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Menu Setup

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

Messages

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

Banking and Check System

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

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

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

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

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

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

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

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

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

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

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

Inquiries

The following inquiries are available in the System Management module:

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

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

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

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

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

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

Reports and Prints

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

1. The Company Listing provides a list of all companies, addresses and phone numbers on the system.

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

3. The Program Usage Report provides a list of each program defined and lists the menus containing the program.

4. The Menu Selections Report prints a range of menus (as determined by the user) which may be helpful in setting up security.

5. The User Tracking Report prints a list of users using the system as to which programs are accessed and the time used (if the **User Tracking** flag is set to Y in the System Control F/M). (See the section on the user tracking in the overview section.)

6. The Program Change Report prints a list of program changes from the Program Change F/M. The user (affiliate) enters program changes. If no program changes are entered, this report will not be used.

7. The F/M Audit Report prints a list of any changes made to the file information through file maintenance programs. This information is limited to file maintenance programs where an audit trail is being kept for changes (as set in the Program Name F/M).

8. The Help Text Print provides all the help text available by help code.

9. The SM Code List prints a list of various SM codes including terminals, printers, banks, branches and files.

End-Of-Period

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

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.
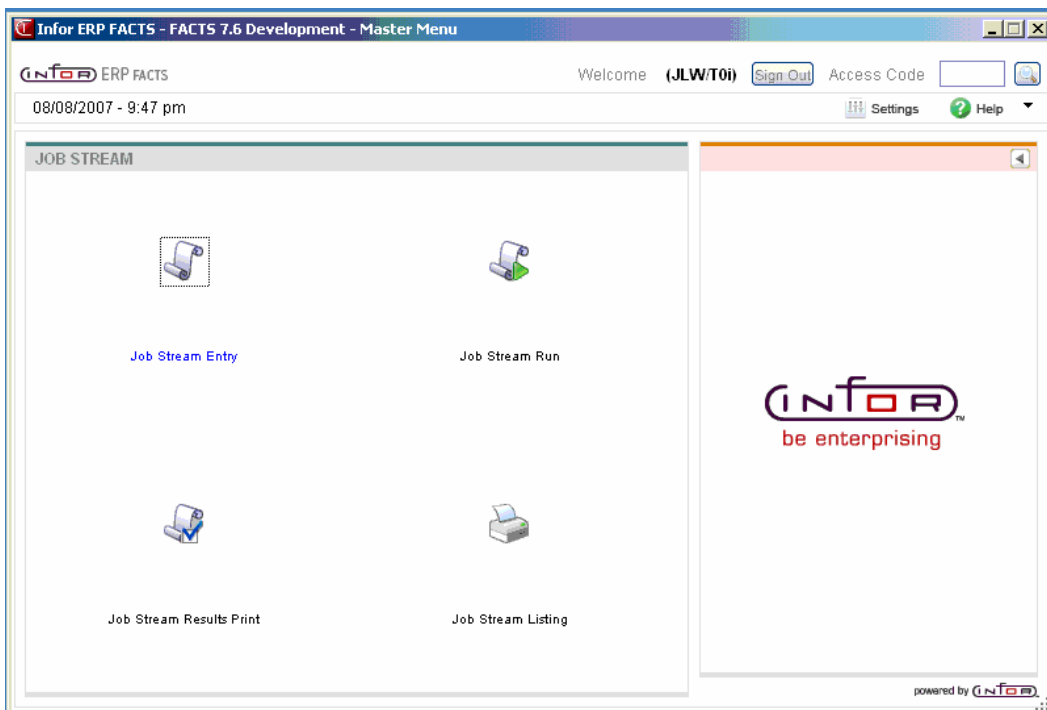
Office Automation

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.

Program

Register or report with optional update

Report

File

FACTS Module
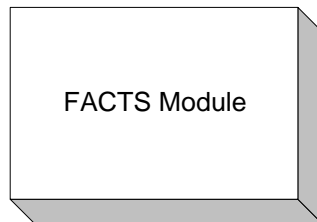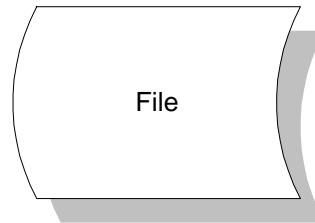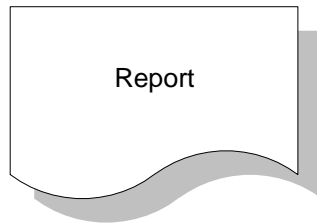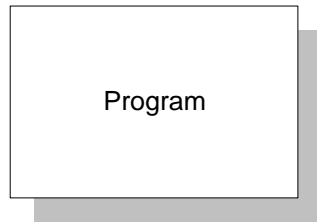
System Management Menu Management

```
┌─────────────┐      ┌─────────────┐      ┌─────────────┐
│             │      │             │      │ Device Usage│
│  Menu F/M   │      │ Program F/M │      │   Update    │
│             │      │             │      │             │
└─────────────┘      └─────────────┘      └─────────────┘
```

```
┌─────────────┐
│ Security Code│
│    Setup     │
└─────────────┘
```

```
  Menu File          Program
  (SMSLCT)           Name File
                     (SMNAME)
```

```
┌─────────────┐
│ Password &  │
│Security Code│
│    F/M      │
└─────────────┘
```

```
┌─────────────┐
│             │
│ Menu Driver │
│             │
└─────────────┘
```
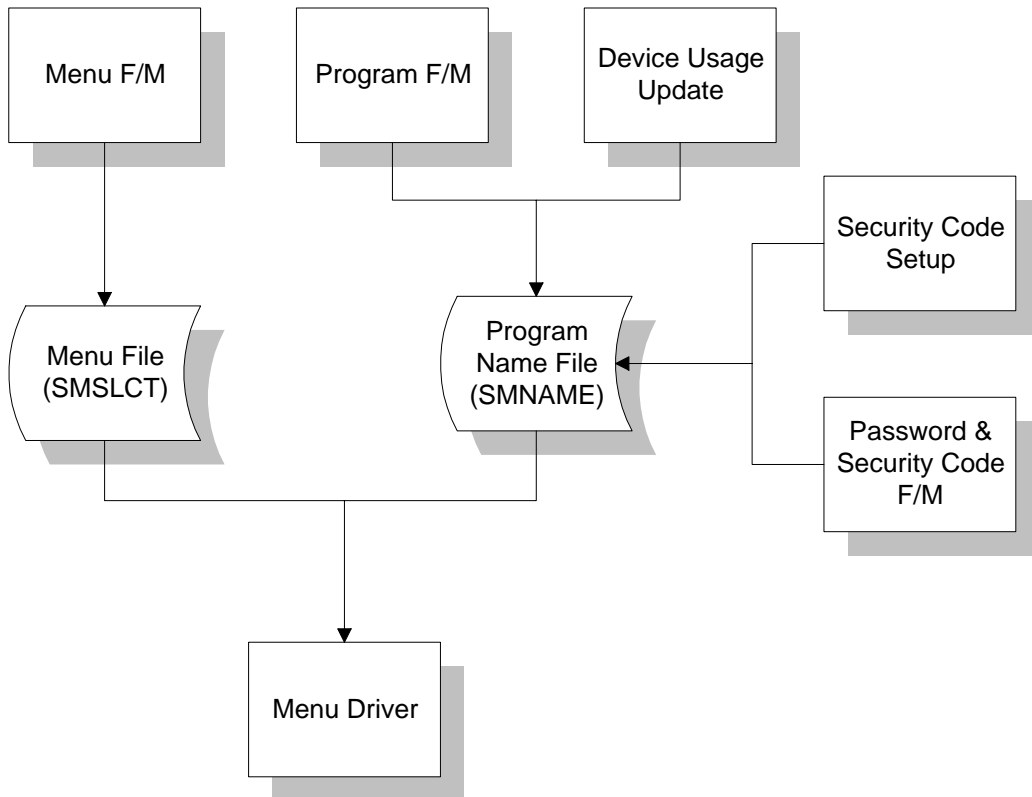
System Management Banking System

Use Deposit System?

Y

N

Transaction Type?

Direct:
Cash Transactions are written directly
to new Bank Transaction File from:
- AP Check Register
- PR Check Register
- Returned Check Register
- Deposit Entry Register

Cash Transactions are written directly
to new Bank Transaction File from:
AP Check Register
PR Check Register
SO Daily Sales Register
AR Sales Register
AR Cash Receipts Register
 Returned Check Register

Indirect:
Cash Transactions are written into
holding file from:
SO Daily Sales Register
AR Sales Register
AR Cash Receipts Register

Deposit System:
Deposit Entry consumes the
transactions in the **holding** file and
creates Bank Transaction records.

Bank Transactions are cleared using
Bank Reconciliation Program.

System Management Job Stream

```
┌──────────────┐                    ┌──────────────┐
│              │                    │   Program    │
│  Job Stream  │◄───────────────────│  Name File   │
│    Entry     │                    │  (SMNAME)    │
│              │                    │              │
└──────────────┘                    └──────────────┘
        │
        ▼
┌──────────────┐                    ┌──────────────┐
│  Job Stream  │                    │  Job Stream  │
│     File     │───────────────────►│   Listing    │
│  (JSJOBS)    │                    │              │
└──────────────┘                    └──────────────┘
        │
        ▼
┌──────────────┐                    ┌──────────────┐
│              │                    │  Job Stream  │
│  Job Stream  │◄──────────────────►│  Status File │
│     Run      │                    │  (JSTERM)    │
│              │                    │              │
└──────────────┘                    └──────────────┘
        │
        ▼
┌──────────────┐
│  Job Stream  │
│ Results File │
│  (JSRSLT)    │
└──────────────┘
        │
        ▼
┌──────────────┐
│  Job Stream  │
│ Results Print│
│              │
└──────────────┘
```

System Management Office Automation

Infor ERP FACTS
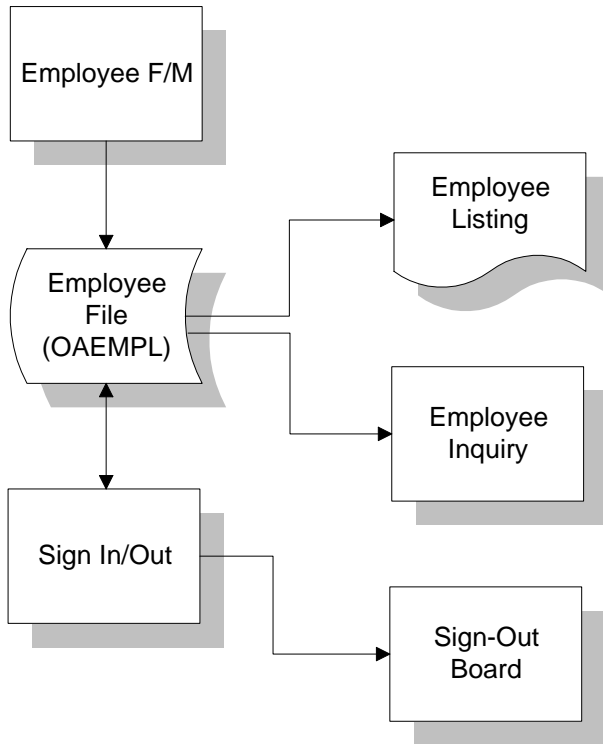
Programs

The programs located on the System Management Master Menu should be run
by the System Administrator.
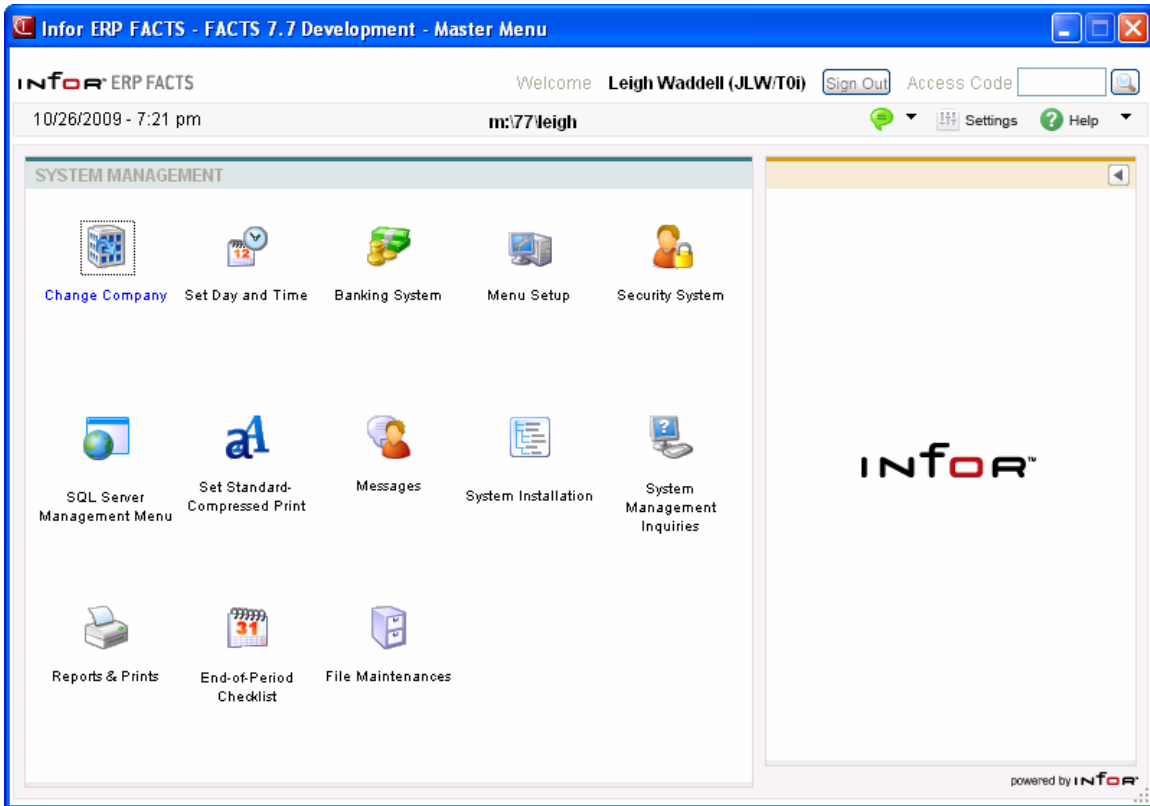
Change Company (SMU110)

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 Fields

The following fields 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.
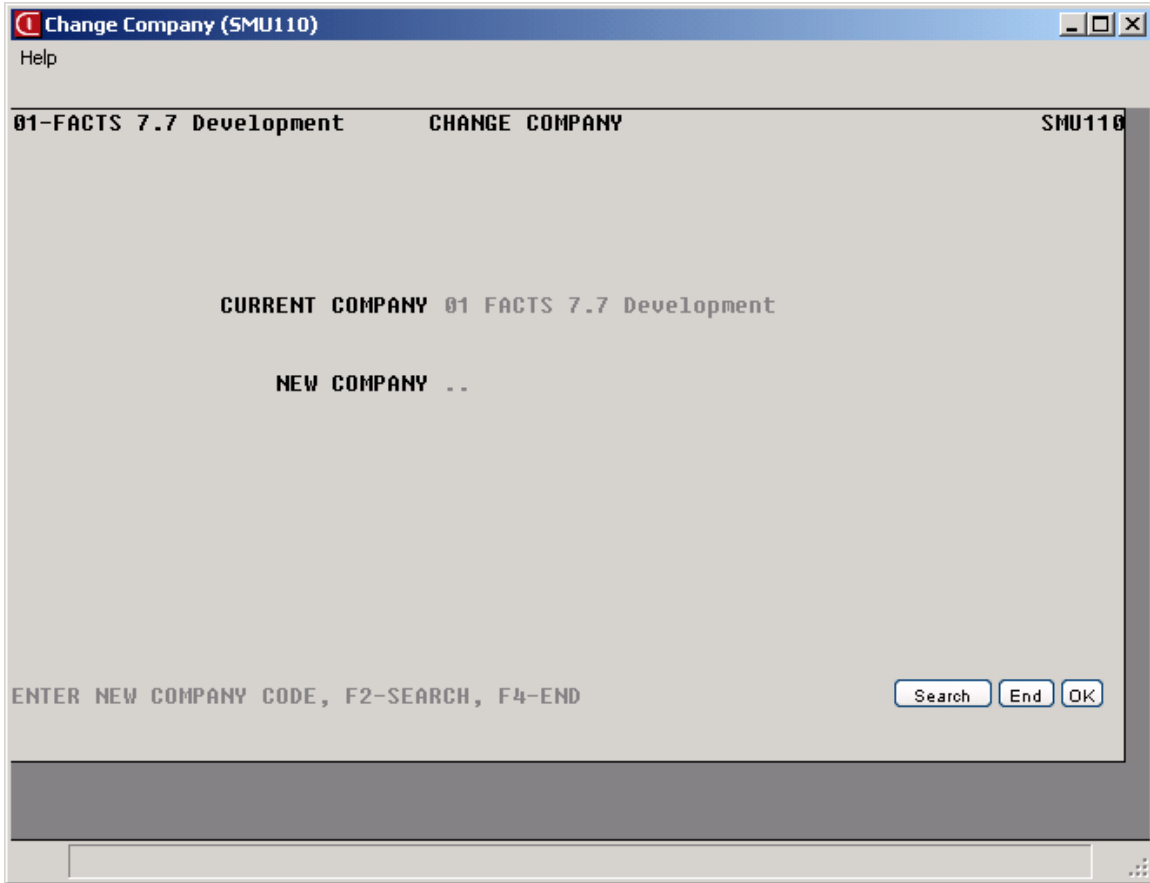
Set Day and Time (SMU120)

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 Fields

The following fields 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** field 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.

Set Day and Time (SMU120)

Help

```
01-FACTS 7.7 Development        SET DATE & TIME                      SMU120


          SYSTEM DATE IS - 05/19/08          NEW DATE - |........
                                                         MM/DD/YY
          SYSTEM TIME IS -  2:16 PM          NEW TIME -
                                                         HH:MM ?M




ENTER NEW SYSTEM DATE (CR=TODAY), F4-END              [ Today ] [ End ] [ OK ]
```

How to set the date and time for your terminal

1. Access this program selecting System Management→Programs→Set Day and Time.

2. The system displays the current system date and time.

3. In the New Date field, 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 field, 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 field is skipped and is set to the current system time.

5. In the Correct Date And Time field, 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 Fields

The following fields 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 field #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.

Set Standard- Compressed Print (SMU130)

Help

01-FACTS 7.7 Development   SET STANDARD/COMPRESSED PRINT   SMU130

PRINTER ..

MODE

UPDATE FILE

ENTER PRINTER #, F2-SEARCH, F4-END   [Search] [End] [OK]

How to set the date and time for your terminal

1.   Access this program selecting System Management→Programs→Set Day and Time.

2.   The system displays the current system date and time.

3.   In the New Date field, 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 field, 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: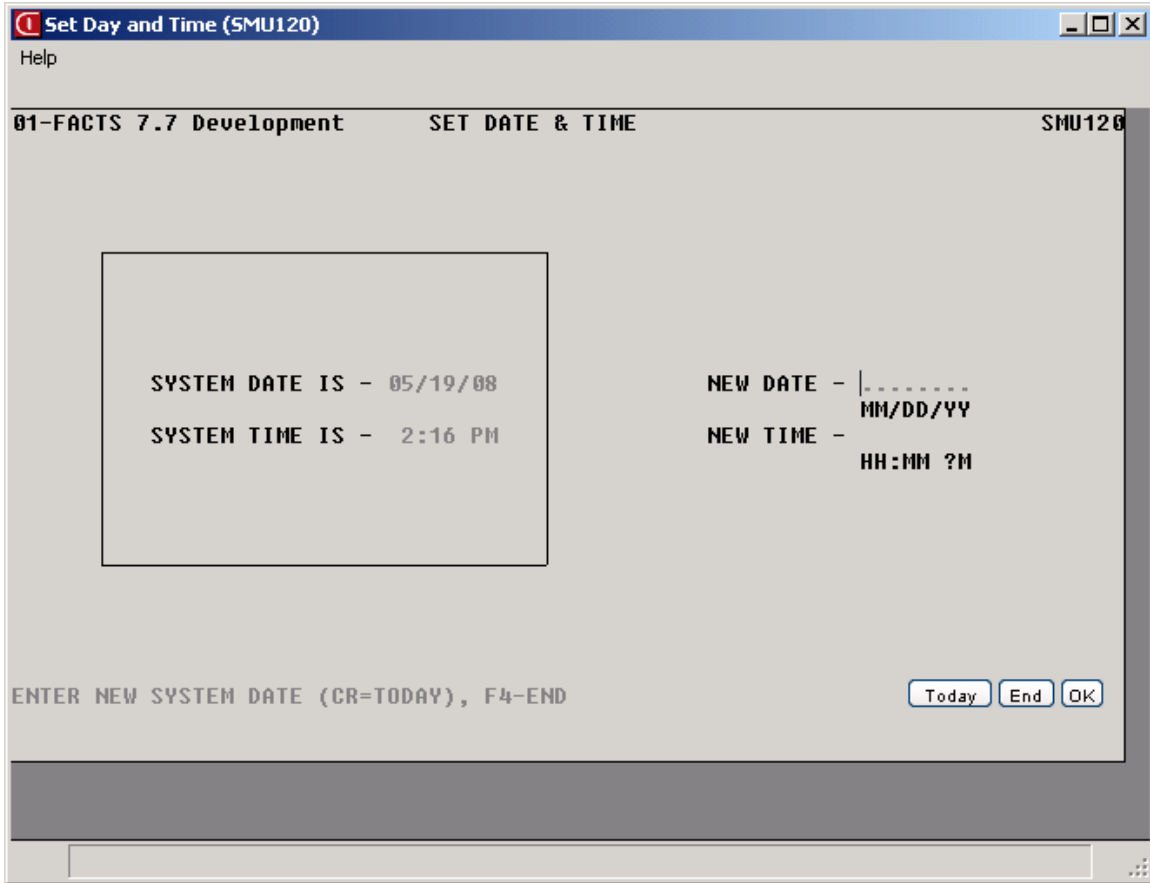 If you are not logged onto your system as the super user, the new time field is skipped and is set to the current system time.

5.   In the Correct Date And Time field, 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.

CHAPTER 4

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.

Test Conversion to SQL Server (SMU815)

Function

This program will test the conversion of ProvideX data files to SQL Server by copying the data for specified modules from select ProvideX data files. Note that this is a test program and does not make any permanent changes to the FACTS system.

When you first access Test Conversion to SQL Server (SMU815), the program displays a message indicating the above. Select **OK** to continue or **Cancel** to return to the FACTS SM SQL Conversion menu.

If you select OK, the system displays the following message:

Caution: This conversion requires that the ProvideX DataDictionary has the latest file definitions. If there have been any data file structure changes since the last time the Data Dictionary Update was run, you must run the Data Dictionary Update now. Would you like to run the Data Dictionary Update program now?

Select **OK** to continue and run the Data Dictionary Update program or **Cancel** to access the Test Conversion to SQL Server (SMU815) without running the Data Dictionary Update program.

User Fields

Complete the following fields to run the Test Conversion to SQL Server (SMU815) program:

1. ODBC Data Source Name

The data source name being used for this company. Press **F1** or to the connection.

2.   Module

The module code for the module being converted. For example, enter SA for Sales Analysis.

3.   Database Name

For the module specified above, enter the database name and directory location for the module's database.

4.   Log File

Enter the directory path and file name for the log file.

Press **OK** save the information or **Cancel** to discard your changes and return t the SQL Server Management Menu.
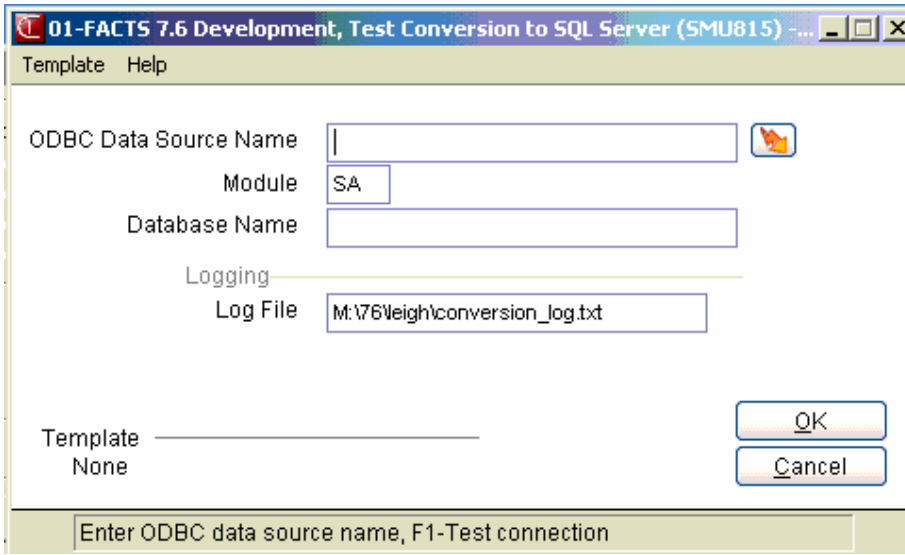
Live Conversion to SQL Server (SMU810)

Function

This program converts selected ProvideX data files to SQL Server by copying the data for specified modules from select ProvideX data files.

Caution: This conversion requires that the ProvideX DataDictionary has the latest file definitions. If there have been any data file structure changes since the last time the Data Dictionary Update was run, you must run the Data Dictionary Update now.

When you first access Live Conversion to SQL Server (SMU815), the program displays a message indicating the following:

The conversion to SQL requires that everyone be out of the company you are converting. If you continue by selecting **Yes**, the system displays the User Management (SME900) program, where you are able to see the users on the system.

The option to lock out all users is automatically set. When all users are out as indicated by the browser in the lower portion of User Management, exit the program, and the system displays the Live Conversion to SQL Server (SMU815) screen.

Note that the API Toolkit sessions will appear in the User Management (SME900) program. The ProvideX Web Server and/or the API Polling (SMU954) program must be stopped manually before you will be allowed to proceed.

Select **No** to return to the FACTS SM SQL Server Management Menu.

User Fields

Complete the following fields to run the Live Conversion to SQL Server (SMU815) program:

1. ODBC Data Source Name

The data source name being used for this company. Press **F1** or to the connection.

2.   Module

The module code for the module being converted. For example, enter SA for Sales Analysis.

3.   Database Name

For the module specified above, enter the database name and directory location for the module's database.

4.   Log File

Enter the directory path and file name for the log file.

Press **OK** save the information or **Cancel** to discard your changes and return t the SQL Conversion menu.

Rebuild Prefix File (SMU820)

The program allows the system to attempt to rebuild the prefix file. It requires that the current user has exclusive access to SMPFxx. Anytime you change the Data Source Name, FACTS will warn and prompt you to rebuild the prefix file.
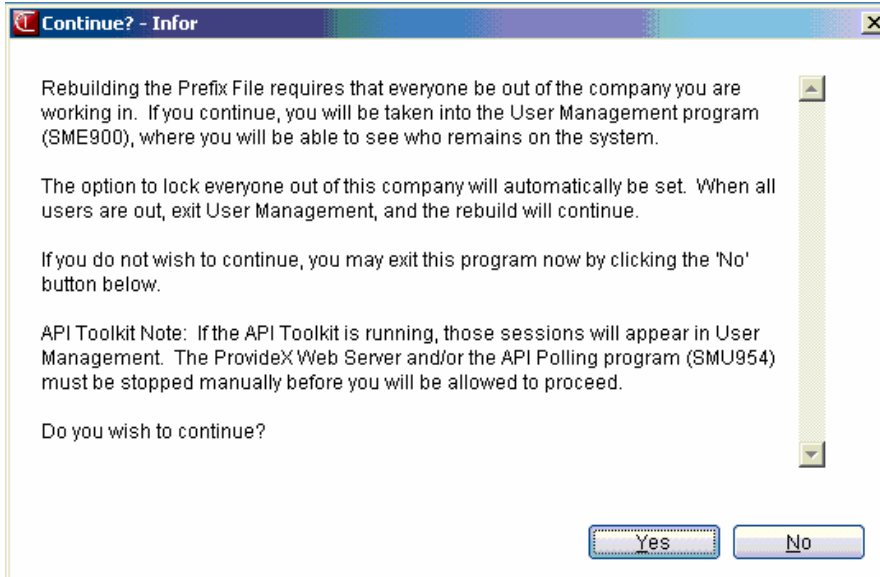
Data Dictionary Update

The Data Dictionary Update program is a processing program that ensures that the ProvideX DataDictionary has the latest file definitions. If there have been any data file structure changes, run this program prior to any data file conversion.
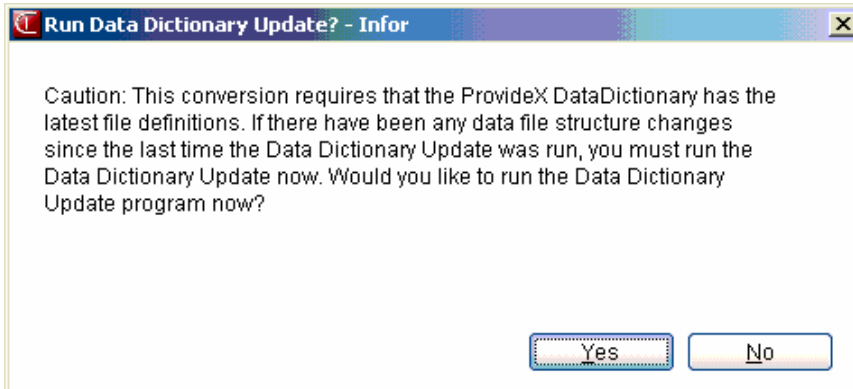
User Management (SME900)

Use the User Management (SME900) program to monitor user activity and remove users from the system or by company. Refer to Chapter 6, Security System for details.

Converting FACTS Sales Analysis to Use an SQL Database

FACTS Sales Analysis data files are now available in an SQL Server 2005 external database.

When a user wants to make the switch from using ProvideX to using SQL Server for maintaining certain data files, the user can run a conversion program to move the data in those files to tables in SQL Server. This conversion can be done at anytime, but it is a one-way conversion process; we are not providing a way to convert the SQL Server tables back to ProvideX data files.

The conversion program must be run separately for each module within each company. When the program is run, the data in the files flagged for use in SQL Server will be moved from ProvideX files to SQL Server tables. The data in the old files will be saved and placed in a new directory. From then on, FACTS will be communicating with the SQL Server tables instead of the ProvideX files.

The conversion process will be explained in detail in the user and technical documentation.

Overview

ProvideX has a feature called a Prefix File. A prefix file is essentially a cross-reference from a given file name as it appears in an OPEN statement with the actual path to the device to open. When an OPEN statement is issued, ProvideX looks for a key in the prefix file that exactly matches the file being opened. If it find is, it instead opens what it finds in the record of the prefix file.

So the standard FACTS code does not change if it's running against SQL or not, neither does it care.

What is CRITICAL is that the OPEN statements refer to EXACTLY what appears in the prefix file. That should ALWAYS be "data/"+module+"/"+file. The data MUST be lower case; the slashes MUST be forward slashes; the file name MUST be in upper case; and NOTHING else (including a path name) may be used.

If you have a modification that opens files with a full path, uses back slashes, or changes case, etc., these will FAIL when running against SQL.

Note that FACTS will be migrating other modules to SQL in the future, and this requirement will apply to each module moved.

Further, the integration to SQL is flexible. The decision to move to SQL is company-specific. Each company's data may be in different instances of SQL Server, the same instance of SQL Server, or ProvideX.

To accomplish this, the ProvideX prefix file must be specific to the company. When changing company, the prefix file in use must be changed. Also as a result, it may not be possible to access one company's data while signed into another company.

Similarly, if you have not signed into FACTS, no prefix file is in effect, so you will only be able to see that data still stored in the ProvideX file system.

UTLOOK will not be usable for files that have been migrated to SQL while signed into that company.

Finally, DO now controls which files in SA will be converted to SQL. If you have companion files in SA which you also want to migrate to SQL, it is easiest to update the DO record to flag them as SQL Server Eligible prior to running the Conversion program, as it will pick up these files and move them for you.

Details on how to prepare your files for migration to SQL will be communicated in the release

technical training sessions.

The SQL migration process requires that the ProvideX data files have the data dictionary embedded. We utilize ProvideX utilities to generate table definitions, and these utilities work off the ProvideX data dictionary. Be sure that your files have fully-defined DO entries, with ODBC aliases, etc., so DOU100 can embed the dictionary prior to running the SQL conversion.

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.
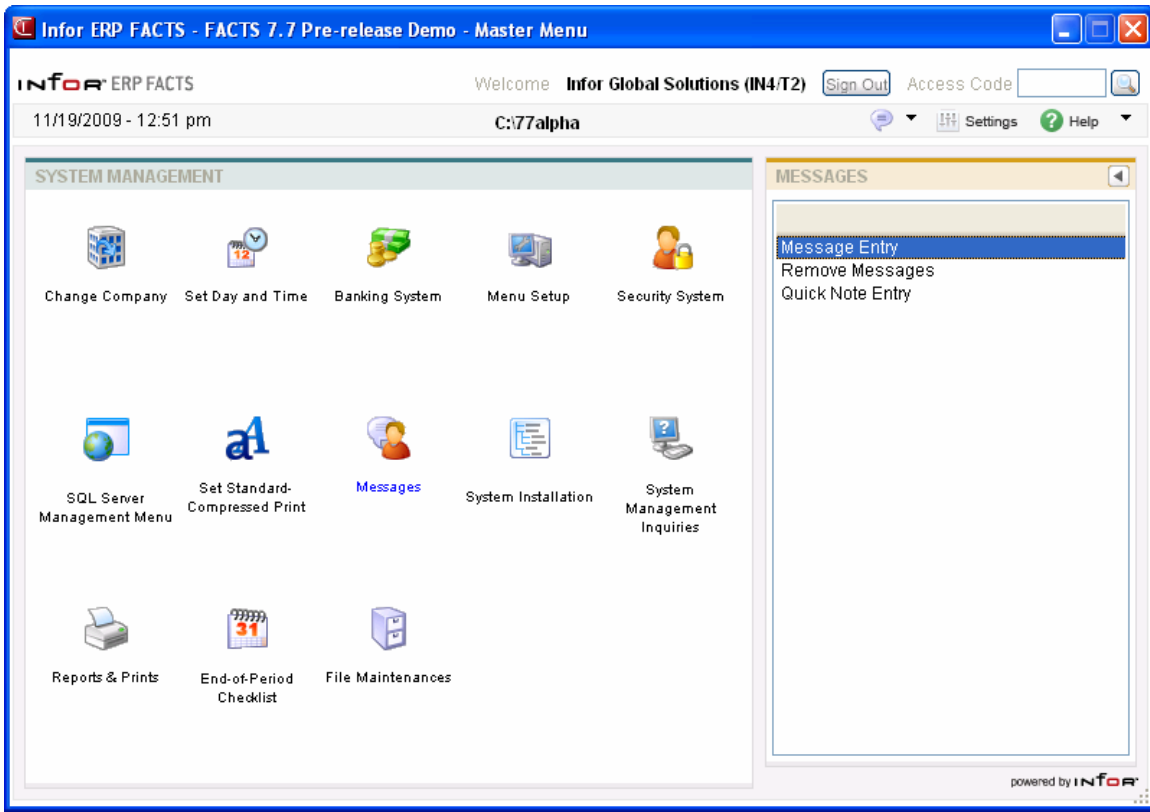
Message Entry (SMF210)

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 Fields

The following fields 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. Press Enter (CR) to default to MMS000 (master menu).

2. Date

Enter the date this message is to appear (ref. 1). Press Enter (CR) to default 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. Press Enter (CR) to default 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.

```
01-FACTS 7.7 Development, Menu Message F/M (SMF210) - Infor          _ □ ×
Help


   Menu   │
   Date    05/19/2008      Monday
   User    ALL      [AL][🔍]


        ┌─Message────────────────────────────────────────┐
        │  ┌──────────────────────────────────────────┐  │
        │  └──────────────────────────────────────────┘  │
        │  ┌──────────────────────────────────────────┐  │
        │  └──────────────────────────────────────────┘  │
        │  ┌──────────────────────────────────────────┐  │
        │  └──────────────────────────────────────────┘  │
        │  ┌──────────────────────────────────────────┐  │
        │  └──────────────────────────────────────────┘  │
        │  ┌──────────────────────────────────────────┐  │
        │  └──────────────────────────────────────────┘  │
        │  ┌──────────────────────────────────────────┐  │
        │  └──────────────────────────────────────────┘  │
        └────────────────────────────────────────────────┘

                        [  Save  ] [  Delete  ] [  New  ] [  Exit  ]

 Enter menu to display message, F3-First Record
```

How to enter system messages

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

2. In the Menu field, 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 field, 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 field, 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) field, 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 Fields

The following fields are involved in removing messages:

1. Beginning Menu

Enter the beginning menu from which to remove messages. Press Enter (CR) to default to FIRST.

2. Ending Menu

Enter the ending menu from which to remove messages. Press Enter (CR) to default to LAST.

3. Cutoff Date

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

4. User

Enter the user code of messages to be removed. The entry must be a valid user. Press Enter (CR) to default to ALL.

Remove Messages (SMU210)

Help

01-FACTS 7.7 Development   MENU MESSAGE REMOVAL   SMU210

THIS PROGRAM WILL REMOVE MENU MESSAGES BASED ON THE CRITERIA ENTERED BELOW.

BEGINNING MENU |......

ENDING MENU

CUTOFF DATE

USER

ENTER BEGINNING MENU TO REMOVE MESSAGES (CR=FIRST), F4-END   [First] [End] [OK]

How to remove messages from the message file

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

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

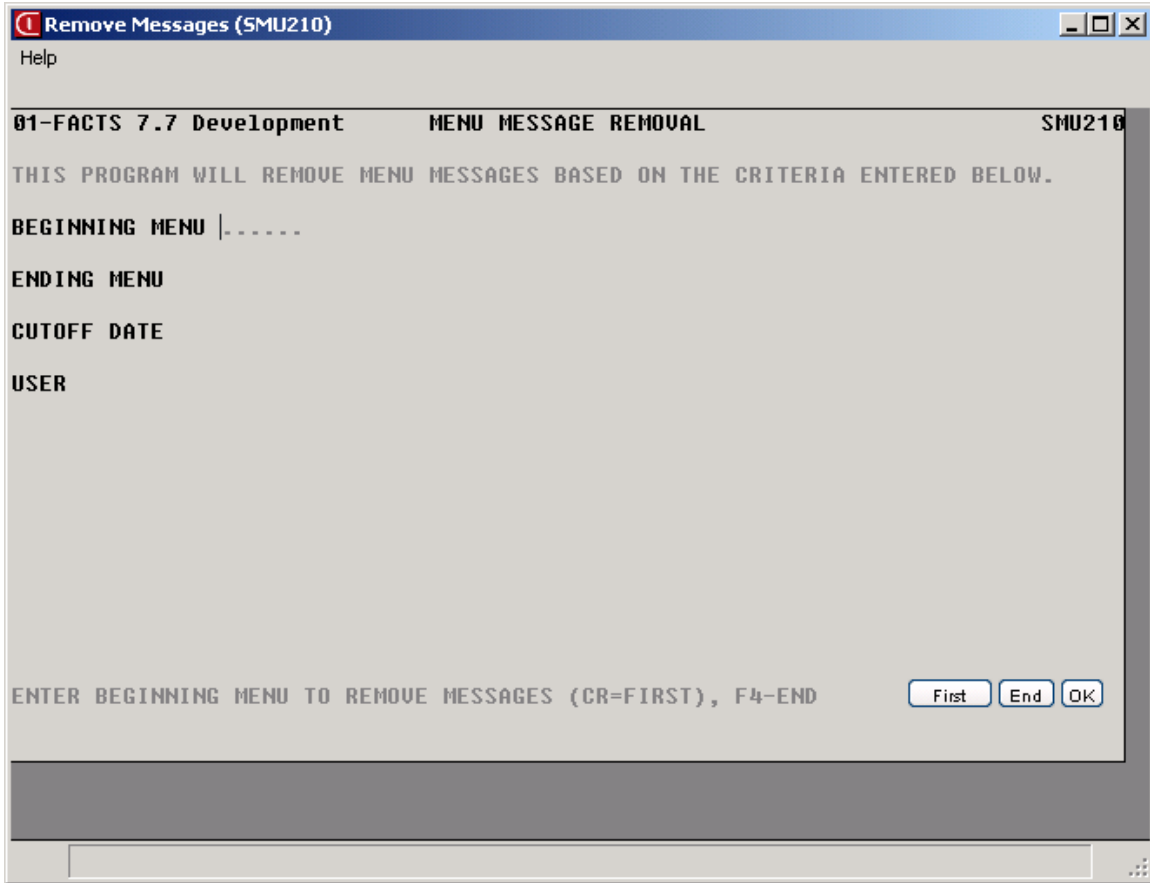3. In the Ending Menu field, enter the ending menu from which to remove messages. Press Enter (CR) to default to LAST.

4. In the Cutoff Date field, 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 field, 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 Fields

The following fields are involved in removing messages:

1.   Enter Note

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

Other available options:

- **F**ax - All the user to fax a cover page and calls the Fax Information Entry program.

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

- **P**rint - Allows the user to print the message. Once printed the program returns to the action screen.

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

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▓ Win with ProvideX                                              _ □ ×   │
│ Help                                                                     │
│                                                                          │
│  ┌────────────────────────────────────────────────────────────────────┐ │
│  │ 06/16/99 Wednesday          System Management        SSI T0T  2:16 pm│ │
│  │ 01-Demo Company          ───── Messages ─────                 SMS200 │ │
│  │                                                                      │ │
│  └────────────────────────────────────────────────────────────────────┘ │
│                                                                          │
│  ┌─ Quick Note Entry ──────────────────────────────────────────────────┐│
│  │                                                                      ││
│  │  --> Please remember to re-count item #I103................................│
│  │                                                                      ││
│  │                                                                      ││
│  │                                                                      ││
│  │                                                                      ││
│  │                                                                      ││
│  │                                                                      ││
│  │                                                                      ││
│  └──────────────────────────────────────────────────────────────────────┘│
│                                                                          │
│ ENTER NOTE, F3-END ENTRIES, F4-BACKUP                                    │
│                                                                          │
│  ┌──────────────────────────────────────────────────────────────────┐   │
│  └──────────────────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────────────┘
```
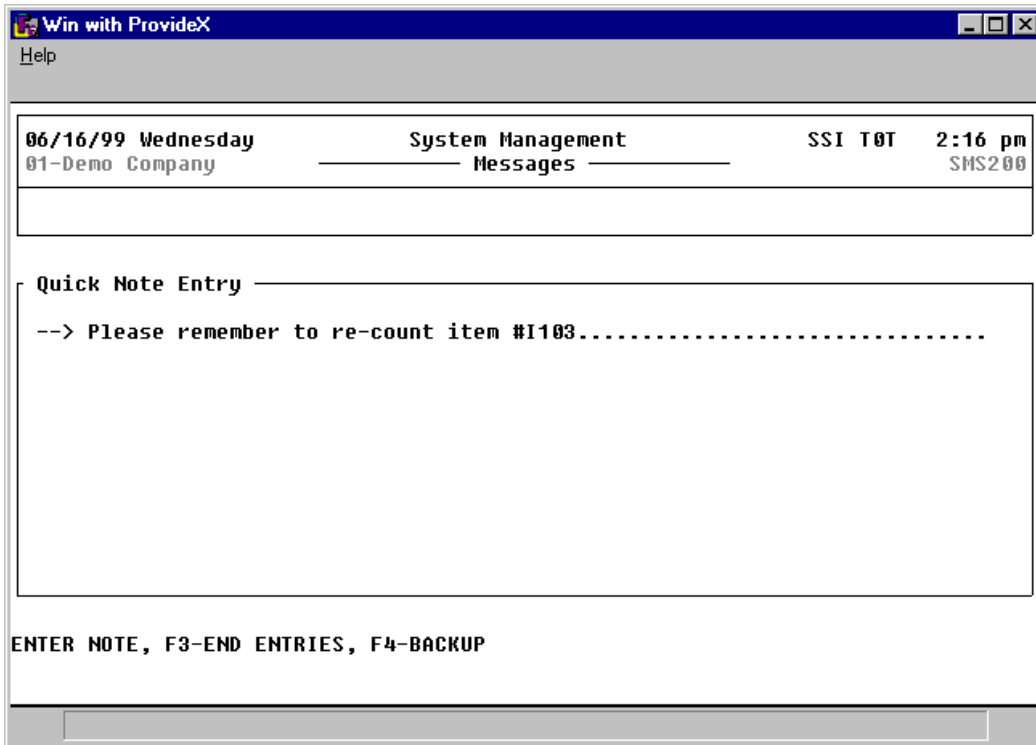
How to enter notes or messages (quick notes)

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

2.   In the Enter Note field, 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.

CHAPTER 5

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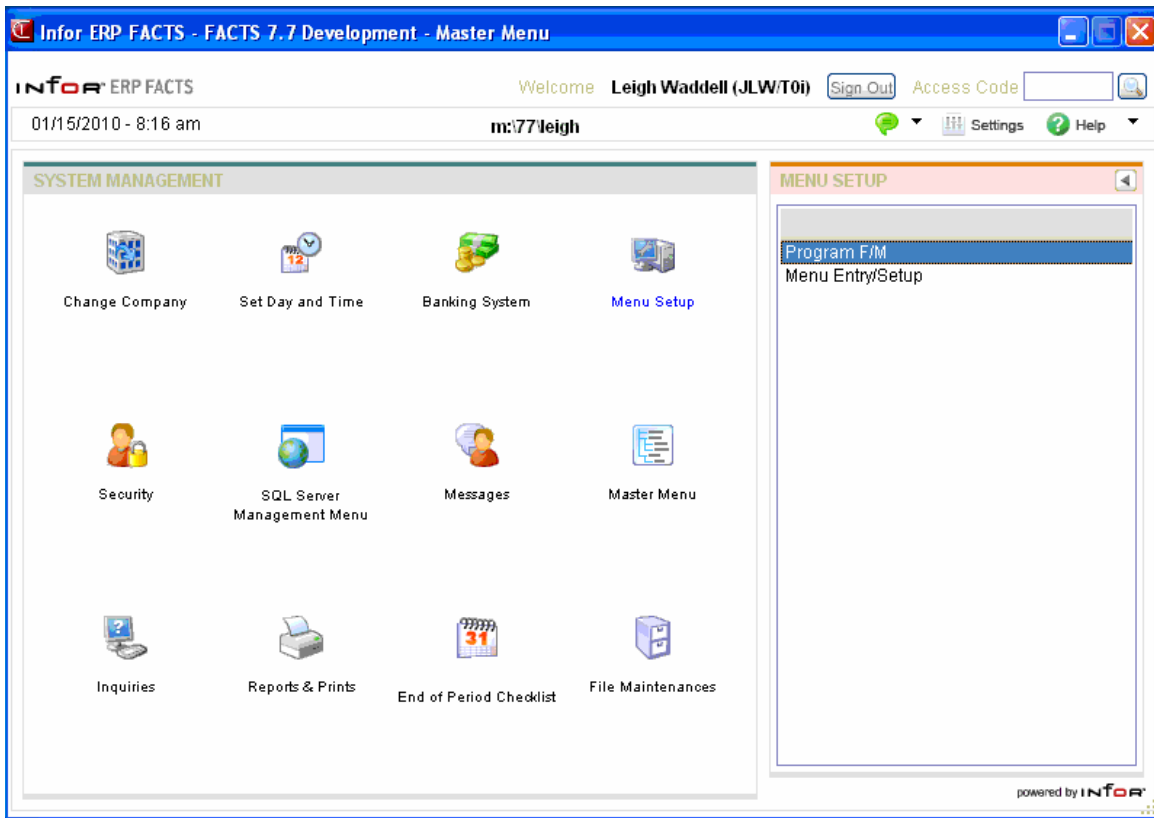
All programs and menus must be set up in the Program F/M before they can be set up on menus in the Menu F/M.

➢ The Program F/M provides:

- program designation

- program name (description)

- access code

- F/M audit flag

- printer usage

➢ The Menu Entry/Setup provides:

- menu name

- return menu

- menu description

- programs included

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.

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

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

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

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

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

Restricting access

You can set up the code to access the program and if the program is a file maintenance, you can also determine if the information in the file should be audited. You can also establish, 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.

Password Protecting the System Install Menu (SMS999)

Customers can create a password that will be required for access to the System Install Menu (SMS999). To create a password for the System Install menu, first create an entry in Program F/M (SMF310) for SMS999. All fields in this program will be ignored for SMS999, but a record must exist for it. Then use Program Security Maintenance (SMF420) to create the password for SMS999 in Company 01. When running the install menu, the user is not signed into any

company, but passwords are specific to company. As a result, you must choose a company to use for the password to System Install Menu (SMS999). The security code for SMS999 is ignored because when accessing the System Install menu as the user is not signed into FACTS.

Having done these two steps, users attempting to access the System Install menu from the FACTS Sign-on Screen will be required to enter the correct password assigned to company 01 and the System Install Menu (SMS999).

Note that the user will be prompted for the Install Menu password every time they return to it (e.g. after entering System Control F/M, etc.). The other options on the Install Menu will not require passwords. If users are able to access the install menu, they will be allowed to run any of the programs on it.

User Fields

Use the following fields to modify program names, access codes:

General Tab

1. Program

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

2. Title

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 which programs appear on which menus.

3. Access Code

Access codes can be used as quick shortcuts.

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,** which 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. Menu Bitmap

The .bmp or ico file to display on the menu.

5. System-wide Default Printer

The printer id for the system printer to be used as a default if no other printer is specified. Enter a printer id (set in Printer F/M). Press **F2** or 🔍 to search. Press 🚫 to enter none.

6. Company # Default Printer

The printer id for the system printer to be used as a default if no other printer is specified. Enter a printer id (set in Printer F/M). Press **F2** or 🔍 to search. Press 🚫 to enter none.

Printer Selection In FACTS:

FACTS allows printers to be selected at 5 levels of detail, from most specific to general:

A printer can be selected as the default printer in the user's selected template. This is the greatest level of specificity.

A printer can be selected as the default printer when a user is logged into a print program or report. The default printer selection is then by user and by program.

A printer can be selected as the default printer for a user by company.

A printer can be selected using the FACTS system-wide default printer.

A printer can be selected as the default printer for a user from User Preferences F/M (SMF410). The default printer selection is then by user.

Using the default printer for a user from User Preferences F/M (SMF410) is the least level of specificity.

**Modifications Tab**

Note: the data in program FM is now considered metadata so you can add a custom program in Program FM and refer to the modification id on the Modifications tab. These 2 fields are only for custom information and are not populated by Infor.

1. Mod IDs

Enter the modification id that references the program.

2. Notes

Enter any notes associated with the program.
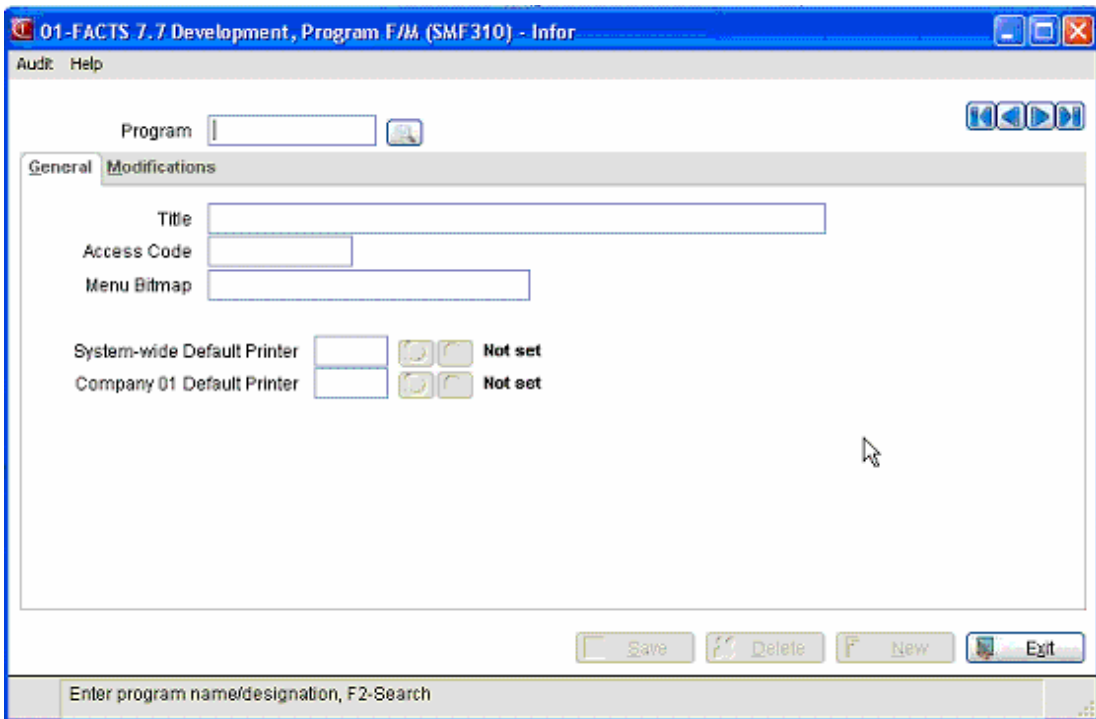
Menu Entry (SME320)

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 Fields

The following fields 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 be a valid menu in the Program F/M.

2. Line Type

Select the line type for the entry. You can select from: P-Program,

3. Program

Enter the program name for the menu entry--must be six characters and defined in the Program F/M. You can make up to 24 program entries for the menu.

4. Seq

Enter the sequence number for the program in the menu.

5. Mod IDs

Enter the modification ids that references the program.

6. Notes

Enter any notes associated with the program.

CHAPTER 6

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. These settings are available in Password & Security Code F/M.

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).

The second method of security is assigning a password to a program (or menu).

The third is the valid terminals that may access programs.

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 Management

The User Management (SME900) program monitors user activity and remove users from the system or by company.

API Key Code Entry

The API Key Code Entry (SME007) program allows you to enter the API Publish key code, once the API Toolkit is installed and running. This program also helps prevent unauthorized access to the API by providing a password that is required for access to the Subscribe APIs.
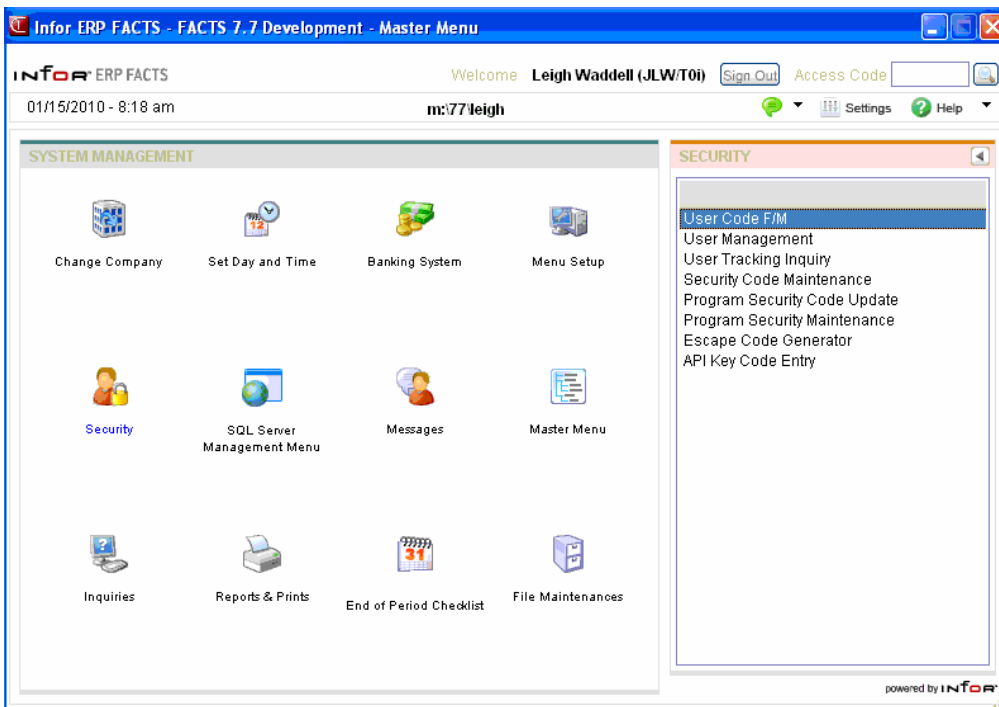
User Code F/M (SMF410)

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 Fields

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

General

1. User Code

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

2. Name

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

3. Initial Menu

Enter the initial menu displayed on the screen for the user code after signing on to the system.

Press **F2** or 🔍 to search. Press **Enter (CR)** to initially default to the master menu (MMS000).

4. Phone Number

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

5. Fax Number

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

6. Fax Suffix

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

7. Fax Cover Page

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

8. SLS/TER Code

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

9. Call Grace Period

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

10. Call Code

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

11. Home Directory

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

12. User Interface

Enter **X-Win XP** if you want this user to operate using a Windows XP operating system.

Note: *XP Style on a machine running Windows 98/2000*: The XP Style can be chosen even if the user is running Windows 98/2000. FACTS itself will have an XP look and feel, but this will not affect any other applications. Also, since the title bar is controlled by Windows, it will still look like a Windows 98/2000 title bar.

Theme: 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.

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

13. Autocomplete

Indicate whether FACTS should attempt to complete entry in items and customer fields when the user begins to enter a value, FACTS will review information in the database and provide matching options the user can select for entry in searches and programs.

Security tab
1. Password

Enter the password to be used by this user for entry into the system (up to 6 characters). Press **F1** or to set or clear the force new password at login function for the user. Note that the **F1** key acts as a toggle for the function.

Press **F2** or to delete an existing password. Press **F3** or to generate a new password. Press **Enter (CR)** to initially default to blank.

Note: The user password is not readable anywhere in FACTS. In the file maintenance programs, such as User Code F/M, and at login, the password will display as asterisks.

The system administrator can only change another user's password by using the   (generate password) button in User Code F/M. FACTS will generate a valid password but will require the user to change it the next time he or she logs in.

The only time a change to the password can be keyed in is in User Preferences F/M; a user can change his own password by keying in a new one.

2. Valid Companies

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

3. Track User

Indicate whether to track the user, if the user tracking system is set to selected (on). Press **Enter (CR)** to initially default to unselected.

4. Require Escape Code

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.

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

5. Security Codes

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

6. Administrator Privileges:

User-defined Fields

Indicate whether you want to allow this user to configure user defined fields for any of the following maintenance programs: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).

To configure user-defined fields:

After you select the checkbox above, exit FACTS and log back in to allow this change to take effect.

Access the desired file maintenance program: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).

Access the User-Defined screen of the selected file maintenance.

Select the Configure icon or press **F1**, and the system displays the User-Defined Field Characteristics Entry (SMC996) program, where you can enter user-defined fields and the characteristics associated with the field. Refer to the User-Defined Field Characteristics Entry (SMC996) topic for additional details.

Notes

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

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

Reports

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

Executive Inquiry

Indicate whether you want to allow this user to have administrative privileges in the Executive Inquiry program. Administrative privileges allow the user to update chart settings in Executive Inquiry.

Allow Report Exports to Excel

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

Allow Reports to File on Client

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

Approve EFT Transactions

Indicate whether you want to allow this user to approve electronic fund transfer transactions.

Approve Price Contracts

Indicate whether you want to allow this user to review contracts and modify contract status.

View GL Posting

Indicate whether you want to allow this user to view GL posting information from inquiry programs where users can drill back from the source document to the GL posting that was created by the register.

Field Level Settings

Indicate whether the user can administer field -level settings like passwords or security codes.

Field Maintenance Audit

Indicates the user will have an additional menu, Audit, available to in all graphical file maintenances.

Options on this new menu include:

Change Audit Settings for This File - allows the administrator to turn on/off auditing of the file being edited.

View Audited Changes to This File - takes the user to Audited Changes Inquiry for the file they are editing. If the user is on the key fields when selecting this option, only the file name is pre-populated in the inquiry. If a record is loaded in the file maintenance the option is selected, the file and the specific key will be pre-populated, allowing the user to see the changes to that specific record.

View All Audited Files - takes the user to the View All Audited Files program, where the user can see the full list of files that are being audited.

Audited Changes Inquiry - takes the user to Audited Changes Inquiry with no pre-populated information, allowing the user to select any file and any key to inquire on.

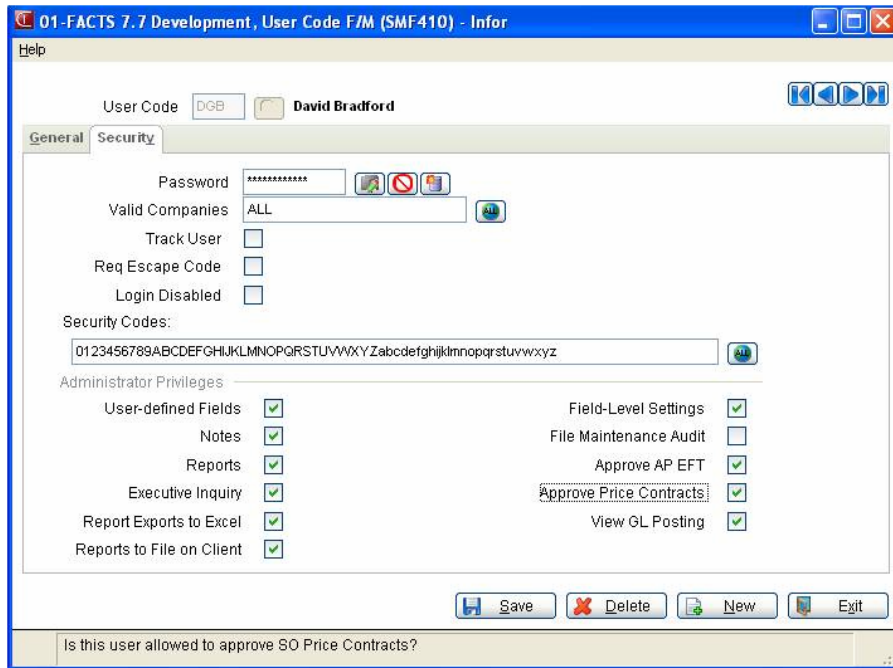**Purge Audit Records for All Files by Date** - allows the administrator to purge records from the audit files prior to the selected date.

The file maintenance audit administrator also has the option to right-click on any non-key field in the file maintenance where administrators have the option, "Show Changes to This Field". Selecting that option will display a list of all audited changes to that specific field.

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.

Password Protecting the System Install Menu (SMS999)

Customers can create a password that will be required for access to the System Install menu (SMS999). To create a password for the System Install menu, first create an entry in Program F/M (SMF310) for SMS999. All fields in this program will be ignored for SMS999, but a record must exist for it.

Then use Password Security Maintenance (SMF420) to create the password for SMS999. The security code is ignored because when accessing the System Install menu the user is not signed into FACTS. Having done these two steps, users attempting to access the System Install menu from the FACTS Sign-on Screen will be required to enter the correct password. Note that the user will be prompted for the Install Menu password every time they return to it (e.g. after entering System Control F/M, etc.).

 Furthermore, all options on the System Install menu honor any passwords setup for them in Password & Security Code F/M. As with the Install Menu password, the user will be prompted for each program's password each time they run it.

Restricting Access

The Limit by Terminal feature can be used to control which terminals have access to programs, and if are security code protected. For instance by clicking the **Enter Terminals** button, you can configure a group of terminals so that they can access a program, but not print from it.

User Fields

The following fields 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. Press **F2** or to search.

2. Password

Enter the password used to access this program (6 characters). **F3** deletes an existing password. Press **Enter (CR)** to initially default 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. Press **Enter (CR)** to initially default to 0.

4. Limit by Terminal

Indicates you want to set program-specific options for terminals, click the **Enter Terminals** button to display Authorized Terminal Maintenance, where you can search by terminal id and add to the restrictions set in Program Security Maintenance (SMF420).

5. Audit File

Indicates you want to create an audit file to track usage of the program or menu.

Security Code Update (SMU410)

Function

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

User Fields

The following fields are involved in Security Code Update:

1. Beginning Program

Enter the beginning program to change security code (6 characters). Press ▮◀ to default to FIRST.

2. Ending Program

Enter the ending program to change security code (6 characters). Press ▶▮ to default to LAST.

3. Update Types

Select the checkboxes for the program type(s) to change (in any combination):
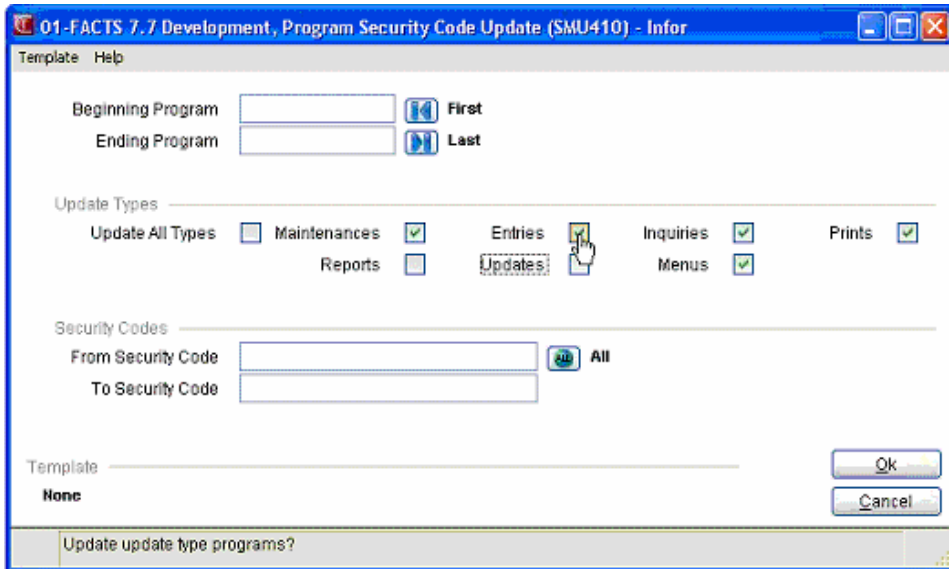
Update All Types, Maintenances, Reports, Updates **I**nquiries, **P**rints, **R**eports, **U**pdates, **M**enus. .

4. From Security Code

Enter the current security code(s) to change side by side (0-9). Press ⊞ to default to ALL.

5. To Security Code

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

Note Entry (SME710)

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

The system displays notes information from several points within FACTS:

System Management→Security System menu (SMS400)

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

Choose View→Notes from the menu bar.

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.

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.

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.

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

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

SO Quote Entry (SOE110)

Quick Look in SO Entry (SOC350)

Order Entry (SOE210)

Order Confirmation (SOE310)

Direct Invoice Entry (SOE510)

Credit Memo Entry (SOE330)

Counter Sales Entry (SOE510)

Blanket Sales Order Entry (SOE710)

PO Entry (POE120)

PO Receipt Entry (POE210)

Non-PO Receipt Entry (POE220)

Estimate Entry (JCE110)

UM Selection & Entry (ICC170)

Quick Item Add (ICF020)

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

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

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

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, sales order document, or purchase order document header record specified in the program.

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

Note Categories

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

Menu Options

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

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

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

Field Descriptions

Use the following field descriptions to enter information for notes:

Note Type

The type of note you want to modify or enter: ARDC (AR document), CUST (customer), ITEM (item) POEH (Purchase Order Header Note), POEL (Purchase Order Line Note), POPH (Purchase Order Receipt Header Note), POPL (Purchase Order Receipt Line Note), SOEH (Sales Order Header Note), SOEL (Sales Order Line Note), SOPH (Past Sales Order Header Note), SOPL (Past Sales Order Line Note), SOEL (Sales Order Line Note), SOQH (Quote Document Header Note), SOQL (Quote Document Line Note), TRDH (transfer document header), TRDL (transfer document line) or VEND (vendor). Press **F2** or the 🔍 icon to search for Note Types.

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

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

Enter the information for the fields 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:

If there are no notes available, select the ✚ 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.

Subject

> Enter or modify the subject for the note.

> **Tip:** Note that once you enter a subject you can save the note (by pressing **OK**) 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 fields, you can:

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

> Select **Cancel** 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.

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

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

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

> **Done** to exit the Note Entry (SME710) screen.

01-FACTS 7.7 Development, Note Entry (SME710) - Infor

File   Admin   Category   Help

Note Type   CUST   🔍 Customer
Customer   C110   🔍 Texas Material Handling Inc.
Category   GENR   🔍 General Information   Urgent Only ☐

Date/Time	Urgent	Subject	User
11/11/2004, 7:42 AM		conf note	JLW
10/18/2004, 10:40 AM		sales	JLW
add			

List From [   ] ◀◀ ▶

[Print]   [Done]

Note Entry - Infor

Note Type   CUST   Customer
Customer   C110   Texas Material Handling Inc.
Category   GENR   General Information

Subject   [   ]   Urgent ☐

Note   [   ]

[OK]   [Exports]   [Cancel]

Enter the subject of the note
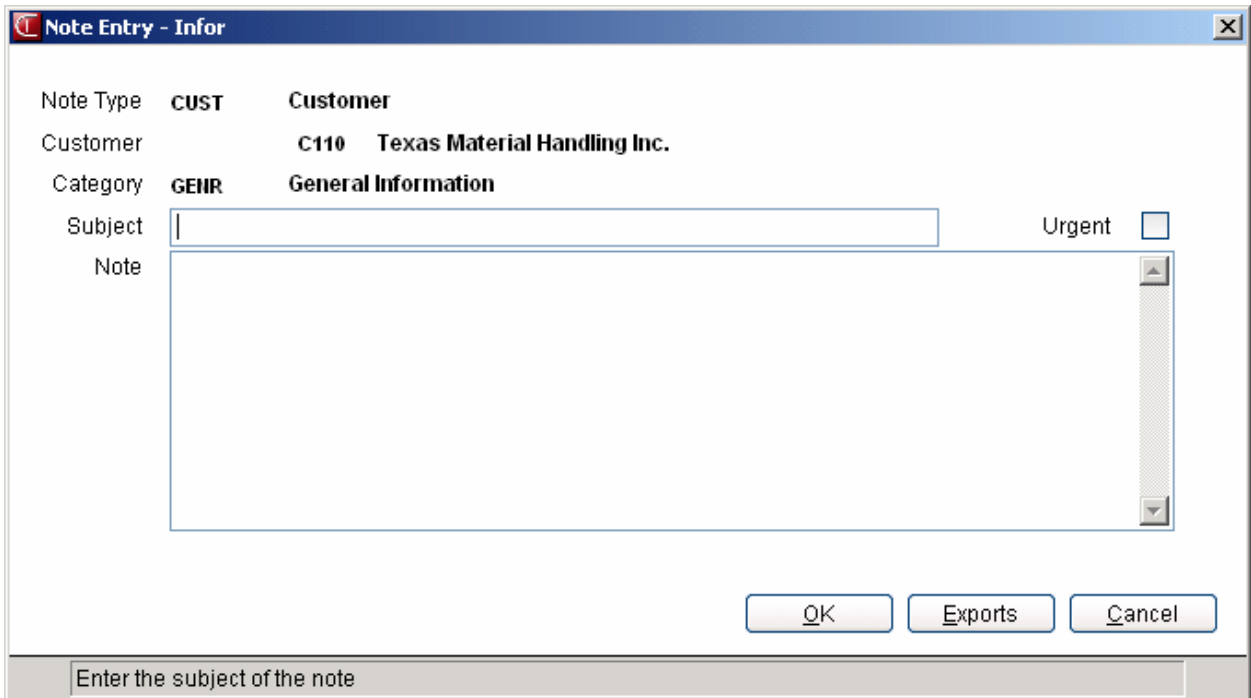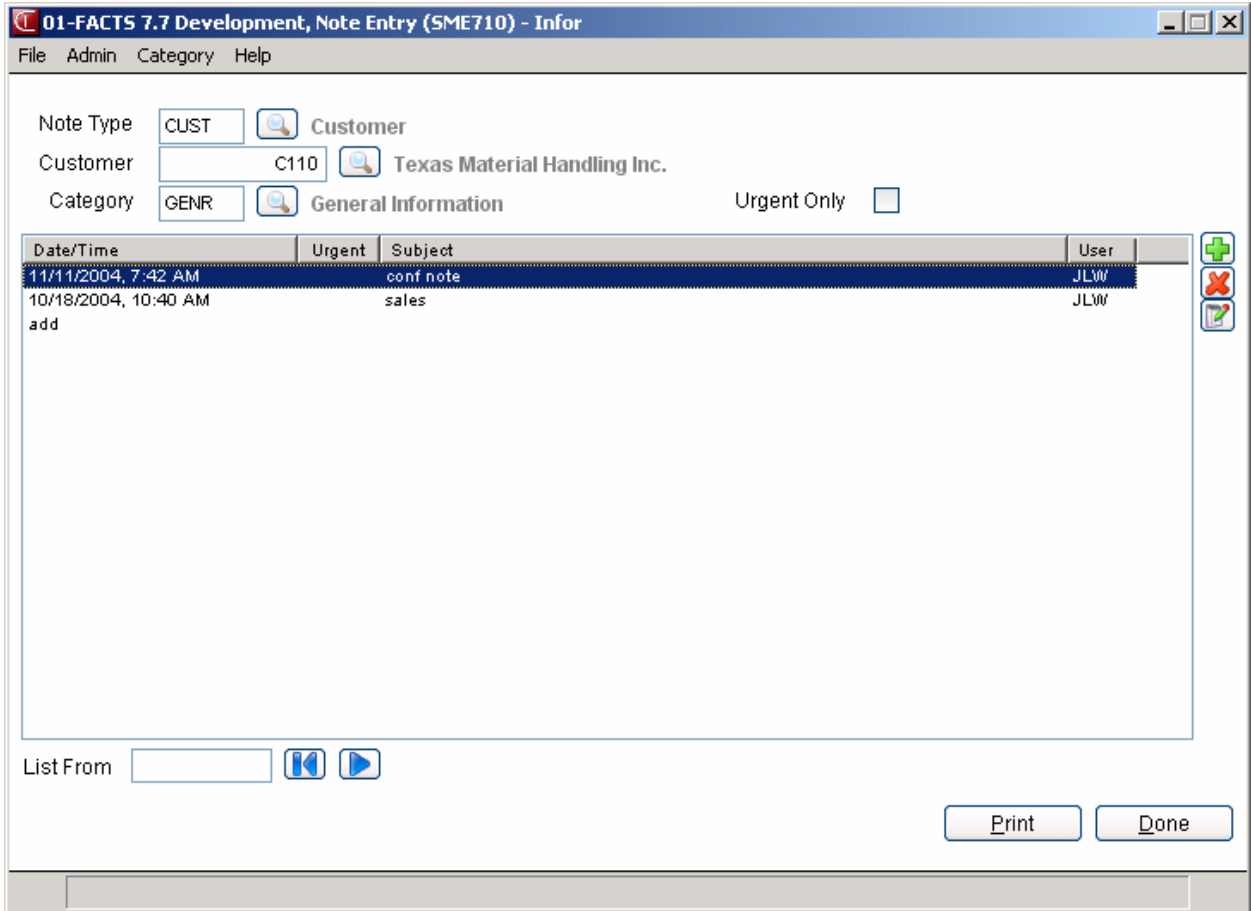
How to enter and maintain notes for AR documents, transfer tickets, Purchase Order documents, Sales Order documents customers, items, or vendors

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

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

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

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.   If there are no notes available, select the ➕ 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.

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 fields, you can:

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

Select **Cancel** 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:

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

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

Done to exit the Note Entry (SME710) screen.

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

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

Field Descriptions

Use the following field 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 field is only available if you select S-With Security Code for the User Can Create/Edit Categories field (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 Customer Notes - Infor

Note Entry Security Code   z

User Can Create/Edit Categories   N - No

Create Category Security Code

OK   Cancel

Enter the security code required to get to note entry, F1-None

Creating Categories

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

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

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

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

Field Descriptions

Use the following field 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.

Enter the category ID code

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.
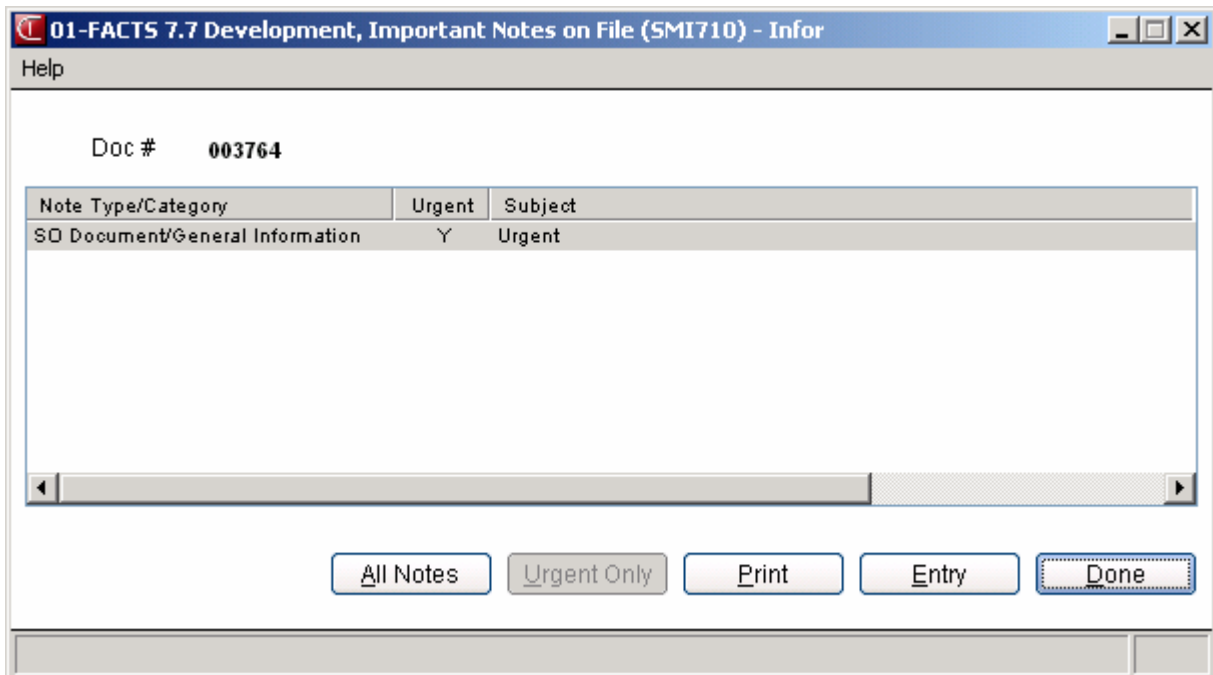
You can:

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.

Export selections from Item Notes (SME711)

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

Select the Exports button to access the Export selections from Item Notes (SME711) screen, if there are exports defined for the specified Note Type and Category. Highlight the note you want to export and press the Toggle button. Click the Toggle option to cycle through the settings: Don't Export, Export, or Required to indicate the export setting for the item note you want to export. When the note is selected for export the 'Export' column in the browser contains the word 'required'. If you do not want to select any notes for exporting, press None. Press Done or F3 to export your selections (if any) and exit the screen.
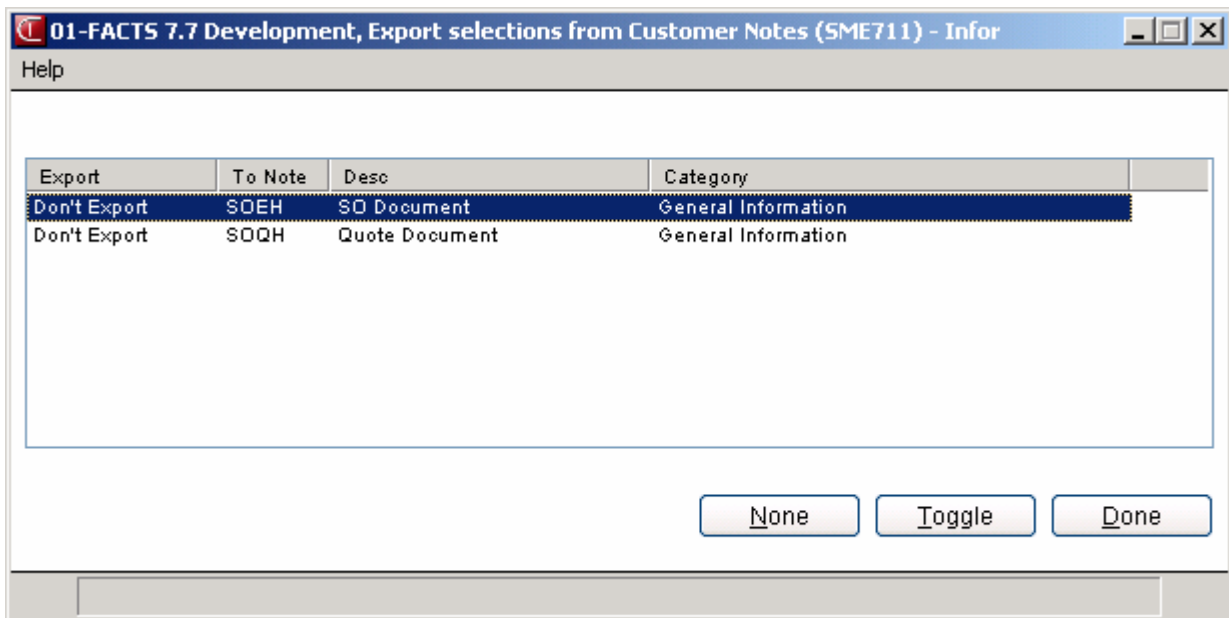
User Management (SME900)

Use the User Management (SME900) program to monitor user activity and remove users from the system or by company.

User Management (SME900) is also available from the System Install menu. When all users are locked out of FACTS, an authorized user can get to User Management from the System Install menu to let the users get back in.

1. Company

In the **Company** field, the system displays the company for the user as the default. You can press **F1** or 🔵 to review user information for all companies. Press **F2** or 🔍 to search for companies. The All company option is only available if the user running User Management (SME900) has access to all companies on the Security tab of User Code F/M (SMF410).

2. Refresh in Minutes

In the Refresh in Minutes field enter the interval in minutes for the information in the browser to be redisplayed.

Note that when you access this program you are signed out so you do not display in browser. The system displays a highlighted message in the upper left corner of the screen so remind you that you have also been logged out and your user record is not visible in this program.

In the browser in the lower portion of the screen, the system displays the FACTS user count, user id, user name, TCPIP address, network id, operating system user id, the FID(0), the T number and Base ID.

User Management (SME900) allows you to give "Free Passes" to signed-on FACTS users, which allows those users to remain signed on when everyone else is forced out of a company or entirely out of FACTS. The purpose is to allow the system administrator to selectively allow some individuals to continue working while they keep others out, allowing them to complete tasks like month-end processing. To maintain Free Passes, right-click on any user from within User Management. You can select **Update This User's Free Passes** to select to give the user a free pass for the company you currently are logged into or all companies, or **Clear All Users' Free Passes** to remove free passes from all users in the FACTS system. A Free Pass is only valid while the user is signed in, and it applies to all of that user's sessions which are signed in. To view free pass information for all users, select Options-->Show All Free Passes.

You can select from the following buttons:

Refresh to update the user information display in the browser.

Tracking to access User Tracking Inquiry (SMI610) where you can review user activity.

All Out to log all users in all companies off the FACTS system.

All In to allow all users in the specified companies to regain access to the FACTS system.

Comp In to allow the user highlighted in the browser to access to the specified company.

Comp Out to lock user the user highlighted in the browser out of the company.

Exit to return to the main Security menu.
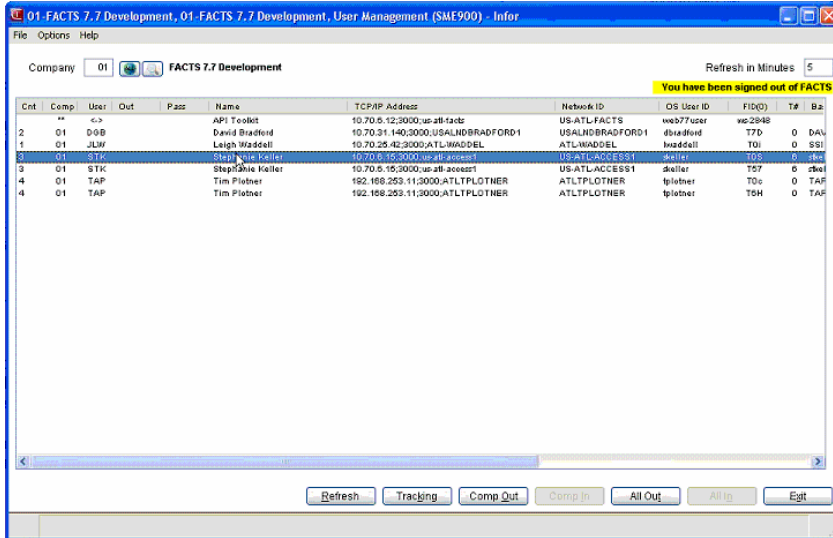
Right Click Menu Options

You can right click a user line in the browser to display the following menu options:

Lock User from Company-- locks user the user highlighted in the browser out of the company

Lock User from All Companies-- locks user the user highlighted in the browser out of all companies

Show All Locks—Displays the Show All Locks screen,, where you can highlight a lock in the browser and select ✖ to delete the lock.

Update This User's Free Passes--gives the user a free pass for the company you currently are logged into or all companies.

Clear All Users' Free Passes--remove free passes from all users in the FACTS system.

Stop/Start tracking this user--stops or starts user tracking for the selected user.
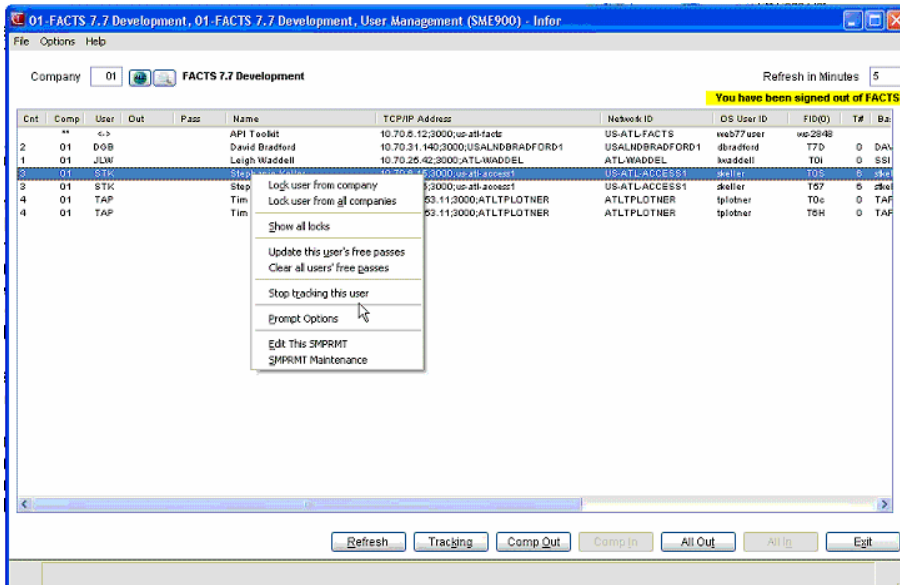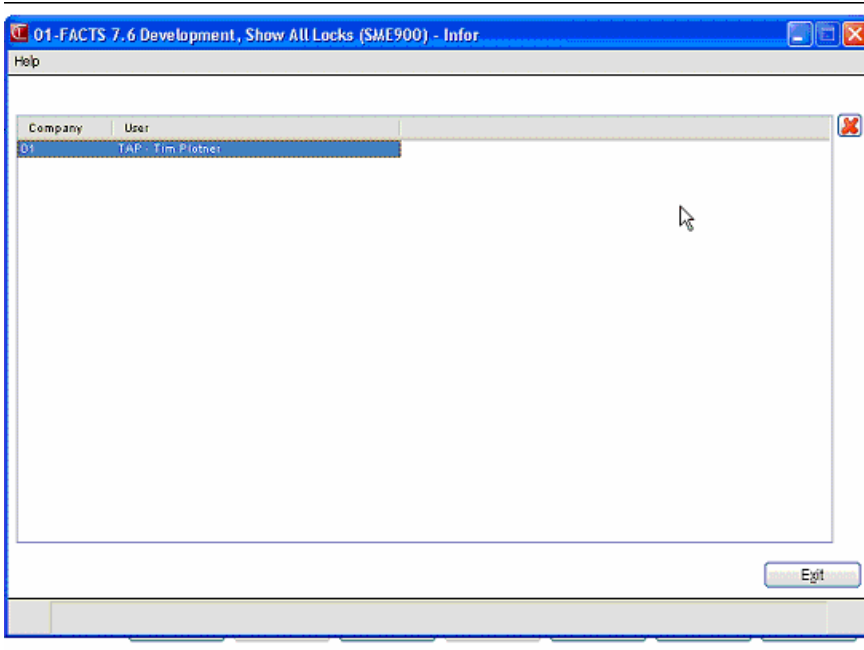
User Tracking Inquiry (SMI640)

Use this program to display program usage information by user code. Display is limited to user codes designated for tracking in the User Code F/M.

Inquiry information includes for each user: date, company, program designation, program name, time of entry into program, terminal ID, and error code.

Use the following fields to view user tracking information:

1. User

Enter the beginning user code (up to 3 characters). Press **F2 or** 🔍 to search. Press 🔵 to default to ALL.

2. Company

Enter the company code for the user tracking inquiry. Press **F2 or** 🔍 to search. Press 🔵 to default to ALL.

3. Program

Enter the program name for the inquiry--must be six characters and defined in the Program F/M. Press **F2 or** 🔍 to search. Press 🔵 to default to ALL.

4. Terminal

Enter the terminal id for the inquiry.Press **F2 or** 🔍 to search. Press 🔵 to default to ALL.

5. List From

Enter the beginning date to display for. Press 🔵 to default to the first date on file. Press 🔵 to default to the last date on file for the parameters entered.

Note that you can as much or as little information in fields 1-4 for the inquiry. The more fields you use, the more specific the information returned in the browser. Inquiry information includes for each user: date, company, program designation, program name, time of entry into program, terminal ID, and error code.

You can select:

Refresh to redisplay information in the browser.

Purge to delete the records displayed in the browser.

Exit to close the program.
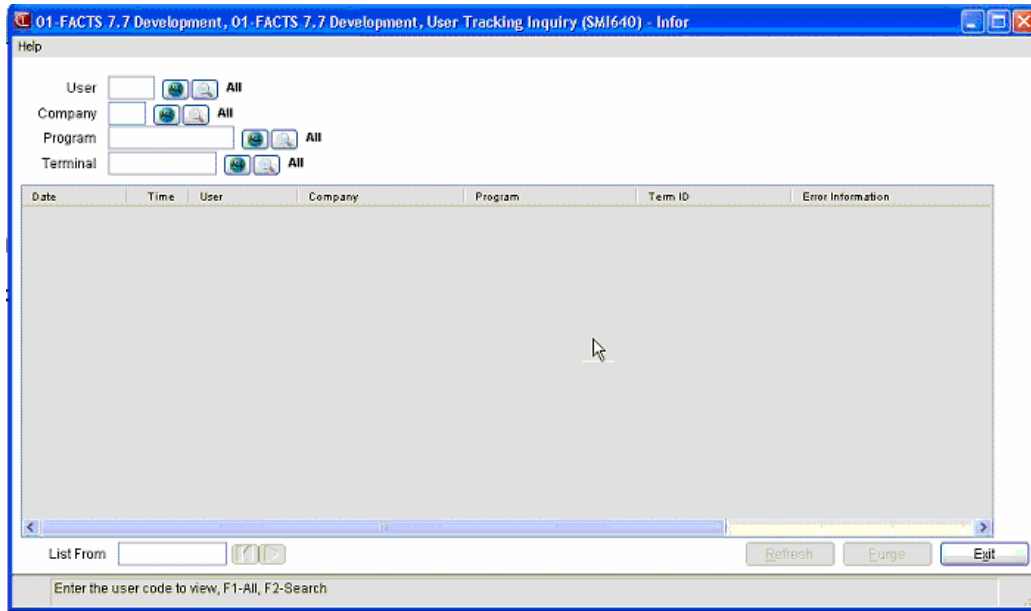
API Key Code Entry (SME007)

Use the API Key Code Entry (SME007) program to enter the API Publish key code, once the API Toolkit is installed and running. This program also helps prevent unauthorized access to the API by providing a password that is required for access to the Subscribe APIs.

Use the following fields to enter API Key Code information:

Fields values for the key must be setup as follows.

1. **Key Code**

   Enter [API-Publ] for the key code. You can press **F1** or the first 🔍 icon to generate the key code. Press **F2** or the second 🔍 icon to search for existing key codes.

2. **Description**

   The reason or use of the key code. Enter API Publish as the description for the [API-Publ] key code.

3. **Password**

   Enter any value for the password for access to the Subscribe API Publish key code. This field may not be left blank.

4. **Default Co**

   The default company for this API Publish Key code. Press **F2** or 🔍 to search. Leave the default company value blank.

5. **Catalog Requests**

   Indicate whether this API Publish Key code accepts catalog requests. Leave this checkbox unselected.

6. **Send Namespace**

   Indicate whether this API Publish Key code should send name space when publishing information. Leave checkbox unselected.

7. **NS Location**

   The location for the name space if this API Publish Key code should send name space when publishing information. Leave this field blank.

8. **Resp Batch**

   The response batch name space name for this API Publish Key code this API Publish Key code if the key code sends name space. Leave this field blank.

9. **Date Format**

   The date format for the API Publish Key code. Leave this field blank.

10. **Valid Company**

    In the Valid Company field, do not enter any valid companies.

    You can select:

    Requests to access the Requests for Key Code [API-Pub] (SME008.k) program, which is used to enter the key code ID for catalog requests.

Header to access the API Key Code Header Detail screen, which is used to update header information for the key code.

Requests for Key Code [API-Pub] (SME008.k)

Use the Requests for Key Code [API-Pub] (SME008.k) program to enter the key code ID for catalog requests.

Use the following fields to edit key code information:

1. Request

The code for the catalog request. Press F2 or 🔍 to search.

To enter new request codes, press ➕ .

To edit the highlighted request code, press 📝 .

To cancel request code entry press ❌ .

To save your work press 💾 .

Press **Done** to exit the screen and return to API Key Code Entry (SME007)..
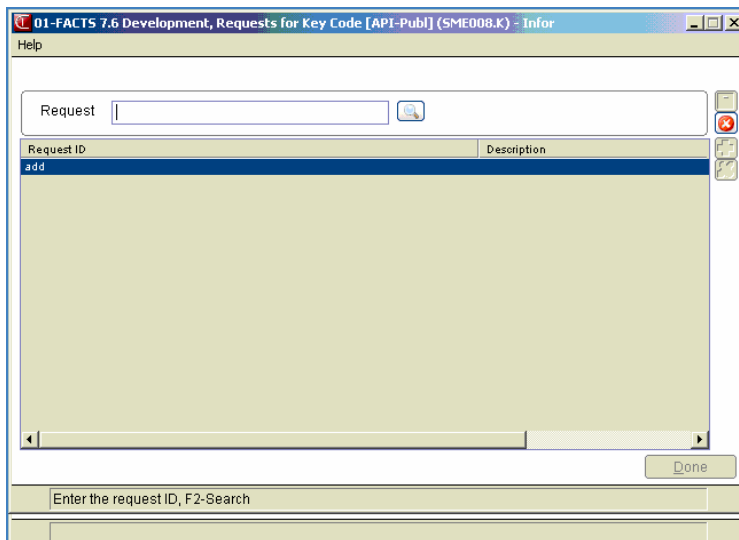
API Key Code Header Detail

Use the API Key Code Header Detail screen to update header information for the key code.

You can edit the following information:

1. Description

The reason or use of the key code. Enter API Publish as the description for the [API-Publ] key code.

2. Password

Enter any value for the password for access to the Subscribe API Publish key code. This field may not be left blank.

3. Default Co

The default company for this API Publish Key code. Press **F2** or 🔍 to search. Leave the default company value blank.

4. Catalog Requests

Indicate whether this API Publish Key code accepts catalog requests. Leave this checkbox unselected.

5. Send Namespace

Indicate whether this API Publish Key code should send name space when publishing information. Leave checkbox unselected.

6. NS Location

The location for the name space if this API Publish Key code should send name space when publishing information. Leave this field blank.

7. Resp Batch
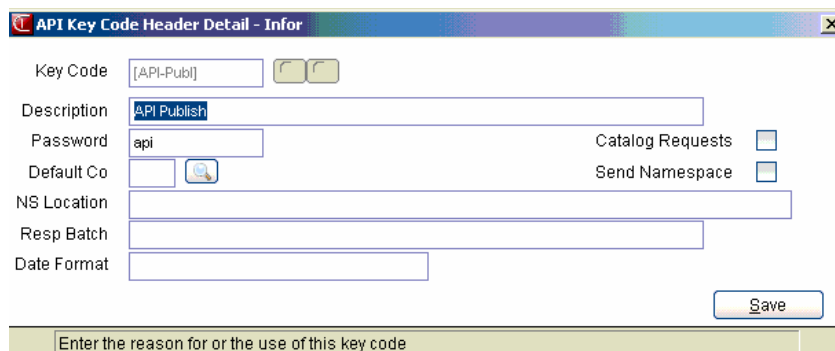
Enter the response batch name space name for this API Publish Key code this API Publish Key code if the key code sends name space. Leave this field blank.

8. Date Format

Enter the date format for the API Publish Key code. Leave this field blank.

9. Valid Company

In the Valid Company field, do not enter any valid companies.

API Toolkit Runtime Requirement

All FACTS 7.60.00 and greater systems are required to run the API Toolkit. There are 2 methods of running the API Toolkit:

SMU954 – Polling program

ProvideX Webserver

The APIs that FACTS requires for normal operation do not require the purchase of the API module. Creating additional APIs, or using the APIs that are part of the eStorefront integration require purchasing the API Toolkit.

SMU954 may be setup as a service or as a cron job, and as many sessions as desired may be started.

For performance considerations, SMU954 is better for some types of tasks, whereas others will perform better with the Webserver. Transactions that require and wait for an immediate response will perform better with the Webserver. Transactions that do not need a response will perform better with the polling program

When interacting with the Webserver, even when a response is not needed, the sending program must wait until the processing of the API is complete. When connecting to a web site, if you close your browser prior to a job completing, the job will die on the server. Similarly, if the initiating program drops the channel after transmitting the XML request, the task will die.

In base FACTS, very few of the API transactions require an immediate response. The DSR is an example. At the conclusion of the DSR, all invoices processed must be published to SA via the API. If the polling directory (SMU954) is used, the DSR will simply create the XML files as quickly as possible – if SMU954 is unable to keep up, there's no impact.

If the ProvideX Webserver were being used, the DSR would have to wait as each invoice was posted to SA.

Company Control F/M must be setup, indicating how internal (those required by and used by FACTS itself) APIs are posted. External APIs may be published differently if you have purchased the API Toolkit and choose to utilize the publish mechanism for other purposes.

Once the API Toolkit is installed and running, you must enter the API Publish key code in API Key Code Entry (SME007). This step also helps prevent unauthorized access to the API by providing a password that is required for access to the Subscribe APIs.

The key must be setup as follows:

> Key Code: [API-Publ]
>
> Description: API Publish
>
> Password: any value as long as it isn't left blank
>
> Default Co: leave blank
>
> Catalog Requests: No

Send Namespace: No

Date Format: leave blank

Do not enter any valid companies.

CHAPTER 7

Banking and Check System

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

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

Accounts Payable when checks are written

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

Payroll when checks are written

Sales Orders when invoices are entered as cash invoices.

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

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

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

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

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

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

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

Bank Reconciliation System Processing Notes

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

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

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

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

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

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

Before a transaction is updated, it can be edited or deleted. Once a transaction is updated either from the Update function in Bank Reconciliation or through the Transaction register, changes or deletions may only be done by making

adjustments. Each adjustment has its own data, status, GL distribution, etc. You can change the amount of the transaction and the bank reconciliation processing creates an adjustment record tied to the original for the difference in the amount. This adjustment record updates through the next transaction register. When adjustments exist, the original transaction is presented as the net amount after the adjustments have been applied.

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

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

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

During Bank Reconciliation, you can enter new transactions, edit open transactions or make adjustments to transactions that are already updated or complete. Use the Update function to update an open transaction or adjustment immediately. This causes the bank balance and GL updates to take place and the transaction status to be changed to "updated". The system also maintains a GL detail file to hold the GL information of each transaction and adjustment that is updated in the bank reconciliation. This record is used by the register to document what GL postings actually occurred and to fill in the remaining detail of register number, etc., in the GL transactions. The Transaction Register has two sections, one for open transactions and one for updated transactions. When the register is updated, the status changes to **Complete** for all transactions appearing on the register.
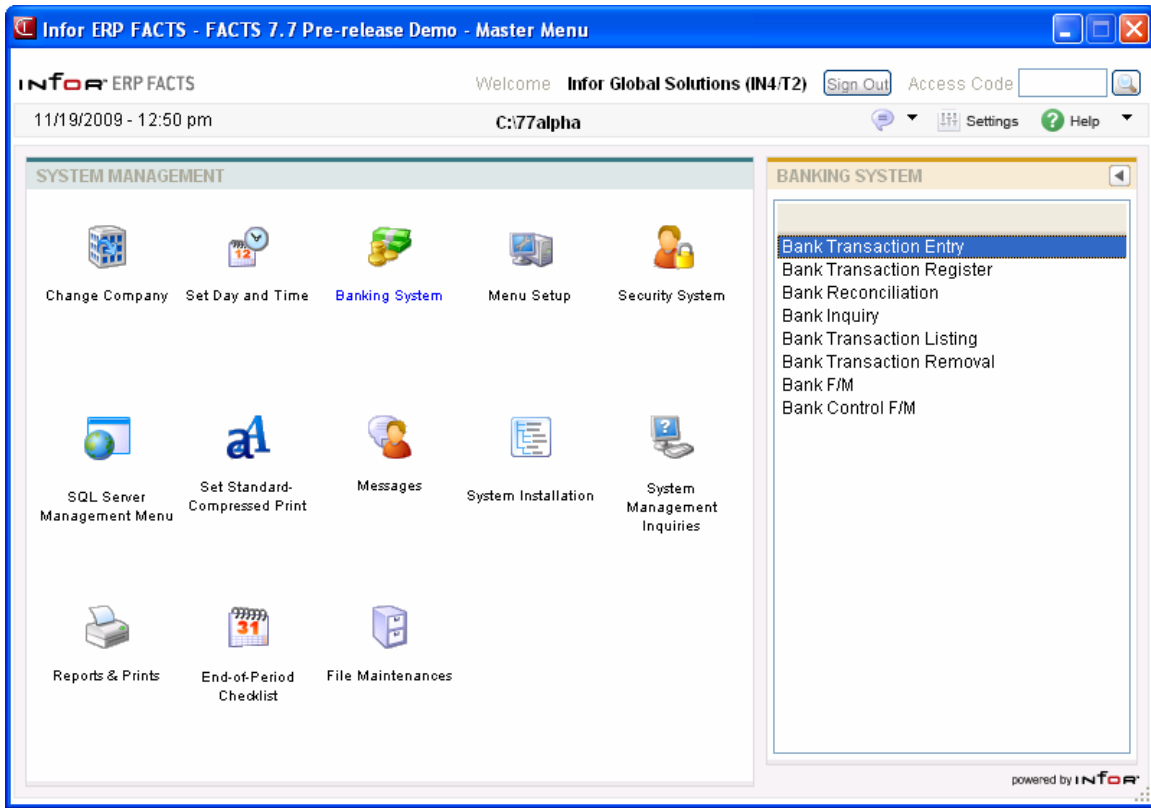
Bank Transaction Entry (SME510)

Function

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

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

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

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

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

A non-bank transaction can be created regardless of the "**Use Deposit System**" setting in Bank F/M (SMF510) as long as there are indirect transactions to be selected. This way, if the Use Deposit System setting is inadvertently turned off, any unconsumed indirect transactions can still be used. The cash transactions are in the indirect transaction files and are selected to make up the transaction. FACTS Bank Reconciliation is designed so you can select to take some cash that was received and put it to something other than the bank, like into petty cash. Enter the GL# to post to. Once updated, non-

bank transactions cannot be adjusted. You can simply enter any corrections directly into General Ledger.

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

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

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

User Fields

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

1. Bank

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

2. Status

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

3. Include Non-bank Transactions

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

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

You can select from the following functions.

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

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

Select the ➕ icon to add a new transaction.
When you select to add a new bank transaction, FACTS displays a message prompting for Transaction Type. You can select from: **D**-Deposit, **M**-Miscellaneous Bank Transaction, **T**-Bank

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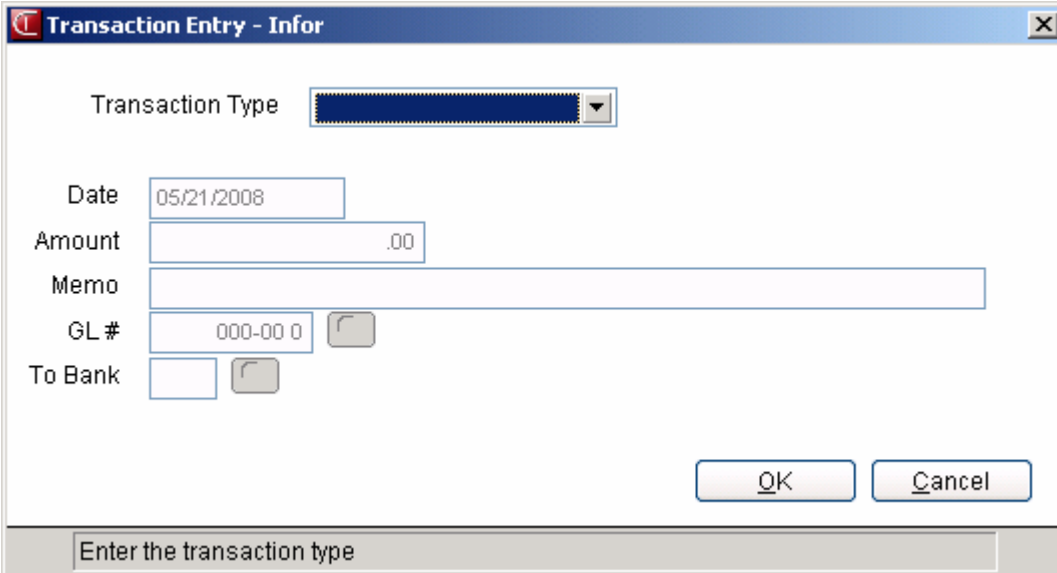
Select the ✖ icon to delete the entire highlighted transaction. Note this function is disabled when on any transaction that has been updated from either the update button in Bank Reconciliation or been run through the Bank Transaction Register or for the following types of transaction types:. a cleared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

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

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

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

4. Transaction Type

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

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

5. Transaction Date

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

6. Cleared

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

7. Amount

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

8. Memo

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

9. GL#

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

10. To Bank (for T-Bank Transfers)

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

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

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

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

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

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

Menu Options

You can select from the following menu options:

File

E**x**it	Closes the program and return to the FACTS menu.

Edit

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

View

Bank Notes…   Displays any notes entered in Notes Entry (SME710) for the selected bank.
                       Refer to the Notes Entry (SME710) topic for details.

Detail   For deposits or non-bank transactions only, select Detail to access the View
                       Detail (SME512) program, which lists all cash and check transactions that
                       make up the selected deposit or non-bank transaction

Adjustments   (For transactions with adjustments) select Adjustments to view all
                       adjustment transactions for the selected transaction.   CUI USERS: Select
                       Chg Filter to change the status for the record

Options

Change Filter   (CUI only and only if user does not have restricted access only)

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

Deposit and Non-bank Transaction Entry (SME511)

Function

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

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

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

User Fields

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

1. Date

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

2. Amount

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

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

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

3. Memo

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

4. Show Trx (transactions) from Bank

Select one or all banks from which to display indirect transactions. You can press **F1** or to use all banks. The entry must be a valid code entered in Bank F/M. Press **F2** or the icon to search. The system displays the bank the transfer is being created in by default.

5. Deposit Amount

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

6. Select Amount

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

7. Balance

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

8. Deposit #

FACTS displays the deposit ticket for the specified indirect transactions.

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

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

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

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

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

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

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

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

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

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

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

Menu Options

You can select from the following menu options.

File

E**x**it   Closes the program and return to the FACTS menu.

Edit

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

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

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

Options

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

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

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

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

Header Detail

Function

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

User Fields

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

1. Date

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

2. Amount

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

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

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

3. Memo

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

4. Show Trx (transactions) from Bank

Select one or all banks from which to display indirect transactions. You can press **F1**or to use all banks. The entry must be a valid code entered in Bank F/M. Press **F2** or the icon to search. The system displays the bank the transfer is being created in by default.

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

Ⓒ **Header Detail - Infor**   ☒

Main

Date   05/21/2008
Amount   210.00   🖩
Memo

Filter
Show Trx from Bank   01   🔵 🔍   **First National Bank of Atlanta**

Save

Enter the transaction date

View Adjustments (SME521)

Function

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

User Fields

Fields for View Adjustments are:

1. **Transaction Number**

The transaction number to view adjustments for.

2. **Transaction Type**

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

3. **Transaction Date**

The transaction date in the system.

4. **Transaction Amount**

The transaction amount for the adjustment.

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

5. **Transaction Date**

The date on which the adjustment was entered.

6. **Status**

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

7. **Transaction Amount**

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

8. **GL Number**

The GL number that will be affected by the adjustment.

9. **Memo**

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

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

01-FACTS 7.7 Development, View Adjustments (SME521) - Infor

Help

Transaction#   **207**

Type   **check**   Original Amount   **100.00**

Date   **09/30/2004**   Updated Amount   **100.00**

Seq	Adj Date	Status	Adj Amount	GL #	Memo
001	03/12/2008	open	-100.00	100-01-0	

Close

View Detail (SME512)

Function

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

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

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

Information in the browser includes:

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

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

Transaction#	257				Deposit Amount	308.86
Date	09/30/2004				Selected Amount	308.86
Memo	Created by SO Daily Sales Register 0864					

Bank	Srce	Type	Terms	Check#	Check Date	Customer	Amount	Return	Reg#	Name
01	DSR	CK		23424523	05/13/2008	C100	308.86		0864	Southeast In

Close

Bank Transaction Register (SMR510)

Function

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

User Fields

The following fields are available for the Bank Transaction Register

1. Bank

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

2. Include Non-Bank Transactions

Indicate whether to update non-bank transactions?

3. Date

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

3. Transaction

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

Bank Reconciliation Entry (SME520)

Function

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

Processing Notes

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

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

Transaction Adjustments

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

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

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

Bank Adjustments

You can add bank adjustments during the bank reconciliation process.

User Fields

The following fields are involved in reconciling bank transactions:

1. **Bank**

   The bank you are reconciling.

2. **Beginning Balance**

   The ending or statement balance from the last reconciliation.

3. **Cutoff Date**

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

4. Ending/Statement Balance

Enter the balance printed on the bank statement.

5. Difference

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

You can select from the following functions.

Select the ☐ icon to access Note Entry (SME710) for the bank specified in the program. Select the 📝 icon to make changes for the highlighted transaction.

Select the ➕ icon to add a new transaction.

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

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

Select the ❌ icon to delete the highlighted transaction.

Press the 💾 icon to save your changes.

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

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

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

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

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

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

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

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

01-FACTS 7.7 Development, Bank Reconciliation (SME520) - Infor

File   Edit   View   Options   Help

Bank   [01] [ ]   **First National Bank of Atlanta**   Beginning Balance   **4303.00**

Statement End Date   [10/05/2007]   Ending Balance   [4306.00]

                                                                     Difference   **3.00**

Tran Date	Type	Stat	In Bal	Adj	Clrd	Amount	GL# / Bank	Check#	Memo
09/01/2004	C	C				100.00		000004	Created by AP Check Register 0375
09/01/2004	C	C				250.00		000006	Created by AP Check Register 0375
09/01/2004	C	C				100.00		000446	Created by AP Check Register 0376
09/01/2004	C	C				200.00		000448	Created by AP Check Register 0377
09/01/2004	C	C				24.00		003218	Created by AP Check Register 0378
09/01/2004	C	C				50.00		003219	Created by AP Check Register 0379
09/01/2004	C	C				100.00		000026	Created by AP Check Register 0382
09/01/2004	C	C				100.00		000028	Created by AP Check Register 0380
09/01/2004	C	C				100.00		000029	Created by AP Check Register 0381
09/01/2004	D	C				100.00			Created by SO Daily Sales Register 08
09/09/2004	C	C				200.00		003213	Created by AP Check Register 0368
09/10/2004	C	C				250.00		003214	Created by AP Check Register 0368
09/12/2004	C	C				165.50		000312	Created by AP Check Register 0368
09/15/2004	C	C				1294601.37		006016	Created by AP Check Register 0383
09/15/2004	C	C				587.00		006017	Created by AP Check Register 0383
09/15/2004	C	C				2050.00		006018	Created by AP Check Register 0383
09/15/2004	C	C				10.00		006019	Created by AP Check Register 0383
09/15/2004	C	C				3772.00		006020	Created by AP Check Register 0383

[Clear/Unclear] [Clear Range] [Update] [Reconcile] [View Detail] [View Adjs] [Header] [Done]

Bank Inquiry (SMI510)

Function

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

- General Information, including address, contact, phone number, bank account number, current balance, general ledger number and use of ledgercards flag
- Ledgercards information, including date, debit amount, credit amount, balance, memo and register number.
- Check information, including check number, check date, check period, payee number/name, check amount and clear date.
- ACH Payments information, including individual ACH payments and wire transfers post to the Bank Reconciliation system as individual checks using the ACH or wire payment number. Combined ACH payments post the combined totals as individual checks using the combined ACH payment number. For combined ACH payments, the View Detail window of Bank Inquiry you can select Ind ACH to view the individual ACH checks that made up this combined check. FACTS displays all of the individual ACH payments that make up this combined payment in the line browser. The browser information includes Check number, Payee number, Payee Name, Check Amount, Discount, and Voided.

- Notes information—select the ☐ icon to access Note Entry (SME710) for the bank specified in the program.

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

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

You can display information using the following sort orders:

- Date
- Descending transaction date
- Transaction Number

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

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

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

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

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

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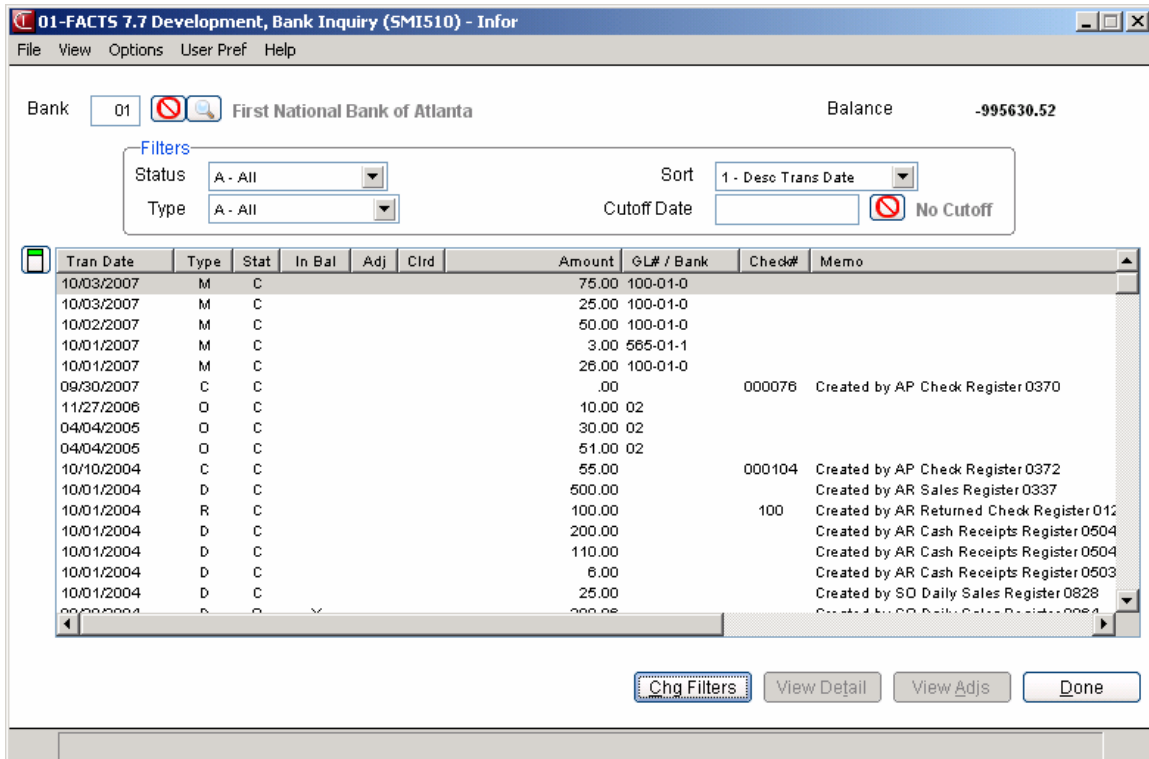
Change Filters

Function

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

User Fields

You can modify the following fields:

1. **Status:**

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

2. **Type:**

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

3. **Sort**
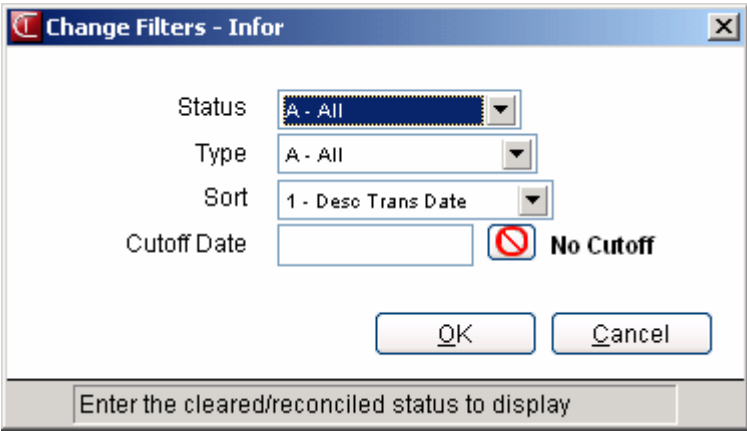
Select the sort order to use as criteria for bank record display in the browser: You can display information using the following sort orders:
   - Date
   - Descending transaction date
   - Transaction Number

4. **Cutoff Date**

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

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

Bank Transaction Listing (SMR520)

Function

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

User Fields

The following fields are available for the Bank Transaction Listing.

1. Order

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

2. Beginning

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

3. Ending

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

4. Bank

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

5. Cleared/Reconciled

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

6. Transaction Type

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

7. Print Deposit Cash and Check Detail

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

8. Print Adjustment Detail

Indicate whether to print adjustments separately? (Y/N), **F4**-Backup

Bank Transaction Removal (SMU510)

Function

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

User Fields

The following fields are available for the print and removal of cleared bank transactions:
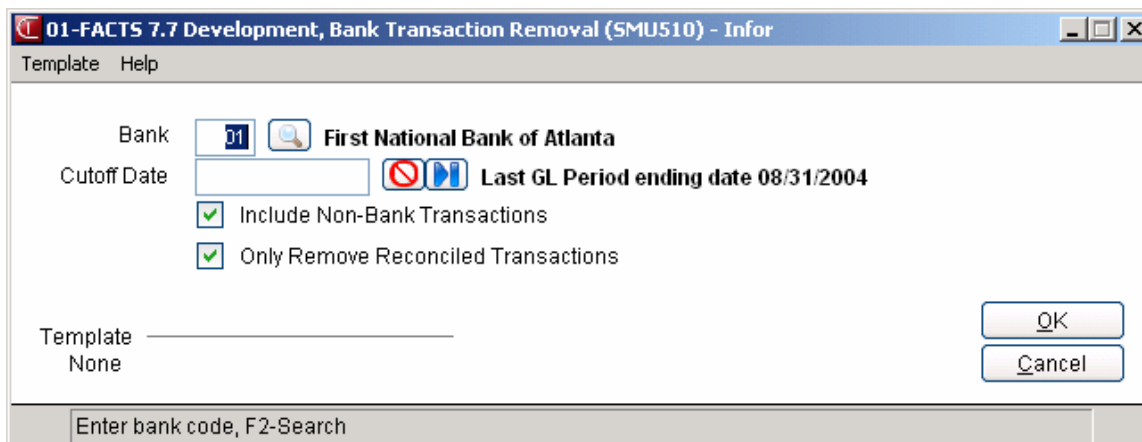
1. Bank

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

2. Transaction Cutoff Date

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

3. Only Remove Reconciled Transactions Prompt

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

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 Fields

The following fields 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 field with a 0 on the left. F2 allows a search (ref. 3).

2. Bank Name

Enter the bank name (up to 30 characters).

3. Bank Address 1

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

4. Bank Address 2

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

5. Bank Address 3

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

6. Contact

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

7. Phone #

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

8. Bank Account #

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

9. Current balance

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

10.   Bank G/L #

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

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

Note: With unrestricted access, the user will be able to do all of the functions available in the banking system for this bank.
By giving a user the limited access security code instead of the unrestricted code, the user will only be able to view, edit or delete open deposit and transfer out transactions for this bank in Bank Transaction Entry. In all other banking programs, the user will get the message "User does not have security to access this bank".

With neither code, the user will not be able to do anything with this bank.

12. Unrestricted Access

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

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

13.   Limited Access

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

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

Reconciliation tab

1.   Use Deposit System

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

2. Bank Clearing GL Account

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

3.   **Auto Create Deposit**

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

4.   **Separate Deposit for Credit Card**

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

5.   **Separate Deposit for Debit Card**

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

History tab

1.   **AP Last Reg Check # Printed**

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

2.   **AP Last Man Check # Used**

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

3.   **AR Last Deposit Ticket #**

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

4.   **PR Last Reg Check # Printed**

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

5.   **PR Last Manual Check # Used**

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

AP Electronic Payments tab

1. **AP Electronic Payments**

Indicate whether this bank supports electronic payments--Yes or No.

Note: The following fields will only be enabled if the Support AP Electronic Payments field is Yes.

2. **Password for EFT Approval**

Enter the password to use for to approve EFT transactions. Press F1 or 🚫to enter null.

3. **ACH Entry Class**

Enter the ACH entry class. You can select from C -CCD, D-CCD+, or T-CTX

4. Post to Bank Rec by Batch

Indicate whether to post payments to Bank Reconciliation by electronic batch.

5. Pmnt Batch File Directory

Enter the location for the payment batch file to be written.

6. Company ID

Enter the company id for the company that originated the ACH transaction.

In the Email for Payment Remittances section:

7. From Address

The email address from which payment remittances are sent.

8. Internal BCC Address

The blind carbon copy address (not seen by the recipient) for internal, company personnel for payment remittances.

In the Last Used section:

8. ACH Payment Number

Enter the last manual ACH number used (1-999999). This entry should be set to A plus the last check number used when processing begins. The program initially defaults to 000000.

9. Combined ACH Payment Number

Enter the last combined ACH number used (1-999999). This entry should be set to "C"+this number will be the "check" number of the combined payment that is reported in the EFT Payment Batch file and in Back Reconciliation. The program initially defaults to 000000.

10. Wire Transfer Payment Number

Enter the last wire transfer used (1-999999). This entry should be set to W plus the last check number used when processing begins. The program initially defaults to 000000.

11. EFT Batch Number

Enter the last EFT batch register number used (1-999999). The program initially defaults to 000000.

01-FACTS 7.7 Development, Bank F/M (SMF510) - Infor

Notes Help

Bank [01] ⌐ **First National Bank of Atlanta**

General Reconciliation History AP Elec Pmts

Bank Name	First National Bank of Atlanta
Address 1	1647 West Hillwood Ave.
2	Atlanta, GA 30030
3	Suite 1B
Contact	Midas Mulligan
Phone #	978-3475
Routing #	123123123
Bank Account #	01-947856-30A
Current Balance	-11089818.95
Bank G/L#	100-01-0 🔍 Cash

Security Codes

Unrestricted Access	
Limited Access	z

[💾 Save] [✖ Delete] [➕ New] [🚪 Exit]

Enter bank name

01-FACTS 7.7 Development, Bank F/M (SMF510) - Infor

Notes   Help

Bank   [01] [ ]   **First National Bank of Atlanta**

<u>**General**</u>   <u>**Reconciliation**</u>   <u>**History**</u>   **AP** <u>**Elec Pmts**</u>

Deposit System

Use Deposit System	☑
Bank Clearing GL#	[101-01-0] 🚫 🔍 **Cash Clearing**
Auto Create Deposit	☑
Separate Deposit for Credit Card	☑
Separate Deposit for Debit Card	☑

Reconciliation

Use Bank Reconciliation	☑
Last Statement End Date	[10/04/2007]
Ending Balance	[4303.00]

💾 <u>Save</u>   ✖ <u>Delete</u>   ➕ <u>New</u>   🚪 E<u>x</u>it

Use deposit system?

01-FACTS 7.7 Development, Bank F/M (SMF510) - Infor

Notes   Help

Bank   01   First National Bank of Atlanta

General   Reconciliation   History   **AP Elec Pmts**

AP Electronic Payments   ☑

Password for EFT Approval   [   ]

ACH Entry Class   X - CTX ▼

Post to Bank Rec by Batch   ☐

Pmt Batch File Directory   c:\api\in

Company ID   1200456321

Email for Payment Remittances
From Address   stephanie.keller@infor.com
Internal BCC Address [   ]

Last Used
ACH Payment #   000000585   EFT Batch #   00000123
Combined ACH Payment #   000000046   EFT Batch Register #   00005
Wire Transfer Payment #   000008017

💾 Save   ✖ Delete   📄 New   🚪 Exit

Does this bank support AP electronic payments?

Bank Control F/M (SMF580)

Function

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

User Fields

Fields for Bank Control F/M are:

1. Bank Transfer Clearing GL#

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

2. GL Distribution

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

3.   Journal

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

4.   Auto Display Bank Notes

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

5. Last Transaction Register #

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

CHAPTER 8

Inquiries

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

The **Executive 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.
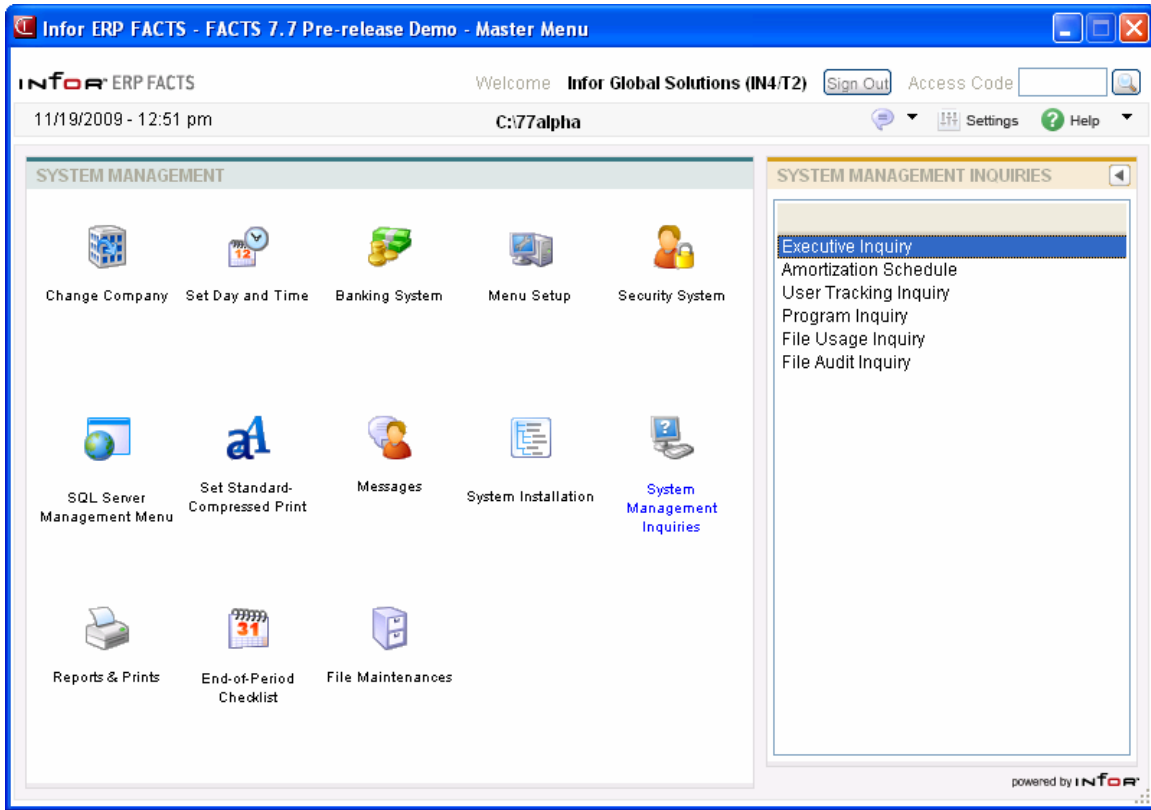
Executive Inquiry (SMI610)

Function

Use this program to display, 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)
- 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.

Use the following fields to display Executive Management Inquiry information:

1. Branch

Enter the branch code. The entry must be a valid branch. Press **Enter (CR)** or 🌐 to default to **ALL**. Press 🔍 or **F2** to search.

Branch codes are created and maintained in Branch F/M (*System ManagementàFile MaintenancesàBranch F/M*).

2. Department

Enter the department code, if they are used. The entry must be a valid department. Press **Enter (CR)** or 🌐 to default to ALL. Press 🔍 or **F2** to search.

Department codes can be created and maintained in Department F/M (*General LedgeràFile MaintenancesàInfrequent File MaintenancesàDepartment F/M*).

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. View

Select **Dashboard** or **Sales History** to indicate the view you want to display in the browser.

4. Show Chart

Select **Show Chart** to indicate you want to view Sales History or Dashboard balance information graphically.

Dashboard Charts

Dashboard charts are renderings of the current Accounts Payable balance, Accounts Receivable balance, cash in bank, inventory valuation, open Purchase Order balance, and Open Sales Order balance information. Dashboard show individuals values verses columnar charts like Sales History.

The color and chart illustrations on the dashboard charts are pre-set by category to indicate whether favorable (indicated by green) information for a particular account is desirable to be a high number or low number. For example a favorable Accounts Payable balance would be a lower number. The danger level and caution level values are determined by the amounts you enter on the Executive Inquiry Setting (SME600) screen in the Danger Level and Caution Level fields. These field values allow you to precisely specify where the chart colors change from green (favorable) to yellow (caution) to red (danger) for each Dashboard chart you create.

Dashboards have special menu options and special features that are available to Executive Inquiry administrators as set on the Security tab of User Code F/M (SMF410).

You can right click on a dashboard panel to display the dashboard menu. The following options are available:
Hide—to hide the dashboard display from the browser display in the lower portion of the screen.
Update Now —to update the dashboard data immediately instead of the time increment scheduled.
Change Update Interval—to enter a different interval of time to use to update the dashboard data.

Panels

Executive Inquiry Panels are screens composed of Dashboard renderings for the specified departments, branches and chart code settings for the Executive Inquiry. Panels can be resized and placed anywhere on your computer screen. Based on your settings FACTS remembers the size location and information displayed in each Dashboard Panel. See the Executive Inquiry Panels topic for more details.

Executive Inquiry Menu Options

The following menu options are available in Executive Inquiry.

The **File** menu contains the following options:

Save Settings—Allows you to enter the branch, department and chart settings for the dashboard panel.

Exit—Returns you to System Management main menu.

The **Chart** menu contains the following options:

Settings—Accesses the Executive Inquiry Setting screen, which is used to create branch, department and chart settings for caution and danger levels used in the Dashboard renderings. Using the Executive Inquiry Setting screen you can also restrict the chart code access in Executive Inquiry by setting security code and modify the update interval for the balance information displayed. This option is available to Executive Inquiry administrators as set on the Security tab of User Code F/M (SMF410).

The **Panel** menu contains the following options:

Launch—Allows the selected Panel of Dashboards to free float independently of the Executive Inquiry screen. You can launch an unlimited number of Dashboard panels and configure each Dashboard view independently.
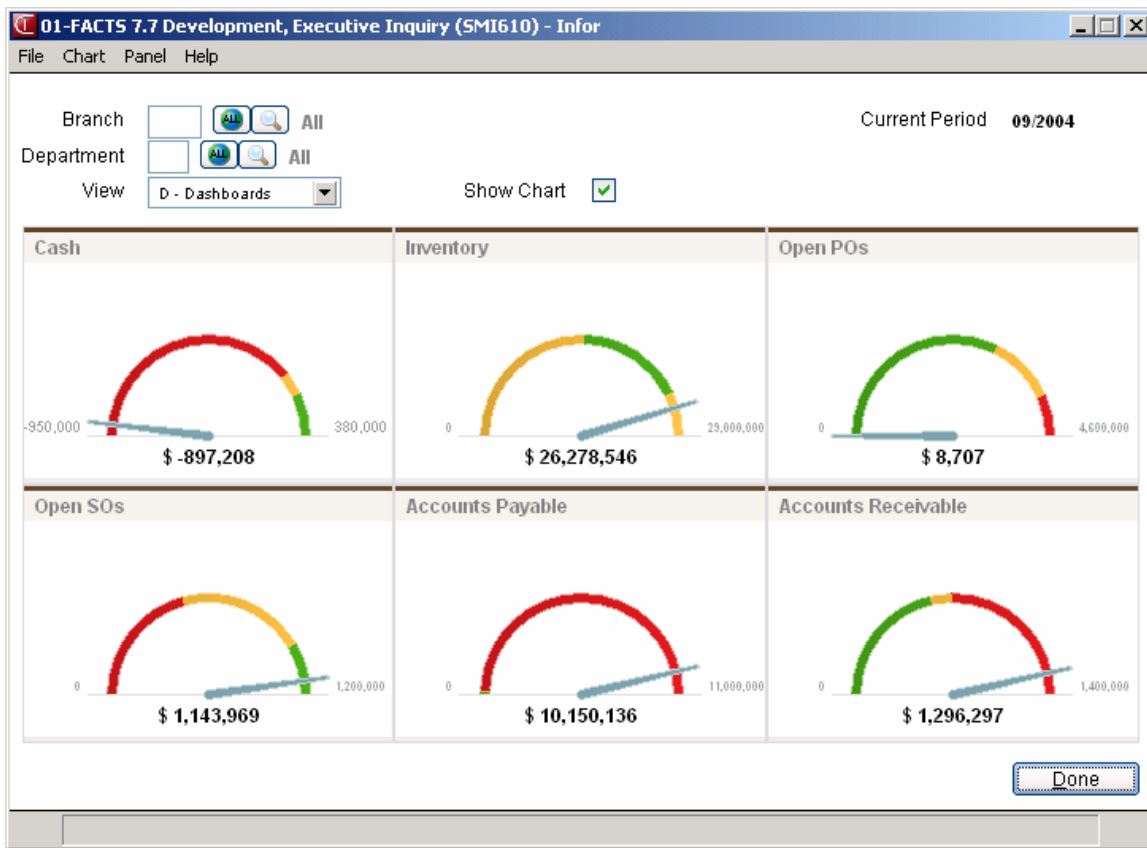
Executive Inquiry Panels

Executive Inquiry Panels are free floating screens of Dashboard renderings for specified branches/departments and chart settings. Executive Inquiry Panels can be launched to operate independently of the Executive Inquiry program. Panels can be resized and placed anywhere on your computer screen. Based on your settings FACTS remembers the size location and information displayed in each Panel of dashboard renderings.

You can launch Panels from the Executive Inquiry program by selecting **Chart→Launch Panel** to allow the selected Panel of Dashboards to free float independently of the Executive Inquiry screen. You can launch an unlimited number of Dashboard panels and configure each Dashboard view independently.

Note that the Panel settings are entirely based on settings in Company Code F/M and User Code F/M. If you are using Executive Inquiry, it is not advisable to allow multiple users use the same FACTS user code. This is not a problem for a user to temporarily sign in on a different client.

If a panel is set to auto launch, and it launches when you sign in, then the user closes that panel, it will not auto launch again until and unless that user signs out of all of their FACTS windows then signs in again. if any FACTS windows remain open, the auto launch will not happen.

Menu Options

The following menu options are available in Executive Inquiry.

File-->Exit option allows you to close the panel.

The Preferences menu option allows you to enter the branch, department and chart settings for the dashboard panel. You can select to auto-launch the Executive Inquiry dashboard panel when you log on to FACTS.

The **Chart->Show/Hide** option displays the Chart selection for Panel screen, which allows you to show, remove or redisplay a dashboard on a panel.

Settings—Accesses the Panel Settings screen, which is used enter a panel title, select the branches/departments and launch and display settings for the Panel.

Launch Panel—Allows the selected Panel of Dashboards to free float independently of the Executive Inquiry screen. You can launch an unlimited number of Dashboard panels and configure each Dashboard view independently.
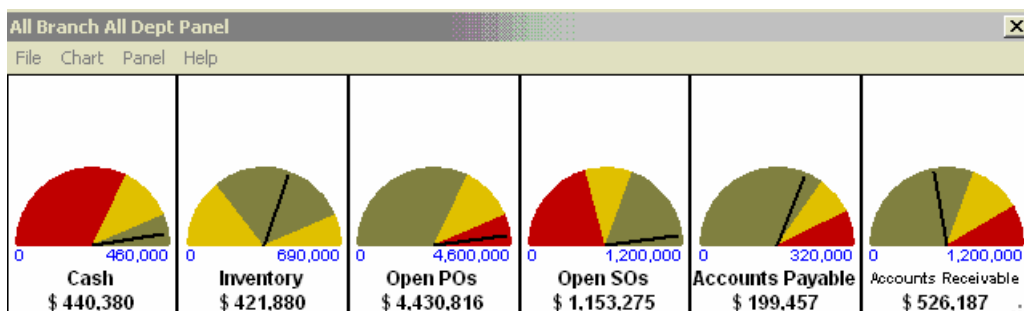
Executive Inquiry Settings (SME600)

Executive Inquiry Administrator users can access the Executive Inquiry Setting screen to create chart settings by branch and department and enter caution and danger levels used in the Dashboard renderings. Using the Executive Inquiry Settings screen you can also restrict the chart code access in Executive Inquiry by setting security code and modify the update interval for the balance information displayed. Executive Inquiry Administrator privileges are designated in User Code F/M on the Security tab.

Use the following fields to create and maintain Executive Management Inquiry settings for charts:

1. Chart Code

Enter the chart code. Press 🔍 or **F2** to search.
 In Account F/M (GLF910), each GL account can be assigned an Executive Inquiry Type. Cash Inventory, Open POs, Open SOs, Accounts Payable, Accounts Receivables are the available chart codes.

2. Security Code

Enter the security codes that the user may have to access this chart, if they are used. The entry must be a valid department.

Department codes can be created and maintained in Department F/M (*General LedgeràFile MaintenancesàInfrequent File MaintenancesàDepartment F/M*).

3. Update Interval

Enter the number of minutes between automatic updates for the information displayed on the chart.

TIP: Different chart types lend themselves to longer or shorter time intervals. For example Open PO and Open SO chart types read directly from the PO and SO file and reflect real-time up-to-date transaction information. Cash, Inventory, Accounts Payable, and Accounts Receivables charts can have typically longer updates settings because their information is only updated when their respective register programs are run and posted.

For example, you can write check and collect payments but until Daily Sales Register program is updated the transaction is not reflected in the Executive Inquiry display. The same is true for Inventory, Sales Orders, Purchase Orders chart types; the transaction information in the General Ledger accounts is not updated until the appropriate register programs are run.

In the lower portion of the screen, you can enter branch and department and enter caution and danger levels used in the Dashboard renderings for the branch(es) and department(s) for the chart code. You can select:

🟩to add branch and department and enter caution and danger levels for the branch and department for the chart code.

📝 to edit the branch, department, caution and danger levels for the highlighted chart code record.

to insert a branch and department and enter caution and danger levels for the branch and department for the chart code

to cancel line entry

to save the record.

to delete the highlighted line.

4. Branch

Enter the Branch to use for the chart code record. Press or **F2** to search. Press Enter (CR) to default to ALL.

5. Department

Enter the Department to use for the chart code record. Press or **F2** to search. Press Enter (CR) to default to ALL.

6. Danger Level

Enter the danger level value for the dashboard rendering of the chart for the specified branch/department combination.

7. Caution Level

Enter the caution level value for the dashboard rendering of the chart for the specified branch/department combination.

Note that the Caution and Danger Levels are the values at which the dashboard rendering change color. The **Danger Level** and **Caution Level** field values allow you to precisely specify where the chart colors change from green (favorable) to yellow (caution) to red (danger) for each Dashboard panel you create. The color and chart illustrations on the dashboard panels are pre-set by category to indicate whether favorable (indicated by green) information for a particular account is desirable to be a high number or low number. For example a favorable Accounts Payable balance would be a lower number.

When you are finished entering chart code information for Executive Inquiry settings, please **Done** to exit the screen.

Chart selection for Panel

Use the Chart selection for Panel screen, which allows you to show, remove or redisplay a dashboard on a panel. In the Chart Title field, FACTS displays the name of each dashboard panel. You can double-click the chart type to toggle off and on the display. You can access this screen in Executive Inquiry from the **Chart->Show/Hide** menu option displays the Chart selection for Panel screen, which allows you to show, remove or redisplay a dashboard on a panel.
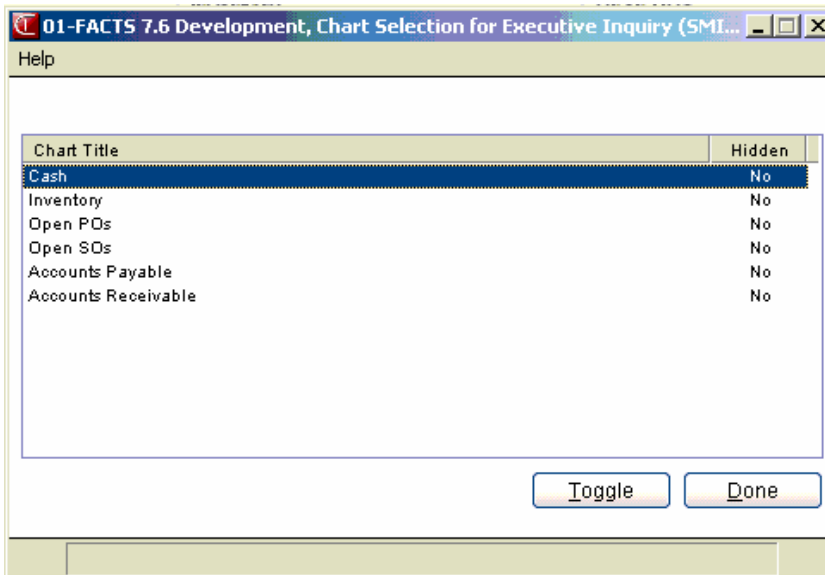
Panel Settings

Use the Panel Settings screen to enter a panel title, select the branches/departments and launch and display settings for the Panel.

The following fields are used in entering panel setting information:

1. **Panel Title**

1. Panel Title

Enter the name for the Panel.

2. Branch

Enter the Branch to use for the chart code record. Press 🔍 or **F2** to search. Press Enter (CR) to default to ALL.

3. Department

Enter the Department to use for the chart code record. Press 🔍 or **F2** to search. Press Enter (CR) to default to ALL.
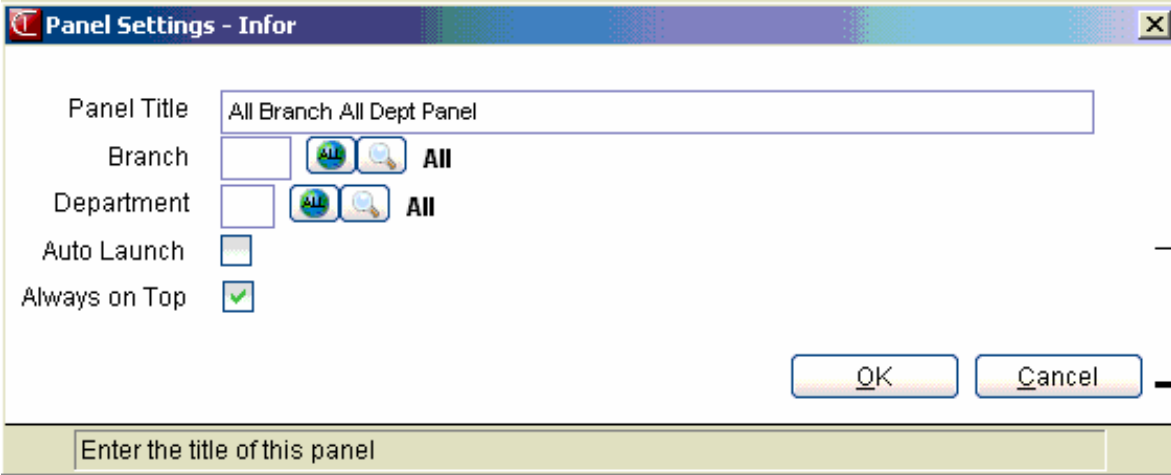
4. Auto Launch

Indicates you want to launch the Panel when you sign in. Note if the user closes that panel, it will not auto launch again until and unless that user signs out of all of their FACTS windows then signs in again. If any FACTS windows remain open, the auto launch will not happen.

5. Always on Top

Indicates you want the Panel to always be the top most window on your monitor display.

When you have entered all panel settings, press **OK** to enter the data and return to the Panel or **Cancel** to return to the panel display without saving panel setting information.

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 Fields

The following fields 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). Press Enter (CR) to default 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). Press Enter (CR) to default 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. Press Enter (CR) to default to T.

```
┌─────────────────────────────────────────────────────────────────────┐
│ ⓘ Amortization Schedule (SMI620)                            _ □ X     │
│  Help                                                                  │
│                                                                        │
│  01-FACTS 7.7 Development       AMORTIZATION SCHEDULE          SMI620  │
│                                                                        │
│  DESCRIPTION .........................................  PRINCIPAL      │
│                                                              RATE      │
│  MONTHLY PAYMENT              TOTAL PAYMENT               MONTHS        │
│                              TOTAL INTEREST          START MONTH        │
│                                                                        │
│  YR MONTH   TOT. MONTHS    PAYMENT  PRINCIPAL   INTEREST  TOT. INTEREST    BALANCE │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│  ENTER DESCRIPTION OF LOAN, F4-END                        [End] [OK]   │
│                                                                        │
│                                                                        │
│  ┌──────────────────────────────────────────────────────────────┐    │
│  └──────────────────────────────────────────────────────────────┘    │
└─────────────────────────────────────────────────────────────────────┘
```
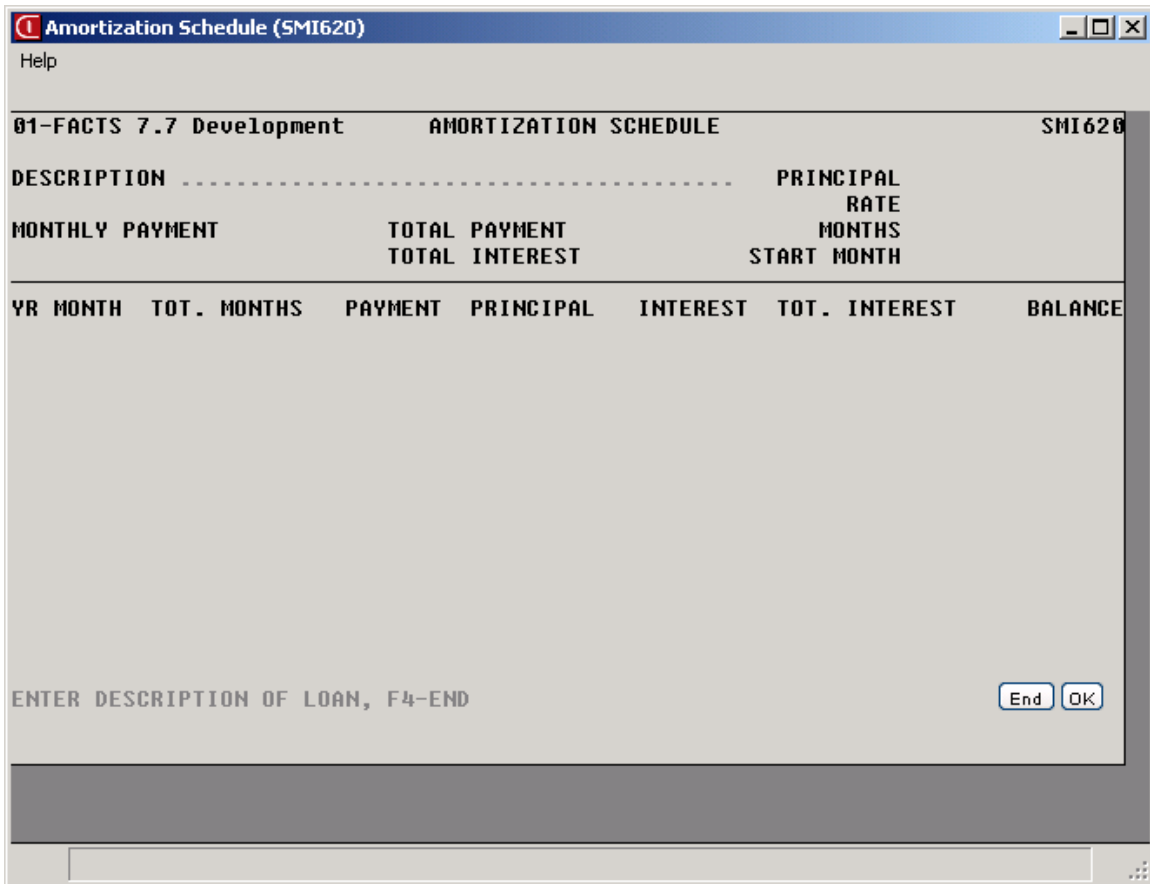
How to attain an Amortization Schedule

1. Access this program selecting System Management→Inquiries→Amortization Schedule.

2. (Optional) In the Description field, enter the loan description (up to 40 characters).

3. In the Principle field, enter the principle amount of the loan (.01-9,999,999.99).

4. In the Rate field, enter the interest rate (.001-99.999). Press Enter (CR) to default to 0.

5. In the Months field, enter the life of the loan in months (1-999).

6. In the Start Month field, 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 (SMI900)

Function

Use the User Management (SME900) program to monitor user activity.

User Fields

The system displays the company for the user as the default. You can press **F1** or to review user information for all companies. Press **F2** or to search for companies. The All company option is only available if the user running User Management (SME900) has access to all companies on the Security tab of User Code F/M (SMF410).

In the Refresh in Minutes field enter the interval in minutes for the information in the browser to be redisplayed.

In the browser in the lower portion of the screen, the system displays the FACTS user count, user id, user name, TCPIP address, network id, operating system user id, the FID(0), the T number and Base ID.

Update to update the user information display in the browser.

Exit to return to the main Security menu.

This program allows the user to view every user on the FACTS system. 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.

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 Fields

The following fields are involved in inquiring about users:

1. User

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

2. Beginning Date

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

```
┌────────────────────────────────────────────────────────────────────────────┐
│ ⓒ User Tracking Inquiry (SMI640)                                  _ ☐ ✕     │
├────────────────────────────────────────────────────────────────────────────┤
│ Help                                                                        │
│                                                                             │
│ 01-FACTS 7.7 Development        USER TRACKING INQUIRY            SMI640      │
│                                                                             │
│ USER ...                                                                    │
│                                                                             │
│                                              ---------TIME--------- SINCE    │
│ DATE    PROGRAM NAME                         IN      OUT      USED  LAST NOTE│
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│                                                                             │
│ ENTER BEGINNING USER CODE (CR=FIRST), F4-END        [First] [End] [OK]      │
│                                                                             │
├────────────────────────────────────────────────────────────────────────────┤
│                                                                             │
└────────────────────────────────────────────────────────────────────────────┘
```

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 Fields

The following field 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 field 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.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ❶ Program Inquiry (SMI650)                                    _ □ ×       │
│  Help                                                                     │
│ ─────────────────────────────────────────────────────────────────────── │
│                          PROGRAM INQUIRY                       SMI650     │
│ ─────────────────────────────────────────────────────────────────────── │
│  PROGRAM NAME                    ACCESS CODE       SECURITY CODE          │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│  ENTER BEGINNING SEARCH CHARACTERS, CR-CONTINUE, F4-END |......  ┌────┐┌──┐│
│                                                                 │End ││OK││
│                                                                 └────┘└──┘│
│ ─────────────────────────────────────────────────────────────────────── │
│                                                                           │
│  ┌─────────────────────────────────────────────────────────────┐      ⠵  │
│  └─────────────────────────────────────────────────────────────┘         │
└─────────────────────────────────────────────────────────────────────────┘
```
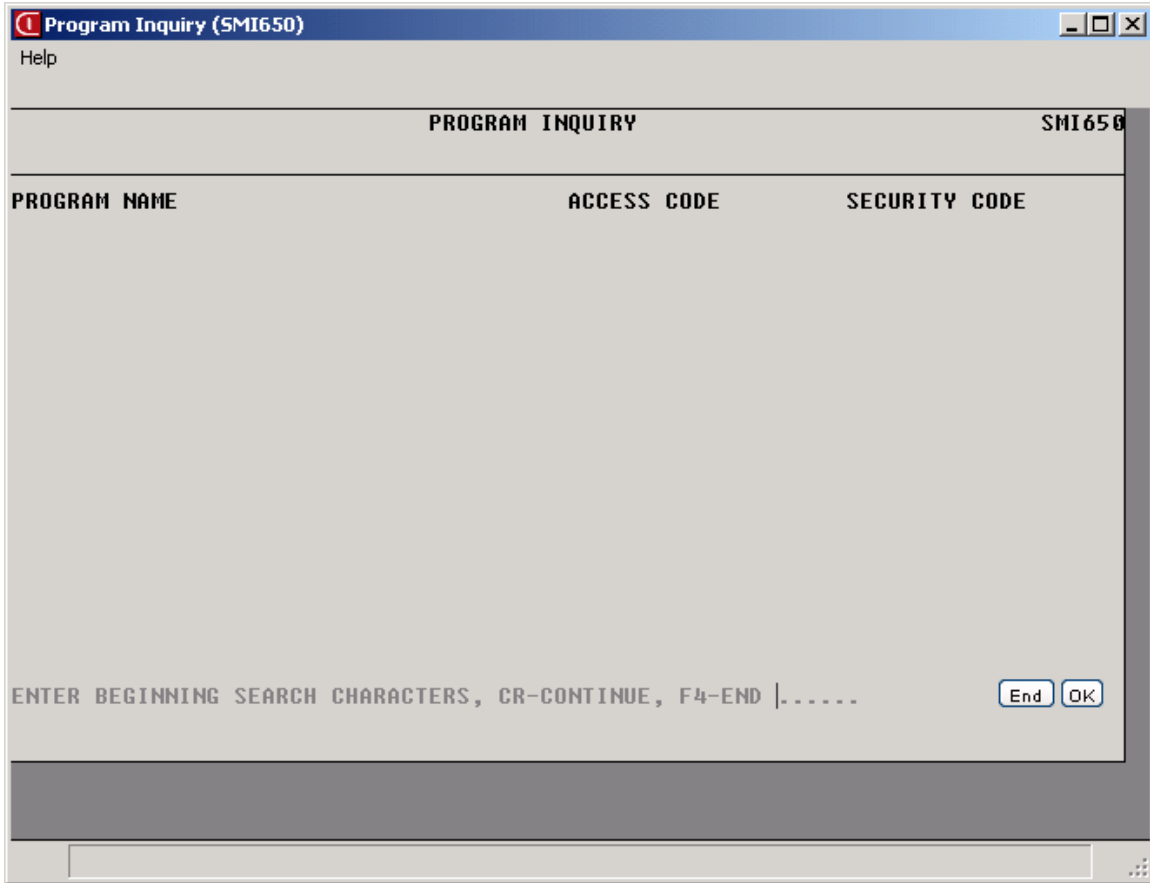
How to view program information

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

2. In the Beginning Search Characters field, 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 Fields

The following fields are involved in inquiring about file usage:

1. Minimum Percent

Enter the minimum percent used for a file to be displayed (1-99). Press Enter (CR) to default 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). Press Enter (CR) to default to the first file name (alphabetically).

CHAPTER 9

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 SM Code List prints a list of various SM codes including terminals, printers, banks, branches and files.

9. The Text File Print provides a print out of any ASCII or text file.
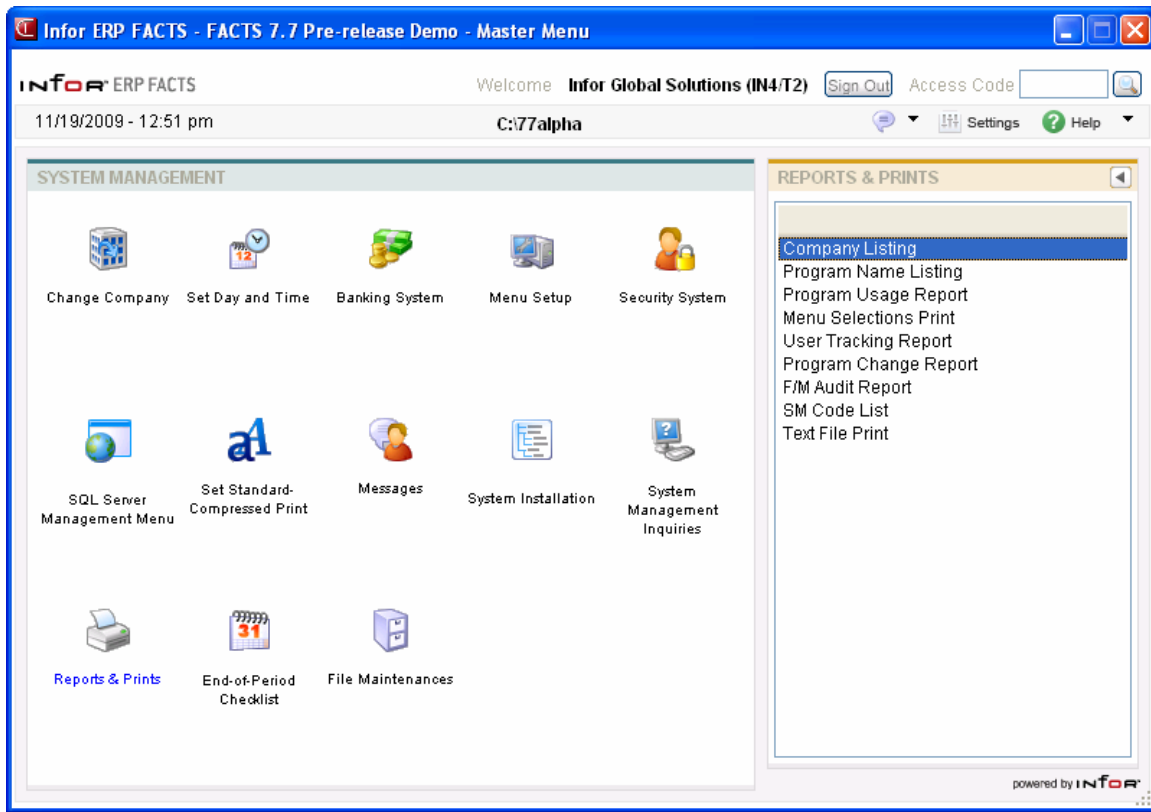
Company Listing (SMR710)

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 Fields
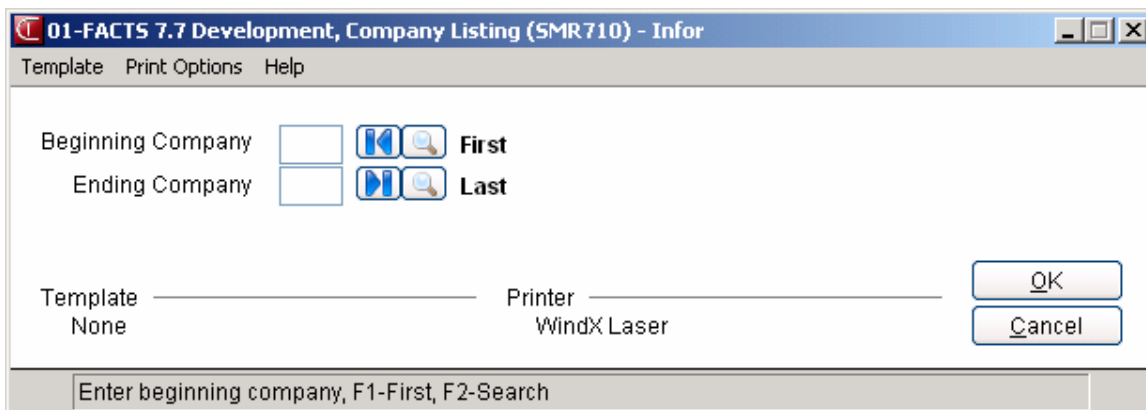
The following fields are involved in printing a Company Listing:

1. Beginning Company

Enter the beginning company code to print (2 characters). Press ◀| to default to FIRST. Press **F2** or 🔍 to search.

2. Ending Company

Enter the ending company code to print (2 characters). Press |▶ to default to LAST. Press **F2** or 🔍 to search.

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 Fields

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

1. Beginning Program

Enter the beginning program to print (up to 6 characters). Press ◀◀ to default to FIRST. Press **F2** or 🔍 to search.

2. Ending Program

Enter the ending program to print (up to 6 characters). Press ▶▶ to default to LAST. Press **F2** or 🔍 to search.

3. Security Codes

Enter the security code(s) in any combination side by side to print (0-9). Press 🔵 to default to ALL. Security codes are created and maintained in the User Code F/M.

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 🚫 to default to NONE, which disables the **Beginning Terminal** and **Ending Terminal** prompts.

5. Beginning Terminal

Enter the beginning terminal number to print (up to 3 characters). Press ◀◀ to default to FIRST. If the **Validity & Printer Information** prompt is set to NONE, this field is disabled.

6. Ending Terminal

Enter the ending terminal number to print (up to 3 characters). Press ▶▶ to default to LAST. If the **Validity & Printer Information** prompt is set to NONE, this field is disabled.

7. Skip

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

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 Fields

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

1. Beginning Program

Enter the beginning program to print on the report (up to 6 characters). Press ◀ to default to FIRST. Press **F2** or 🔍 to search.

2. Ending Program

Enter the ending program to print on the report (up to 6 characters). Press ▶ to default to LAST. Press **F2** or 🔍 to search.

3. Unused Only

Indicate whether to print only those programs not tied into any menu. The program defaults to unselected.
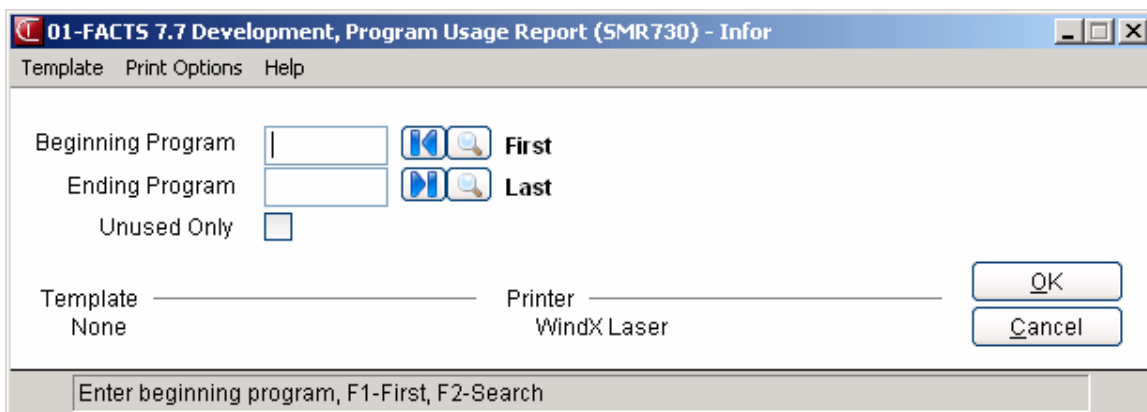
Menu Selections Print (SMR740)

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 Field
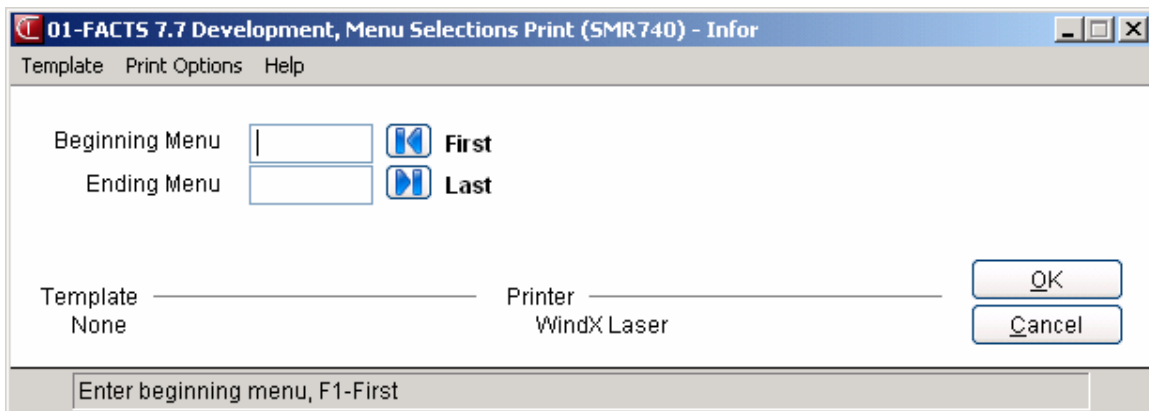
The following fields are involved in printing the Menu Selections Print:

1. Beginning Menu

Enter the beginning menu to print. Press ◀ to default to FIRST.

2. Ending Menu

Enter the ending menu to print. Press ▶ to default to LAST.

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 Fields

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

1. Beginning User

Enter the beginning user (up to 3 characters). Press ◄| to default to FIRST. Press **F2** or 🔍 to search.

2. Ending User

Enter the ending user (up to 3 characters). Press |► to default to LAST. Press **F2** or 🔍 to search.

3. Beginning Date

Enter the beginning date. Press ◄| to default to FIRST.

4. Ending Date

Enter the ending date. Press |► to default to LAST.

5. Program

Enter the program designation. The entry must be a valid program. Press 🔵 to default to ALL.Press **F2** or 🔍 to search.

6. Security Codes

Enter the program security codes side by side to print (0-9). Press 🔵 to default to ALL.

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 Fields

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

1. Beginning Program

Enter the beginning program to print. Press to default to FIRST.

2. Ending Program

Enter the ending program to print. Press to default to LAST.

3. Cutoff Date

Enter the cutoff date which is to include changes after. Changes entered before this date are not included on the report. Press to default to NO CUTOFF.
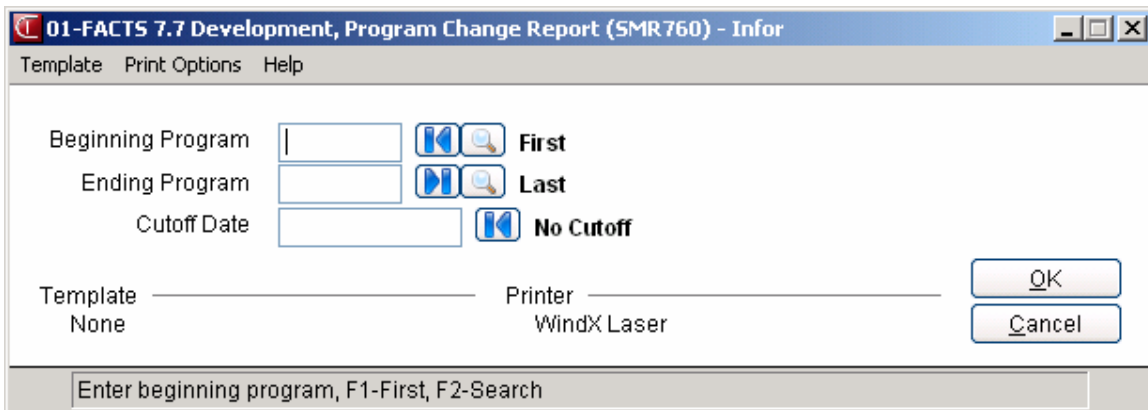
F/M Audit Report (SMR770)

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 Fields

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

1. Beginning Program

Enter the beginning program to print. Press to default to FIRST.

2. Ending Program

Enter the ending program to print. Press to default to LAST.

3. Beginning Date

Enter the beginning date of changes to print. Press to default to FIRST.

4. Ending Date

Enter the ending date of changes to print. Press to default to LAST.

5. User

Enter the User Code to print. Press to default to ALL.

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

Enter **YES** or **N** to indicate whether to remove the records just printed on the F/M Audit Report.

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 Fields

The following fields are involved in printing the SM Code List:

1. Select Number
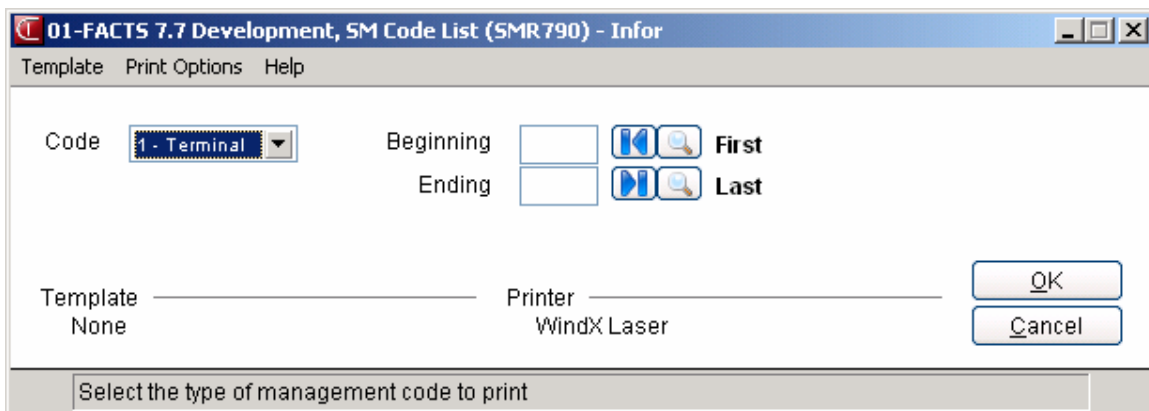
Enter the number of the code to print (1-5).

2. Beginning Order Choice

Select the beginning order choice to print of the code selected. Press ◀ to default to FIRST.

3. Ending Order Choice

Select the ending order choice to print of the code selected. Press ▶ to default to LAST.

Text File Print (SMR910)

Function
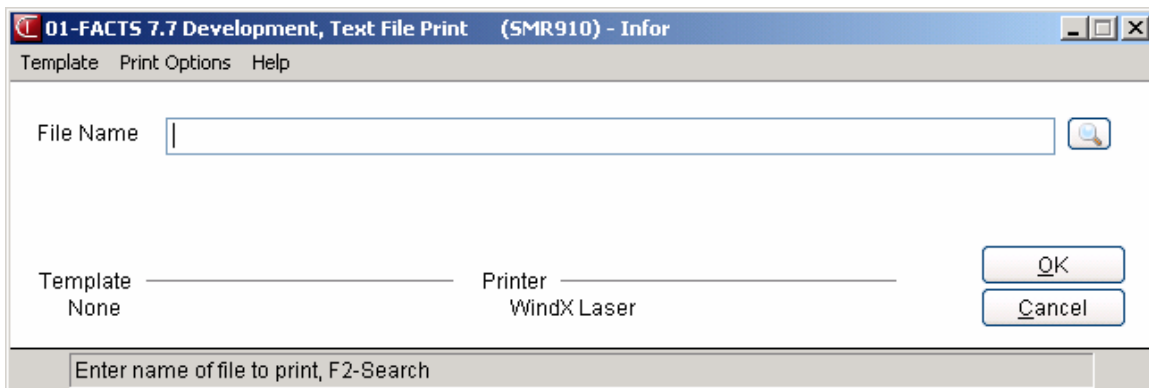
This program allows the user to obtain a print out of any ASCII or text file. You may use this program to print a copy of your configuration file or any other ASCII file.

User Fields

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. Press F2 or 🔍 to search.

CHAPTER 10

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.
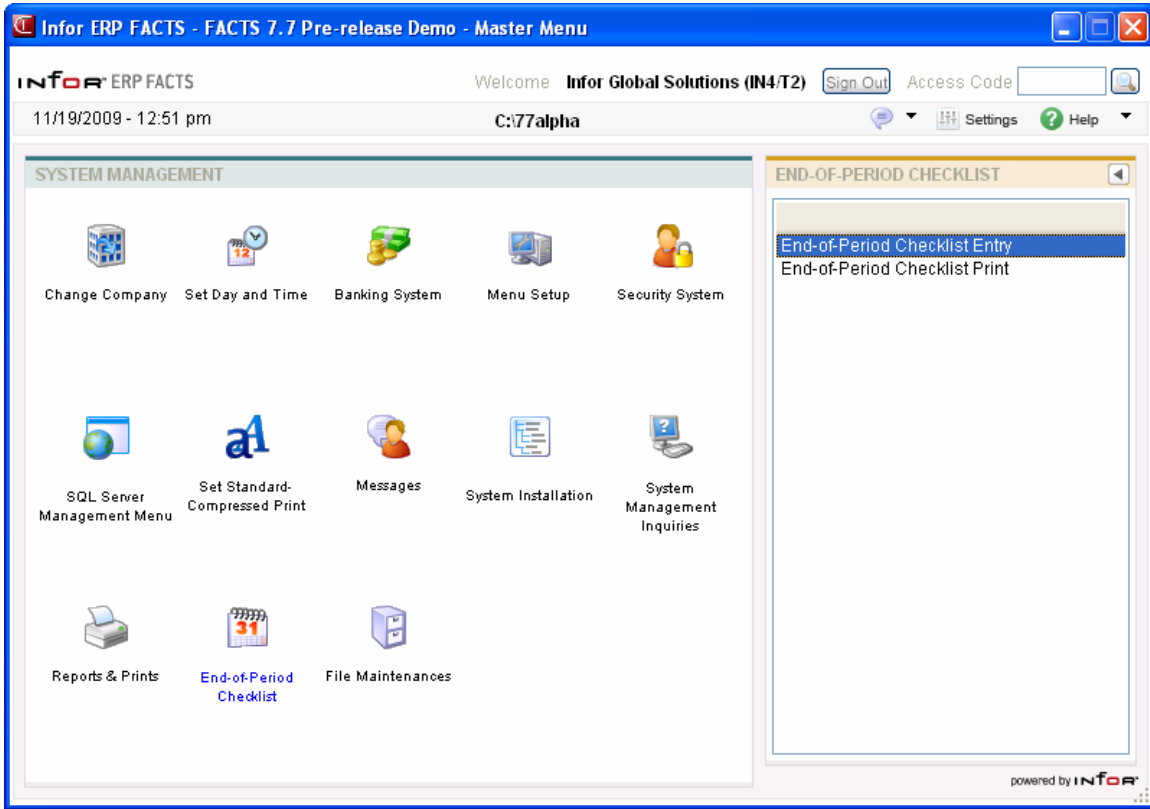
End-Of-Period Checklist Entry (SME810)

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 Fields

The following fields are involved in creating the end-of-period checklist:

1. Module

Enter the 2-character module code (e.g., AP). Press F2 or to search.

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 press Enter (CR) to default to the currently displayed value of the field. 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 field.

> **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. Press Enter (CR) to default to N.

> **F3 - Access the ending routine.**

End-of-Period Checklist Entry (SME810)

Help

```
01-FACTS 7.7 Development        END-OF-PERIOD CHECKLIST ENTRY            SME810

MODULE ..

LN# TEXT
```

```
ENTER MODULE CODE, F3-NEXT RECORD, F4-END          Next Record   End   OK
```

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 Fields

The following fields are involved in printing the End-of-Period Checklist:

1. Beginning Module
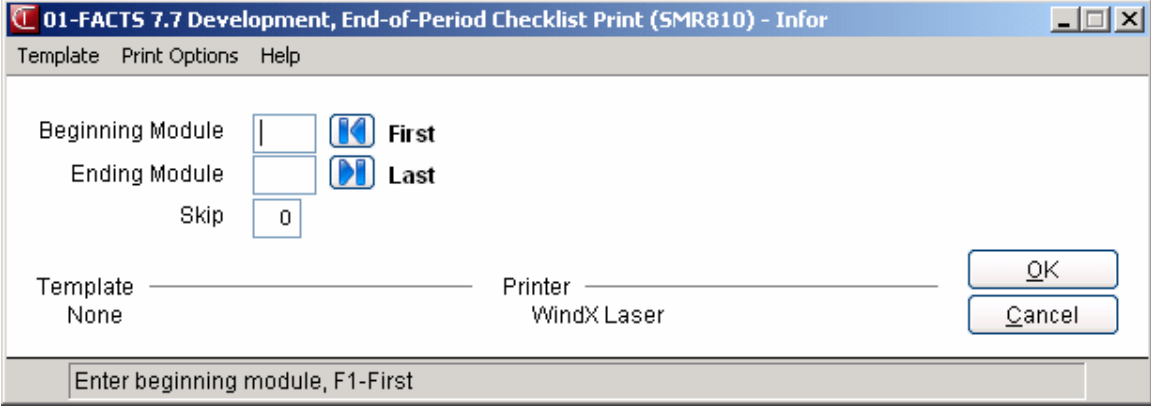
Enter the beginning module code (e.g., AP). Press ◀ to default to FIRST. Press **F2** or 🔍 to search.

2. Ending Module

Enter the ending module code. Press ▶ to default to LAST. Press **F2** or 🔍 to search.

3. Skip

Enter the number of lines to skip (blank line) between steps when printing.

CHAPTER 11

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 Maintenance** to set up printers in FACTS, using aliases created in the ProvideX link file utility.

Use **Credit Card Control F/M** to activate, deactivate and manage various credit card handling features in the FACTS system. This program enables you to activate, deactivate and manage various credit card handling features in the FACTS system.

Enter information from the authorization code sheet in **System Control F/M**, for example software serial number, software release number, modules purchased, etc.

Ü   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.

Use the **eCatalog/eStorefront Initialization** program to initially upload FACTS items to the eCatalog database. All requests for data are initiated from the eCatalog application.
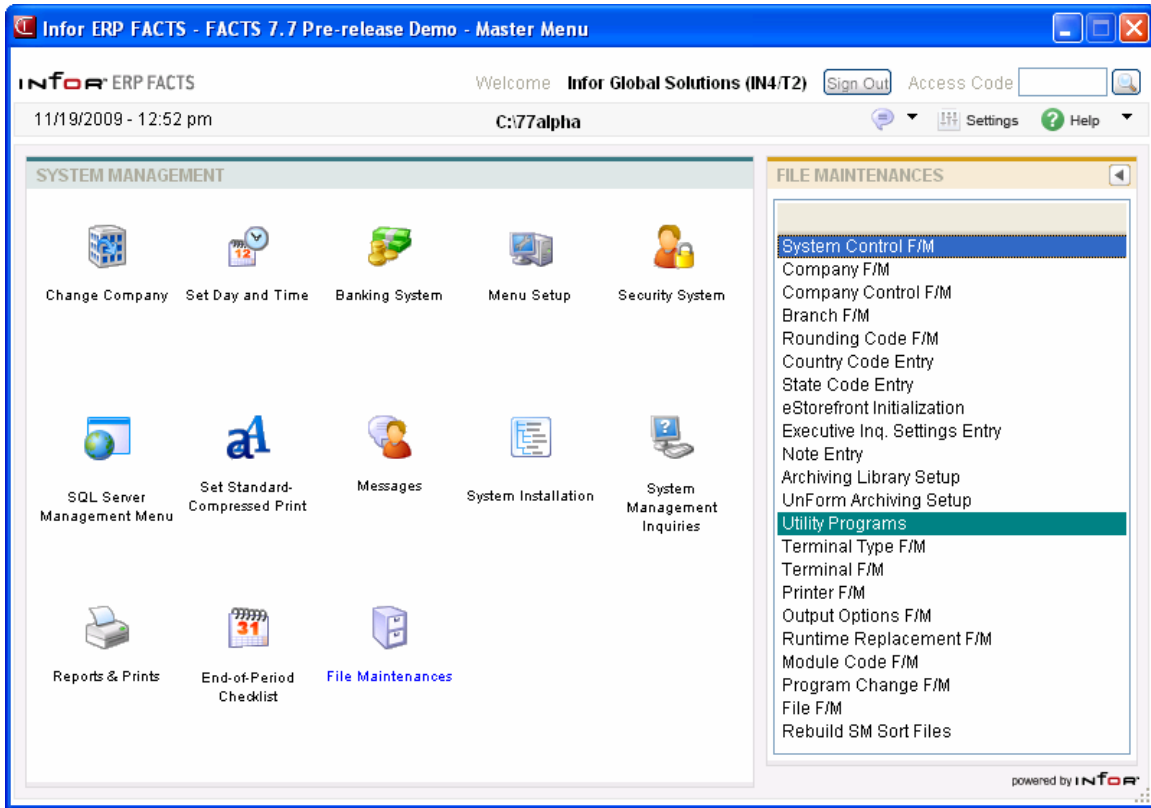
Company F/M (SMF910)

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 Fields

The following fields are involved in creating a new company:

1. Company

Enter the (2-digit) company code. **Enter (CR)** defaults to the first company on file. Press **F2** or 🔍 to search.

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 from the Infor Authorization Code Sheet. This input is case sensitive and should not be changed after live processing begins.

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

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 Fields

The following fields 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). Press Enter (CR) to initially default to 20.

�}✳7. Item # Pad

Enter whether to pad the item number with blanks on the **1**-left or **2**-right. Press Enter (CR) to initially default to 1.

�}✳8. # Of Periods/Year

Enter the number of periods in a year (4-13). Twelve is the standard entry. Press Enter (CR) to initially default 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. Press Enter (CR) to initially default 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. Press Enter (CR) to initially default to MMDDYY.

13. Override Password

Enter a password (up to 6 characters) that is used for two purposes:

- to access a document that another user is currently modifying. No one may access a document in SO, IC, or PO that is being modified by another user unless they enter this password.
- to change the field in the Nonstatic Control F/Ms of SO, IC, and PO that prohibits other terminals from running the indicated register.

14. Credit Card Processor

Choose the method of processing credit cards. You can select from: **ICVerify**, **Verisign (PayPal)**, or **Manual**. Press **Enter** to default to **Manual**. If you attempt to modify this field and any non-processed credit card transactions exist in the SORSOP file, the system displays a message that the Credit Card Processor method cannot be changed until all pending transactions are processed.

15. Substitutes to eCatalog

Indicate whether substitute items set up in Item F/M are uploaded to eCatalog. There is no ability to select or unselect these at the item level.

If the AT module is used and the Substitutes to eCatalog checkbox is changed from "selected" to "unselected", the program deletes any substitute item records from the log file that have not yet been uploaded to eCatalog

If the AT module is used and the companions flag is changed from "Y" to "N", the program will delete any companion item records from the log file that were not yet uploaded to eCatalog

16. Companions to eCatalog

Indicate whether companion items set up in Item F/M are uploaded to eCatalog. There is no ability to select or unselect these at the item level. Companion item memo lines do not upload to eCatalog at all.

If the AT module is used and the Companions to eCatalog checkbox is changed from "selected" to "unselected", the program deletes any substitute item records from the log file that have not yet been uploaded to eCatalog

17. TEMP Ship-To Tax Code

Enter the tax code to use for temp ship-to's of web orders when no other tax

code can be found. Press **F2** or 🔍 to search. Note that this TEMP Ship-To Tax Code applies only to web orders created without using a pickup location.

Processing Note for Orders Imported from eStorefront

When a temporary ship-to is created for a web order that *was not* entered for a pickup location, then the tax code to be used is determined with the following hierarchy:

- If the ship-to number that is returned from the web is on file and the state and zip are the same in the ARSHIP record as what is returned from the web, then the tax code and tax rate from the ARSHIP record is used.
- If the ship-to number that is returned from the web is on file and the state or zip are NOT the same in the ARSHIP record as what is returned from the web or the ship-to number returned from the web is not on file, then other permanent ship-to records will be searched for a matching state and zip (ARSHIP key 4). If found, then that ship-to's tax code is used. The tax *rate* is taken from the customer record (ARCUST).
- If there is still no tax code found, then the program looks in the Default Tax Code Entry file for a record matching the returned state and zip. If found, then that is the tax code that is used. The tax rate is taken from the customer record (ARCUST).
- *Lastly, the TEMP Ship-To Tax Code field in the Company Control F/M record is used and the document is placed on service hold.* The tax rate is taken from the customer record (ARCUST). If this field is blank, then the order is rejected.

Security tab

1.   Template Security

Define the security code that enables designated users to create system-wide templates in reports.

Enter a character from a-z, A-Z or 0-9.

Authorize a user to create system-wide security by entering this code in the User Code F/M **Security Code** field (*System Management→Security System→User Code F/M*)

2.   Export Security

Define the security code that enables designated users export search results to an ASCII or Excel file.

Enter a character from a-z, A-Z or 0-9.

Authorize a user to export by entering this code in the User Code F/M **Security Code** field (*System Management→Security System→User Code F/M*)

3.   DW Security

Define the security code that authorizes users to access the data warehouse system. Enter a character from a-z, A-Z or 0-9.

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

Modules Used tab

1.   Use Modules

Select the modules that this company will use. The module codes must appear on the FACTS Authorization Sheet. In character, enter **Y** or **N** for each module to indicate whether each module listed is used.

Case Control tab

Use the Case Control tab to control functionality related to the use of upper or lower case of letters in item and customer numbers.

Use the four checkboxes described below to determine how the upper and lower case letters are treated during customer and item number creation. Note that you should be sure and unselect the **Allow Duplicate Customers** and **Allow Duplicate Items** checkboxes to eliminate customers and items that have the same alphanumeric string as their ids except for different case (like I100/i100)

Force Uppercase Item Numbers

Indicates you want newly created items to have upper case item numbers, regardless of whether the user keys them in as lower case.

Force Uppercase Customer Numbers

Indicates you want newly created new customers created will have upper case customer numbers, regardless of whether the user keys them in as lower case.

Allow Duplicate Items

Indicates whether users are prevented from creating an item that would be a duplicate if case is not considered. If you unselect the Allow Duplicate Items checkbox, users are prevented from creating an item that would be a duplicate if case is not considered. For instance, if I100 exists in Item F/M, if the user tried to create item i100, a message would given and the item would not be created.

Allow Duplicate Customers

Indicates whether users are prevented from creating a customer that would be a duplicate if case is not considered. If you unselect the Allow Duplicate Customers check box, users are prevented from creating a customer that would be a duplicate if case is not considered. For instance, if C100 exists in Customer F/M, if the user tried to create customer c100, a message would given and the customer would not be created.

Case Issues button

The Case Issues button displays the Find Case Issues (SMF920C) browser, which is used to locate case related conflicts prior to eStorefront going live.

SQL Server tab

Use the SQL Server tab to hold the Data Source Name (DSN) being used for this company. If you change the DSN FACTS will warn and prompt you to rebuild the prefix file when you attempt to save the Company Control F/M record.

1.   Data Source Name

The data source name being used for this company. This field is display only.

2.   Modules for SQL Server Use

In the Modules for SQL Server Use section of the screen, each module that is available for use in SQL will have a place to indicate where the database for this module is located. After initial setup this prompt is read only and can only be changed by the FACTS SQL conversion program.

For the SA module, enter the database name and directory location for the Sales Analysis module in the **Database Name** field.

API Publish tab

Use the API Publish tab to control the publication of transactions.

In the **External Publish Options Section**, enter:

1.   Publish To

Indicate where the API should publish external transactions. You can select from **T-TCP/IP address** or **D-Directory**. .

2.   Publish Directory

Enter the folder name and directory location for the Publish directory for transactions if you indicated the Publish To method was Directory in field #1. Note that you must run SMU954 to upload information in the Publish Directory.   You can run multiple copies of SMU954; run it a as a service or CRON job.

3.   Response Directory

Enter the folder name and response location for the Publish directory for transactions if you indicated the Publish To method was Directory in field #1. Note that you must run SMU954 to publish information in the Response Directory.   You can run multiple copies of SMU954; run it a as a service or CRON job.

4. TCP/IP Addr/Port

Enter the TCP/IP address or port number for the location for the API to publish transactions if you indicated the Publish To method was TCP/IP in field #1.

In the **Internal Publish Options Section—Those Used By FACTS Itself**, enter:

1. **Publish To**

Indicate where the API should publish external transactions. You can select from **T-TCP/IP address** or **D-API Polling Directories from System F/M**.

2. TCP/IP Addr/Port

Enter the TCP/IP address or port number for the location for the API to publish transactions if you indicated the Publish To method was TCP/IP in field #1.

01-FACTS 7.7 Development, Company Control F/M (SMF920) - Infor

Help

General   Modules Used   Security   Case Control   SQL Server   API Publish

Force Uppercase Item Numbers   ☐
Force Uppercase Customer Numbers ☐
Allow Duplicate Items   ☑
Allow Duplicate Customers   ☑

Case Issues   💾 Save   ❌ Delete   ▶ New   🚪 Exit

Force all items numbers to be uppercase?

01-FACTS 7.7 Development, Company Control F/M (SMF920) - Infor

Help

General   Modules Used   Security   Case Control   SQL Server   API Publish

Data Source Name   [   ]

Modules for SQL Server Use——
    Database name
SA [   ]

Case Issues   💾 Save   ❌ Delete   ▶ New   🚪 Exit

Find Case Issues (SMF920C)

The Find Case Issues (SMF920C) browser is displayed from the **Case Issues** button in Company Control Maintenance (SMF920).

The records displayed are determined by the in Company Control Maintenance (SMF920).Case Control tab checkbox settings.

If **Force Uppercase Item Numbers** is checked, the **Case Issues** button finds lower case items and displays them in the Find Case Issues (SMF 920C) screen.   Otherwise, they will not be listed.

If **Force Uppercase Customer Numbers** is checked, the **Case Issues** button finds lower case customers.   Otherwise, they will not be listed.

If **Allow Duplicate Items** is not checked, the Case Issues button finds items that have the same alphanumeric string as their item number except different case (like I100/i100) and displays them in the Find Case Issues (SMF 920C) screen. Otherwise, they will not be listed.   Note: For FACTS installations that also have eStorefront, item numbers that have the same alphanumeric string except different case are not allowed. Since SQL does not discriminate case, having items in this situation will cause problems. The Case Issues program must be run and conflicts eliminated prior to eStorefront going live.

If **Allow Duplicate Customers** is not checked, the Case Issues button finds customer who have the same alphanumeric string as their customer number except different case (like C100/c100) and displays them in the Find Case Issues (SMF 920C) screen. Otherwise, they will not be listed.

Note: For FACTS installations that also have eStorefront, customer numbers that have the same alphanumeric string except different case are not allowed. Since SQL does not discriminate case, having items in this situation will cause problems. The Case Issues program must be run and conflicts eliminated prior to eStorefront going live.

File	Record	Description	Conflict	Upper Case
Item	chris	test		Not uppercase
Item	cwe32	asd		Not uppercase
Item	dgbtest	test		Not uppercase
Item	richard	Richard's test item		Not uppercase
Item	testdgb	testdgb desc1		Not uppercase
Item	tim00123	Long Description Item WWWWW...		Not uppercase
Item	tim1	TEST ITEM		Not uppercase
Interchng	zzzzz			Not uppercase
Cust Item	C100-blah	My Description of blah		Not uppercase
Cust Item	C100-tims	this desc		Not uppercase
Cust Item	C127-yeah	yahoo!		Not uppercase

Done

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 Fields

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.

Terminal F/M (SMF930)

Function

This is an administrative level program. Use it to set up defaults for each terminal, especially screen colors and special key functions.
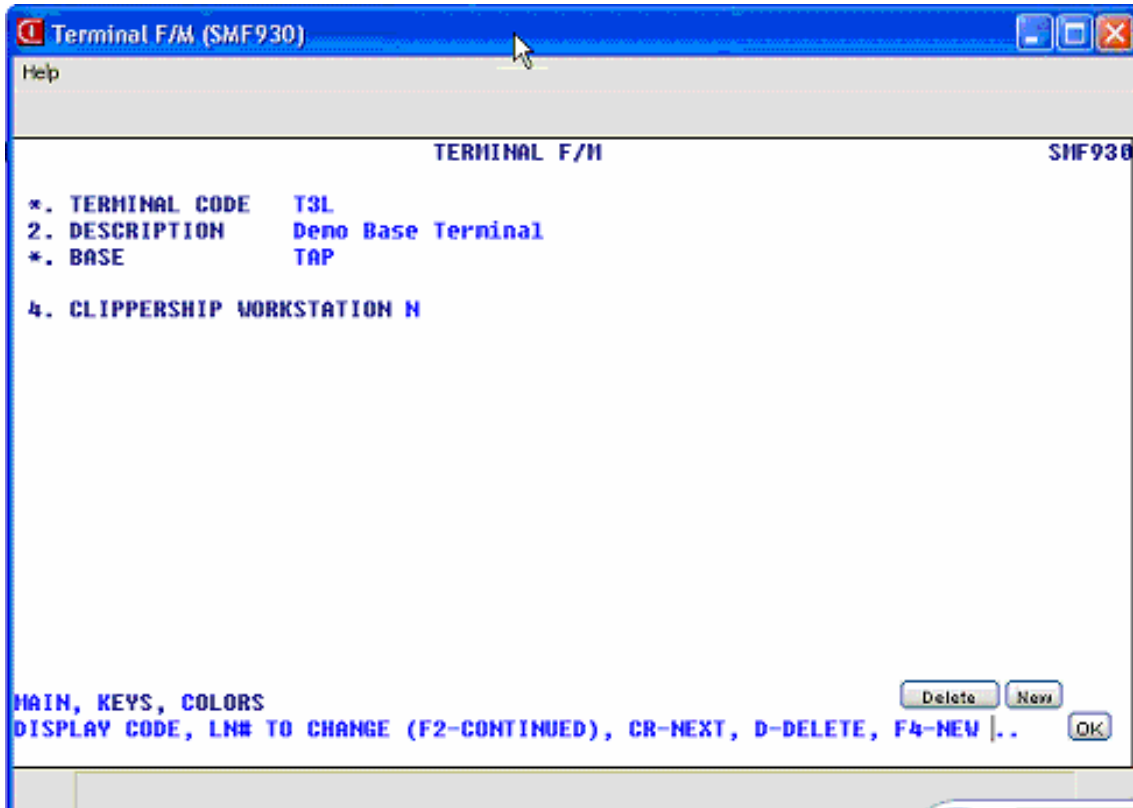
User Fields

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 four FACTS users: John, Marianne, Sean and Kathy, each 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. Clippership Workstation

If Clippership is not installed on your system, skip this input. This flag enables you to set the selected terminal as the Clippership Workstation. This identifies the terminal as the lone workstation using Clippership in the Single-Workstation processing mode, which gives the user working on this terminal the ability to perform FACTS Confirmation and Clippership shipping simultaneously.

This feature is useful when one FACTS user performs Confirmation and Shipping duties for a company.

Make sure this flag is set to **Y** for each of the terminal codes assigned to the user who performs confirmation and shipping tasks. Set this flag to **N** for all other terminal codes.

Keys tab

To access the Keys tab, enter K at the selection field and press Enter.

The inputs on the Terminal F/Ms 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 as 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 *character* on-line help system on this terminal. The on-line help system in integrated into FACTS. This key does not open the FACTS PDF Documentation Library or the graphical version of On-line Help. Graphical users: Select *Help-->Contents & Index* from the menu.

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 *character* Sales Order Entry programs on this terminal.

Ü For Quick Look functionality in the graphical interface, use the <u>Sync</u> feature in:

<u>AP Vendor Inquiry</u>

<u>IC Item Inquiry</u>

<u>AR Customer Inquiry</u>

<u>SO Customer Inquiry</u>

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 <u>cash drawer</u> on this terminal. If you don't use the Cash Drawer system in the Sales Orders module, skip this field.

Color tab

To access the Colors tab, enter C at the selection field 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.
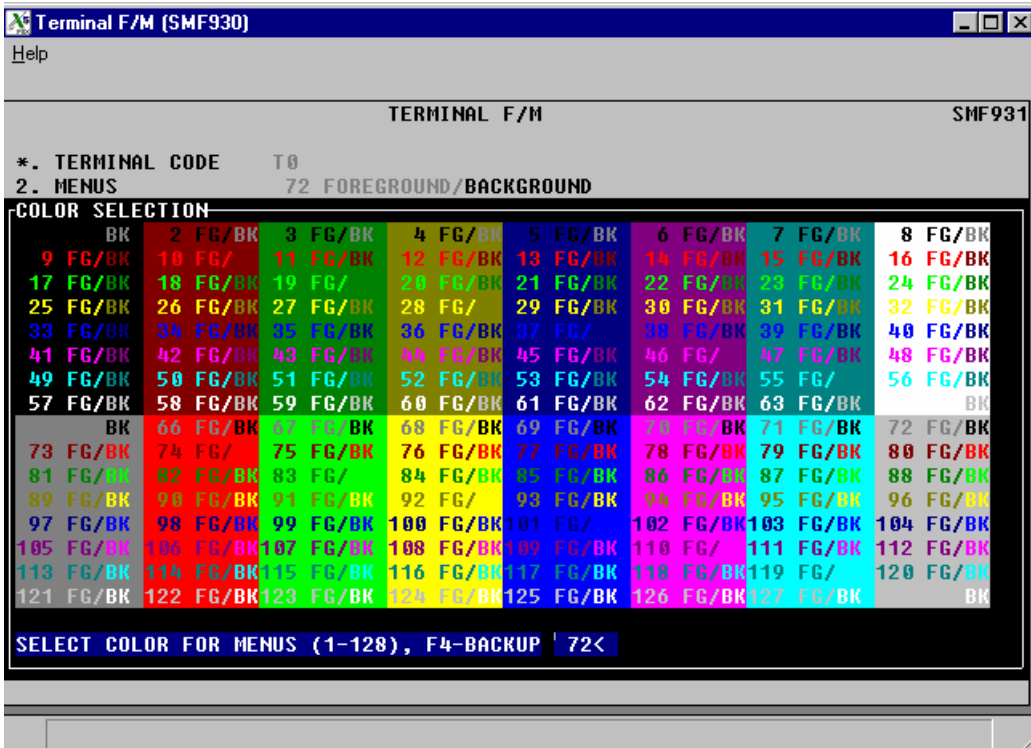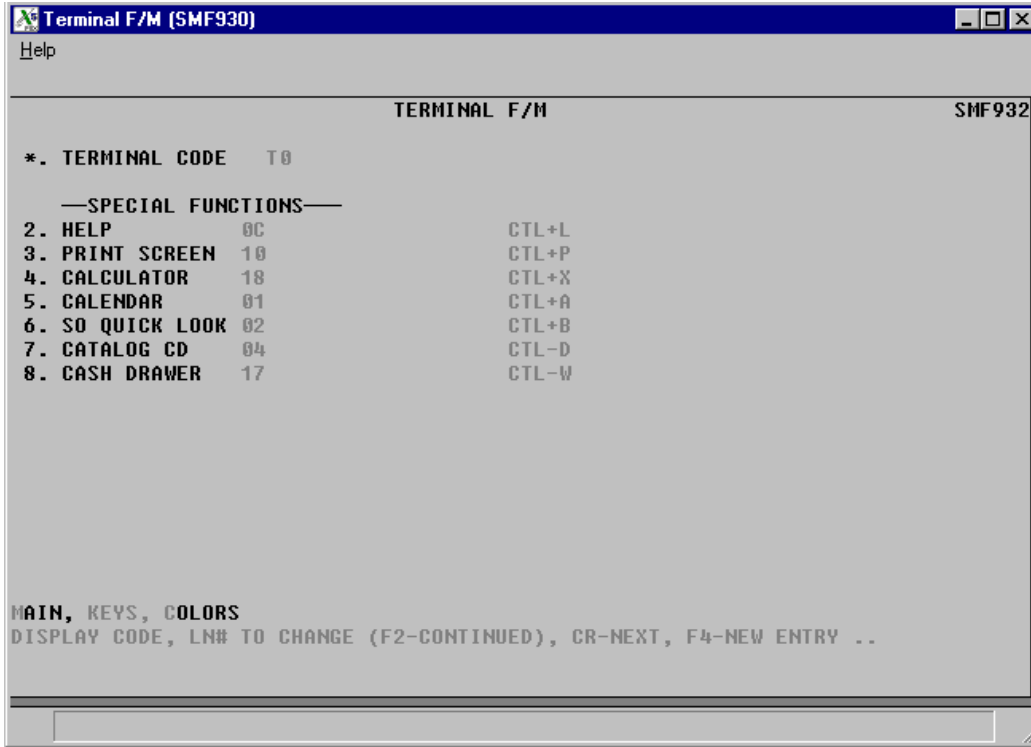
Printer Maintenance (SME940)

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.

For complete instructions on printer configuration in FACTS and ProvideX, refer to the *Installation Manual.*

For more information how to use maintenances, refer to the following topics:

How to use file maintenance programs

Main Screen

1. Printer ID

You must assign each printer a ID number (4 characters). Throughout the system, users can select FACTS printers by entering these numbers.

2. Link File

The link file name is the same thing as the designation. The link file name 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.

After you save the record you can highlight it in the browser in the lower portion of the screen and select **Line Detail** to enter the following details. Note that from the Line Detail screen you can also modify the **Link File** and **Description** for the printer.

4. Carriage Width

ProvideX printer drivers now handle carriage width. Accept the default. Enter the width of the carriage on the printer (0-999). Press **Enter (CR)** to initially default to 132.

5. Bar Code On

Applies to CodeLight users. Enter hex code to turn bar code on. Press **Enter (CR)** to initially default to none.

6. Bar Code Off

Applies to CodeLight users. Enter hex code to turn bar code off. Press **Enter (CR)** to initially default to none.

7. Bar Code Select

Applies to CodeLight users. Enter hex code to select the specific bar code type needed to print.

Press **Enter (CR)** to initially default to none.

8. Landscape

ProvideX printer drivers handle orientation. Skip this field. If the printer supports landscape printing, enter the hex code sequence to initiate printing.

9. Portrait

Provides printer drivers handle printer resets. Skip this field. Enter the hex code sequence to return to portrait printing from landscape printing.
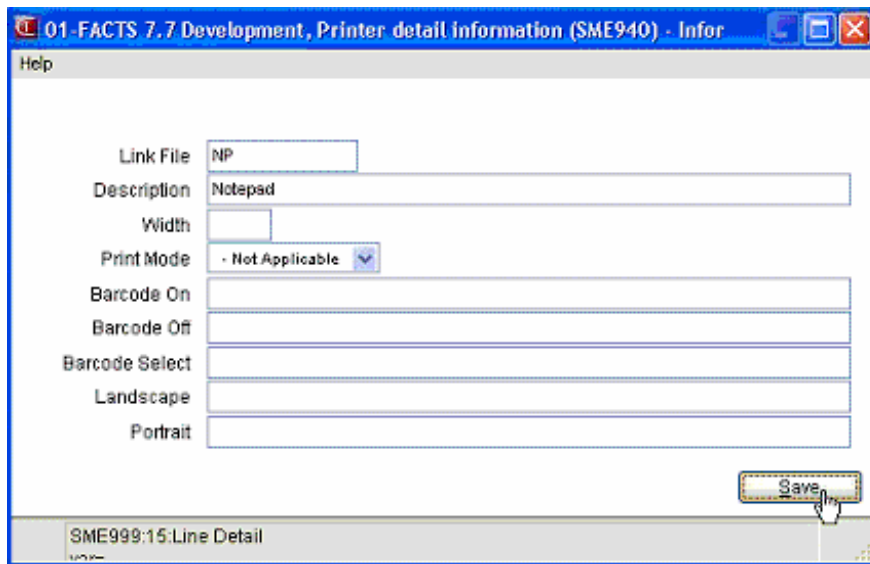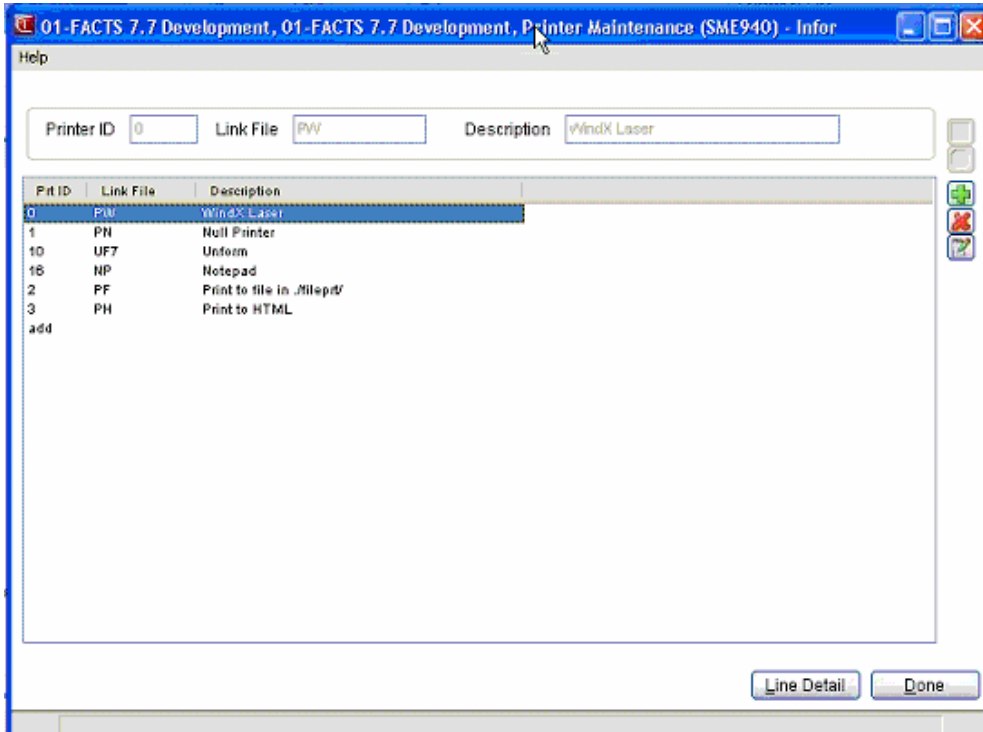
Output Options F/M (SMF620)

Use this program to set up output options for printing reports with multiple outputs. You can print a report to a printer, the viewer and to a file all in one process. After setting up output options and properly configuring reports, you can print reports to Excel, XML (Can print to TCP/IP port), ASCII Delimited (Can print to TCP/IP port) files, other (programmer defined files), or to an HTML file.

Reports with multiple output options include:

- ·ICR710: Stock Status Report
- ·GLR710: Trial Balance/Detail Ledger
- ·ARR740: Customer Listing
- ·APR750: Vendor Listing

Output options allow you to expand your reporting capabilities beyond defining a printer (in Printer F/M). Advantages to using output options are:

Printing to new output types

- When creating a report as a file, an administrator can control file output to always be placed on the client PC or always on the server

- When creating a report as a file, an administrator can control what the filename will be with run-time replacements (see below for an explanation of what these are).

- Output can be customized with open, close, post-open, pre-close, and post close procedures.

- Regular printers (printers set up in Printer F/M) can still be used.

The following fields are involved in creating output options:

Main Tab

1. Output Code

Enter a 4-character alphanumeric code for the output.

2. Description

Enter a 30-character description.

3. Output Type

Select an Output type--choices are Printer, XML, ASCII Delimited (comma separated), or ASCII Text (flat file).

Printer: If you chose Printer as the output type, choose a printer defined in Printer F/M. Normally, printers will continue to be used without defining them as an Output, just as they have been used in FACTS previously. However, since outputs can additionally have custom post-open, pre-close, and post-close programming procedures defined, the ability to use a printer in an Output can bring expanded printer flexibility without code customization.

Output To: If you choose XML or either ASCII as the output type, you have the option to print to a file, a TCP/IP port, or Other. Note: if you set up your Output Option to output to a TCP/IP port, you must ensure the listening port is set up to accept the output and utilize the information as the customer desires.

Server Directory: If you chose an Output type that creates a file, you can indicate you want it to output to a server directory of your choice. This field requires that specific directory exists due to server operating system security issues. (Since every user may not have permissions to create a directory on the server, it isn't practical to allow the directory to be created at runtime.) You may use runtime replacements (see below).   Note: Directories cannot be modified at run-time.

Client Directory: If you chose an Output type that creates a file, indicate if you want the report to be output to a client directory of your choice.   You may optionally choose if FACTS can auto-create the directory if it doesn't exist. You may use runtime replacements (see below). Note: Directories cannot be modified at run-time.

4. File name

This field can be left blank. If a filename is entered, you cannot change the filename at runtime. You may use runtime replacements. If the file already exists, the new file will be created with a number on the end, incremented by one (i.e, filename1.txt, filename2.txt, etc).

5. File Extension

If the administrator wants to pre-define a default file extension, it can be entered here. You will be able to override the default.

6. TCP/IP Address

Enter the TCP/IP address for the output. Note that this is only used with Output to TCP/IP output type and is not changeable at runtime.

7. Open Procedure

This field is available for a programmer to create a custom procedure and enter it here.   This is only available if the Output To output type is "Other".

8. Close Procedure

This field is available for a programmer to create a custom procedure and enter it here.   This is only available if the Output To output type is "Other".

Procedures Tab

1. Post Open

This field is available for a programmer to create a custom procedure and enter it here.

2. Pre Close

This field is available for a programmer to create a custom procedure and enter it here.

3. Post Close:

This field is available for a programmer to create a custom procedure and enter it here.

01-FACTS 7.7 Development, Output Options F/M (SMF620) - Infor

Help

Output Code   10   PDF Output

Main **Procedures**

Post Open |

Pre Close

Post Close

Save   Delete   New   Exit

Enter the procedure to be performed immediately after opening the channel

Runtime Replacement F/M (SMF630)

Use this program to define non-standard runtime replacement variables needed for FACTS Report Formatter processing

Runtime replacements are data elements that may change depending on when the report is run. For instance, if you run a report and want to save it to disk, you may always want the filename to consist of the program name and the date (for example: ICR71004012004.txt). You can define your output option to contain "Program Name"+"Date" and the filename will be created uniquely each time you run the report.

Some common runtime replacements come with standard FACTS (company number, company name, time, user code, etc.). However, a technical person can define new ones if you have a need that is not met by the standard runtime replacements.

Fields

The following fields are involved in creating runtime replacement variables:

1. Description

The replacement code description. Press F2 or the icon to access the Runtime Replacement Search screen so you can select from a listing of standard FACTS runtime replacement variables.

2. Data Eval

The string algorithm to use at runtime.

3. Procedure

The procedure to use immediately prior to using the eval.

System Control F/M (SMF950)

Function

Use this program to enter FACTS-related authorization code information, such as total number of terminals, modules purchased, etc. Make sure you have your FACTS Authorization Code Sheet ready when you're setting up this program.

When entering data, make sure answers you provide are *accurate* and *consistent* with what is printed on the Authorization Code Sheet. Every program in the FACTS system checks this record. Any inaccuracies will crash the system.

DO NOT CHANGE the software level, serial number, modules purchased, main company name, ASCII Bit Set and maximum number of terminals after initial installation without contacting Infor. Unauthorized changes to these fields will crash the system.

User Fields

To set up the System Control F/M, complete the following fields.

General Tab

*1.   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.**

*2.   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.

*3.   Facts Level

This field is set to default to the current revision level. Accept this default by pressing the Enter key.

*4.   FACTS Users

Enter the maximum number of users 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. Press Enter (CR) to initially default to 20.

If you increase the number of terminals in this field, System Control F/M also expands/reduces the appropriate fields in SMNAME when the number of terminals field value is increased/decreased.

5.   ALF Expiration

Enter the expiration date of your company's annual FACTS software license.

6.   **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).

7.   **Affiliate Phone**

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.

Modules Tab

*8. Module Abbreviations

The list of modules purchased appears on the FACTS Authorization Code Sheet under the Main Company name. All checkboxes for the modules should be set selected when you first enter this program. Refer to the Authorization Code Sheet and for each two-letter module code listed on the sheet, make sure there is a check next to the module on the screen. Deselect the modules codes *not* listed on the sheet.

9.   **Source Code**

Select the source code setting for this system. You can select from Y-Source code is authorized for this system or N-Source code is not authorized for this system.

10.   **SQL Server**

Indicate whether an SQL (Sequential Query Language) server is accessible to the FACTS system.

Settings Tab

11.   **# of Printers**

Enter the number of *logical* FACTS printers (0-99). Refer to the Printer Configuration Worksheet you filled out from the PIA manual. Press **Enter (CR)** to initially default to 1.

12.   **RW Users**

In the General RW 6+section of the screen, enter the specifications for Report Writer software. In the **GUI** field, enter the number of users on the graphical FACTS system that use General RW 6+.

13. FACTS API

In the FACTS API section enter the **Polling** and **Output** directory names and paths. Note that the Polling and Output fields are required,

14. eStorefront Integration

In the eStorefront Integration section, enter the **Environment ID**.

15. **SQL Server Integration**

In the SQL Server Integration section, select the **Enable SQL Server** checkbox to allow FACTS to use SQL Server for certain data files.

17. **Request Log**

Indicate whether you want to activate the logging function for requests when using the API toolkit to publish data.

18. **Response Log**

Indicate whether you want to activate the logging function for responses when using the API toolkit to publish data.

Security Tab

19. **User Tracking**

Select this checkbox to activate user tracking to monitor user activity system - wide. User Tracking enabled on a system-wide level quickly depletes disk space.

20. **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 or press Set the timeout for anywhere between one and 99 minutes. Enter a 0 or press 🚫 if you never want the timeout feature to activate. Press **Enter (CR)** to initially default to 10 minutes.

In the User Password section of the screen complete the following:

21. **Minimum Password Length**

Enter the minimum number of letters/characters for the password. Press **F1** or 🚫 or None.

22. **Minimum Alpha Characters**

Enter the minimum number of alpha characters for the password. Press **F1** or 🚫 or None.

23. **Minimum Numeric Characters**

Enter the minimum number of numeric characters for the password. Press **F1** or 🚫 or None.

24. **Minimum Special Characters**

Enter the minimum number of special characters for the password. Press **F1** or 🚫 or None.

25. **Frequency of Password Change**

Enter the number of days by which users are required to change their passwords. Press **F1** or 🚫 or None.

26. **Days to start warning**
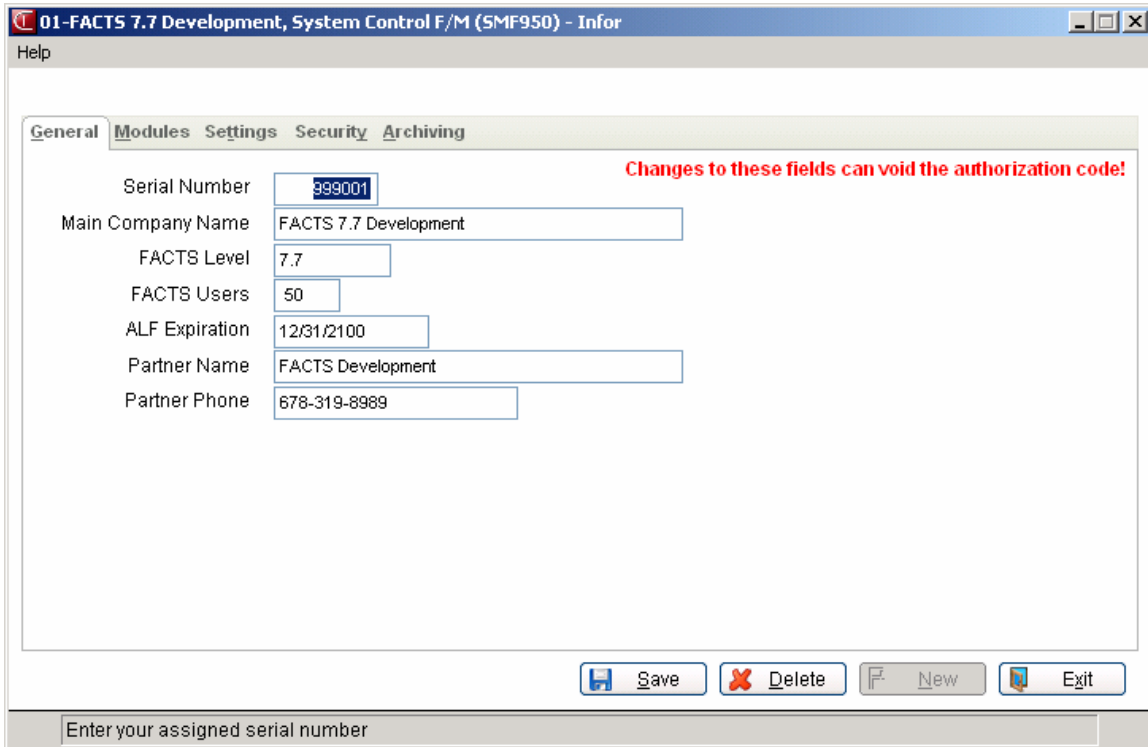
Enter the number of days to stat warning user of required password change.

27. Days Before Password Reuse

Enter the number of days before a password can be reused in the system. Press **F1** or 🚫 or None.

28. **Invalid Login Attempts**

Enter the number of times a user can unsuccessfully attempting to log in to the system before the user account is disabled.

01-FACTS 7.7 Development, System Control F/M (SMF950) - Infor   _ □ ×

Help

General | **Modules** | Se**t**tings Securi**t**y Archiving

AP ☑   ER ☐   AT ☑   **Changes to these fields can void the authorization code!**
AR ☑   EC ☐   UA ☑
GL ☑   SA ☑
IC ☑   SO ☑
JC ☑   RW ☑
JS ☑   FL ☑
MC ☑   TF ☑
OA ☑   SR ☐
PO ☑   RM ☐
PR ☑   EW ☐

Authorization Settings
    Source Code   [Y - Source code is authorized for this system   ▼]
    SQL Server   ☑

[💾 Save]   [✖ Delete]   [📋 New]   [🚪 Exit]

Is the Accounts Payable Module used on this system?

01-FACTS 7.7 Development, System Control F/M (SMF950) - Infor   _ □ ×

Help

General Modules | **Settings** | Securi**t**y Archiving

    # of Printers   [30]   **Changes to these fields can void the authorization code!**
    ICVerify Licenses [001]
    General RW 6+
    RW Users: CUI [1] [🔍]   GUI [25]
FACTS API
    Polling   [c:\api\in]
    Output   [c:\api\out]
    Request Log   ☑
    Response Log ☑

    eStorefront Integration
    Environment ID [AA]

[💾 Save]   [✖ Delete]   [📋 New]   [🚪 Exit]

Enter # of printers available on this system (1-99)

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 Fields

The following steps are involved in entering and maintaining branches:

1. Branch

Enter the branch code (2 digits). Press **F2** or ⬚ to search.

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. Press **F2** or ⬚ to search.

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 Fields

 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 field 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** field adjacent to the **Action** % field.

6. **$ Minimum**

Enter the dollar minimum for action to be required.   For example if you enter 10 in this field 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** field adjacent to the **$ Action** field.

Note that you can enter a rounding procedure (field #9) *or* select how you want to round dollars and cents (fields 10-11). You cannot enter both a rounding procedure and use the **Round Dollars** and **Round Cents** fields 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 field, 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 field, 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 field.

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 Fields

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 field #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).

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ⓒ Program Change F/M (SMF960)                              _  □  ✕        │
├─────────────────────────────────────────────────────────────────────────┤
│ Help                                                                      │
│                                                                           │
│                         PROGRAM CHANGE F/M                      SMF960     │
│                                                                           │
│  *. PROGRAM |......                                                        │
│  *. SEQ #                                                                  │
│  3. DATE                                                                   │
│  4. MEMO 1                                                                 │
│  5.      2                                                                 │
│  6.      3                                                                 │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                  ┌────────┐ ┌─────────────┐ ┌─────┐        │
│                                  │ Search │ │ Next Record │ │ End │        │
│                                  └────────┘ └─────────────┘ └─────┘        │
│  ENTER DESIGNATION OF MODIFIED PROGRAM, F2-SEARCH, F3-NEXT RECORD, F4-END  │
│                                                                   ┌────┐   │
│                                                                   │ OK │   │
│                                                                   └────┘   │
├─────────────────────────────────────────────────────────────────────────┤
│                                                                           │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```
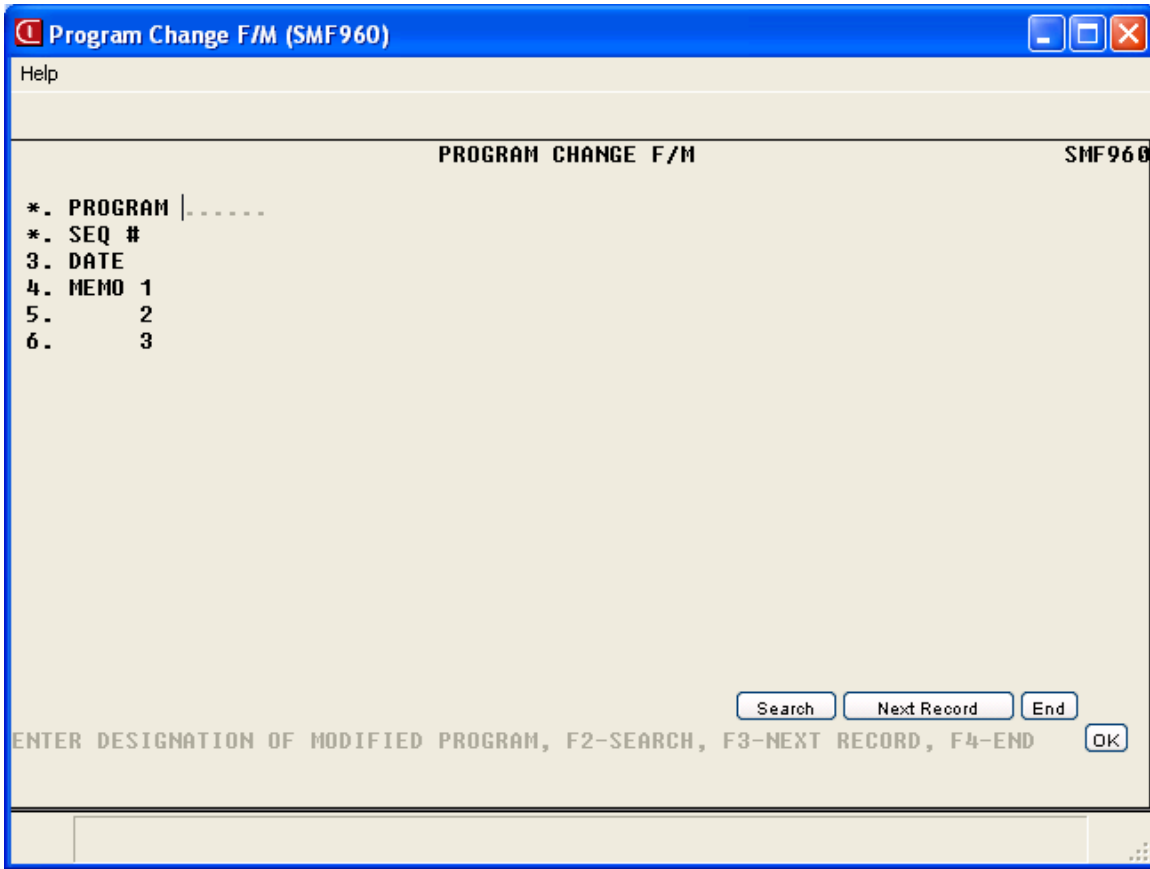
File F/M (SMF970)

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 Fields

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). Press Enter (CR) to initially default to D.

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 Fields

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).

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 field 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 Fields

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 field. 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 field.

> **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.

```
Win with ProvideX                                         _ □ ×
Help

01-Demo Company          CUSTOM HELP TEXT MAINTENANCE          SME910

HELP CODE AP-CKS MENU
DESCRIPTION AP CHECKS
TYPE REPLACEMENT

LN# TEXT
010 There are four types of checks in the Accounts Payable system:
020 printed checks, manual checks, void checks, and noninvoice checks.
030 The Check Print Program is used to print checks generated from the
040 payment selection list.  When you are satisfied with the list and
050 are ready to print checks, you use this program.  One check
060 prints for each vendor and pays the documents listed on the
070 payment selection list.
075
080 The Manual Check Entry Program is used to enter and record manual
090 checks (written manually by the user) paying invoices in the open
100 documents file.  Manual checks are usually entered after the check has
110 been written.  You enter the vendor, manual check number, date
120 and amount and then select the documents paid by the manual check.

LIST, ADD, MOVE, REMOVE, DELETE
LINE # TO CHANGE, OPTION CODE, F2-CHANGE HEADER, F3-END |...
```

Program Help F/M (SMF990)

Function

This program allows the user to assign help codes set up in the Custom Help Text Entry to prompts in programs throughout the system.

Each field 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 field.

Help codes are entered with unlimited text in the Custom Help Text Entry program.

User Fields

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 field 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 field number of the program entered in field #1) where help text is to be displayed (1-99).

3-6. Help Code

Enter up to four valid help codes (one for each field) to be displayed when accessing help text at **Help Number**. Press F2 or to search. 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

User-Defined Field Characteristics Entry (SMC996)

Function

Use this program to configure user-defined fields in the following file maintenances, Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910), and to have the fields available in inquiries for information only. User-defined fields (UDFs) give the end-user the ability to establish the fields meaning and characteristics.

To access this program your (your user code) must be setup with administrator privileges for User-defined Fields on the Security tab of User Code F/M (SMF410).

When an authorized user accesses a file maintenance that has user defined fields available, you will have the menu option to edit the field characteristics. Once you set the field characteristics, exit the File Maintenance program and reentering the program will update the screen with the new field values. Entering and editing the data in the user defined fields functions exactly like it does for any other field.

To configure user-defined fields:

1. After you select the administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).above, exit FACTS and log back in to allow this change to take effect.

2. Access the desired file maintenance program: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).

3. Access the User-Defined screen of the selected file maintenance.

4. Select the Configure icon or press F1, and the system displays the User-Defined Field Characteristics Entry (SMC996) program, where you can enter up to five user-defined fields and the characteristics associated with the field.

Limitations/Exclusions

- When you change/set characteristics of UDF's from a file maintenance program, you must exit the file maintenance and re-enter the file maintenance for those changes to take effect.
- UDF's may only be Dates, Strings, or Numerics. They cannot be paragraph fields, validated GL Number fields, or validated Period fields without a modification.
- No UDF may be more than 50 characters long.
- UDFs are not be available in searches without a modification.
- Users cannot establish validation procedures or search procedures for UDFs without a modification.
- No more than 20 valid values may be established for a validated list.
- Infor does not support entering UDFs for Temporary Ship Tos.
- User-Defined Fields are available in the file maintenances and on an inquiry view, but they are not automatically available as columns in searches or appear on reports.

User Fields

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

Select this checkbox to indicate you would like to force the data entered in the user-defined field to be
upper-case

8.   Required

Select this checkbox to indicate you would like the user-defined field to be a required entry.

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.

eCatalog/eStoreFront Initialization Program (SMU960)

Use the eCatalog/eStorefront Initialization program to initially upload FACTS items to the eCatalog database. All requests for data are initiated from the eCatalog application. This program creates the initial add records in the eCatalog log file for when the request is made. When run, this program first removes any existing records of the selected types from the log file. You may need to clear information from the eCatalog database if they are trying to refresh the ERP data to the eCatalog.

To accommodate multiple FACTS companies using eCatalog and eStorefront, a separate implementation of the eCatalog and eStorefront products will have to be set up for each company that is to use them. Only that company's data will then be uploaded. The properties file in the integration layer will hold the company number that each particular implementation is for.

To access this program, choose System Management →File Maintenance →eCat/eStore Initialization Program.

Use the following fields to initially upload their FACTS items to the eCatalog database:

1. Key Code

The program prompts you for a Key Code. You can select **One** or **All**. For an initial load, select "All", and the program creates records in the eCatalog log file for all key codes that are flagged to get catalog updates. If a key code is added at some later time, you can run this program for just that one key code and the item data will be collected for the upload. Press 🔍 to search for Key Codes or press 🌐 to use all key codes.

Use the checkboxes for each of the different types of requests for data that come from eCatalog. All checkboxes are initially set to **selected**. For the initial load FACTS items to the eCatalog database, leave all checkboxes selected. This is how it should be run for an initial load. To refresh data that has been previously sent to eCatalog or begin to send substitute items, select and unselect the individual checkbox settings independently for data upload.

In the **Code Information** section you can select to upload the following:

2. **GL Posting Table**

Indicates you want to upload GL Posting table information for FACTS items to the eCatalog database.

3. Item Class

Indicates you want to upload item class information for FACTS items to the eCatalog database.

4. Item Price Class

Indicates you want to upload item price class information for FACTS items to the eCatalog database.

5. User-defined Codes

Indicates you want to upload user-defined codes information for FACTS items to the eCatalog database.

In the **Item Information** section you can select to upload the following:

6. Item Master

Indicates you want to upload information located in the FACTS Item Master table to the eCatalog database.

7. Warehouse Item

Indicates you want to upload information located in the FACTS Warehouse Item table to the eCatalog database.

8. **Customer Item**

Indicates you want to upload customer item information to the eCatalog database.

9. Substitute Item

Indicates you want to upload substitute item information to the eCatalog database.

10. Companion Item

Indicates you want to upload companion item information to the eCatalog database.

In the **eStorefront Information** section you can select to upload the following:

Note: Even though the data files for country codes and state codes are not company specific in FACTS, when this initialization program is run for these codes, the company that is running the program IS put into the company field of the SMCATL data table. When "**Companies**" is selected, only a record for the company running the initialization program will be created.

11. **Country Codes**

Indicates you want to upload country code information for use in eStorefront initialization.

12. State Codes

Indicates you want to upload state code information for use in eStorefront initialization.

13. Companies

Indicates you want to upload FACTS company information for use in eStorefront initialization.

14. **Warehouses**

Indicates you want to upload FACTS Warehouse Master information for use in eStorefront initialization.

15. Payment Codes

Indicates you want to upload payment code information for use in eStorefront initialization.

16. Carrier Codes

Indicates you want to upload carrier code information for use in eStorefront initialization.

17.Ship Tos

Indicates you want to upload ship to location information for use in eStorefront initialization.

18. Corporate Groups

Indicates you want to upload corporate group information for use in eStorefront initialization.

Country Code Entry (SMF990)

The information you enter in this program supports the Default Tax Code Entry program, which is used to enter the default tax table setup, if desired.   This is used for B2C sales where the customer's tax code is not known. You must set up each country in which you plan to charge tax.

Since the data file maintained by this program is not company specific in FACTS, whenever a record is added, deleted or the description is changed a record must be written to SMCATL for each company that uses the AT module. This way, any change made can be uploaded to all of the necessary eStorefront implementations.

For more information how to use maintenances, refer to the following topics:

How to use file maintenance programs

More about the types of file maintenance programs

The following fields are involved in creating a new country code:

1. Code

Enter the (3-character) country code. Press to search or to access an existing country code.

2. Name

Enter the country name (up to 30 characters).

You can select from the following functions.

Select the icon to make changes for a highlighted country code in the browser. You can modify any of the non-key fields of the record.

Select the icon to add a new country code.

Select the icon to delete the entire highlighted country code.

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

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

Press the **Close** button to exit.
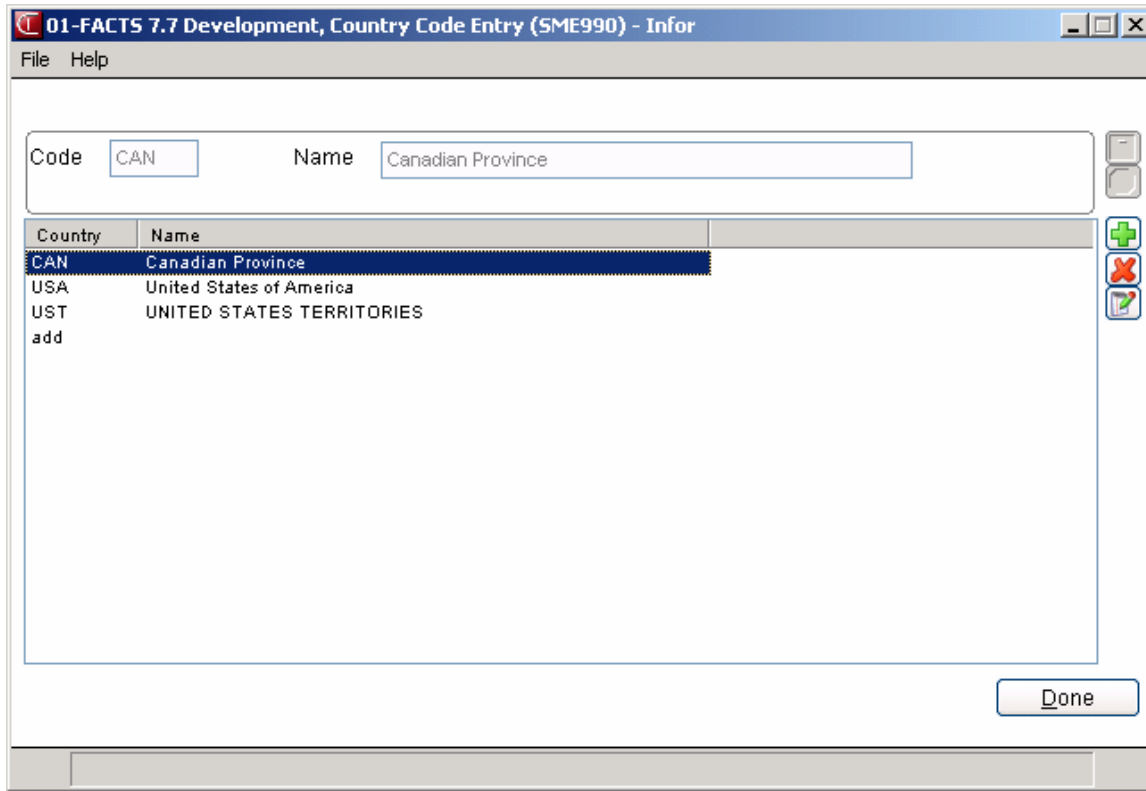
Credit Card Control F/M (SMF957)

Function

This program enables you to activate, deactivate and manage various credit card handling features in the FACTS system.

FACTS allows for two types of credit card handling: manual and automatic. A manual system accommodates users who already have electronic credit card processing already in place, as well as those who are using imprint devices and settling credit card payments over the phone. Those using a manual credit card system would select the Use Voice Authorization Only flag, and ignore the other fields in this program.

The automatic system integrates credit card handling into FACTS with the use IC*VERIFY*, a third-party credit card processing software package. If your company uses or plans to use ICVERIFY, the Credit Card Handling F/M bridges that program to FACTS. Some of the flags in this program can be activated to turn on security features, or they can be deactivated to speed up credit card transactions.

Note: Several other file maintenance programs also require edits for ICVERIFY to properly interface with FACTS. Please refer to "Additional Features" section in Chapter 1. In addition, make sure you have read and followed the instructions in the ICVERIFY manual.

User Fields

Use the following fields to manage credit card handling features in FACTS:

The following fields are available for the ICVERIFY credit card processor.

1. **Transaction Polling Directory**

Enter the pathname to the "master" station, which is the PC that you have designated to process credit card transactions. The pathname must be 60 characters or less. If this pathname is not supplied to FACTS, an error will likely occur when you try to run credit card transactions.

2. **Recognition Timeout**

This setting tells FACTS how long it should wait for the credit card processor (CPC) to answer your call before hanging up. You can enter up to 999 seconds.

3. **Response Timeout**

This setting tells FACTS how long it should wait for a response, or authorization, *after* the processor answers your call. FACTS supports up to 999 seconds.

4. **Use Address Verification**

Enter **Y** (or select the box) to require users who process credit cards to enter customer addresses during credit card transactions. This is intended to offer the

customer an additional level of security by asking them to supply additional information.

Enter **N** if you do not want to add this step to credit card transactions.

5.   Use Voice Authorization Only

Select the check box if you are **not** using the ICVERIFY software, or if for some reason you cannot reach your credit card processor via modem.

Do not select the checkbox if you are using ICVERIFY and the modem connection to your credit card processor works.

If voice authorization is turned on, FACTS requires you to enter an authorization code during the credit card transaction.

6.   Use Last 4 Digit Security

Enter Y to require users to enter the last four digits of the customers' credit card number when using ICVERIFY magnetic stripe readers during credit card transactions. This is intended to provide the customer with an additional level of security by verifying the last four numbers on the customer's card. **Note:** If a clerk keys in the number instead of swiping the card, FACTS *does not* prompt you to enter the last four digits.

Enter N if you do not want this step added to credit card transactions.

7.   Transmit To IC Verify

When set to **selected**, this flag allows FACTS to communicate with ICVERIFY, which is essential if you want to settle or close out transactions at the end of the day or at the end of a shift.

If this flag is set to unselected, credit card transactions collect in the Process Pending Transactions program (under the Invoices menu). For more information, refer to the Process Pending Transactions program topic.

 Processing Credit Card Transactions Offline for ICVerify To work in an "offline" mode (which is usually the exception not the rule per ICVerify)., the Transmit to ICVerify flag should to be set to unselected (off). Then all operations will default to using Voice Authorization and will be batched as a pending transaction. When you are ready to transmit, change the "Transmit to ICVerify" checkbox to selected (on). Then use the Process Pending Transactions program to transmit the pending transactions to the card processor.

8.   Columns For CC Receipt

This sets the width of your credit card receipts, which can range from 30 to 80 columns wide. Enter 0 if you do not want a receipt to print.

9.   Receipt Message

Enter the message (up to 25 characters) that you want printed at the bottom of your receipts.

The following fields are available for the PayflowPro credit card processor.

1.   PayflowPro Interface

Select the PayflowPro interface method. This program presently defaults to **T-TCP/IP Manager** as the default.

In the TCP/IP Manager section of the screen, complete the following:

2. **Host Address**

Enter the host address for the TCP/IP Manager.

3. **Host Port**

Enter the host port for the TCP/IP Manager.

4. **Response Timeout**

Enter number of seconds until timeout connecting to TCP/IP Manager.

In the PayPal Settings section of the screen, complete the following:

5. **Host Address**

Enter PayflowPro host address.

6. **Test Host Address**

Enter PayflowPro test host address

7. **Host Port**

Enter PayflowPro host port.

8. **Response Timeout**

Enter number of seconds until timeout connecting to PayflowPro.

9. **Partner**

Enter name of authorized PayPal reseller.

10. **Password**

Enter authorized PayPal account password.

11. **Vendor**

Enter the PayPal login name.

12. **Verbosity**

Enter level of detail of responses. You can select from L-Low or M-Medium.

13. **Use Address Verification Service (AVS)**

Indicate whether to require users who process credit cards to enter customer addresses during credit card transactions. This is intended to offer the customer an additional level of security by asking them to supply additional information.

14. **Automatically Decline on AVS failure**

Indicate whether you want the system to automatically void a transaction that fails customer address verification.

15.   Use Credit Card Security Code (CSC)

Select this checkbox to require users to enter the four digits security code from the back side of the customers' credit card number when using PayflowPro magnetic stripe readers during credit card transactions. This is intended to provide the customer with an additional level of security by verifying the last four numbers on the customer's card. **Note:** If a clerk keys in the number instead of swiping the card, FACTS *does not* prompt you to enter the last four digits.

16. Automatically Decline on CSC failure

Indicate whether you want the system to automatically void a transaction that fails credit card security code verification.

17.   Transmit To PayflowPro

When selected, this checkbox allows FACTS to communicate with PayflowPro, which is essential if you want to settle or close out transactions at the end of the day or at the end of a shift.

When unselected, credit card transactions collect in the Process Pending Transactions program (under the Invoices menu). For more information, refer to the Process Pending Transactions programtopic.

{bmc pinpurpl.shg} **Processing Credit Card Transactions Offline for PayflowPro** To work in an "offline" mode (which is usually the exception not the rule per PayflowPro)., the Transmit to PayflowPro flag should to be unselected (off). Then all operations will default to using Voice Authorization and will be batched as a pending transaction. When you are ready to transmit, select the "**Transmit to PayflowPro**" checkbox (on). Then use the Process Pending Transactions program to transmit the pending transactions to the card processor.

18.   Use Voice Authorization Only

Select the check box if you are **not** using the PayflowPro software, or if for some reason you cannot reach your credit card processor via modem.

Do not select the checkbox if you are using PayflowPro and the modem connection to your credit card processor works.

If voice authorization is turned on, FACTS requires you to enter an authorization code during the credit card transaction.

In the Proxy Settings section of the screen, complete the following:

19.   Address
Enter the Proxy Server address.

20.   Port

Enter the Proxy Server port.

21.   Logon

Enter the Proxy Server logon name.

22. Password

Enter the Proxy Server password.

23.   Last CC Receipt Number Used

Enter the last credit card receipt number used.

24. Columns for Credit Card Receipt

This sets the width of your credit card receipts, which can range from 30 to 80 columns wide. Enter 0 if you do not want a receipt to print.

25. Receipt Message

Enter the message (up to 25 characters) that you want printed at the bottom of your receipts.

Press the Test Settings link to test the connection to PayflowPro using the test server address.

State Code Entry (SMF991)

The information you enter in this program supports the Default Tax Code Entry program, which is used to enter the default tax table setup, if desired.   This is used for B2C sales where the customer's tax code is not known. You must enter each State and first indicate whether or not you should charge tax for orders delivered in that state.   Typically, if a distributor has a business presence in a state, he or she must charge tax on orders delivered to that state.

Since the data file maintained by this program is not company specific in FACTS, whenever a record is added, deleted or the description is changed a record must be written to SMCATL for each company that uses the AT module. This way, any change made can be uploaded to all of the necessary eStorefront implementations.

The following fields are involved in creating a new country code:

1. State

Enter the (2-character) state code. Press to search or to access an existing state code.

2. Name

Enter the state name (up to 30 characters).

3. Country

Enter the (3-character) country code. Press to search for an existing country code.

You can select from the following functions.

Select the icon to make changes for a highlighted state code in the browser. You can modify any of the non-key fields of the record.

Select the icon to add a new state code.

Select the icon to delete the entire highlighted state code.

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

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

Press the **Close** button to exit.
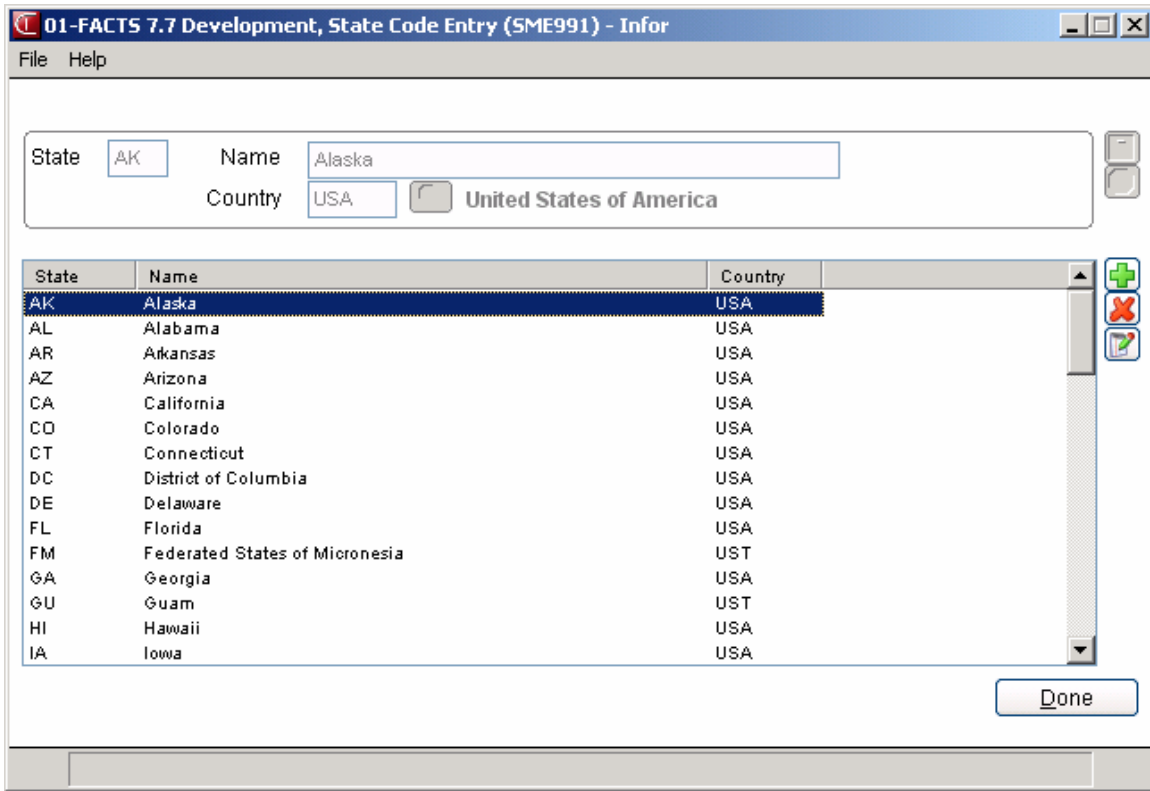
Rebuild SM Sort Files (SMU990)

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 Fields

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.

THIS PROGRAM IS NOT TO BE RUN WITHOUT SYSTEM MANAGER'S SUPERVISION!

REBUILD ACCESS CODE CROSS REFERENCE TO SMNAME – SMNAMZ? (N/Y), F4-END
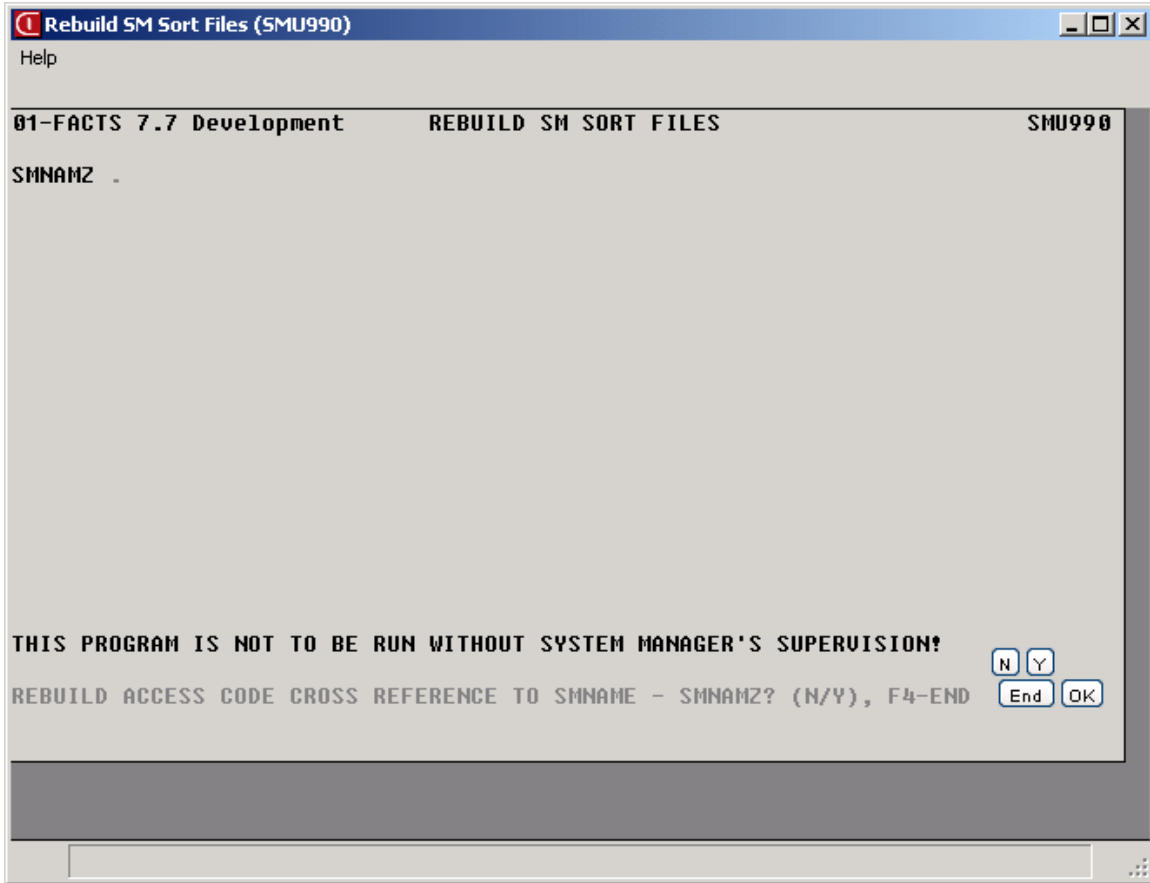
Unform Archiving Setup (SME630)

Use the Unform Archiving Setup (SME630) program to maintain the list of document codes and their associated UnForm libraries and document types in the FACTS SMUNFO data table.

You can select the FACTS print, report or register to setup for archiving, associate the Unform archive library and document type and indicate whether the archive should contain bar coding information.

Note: For UnForm Archiving to function correctly with FACTS (regardless of where the output is going - i.e. FaxLink, a printer, etc), there are two requirements of the ProvideX device driver being used. The letters "uf" must be in the device driver program name. This is case sensitive as lower case. If, for example, you setup a FaxLink printer which utilizes UnForm to format the output prior to faxing, the device driver program name could be "faxlink-uf". The device driver program name cannot be simply "faxlink", as the letters "uf", which identify it as an UnForm driver, are not present. Additionally, the device driver must declare the '*X' mnemonic the same way that the standard uf7ptr device driver defines it - e.g. 2190 mnemonic (chan)'*X'=pgn+";process". This likewise is case sensitive. If both of these conditions are true, the printer is recognized as an UnForm Archiving device, and FACTS adds the appropriate information to tell UnForm how to archive the document. If either of these conditions is not true, UnForm may still be used, but the document will not be archived.

For more information on how to use maintenances, refer to the following topics:

How to use file maintenance programs in the *FACTS Basics* Manual

The following inputs are involved in creating Unform Archiving information:

1. Title

In the browser in the lower portion of the screen, select the FACTS print, report or register program for which you want to enter/modify the archive information. The system displays the default title for the document from FACTS. You can edit the title text or press to select the default program title from FACTS.

2. Archive

Select the checkbox to indicate you want to use the Unform Archiving system for this FACTS program.

3. Library

Enter the library you want to use for the selected FACTS program. Press to search existing library codes. In the browser in the lower portion of the screen, select the library for which you want to enter/modify the archive directory path. Press to select the default library for the FACTS program.

4. Document Type

Enter the document type you want to use for the selected FACTS program. Press to select the default document type for the FACTS program.

5. Add Barcode

Select the checkbox to indicate that you want to include bar coding information in the Unform Archiving system for this FACTS program.

Select the icon to make changes for a highlighted FACTS program in the browser.

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

Press the **Done** button to exit.

Archiving Library Setup (SME631)

Use the Archiving Library Setup (SME631) program to maintain the list of Unform library codes and their associated network and directory paths for Unform Archiving.

You can set the network/directory path for archiving for the following libraries: Accounts Payable, Banking, Inventory Control, Payroll, Purchase Orders, and Sales Orders.

For more information how to use maintenances, refer to the following topics:

How to use file maintenance programs in the *FACTS Basics* Manual.

The following inputs are involved in creating Archiving library information:

1. Library

In the browser in the lower portion of the screen, select the library for which you want to enter/modify the archive directory path.

2. Path

Enter the network path and folder that this library uses for archiving. You can click to select the default path.

Select the icon to make changes for a highlighted library code in the browser.

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

Press the **Done** button to exit.

CHAPTER 12

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 fields 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 fields 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 fields were for each program. Job streams may be entered, changed or deleted at any time.
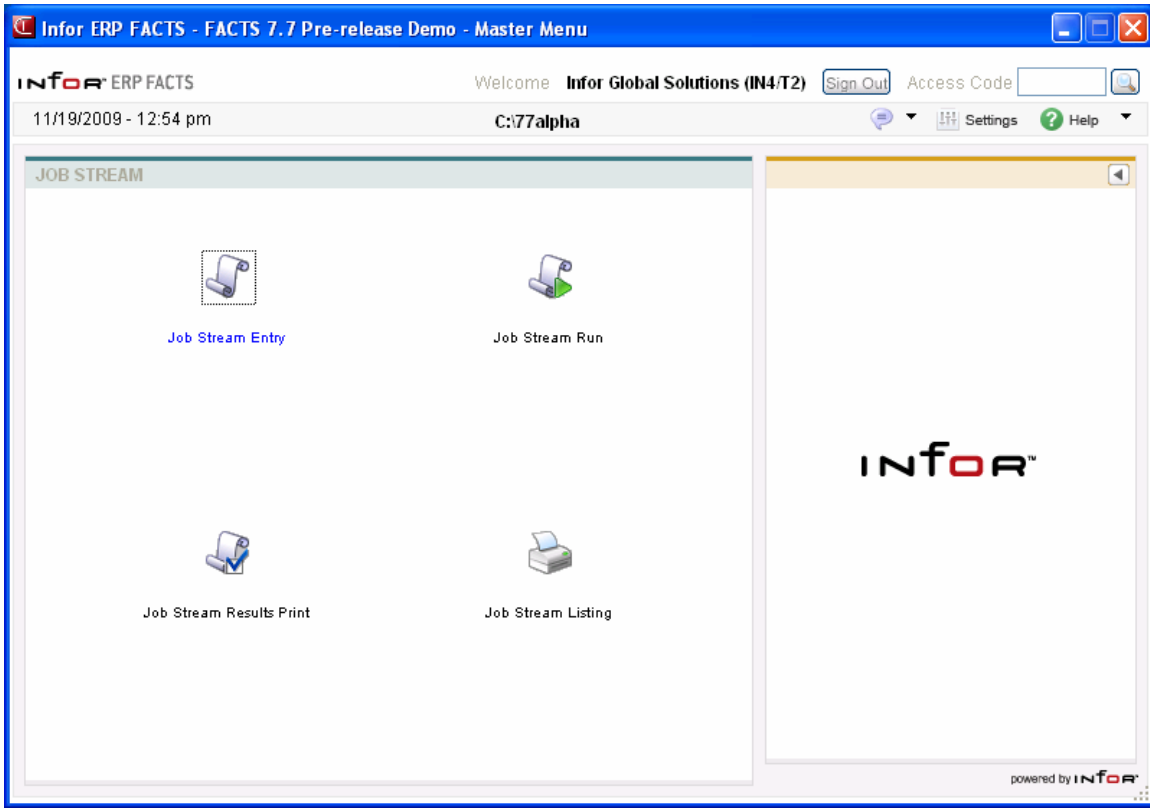
Job Stream Entry (JSE110)

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 fields for each program (see User fields 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 Fields

The following fields are involved entering a job stream:

1.   Job Stream

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. Press **F2** or 🔍 to search.

2.   Description

If you're creating a new code, enter a description for it. The description can be up to 30 characters long. If you have selected an existing code, the description automatically displays.

After you complete the header section, the program will only allow you to modify the description. If you need to change the job stream code, delete and re-enter it.

The following fields make up the Job Stream Entry line-item section:

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 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 compatible with the Job Stream system — that is, it must be a print, report or update program. Press **F2** or 🔍 to search.

4.   Template

From the drop-down list enter the template to use for report programs. The system displays the Report Templates for Job Stream Entry screen so you can select a template.

Error section: The following fields pertain the error processing for the job stream run.

4.   Continue

In the Error section of the screen, 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 unselected.

5.   Run

In the Error section of the screen, indicate whether to run this program if an error occurs in a previous program of this job stream. Press **Enter** (CR) to unselected.

Printer section: The following fields are questions regarding the printer.

6.   Printer

Enter the printer number to use (up to 999). Press **Enter** (CR) to default to 0 - LP.

7.   Special Form

Indicate whether the program prints to a special form (this is a memo field). Press **Enter** (CR) to default to N.

8.   Paper Width

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.

9.   Paper Length

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.

10. Change Paper

Indicate whether you need to change the printer paper for this program. Press **Enter** (CR) to default to unselected. If you select this checkbox, the job stream will stop and wait for a **RUN** to begin the program after a paper change.

11. Number of 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.

12. Number of Copies

Enter the number of copies to print (1-99). CR defaults to 1.

13. Estimated # of 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

14. Optional 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.

15. Press the **Answer** button to complete questions for the specified program.

Enter the fields for the program specified as you normally would.

Repeat these steps for each program you want to add to the job stream.

When you finish adding programs, press **F3** or to end entries. The following options can be accessed once you have created line items and ended entries.

You can select:
 Change to changes answers for questions for the specified program.

Move to move the highlighted Job Stream line to a different location in the job stream run. If you have 'moved' a line number to be 990 or greater – moving a line number is not restricted to increments of 10 – then you may not insert or add a new line; if over time you have created and deleted lines and have a last line number of 990 or greater and need to add or insert a line then first 'move' line 990 (and any earlier line numbers, if needed) to be less than 990 to continue. If you have 'moved' a line number to be 990 or greater – moving a line number is not restricted to increments of 10 – then you may not insert or add a new line; if over time you have created and deleted lines and have a last line number of 990 or greater and need to add or insert a line then first 'move' line 990 (and any earlier line numbers, if needed) to be less than 990 to continue.

The rest of the options affect the line-item entry section, rather than an individual line.

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** or 🔍 to search for a program name. Adding or inserting line numbers always affects line numbers in increments of 10 based, when 'inserting' on the line number highlighted, or, when 'adding' on the last line number displayed; when 'moving' line numbers values are entered as desired by the user.

Deletes the job stream line. The job stream line 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.

Inserts a line program. Inserting a line will increment all lines number by 10 following the inserted line – if the last line number is 990 or greater then the insertion of a new line (or 'adding' a new line) is not allowed.

Edits the highlighted job stream line 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** or 🔍 to search for a program name.

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 field, 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. .

3. If you're creating a new code, enter a description for it in the field. 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 field, 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. Press **F2** or 🔍 to search

6. From the drop-down list enter the template to use for report programs. The system displays the Report Templates for Job Stream Entry screen so you can select a template.

6. In the Error-Continue field, enter 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 unselected.

7. In the Error-Run field, indicate whether to run this program if an error occurs in a previous program of this job stream. Press **Enter (CR)** to default to unselected.

8. In the Printer section, the following fields are questions regarding the printer.

    Printer Enter the printer number to use (up to 999). Press **Enter (CR)** to default to 0 - LP. Press **F2** or 🔍 to search.

    > Special Form Indicate whether the program prints to a special form (this is a memo field). Press **Enter (CR)** to default to unselected.

    > Paper Width 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.

    > Paper Length 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.

    > Change Paper Indicate whether you need to change the printer paper for this program. Press **Enter (CR)** to default to unselected. If you select this checkbox, the job stream will stop and wait for a **RUN** to begin the program after a paper change.

    > Number of 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.

Number of Copies Enter the number of copies to print (1-99). Press **Enter (CR)** to default to 1.

Estimated **#** 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.

Optional 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.   Press 💾 to save your changes to the job stream header. You can also delete the entire job stream by selecting ❌ at the top of the screen.

The rest of the options affect the line-item entry section, rather than an individual line.

➕ **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** or 🔍 to search for a program name.

❌ **Deletes the job stream line.** The job stream line 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.

📥 **Inserts a line program.**

📝 **Edits the highlighted job stream line** 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** or 🔍 to search for a program name.

10. Press the Answer button to complete questions for the specified program. Enter the fields for the program specified as you normally would.

11. When you finish adding programs, press **F3** or ❌ to end entries. The following options can be accessed once you have created line items and ended entries.

You can select:
 Change to changes answers for questions for the specified program.

Move to move the highlighted Job Stream line to a different location in the job stream run

The rest of the options affect the line-item entry section, rather than an individual line.

➕ **Adds a line program.** Once you've finished making line entries, you may decide you want to add additional programs to the job stream. Press **F2** or 🔍 to search for a program name.

❌ **Deletes the job stream line.** The job stream line 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.

📥 **Inserts a line program.**

Edits the highlighted job stream line Once you've finished making line entries, you may decide you want to add additional programs to the job stream. Press **F2** or 🔍 to search for a program name.

12.   When you have finished entering job stream information, press **F4** or **Done** 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 fields entered. ALWAYS be sure that stored fields for each program are correct before running a job stream.

User Fields

The following fields are involved in running a job stream:

1. Job Stream

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** or 🔍 to search.

2. Results for this job stream are still on file. Remove them?

If there are no results on file for this job stream, this field 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 field. Results must be removed in order to run a job stream. Enter **N** or **Y** to indicate whether to remove the results. **Enter (CR)** defaults to N and returns to field #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. **Enter (CR)** defaults to zero minutes.

Press **F1** or 📅 to enter the start date and time instead of the number of minutes to wait.

If you pressed **F1** or 📅, the system displays additional fields:

4. Start Date

The start date for the job stream. Press **Enter (CR)** or 📅 to default to the system date.

5. Start Time

The start time for the job stream. Press **Enter (CR)** or to default to the system time.

How to run a job stream

1. Access this program by selecting Job Stream→ Job Stream Run.

2. In the Job Stream field, 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 or 🔍 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 field 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 field. 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 field #1. Enter Y to remove records and continue.

4. In the Minutes To Begin field, enter the number of minutes to wait before beginning the job stream.   Press Enter (CR) to default to zero minutes. Press F1 or 📅 to enter the start date and time instead of the number of minutes to wait.

5. (Optional) If you pressed or 📅 the system displays additional fields:

   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) or OK to run the job stream or F4 to backup or Cancel to exit.

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 Fields

The following fields are involved in printing Job Stream Results:

1. Beginning Job Stream
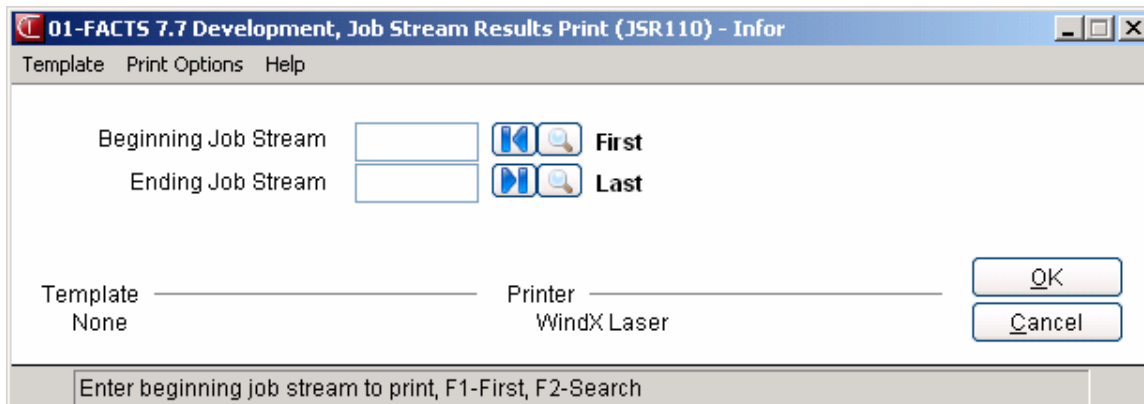
Enter the beginning job stream to print. Press **Enter (CR)** or ◀ to default to FIRST. Press **F2** or 🔍 to search.

2. Ending Job Stream

Enter the ending job stream to print. Press **Enter (CR)** or ▶ to default\ to LAST. Press **F2** or 🔍 to search.

3. Remove printed records from the results file?

After printing the results, enter **YES** or **No** to indicate whether to remove the records just printed.

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 fields. The total number of programs listed is also included.

User Fields

The following fields are involved in printing a Job Stream Listing:

1. Beginning Job Stream
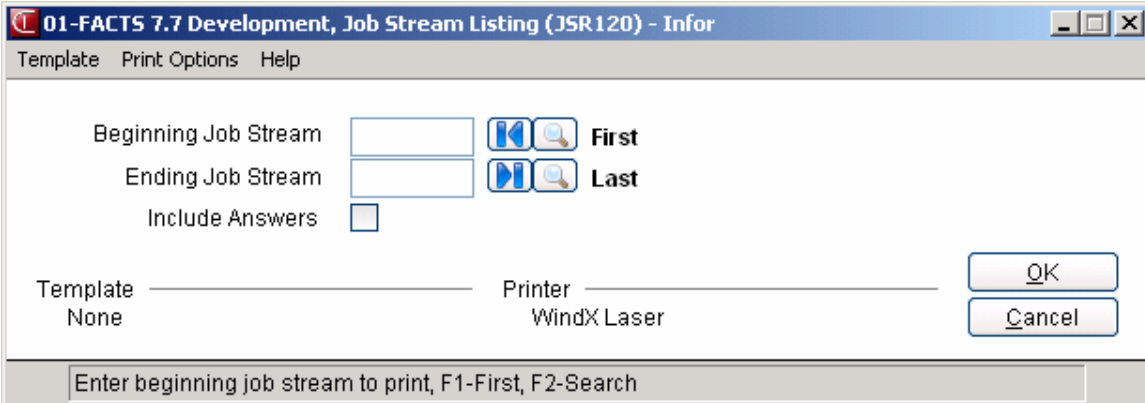
Enter the beginning job stream to print. Press **Enter (CR)** or ◀ to default to FIRST. Press **F2** or 🔍 to search.

2. Ending Job Stream

Enter the ending job stream to print. Press **Enter (CR)** or ▶ to default\ to LAST. Press **F2** or 🔍 to search.

3. Include Answers

Enter **N** or **Y** to indicate whether to include current answers (fields) stored for each program within each job stream in the listing. Press **Enter (CR)** to default to No.

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 Fields

 The following fields 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. Press Enter (CR) to default to the user's employee code.

2. Are you in?

If the employee has been previously signed out, enter **Y**-yes or **N**-no. Press Enter (CR) to default 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 fields 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). Press Enter (CR) to default to the system date.

4. Out Time

Enter the sign-out time (HH:MM ?M) (example 10:30 AM). Press Enter (CR) to default to the system time.

5. Expected Date

Enter the date that the employee is expected back (MMDDYY). Press Enter (CR) to default to the out date.

6. Expected Time

Enter the time that the employee is expected back (HH:MM ?M). Press Enter
(CR) to default 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 field #8, this field is skipped.

10. Update

Press Enter (CR) to update the employee file.

 After the update, this program returns to the menu.

```
 Sign In/Out (OAE110)                                              _ □ ×
 Help

 01-Demo Company                    SIGN OUT                        OAE110

 SSI      Stephen S. Invincent
 _____
 -------OUT------- ----EXPECTED-----
   DATE     TIME     DATE     TIME     REACHED AT PHONE   MEMO
 |06/13/02<








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

 _____
```
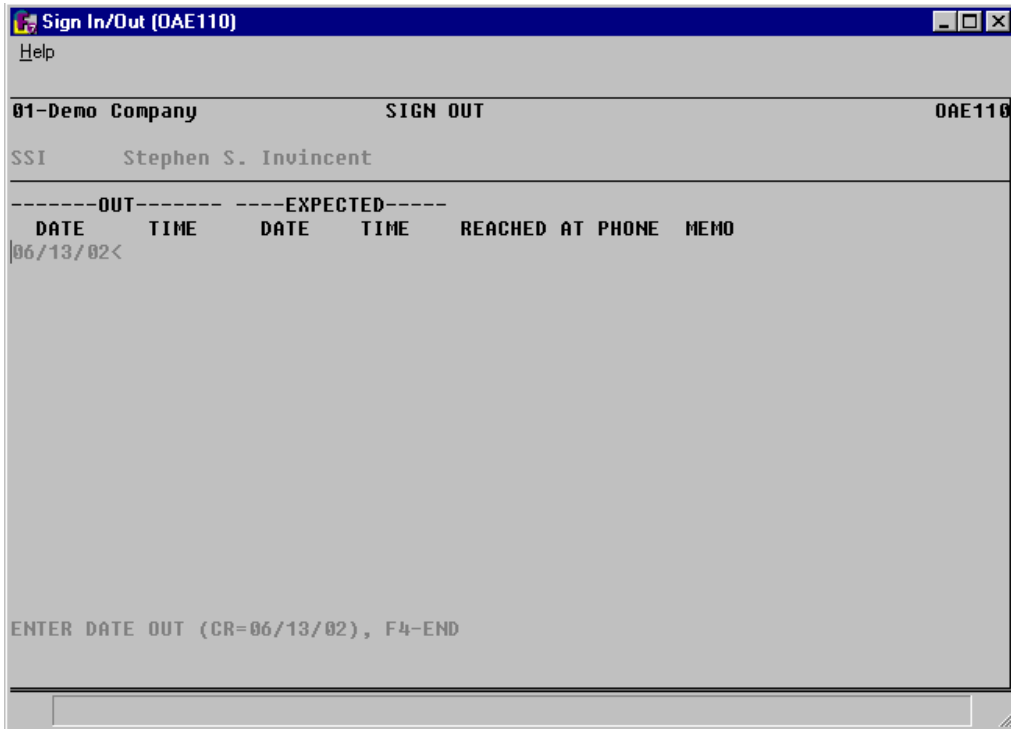
How to sign in and out of the OA system

1. Access this program by selecting Office Automation→Sign In/Out.

2. In the Employee field, 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.
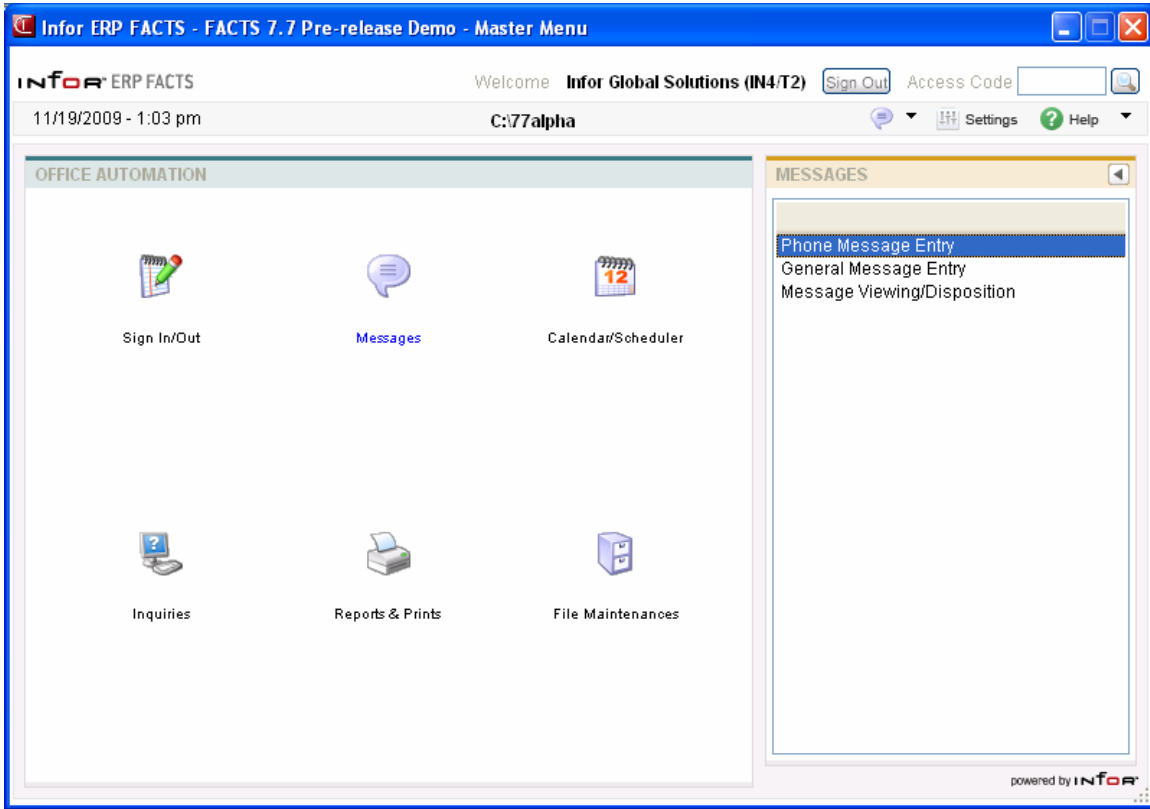
Phone Message Entry (OAE210)

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 Fields

The following fields are involved in entering phone messages:

1. For

Enter a valid employee that is to receive the phone message. Press F2 to search.

2. Msg #

This field 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 fields 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 fields.

9. Is this ok?

Enter **Y**-yes to send message or **N**-no to change or delete message. Press Enter
(CR) to default to Y.

After sending the message, the screen is cleared of field information and the program returns to field
#1 to await further entries.

```
┌─────────────────────────────────────────────────────────────────────┐
│ X  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 field, enter the code for the employee for whom the message belongs. Press F2 to search.

3.   In the Msg # field 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 field, enter the name of person who left the message. This field accepts up to 25 characters.

5.   In the Of field, enter the company this person is with. This field accepts up to 25 characters.

6.   In the Phone field, 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) field, 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) field, 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 field, 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 Fields

The following fields are involved in entering general messages:

1. Msg#

This field 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 field 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. Press F2 to search.

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. Press Enter (CR) to default 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 fields 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 field** 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 fields** 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 field 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 field.

> **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. Press Enter (CR) to default to N.

This concludes the line-item portion of the General Message Entry program.

> **F3 - Ends edit message fields** and goes to the **prompt-selection field** 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 field information and the program returns to field #3 to await further entries.

> **F1 - Changes message.** This takes the user to the **edit message fields** 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 fields** and the program proceeds to the **send message fields.**

The **send message fields** 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. Press F2 to search.

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 fields. The screen is cleared of the line-item information and the program returns to field #3 to await further entries.

How to enter, change or delete general messages

1. Access this program by selecting Office Automation→ Messages→General Message Entry.

2. In the Msg# field, 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 field, 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 field, 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 field, 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 field, 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 field, 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 fields 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. Press Enter (CR) to default 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 field, 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 fields 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 fields. 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 Fields

The following fields are involved in running the Message Viewing/Disposition program:

1. Employee

Enter the valid employee whose messages are to be viewed. Press Enter (CR) to default 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 field is initially skipped unless the employee has both phone and general messages. Enter **P** to view phone messages or **G** to view general messages. Press Enter (CR) to default 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** fields allow the user to select a phone message for further viewing, view a list of more phone messages, and/or delete all of the employee's phone messages.

> **Ln# - Line number.** Enter the number of the phone message to display more information (at the bottom of the screen) including: memos, the message number, if this message was originally sent to another employee, and who the message was routed from. The program will then proceeds to the **Secondary Phone Message** fields 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 field to await further entries.

The **Secondary Phone Message** fields 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** fields to await further fields.

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** field 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 field #2 to await further entries.

The **Secondary General Message** fields 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 fields.

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.

```
┌─────────────────────────────────────────────────────────────────┐
│ ░░ Message Viewing/Disposition (OAE230)                  _ □ × │
│ Help                                                            │
│                                                                 │
│ 01-Demo Company          MESSAGE VIEWING/DISPOSITION    OAE230  │
│                                                                 │
│ EMPLOYEE SSI     Stephen S. Invincent   PHONE/GENERAL GENERAL (NO PHONE) │
│ ─────────────────────────────────────────────────────────────  │
│ LNR   DATE    TIME  FROM               REGARDING                │
│  1R 12/23/03 10:37AM Stephen S. Invincent  JUST SHOWING THIS FUNCTION │
│                                        REPLY REQUIRED           │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│ END OF GENERAL MESSAGES                                         │
│ ENTER LN# TO DISPLAY, CR-NEXT, D-DELETE ALL, F4-BACKUP |..      │
│                                                                 │
│ ┌─────────────────────────────────────────────────────────┐   │
│ └─────────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────┘
```
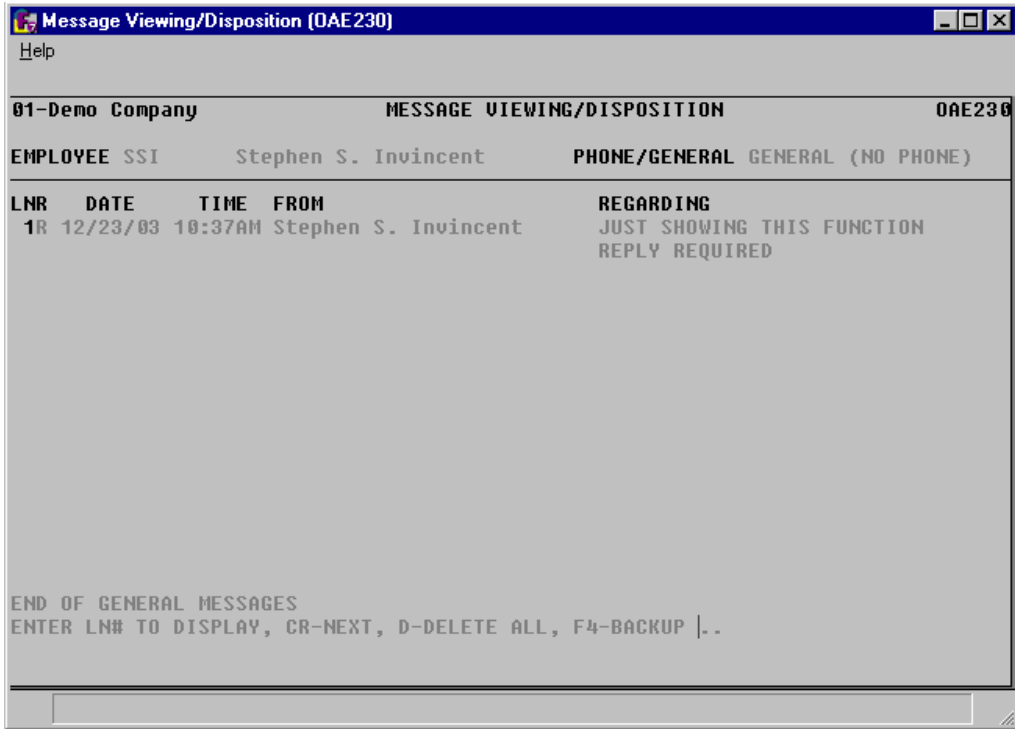
How to read, send and delete general and phone messages

1. Access this program by selecting Office Automation→Messages→Message Viewing/Disposition.

2. In the Employee field, 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 field, select the type of messages to view. Enter P to view phone messages or G to view general messages. Press Enter (CR) to default to phone message. If you don't have phone messages, the program automatically defaults to general messages.

5. If you are displaying phone messages, the system displays the date and time the message was entered, who left it, that person's phone number and any selected message and request options. An R appears next to each message that has been read.

   --OR--

   If you are displaying general messages, the displays the date and time the message was entered, who sent the message, the message's subject and whether a reply is required. An R appears next to each message that has been read.

6. At the main screen, you can s elect from the following options. These options generally affect all messages for the selected user.

   Ln# - Line number. Get more information on a particular phone or general message by entering its line number. Once you have selected a line, a set of secondary message fields 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 Fields

The following fields 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). Press F2 to search.

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. Press Enter (CR) to default 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.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  Calendar/Scheduler (OAE310)                                     _ □ ×    │
│  Help                                                                     │
│                                                                           │
│  01-Demo Company                CALENDAR/SCHEDULER                OAE310   │
│  Stephen S. Invincent           MON 1 JULY 2002                           │
│                                                                           │
│  AM   8:00                                                                │
│        :30                                                                │
│       9:00                                                                │
│        :30                                                                │
│      10:00                                                                │
│        :30                                                                │
│      11:00                                                                │
│        :30                                                                │
│  PM 12:00                                                                 │
│        :30                                                                │
│       1:00                                                                │
│        :30                                                                │
│       2:00                                                                │
│        :30                                                                │
│       3:00                                                                │
│        :30                                                                │
│                                                                           │
│      MEMO                                                                 │
│   CO NOTE                                                                 │
│  ENTER SCHEDULE TIME, M-MEMO, F1-BACK, F2-FORWARD, F3-NEXT DAY, F4-BACKUP │.....│
│                                                                           │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

```
┌─────────────────────────────────────────────────────────────────────────┐
│  Calendar/Scheduler (OAE310)                                     _ □ ×    │
│  Help                                                                     │
│                                                                           │
│  01-Demo Company                CALENDAR/SCHEDULER                OAE310   │
│  Stephen S. Invincent                 2002                                │
│                                                                           │
│  WK    MON       TUE       WED       THU       FRI       SAT       SUN    │
│  ┌──────────┬─────────┬─────────┬─────────┬─────────┬─────────┬─────────┐ │
│  │10 JUN    │11       │12       │13       │14       │15       │16       │ │
│  W1│         │         │         │         │         │         │         │ │
│  ├──────────┼─────────┼─────────┼─────────┼─────────┼─────────┼─────────┤ │
│  │17        │18       │19       │20       │21       │22       │23       │ │
│  W2│         │         │         │         │         │         │         │ │
│  ├──────────┼─────────┼─────────┼─────────┼─────────┼─────────┼─────────┤ │
│  │24        │25       │26       │27       │28       │29       │30       │ │
│  W3│         │         │         │         │         │         │         │ │
│  ├──────────┼─────────┼─────────┼─────────┼─────────┼─────────┼─────────┤ │
│  │01 JUL    │02       │03       │04       │05       │06       │07       │ │
│  W4│         │         │         │         │         │         │         │ │
│  └──────────┴─────────┴─────────┴─────────┴─────────┴─────────┴─────────┘ │
│                                                                           │
│  ENTER DAY (DD) OR WEEK (W?) TO DISPLAY, F1-BACK, F2-FORWARD, F4-BACKUP .. │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

How to enter, change or delete an employee's scheduled events and daily memos

1. Access this program by selecting Office Automation→Calendar→ Calendar/Scheduler

2. In the Employee field, 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 field, 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 field, 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.
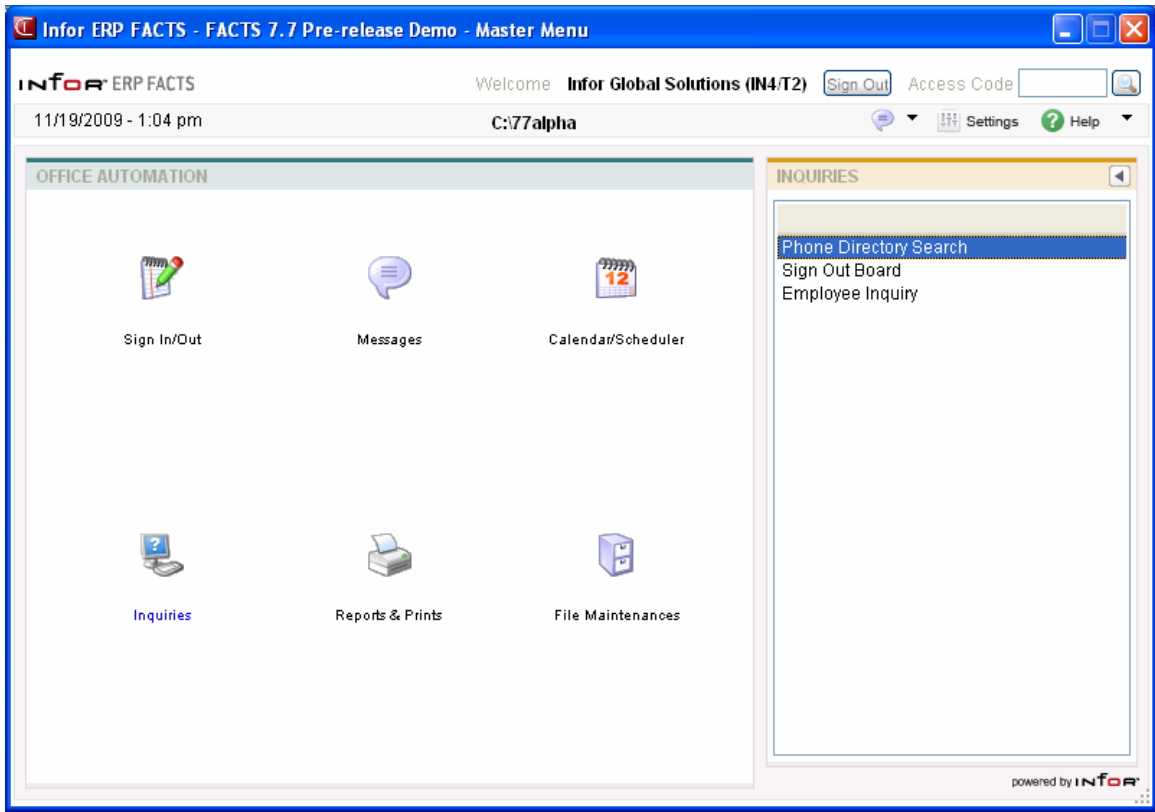
Phone Directory Search (OAI610)

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 Fields

The following fields are involved in displaying the phone number information:

1. Office or Personal

Enter **O**-office or **P**-personal as the directory to search. Press Enter (CR) to default 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.

Phone Directory Search (OAI610)

Help

```
01-Specialty Distributors, I   PHONE DIRECTORY SEARCH                    OAI610
OFFICE

LN ALPHA       NAME                    PHONE            MEMO
```

```
ENTER BEGINNING ALPHA TO SEARCH, SELECT LN#, F4-BACKUP  ..........  [ Backup ] [ OK ]
ARROW: UP=PREVIOUS, DOWN=NEXT, LEFT=PAGE UP, RIGHT=PAGE DOWN
```
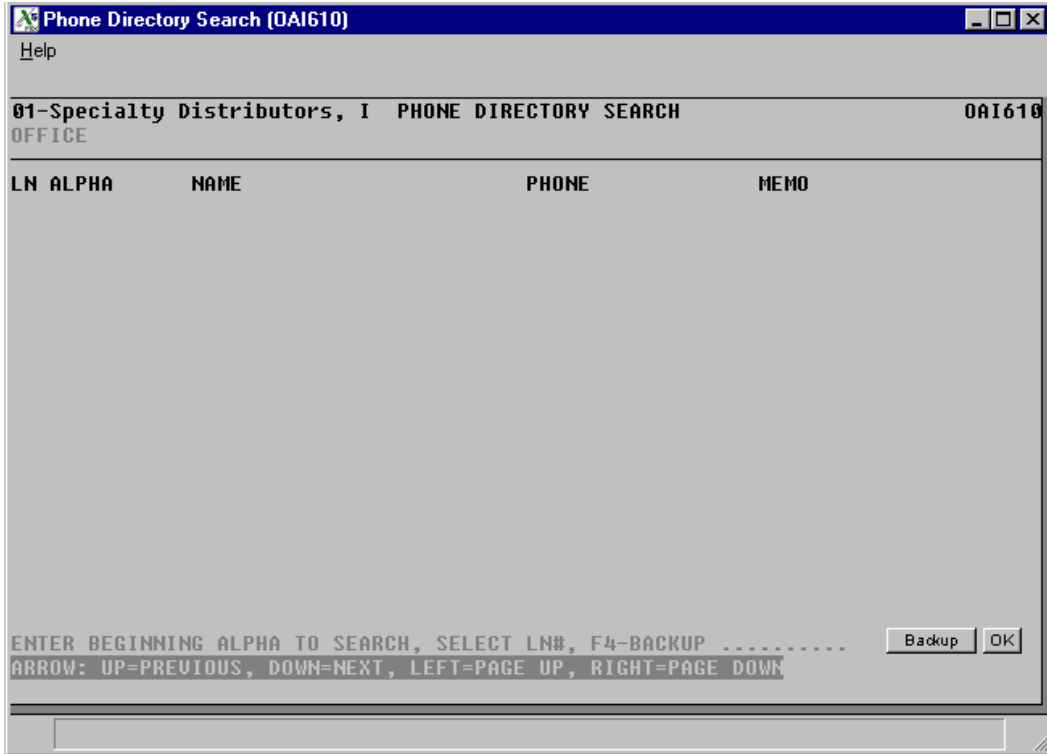
How to display office or personal phone number information

1. Access this program by selecting Office Automation→Inquiries→Phone Directory Search.

2. In the Office or Personal field, 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 Fields

The following field 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.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ 🖥 Sign Out Board (OAI620)                                      _ □ ✕      │
│ Help                                                                      │
│                                                                           │
│ 01-Demo Company              SIGN OUT BOARD                    OAI620     │
│                                                                           │
│ LN EMPLOYEE NAME                    -------OUT------- ----EXPECTED-----    │
│  1 RON       Ronald Patten         10:07 AM 09/28/02  2:30 PM             │
│  2 SALLEY    Salley Furness        12:15 PM 09/28/02  1:15 PM             │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│ END OF FILE FOR THIS COMPANY                                              │
│ ENTER BEGINNING EMPLOYEE TO SEARCH, SELECT LN#, F4-END ........           │
│ ARROW: UP=PREVIOUS, DOWN=NEXT, LEFT=PAGE UP, RIGHT=PAGE DOWN              │
│                                                                           │
│ ┌─────────────────────────────────────────────────────────────────┐     │
│ └─────────────────────────────────────────────────────────────────┘     │
└─────────────────────────────────────────────────────────────────────────┘
```

How to display which employees are signed out

1. Access this program by selecting Office Automation→Inquiries→ Sign Out Board.

2. Press Enter (CR) to display the employee list. If necessary, use the arrow keys and Page Up and Down keys to scroll through the list.

3. For each employee listed, the Sign Out Board displays the employee's code, name, sign-out time, sign-out date, expected sign-in time and sign-in date (if it's different than the sign-out date). If the sign-out date field is blank, it indicates system date.

4. To see if a signed-out employee left a phone number or a memo, enter the line number at the prompt. Any information entered will appear at the bottom of the screen.

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

Employee Inquiry (OAI630)

Function

This program allows the user to display employee information in employee order.

The user may enter the beginning employee or page through the employee file in employee order. For each employee, displayed information includes the following: employee code, name, department, location, and work phone number. If the user wishes to view more information concerning a displayed employee, its corresponding line number may be entered and the following detail information is displayed: title, home phone number, address and memo.

User Fields

The following field 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.

```
Employee Inquiry (OAI630)                                        _ □ ✕
 Help

01-Specialty Distributors, I   EMPLOYEE INQUIRY                    OAI630

LN EMPLOYEE NAME                      DEPT LOCATION   PHONE












 ENTER BEGINNING EMPLOYEE, SELECT LN#, F4-END |........       End   OK
 ARROW: UP=PREVIOUS, DOWN=NEXT, LEFT=PAGE UP, RIGHT=PAGE DOWN
```
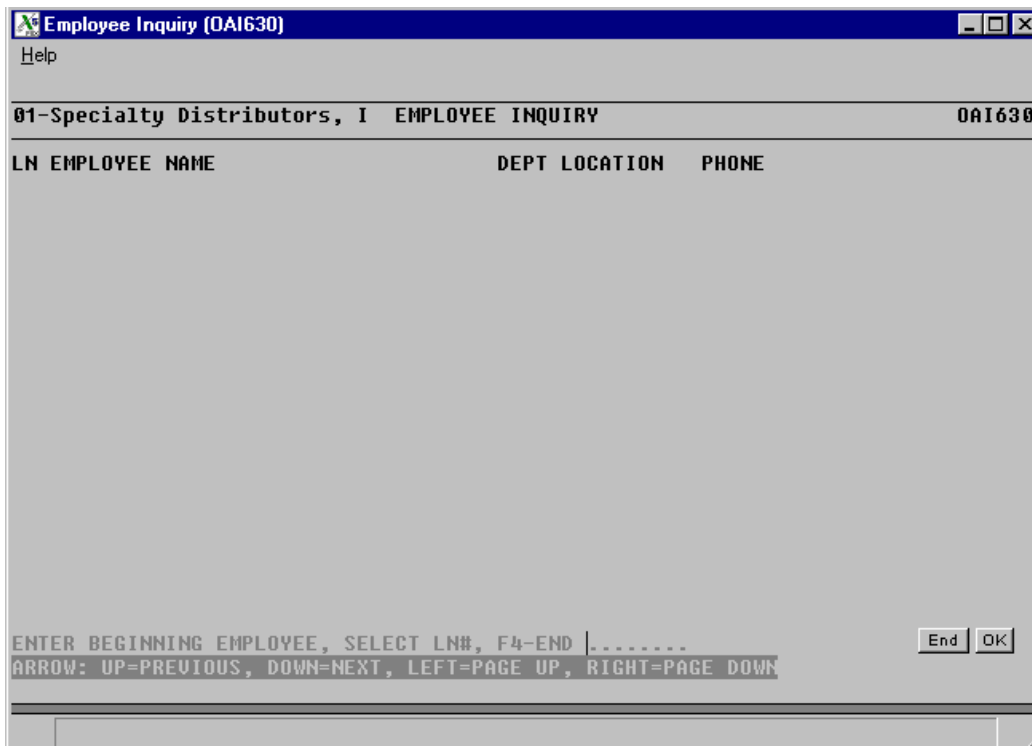
How to display employee information in employee order

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.
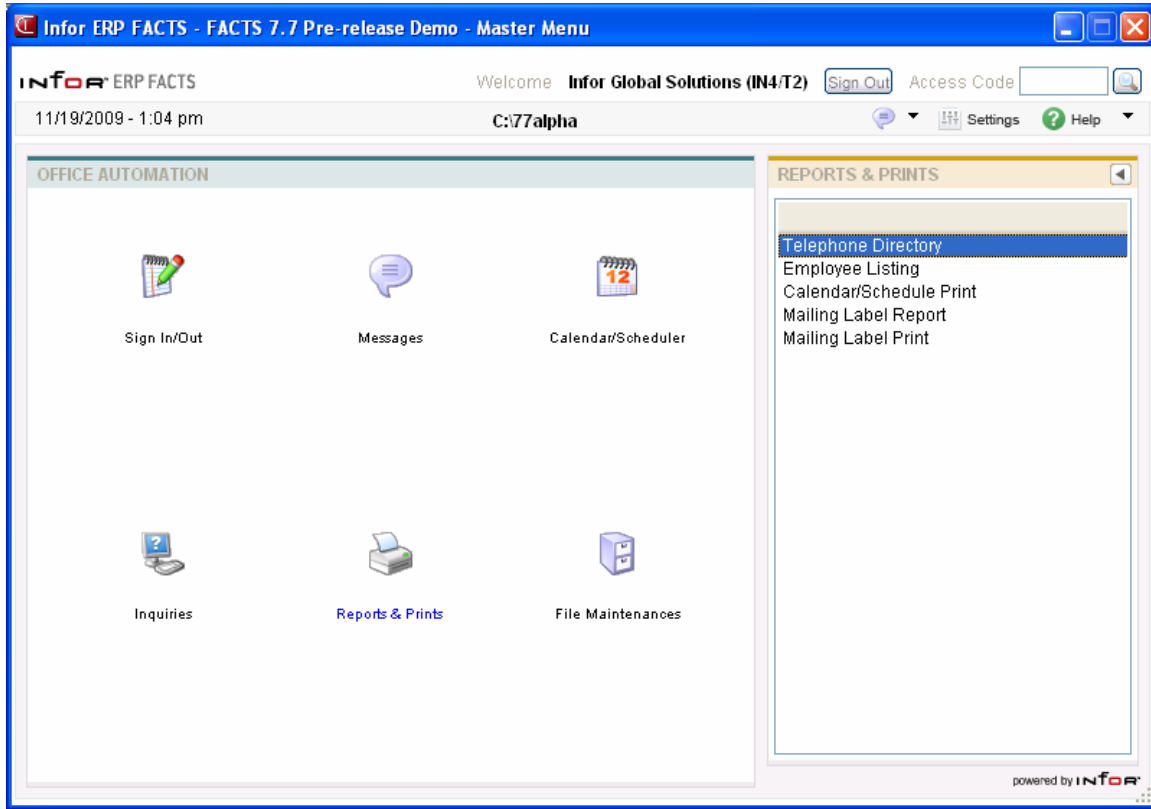
Telephone Directory (OAR710)

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 Fields

The following fields are involved in printing the Telephone Directory:

1. Office/Personal

Enter whether to print **O**-office or **P**-personal directory. Press Enter (CR) to default to O.

2. Beginning Alpha

Enter the beginning alpha to print (up to 10 characters). Press Enter (CR) to default to FIRST.

3. Ending Alpha

Enter the ending alpha to print (up to 10 characters). Press Enter (CR) to default to LAST.

4. Include

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

```
Telephone Directory (OAR710)                                          _ □ ×
Help

01-Specialty Distributors, I   TELEPHONE DIRECTORY                    OAR710

OFFICE/PERSONAL O

BEGINNING ALPHA FIRST

ENDING ALPHA LAST

INCLUDE ...




                                                            None

INCLUDE CONTACT, ADDRESS, AND/OR ID? (C+A+I, CR=NONE), F4-BACKUP  Backup  OK
```
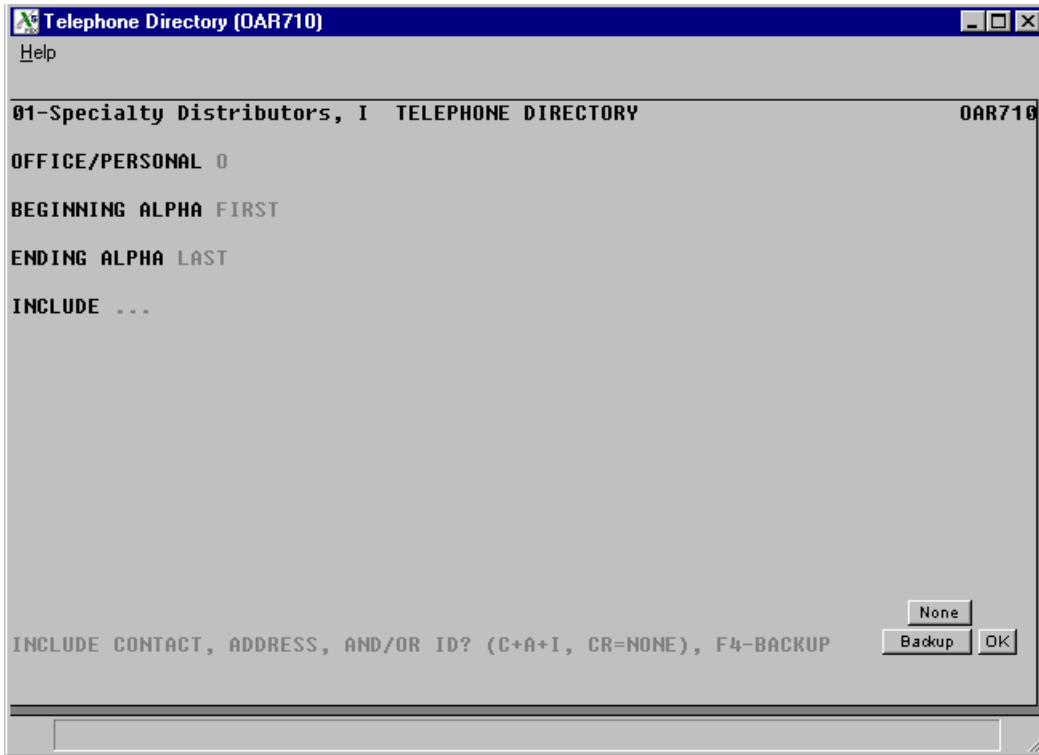
Employee Listing (OAR720)

Function

This program allows the user to print an employee listing using the information stored in the employee file.

The user has the option to:

- Select the print order - employee or department.
- Print standard information for each employee (home phone number, address and/or department information).

Report information includes for each employee the following: employee code, name, address, title, department, location, work phone number and home phone number.   The total number of employees printed is also included.

User Fields

 The following fields are involved in printing the Employee Listing:

1. Order

Select whether to print the listing in **E-**employee or **D-**department order. Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press Enter (CR) to default to LAST.

4. Include

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

```
 Employee Listing (OAR720)                                          _ □ ×
 Help

 01-Specialty Distributors, I   EMPLOYEE LISTING                    OAR720

 ORDER E

 BEGINNING EMPLOYEE FIRST

 ENDING EMPLOYEE LAST

 INCLUDE ...




                                                    None   Backup   OK

 PRINT HOME PHONE, ADDRESS, AND/OR DEPARTMENT INFO? (H+A+D, CR=NONE), F4-BACKUP

```
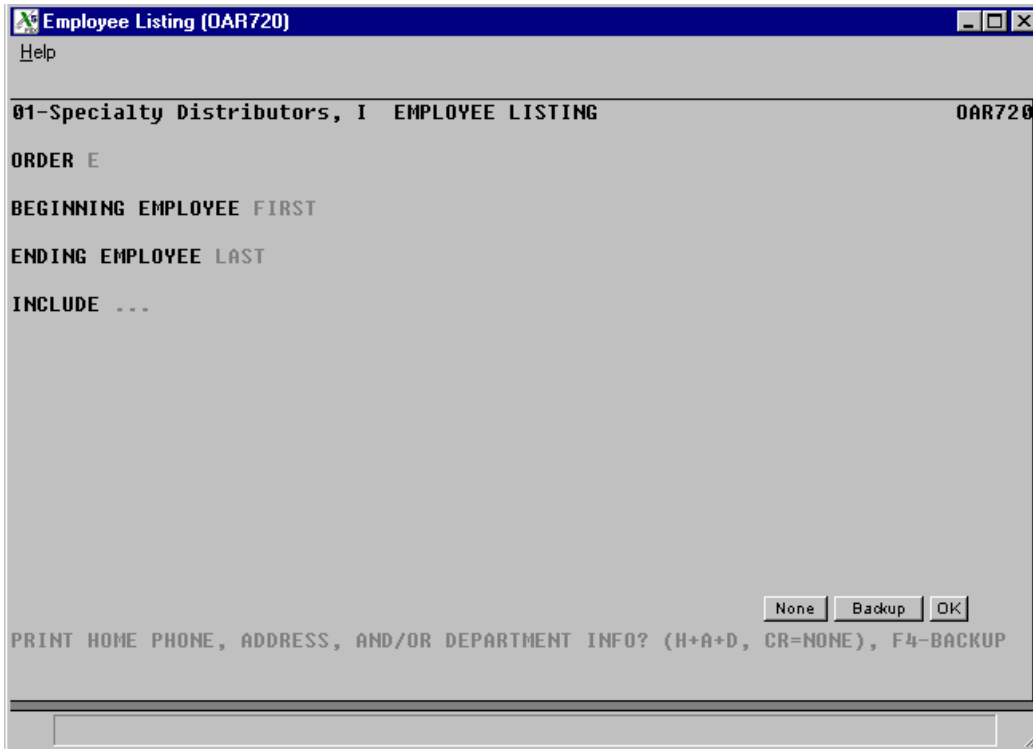
Calendar/Scheduler Print (OAR740)

Function

This program allows the user to print a schedule of appointments, memos or events set up by the user through the Calendar/Scheduler program.

The user has the option to:

- Select employee to print schedule for.
- Select beginning and ending schedule date to print.
- Print unscheduled time slots.
- Select beginning and ending time to print, if printing unscheduled time slots.
- Print a new page for each day, if printing unscheduled time slots.

Report information includes the following: employee code and name.

- Scheduled time: day, date, time (and AM or PM) and scheduled event. Daily memos are also included.
- Unscheduled time: day, date, time (and AM or PM) and a blank line indicating that the time slot is empty.

User Fields

The following fields 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. Press Enter (CR) to default to the employees signed in for the terminal.

2. Beginning Date

Enter the beginning date of the schedule to print (ref. 2). Press Enter (CR) to default to the system date.

3. Ending Date

Enter the ending date of the schedule to print (ref. 2). Press Enter (CR) to default 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. Press Enter (CR) to default to N.

The following fields #5-8 are skipped if N is entered for unscheduled time in field #4.

5. Beginning

Enter the beginning time to print for the schedule (HH:MM ?M - example 10:00 AM). Press Enter (CR) to default 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). Press Enter (CR) to default to nine hours after the beginning time.

7. Weekends

Enter **N** or **Y** to indicate whether to print unscheduled time for weekends. Press Enter (CR) to default to N.

8. New Page

Enter **N** or **Y** to indicate whether to print a new page for each date of the schedule. Press Enter (CR) to default to N.

```
Calendar/Schedule Print (OAR740)                          _ □ ×
 Help

 01-Demo Company              CALENDAR/SCHEDULER PRINT           OAR740

 EMPLOYEE SSI       Stephen S. Invincent

 BEGINNING DATE SYSTEM DATE 06/13/02

 ENDING DATE SYSTEM DATE 06/13/02

 UNSCHEDULED TIME N

 MAY PRINT ON 80 COLUMN PAPER. END OF INPUTS. CR-CONTINUE, F4-BACKUP |.
```

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 Fields

The following fields are involved in printing the Mailing Label Report:

1. Beginning Label Code

Select the beginning mailing label code to print. Press Enter (CR) to default to FIRST.

2. Ending Label Code

Select the ending mailing label code to print. Press Enter (CR) to default to LAST.

3. Mail Code

Enter up to ten 3-character mail codes side by side to print. Press Enter (CR) to default to ALL.

4. Mail Code Sort

Enter **N** or **Y** to indicate whether to sort the mailing labels by mail codes. Press Enter (CR) to default to N.

5. Include

Enter whether to print **M**-memo and/or **C**-mail codes information. Press Enter (CR) to default to NONE.

```
┌─────────────────────────────────────────────────────────────┐
│ ⬚ Mailing Label Report (OAR730)                    _ □ ✕     │
│ Help                                                          │
│                                                               │
│ 01-Demo Company              MAILING LABEL REPORT      OAR730 │
│                                                               │
│ BEGINNING LABEL CODE FIRST                                    │
│                                                               │
│ ENDING LABEL CODE LAST                                        │
│                                                               │
│ MAIL CODE ALL                                                 │
│                                                               │
│ MAIL CODE SORT N                                              │
│                                                               │
│ INCLUDE NONE                                                  │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│ MAY PRINT ON 80 COLUMN PAPER. END OF INPUTS. CR-CONTINUE, F4-BACKUP │
│                                                               │
│ ┌─────────────────────────────────────────────────────────┐ │
│ └─────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────┘
```
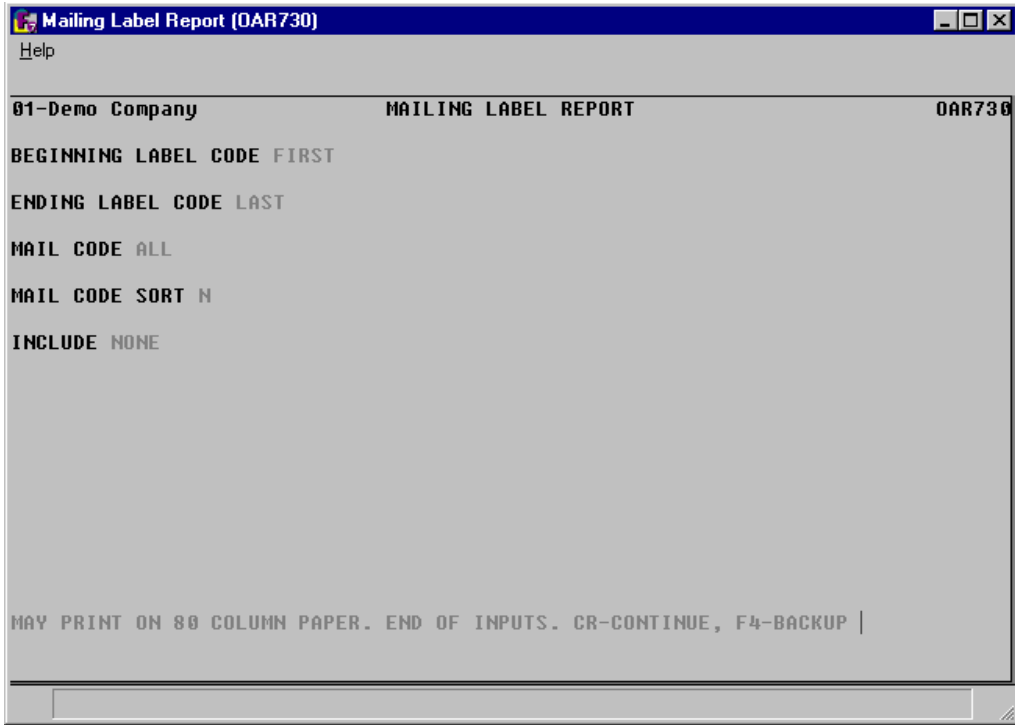
Mailing Label Print (OAP710)

Function

This program allows the user to print mailing labels by label code, zip code and/or mail code from the information stored in the mailing labels file.

The user has the option to:

- Select the beginning and ending mailing label code.
- Print by selecting mailing label corresponding mail codes.
- Print the mailing labels in mail code and/or zip code order.

Mailing label information includes the following: name, address, city, state, zip code and attention line. The program prints on 11 1/2 by 15 inch paper and prints four (4) labels across.

User Fields

The following fields are involved in printing the mailing labels:

1. Beginning Label Code

Select the beginning label code to print. Press Enter (CR) to default to FIRST.

2. Ending Label Code

Select the ending label code to print. Press Enter (CR) to default to LAST.

3. Mail Code

Enter up to ten 3-character mail codes side by side to print. Press Enter (CR) to default to ALL.

4. Mail Code Sort

Enter **N** or **Y** to indicate whether to sort the mailing labels by mail codes. Press Enter (CR) to default to N.

5. Zip Code Sort

Enter **N** or **Y** to indicate whether to sort the mailing labels by zip code. Press Enter (CR) to default 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.
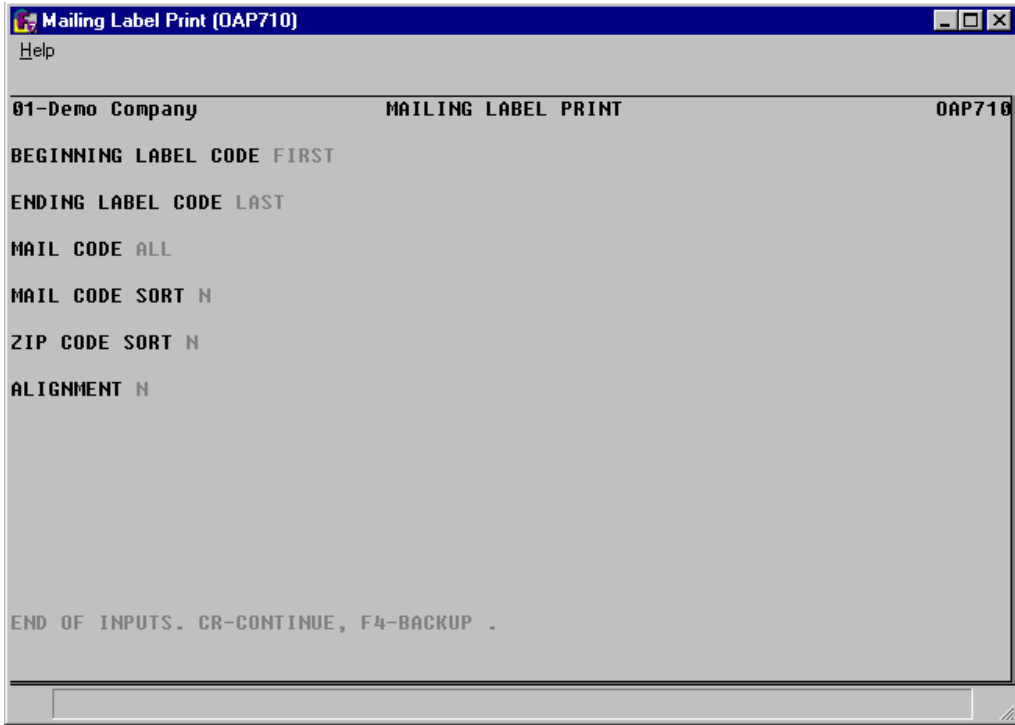
```
┌──────────────────────────────────────────────────────────────────────┬─────────┐
│ [■] Mailing Label Print (OAP710)                                        │ _ □ ×   │
├──────────────────────────────────────────────────────────────────────┴─────────┤
│ Help                                                                             │
│                                                                                  │
│ 01-Demo Company                    MAILING LABEL PRINT                  OAP710   │
│                                                                                  │
│ BEGINNING LABEL CODE FIRST                                                       │
│                                                                                  │
│ ENDING LABEL CODE LAST                                                           │
│                                                                                  │
│ MAIL CODE ALL                                                                    │
│                                                                                  │
│ MAIL CODE SORT N                                                                 │
│                                                                                  │
│ ZIP CODE SORT N                                                                  │
│                                                                                  │
│ ALIGNMENT N                                                                      │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│                                                                                  │
│ END OF INPUTS. CR-CONTINUE, F4-BACKUP .                                          │
│                                                                                  │
│                                                                                  │
└──────────────────────────────────────────────────────────────────────────────┘
```

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.
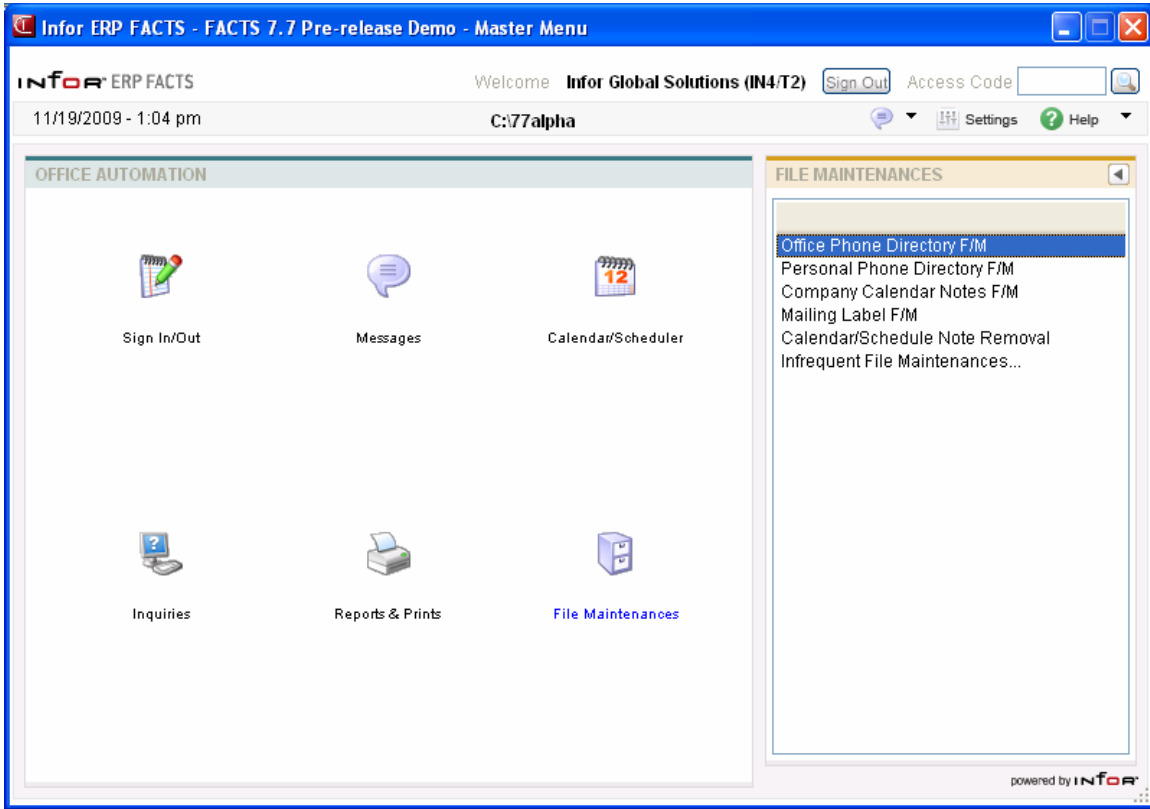
Office Phone Directory F/M (OAF910)

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 Fields

The following fields are involved in creating office phone number records:

1. ID#

Enter the ID number (1-9999). Press Enter (CR) to assign the next available ID number from the Nonstatic control file. The word NEXT is displayed until all fields have been entered and then the actual number is displayed before the record is added to the file. Press F2 to search.

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). 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).

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).

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).

```
 Personal Phone Directory F/M (OAF920)                                       _ □ ×
Help

 01-Specialty Distributors, I   PERSONAL PHONE DIRECTORY F/M               OAF920

   *. ID#      0000
   2. NAME
   3. PHONE
   4. ALPHA 1
   5.       2
   6.       3
   7.       4
   8. MEMO
   9. ADDRESS
  10.       2
  11.       3
     CONTACT                    PHONE               MEMO
  12.
  13.
  14.
  15.



  END OF FILE FOR THIS EMPLOYEE. CR-START OVER, F4-NEW ENTRY |.    New Entry  OK

```

Personal Phone Directory F/M (OAF920)

Function

This program allows the user to create and maintain personal phone number records in the phone number information file. Each record contains an ID number along with general information. These records can be displayed through the Phone Directory Search program or may be used to print the Telephone Directory.

ID numbers may be automatically assigned by the program. The personal phone number records may only be viewed if the user is set up for OA (must be a valid employee).

Employees may only view their own personal phone numbers through this program. This is because each employee has an assigned user code and only that code may view the personal phone numbers of the employee.

User Fields

The following fields 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 fields have been entered and then the actual number is displayed before the record is added to the file. Press F2 to search.

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). 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).

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).

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).

```
 Personal Phone Directory F/M (OAF920)                            _ □ X
Help


01-Specialty Distributors, I   PERSONAL PHONE DIRECTORY F/M          OAF920

 *. ID#      0000
 2. NAME
 3. PHONE
 4. ALPHA 1
 5.       2
 6.       3
 7.       4
 8. MEMO
 9. ADDRESS
10.       2
11.       3
    CONTACT                 PHONE              MEMO
12.
13.
14.
15.




END OF FILE FOR THIS EMPLOYEE. CR-START OVER, F4-NEW ENTRY |.    New Entry  OK
```
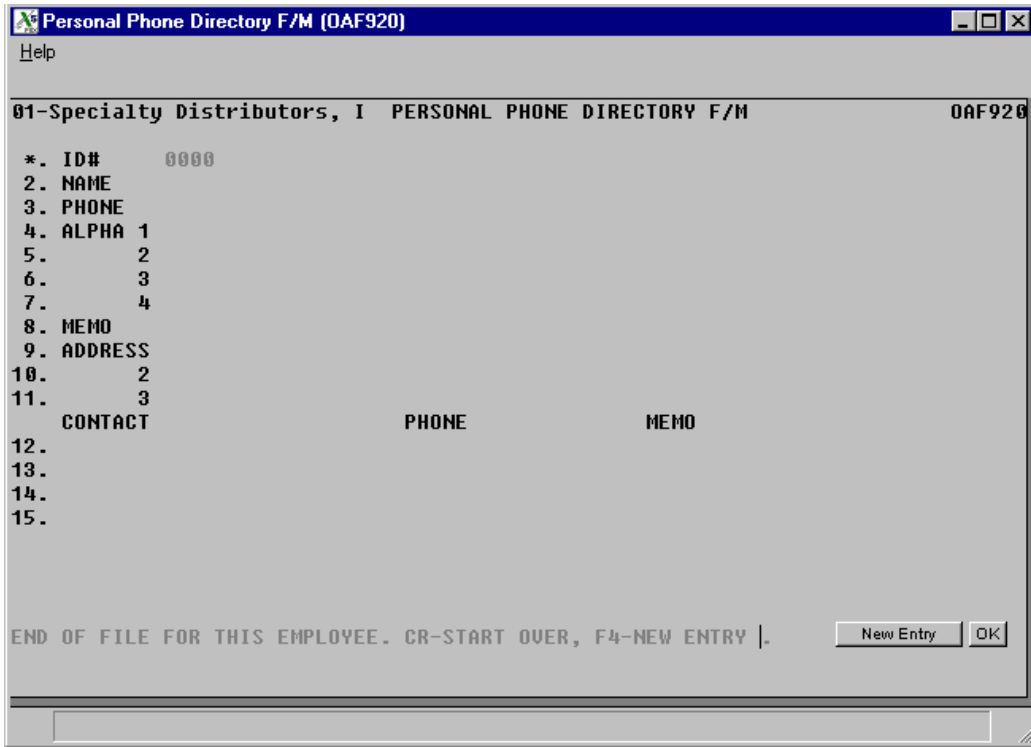
Company Calendar Notes F/M (OAF930)

Function

This program allows the user to create and maintain company calendar notes in the calendar file. These notes are displayed on a specific date through the Calendar/Schedule program.

User Fields

The following fields are involved in creating company calendar notes:

1. Date

Enter the date the note is to appear on the calendar (ref. 2). Press Enter (CR) to default to the system date.

2. Note

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

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 Fields

The following fields 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. Press F2 to search. Press Enter (CR) to default to the first mail code on file otherwise the mail code of the record just entered. F3 ends mail code fields.

14-16. Memos

Enter up to 3 memos (up to 25 characters each).

```
┌─────────────────────────────────────────────────────────────────────┐
│ X▪ Mailing Label F/M (OAF940)                              _ □ X     │
│ Help                                                                 │
│                                                                      │
│  01-Specialty Distributors, I   MAILING LABEL F/M          OAF940    │
│                                                                      │
│   *. 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 ]   │
│  LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY .. [OK]│
│                                                                      │
│ └──────────────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────────────┘
```

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 Fields
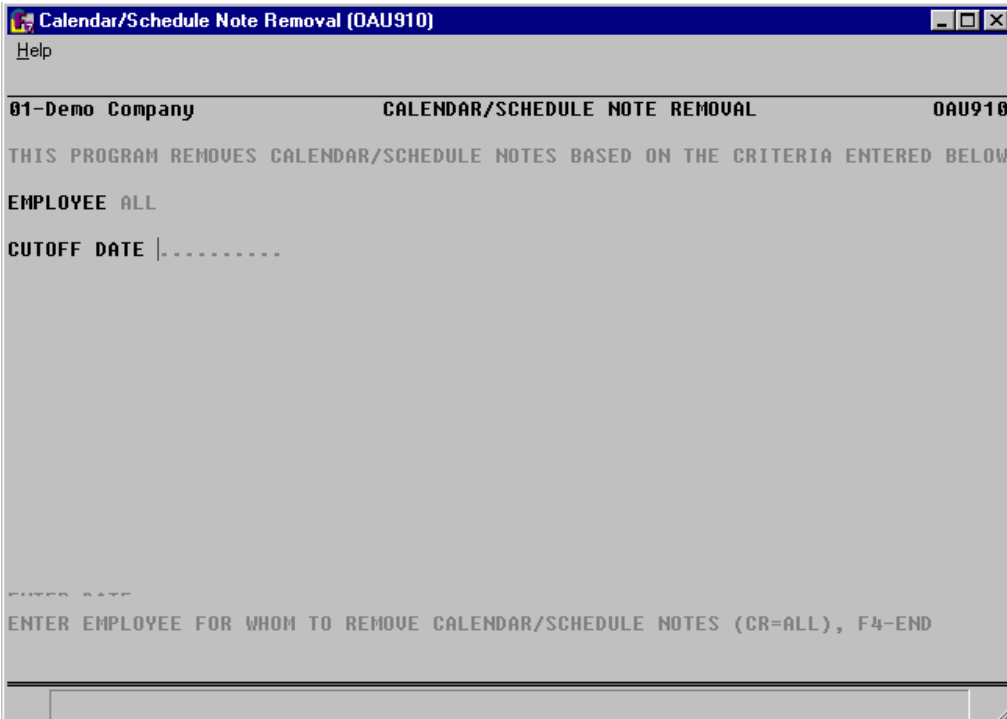
The following fields are involved in removing calendar/schedule notes:

1. Employee

Enter the valid employee code to remove calendar/schedule notes (up to 8 characters). Press Enter (CR) to default 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. Press Enter (CR) to default to the ending date of the last GL period closed.

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.
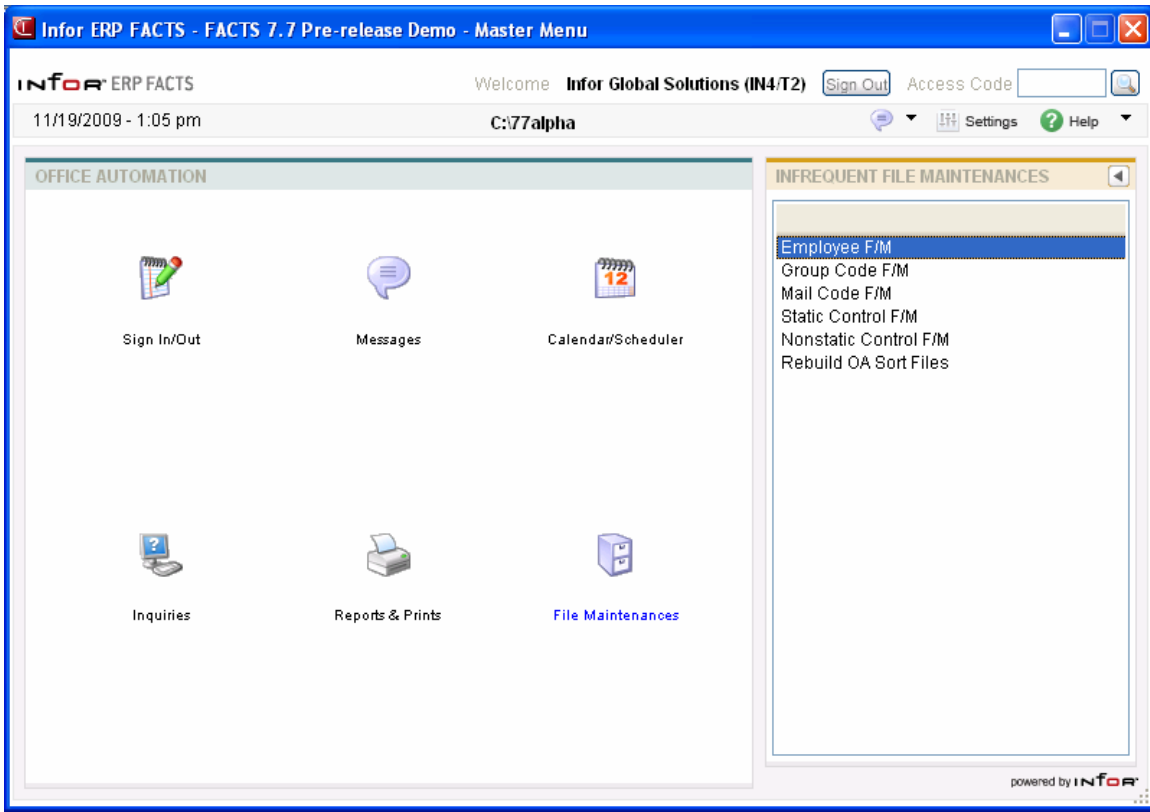
Employee F/M (OAF950)

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 Fields

The following fields 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
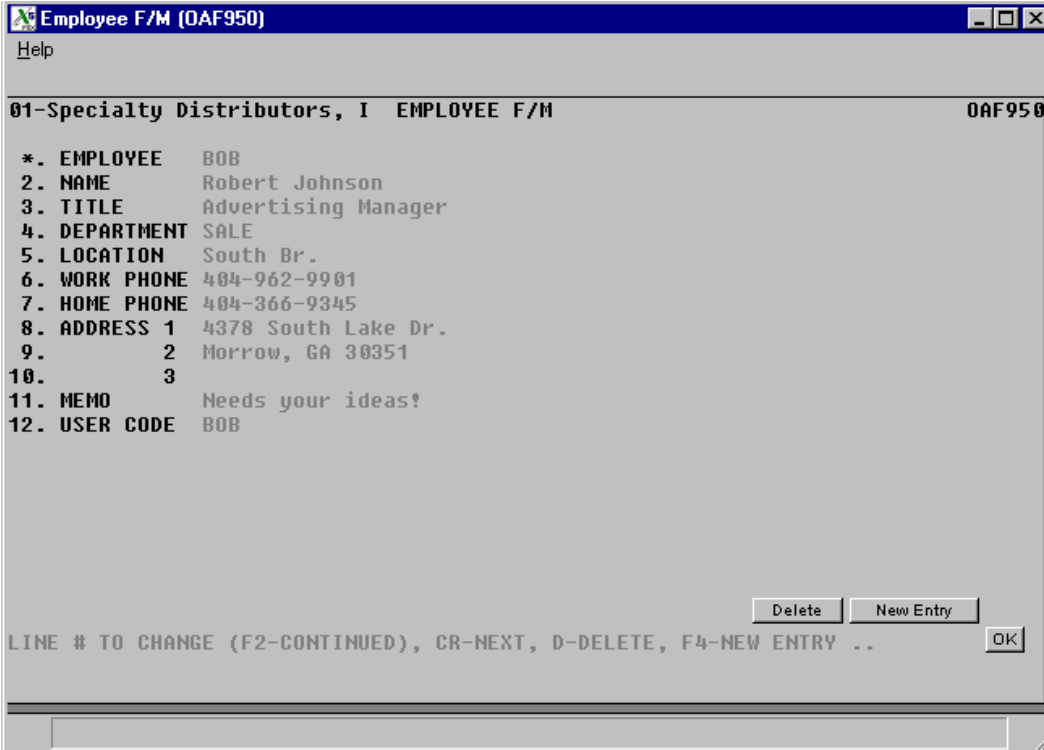
Enter the third line of the employee's address if needed (up to 25 characters).

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.

```
Employee F/M (OAF950)                                    _ □ ✕
Help

01-Specialty Distributors, I   EMPLOYEE F/M                    OAF950

  *. 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




                                          Delete     New Entry

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

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 Fields

The following fields 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).

```
 Group Code F/M (OAF960)                                          _ □ ×

 Help


 01-Specialty Distributors, I  GROUP CODE F/M                      OAF960

  *. GROUP CODE   ALL
  2. DESCRIPTION All Employees

 EMPLOYEES:
  3. SSI        13. TAMMY      23.           33.
  4. DANIEL     14. TONY       24.           34.
  5. GREG       15.            25.           35.
  6. RON        16.            26.           36.
  7. SALLEY     17.            27.           37.
  8. BOB        18.            28.           38.
  9. ANNE       19.            29.           39.
 10. DALE       20.            30.           40.
 11. MARY       21.            31.           41.
 12. NEIL       22.            32.           42.




                                          Delete    New Entry

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

Mail Code F/M (OAF970)

Function

This program allows the user to create and maintain the mail codes file. Mail codes can be used to group classifications of customers for mailing purposes (such as: industrial or office supply customers). The codes allow the user flexibility in the Mailing Label F/M, Mailing Label Report and Print programs. The Mailing Label Report and Print programs list and print mail labels based on the mail code. Using these codes would relieve the burden of unwanted labels being printed. The user establishes his/her own set of valid mail codes and their descriptions. The user should assign codes that are easy to remember; for example, industrial (IND).

User Fields

 The following fields 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).
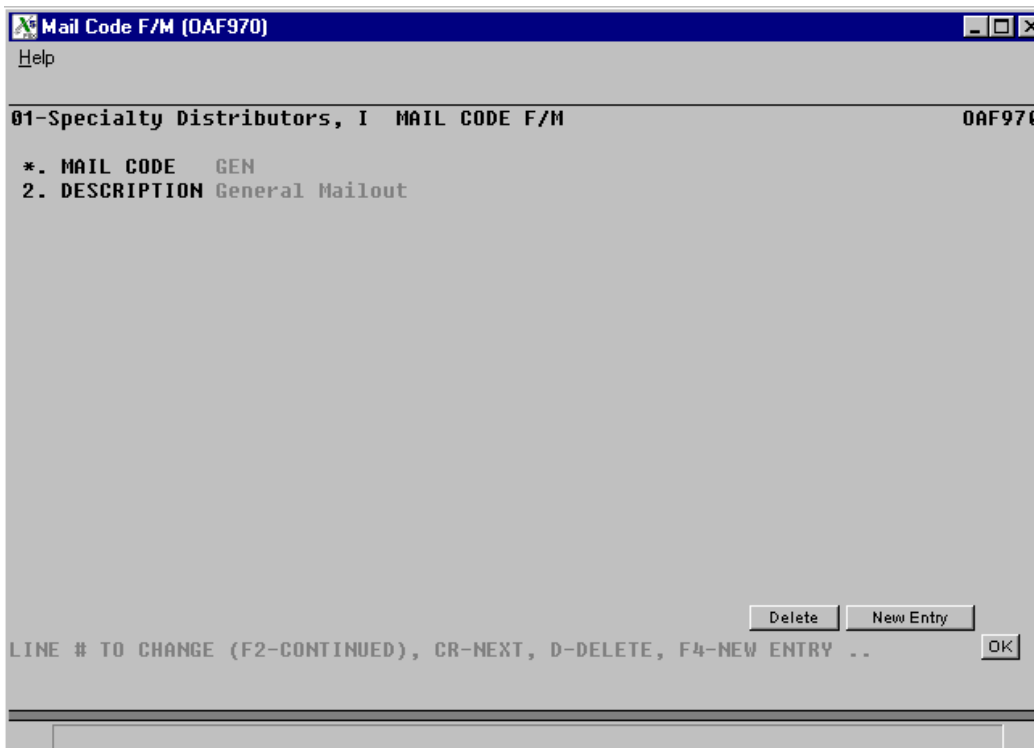
Static Control F/M (OAF980)

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 Fields

The following fields 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.

```
Static Control F/M (OAF980)                                _ □ ×
Help

01-Specialty Distributors, I  STATIC CONTROL F/M                    OAF980

  1. SIGN IN MESSAGE       Welcome Back!
  2. SCHEDULER START TIME  8:00 AM




















LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..      [Delete] [End] [OK]
```
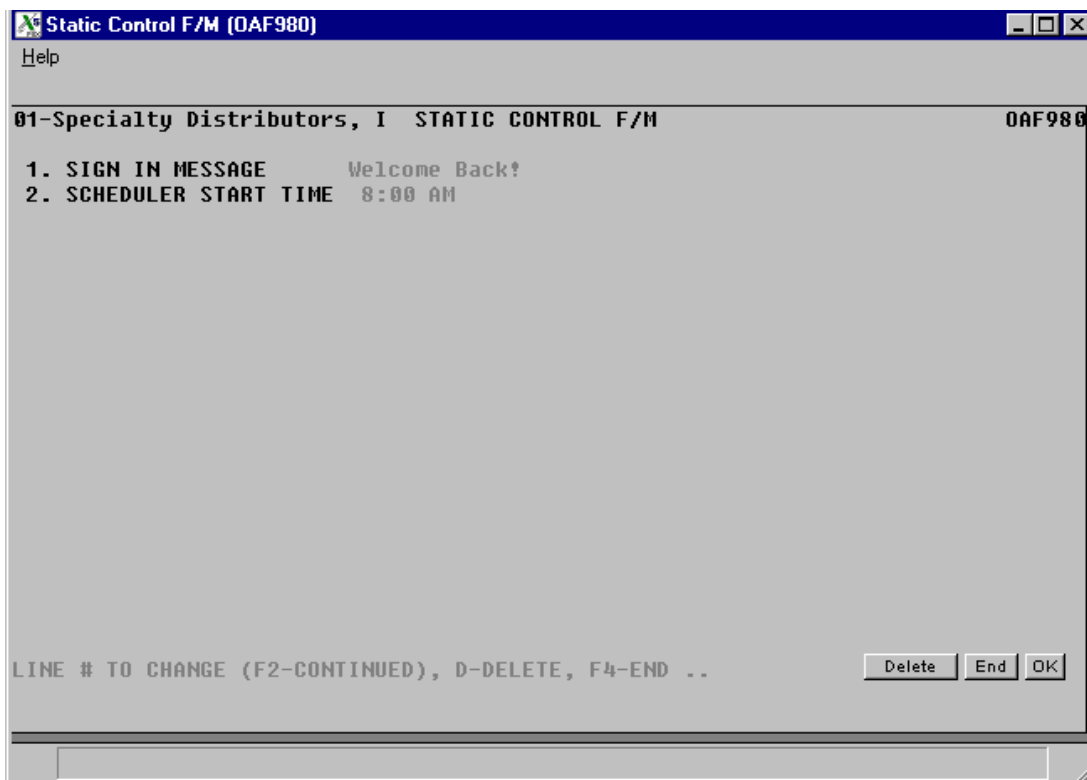
Nonstatic Control F/M (OAF990)

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 Fields

The following fields 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. Press Enter (CR) to initially default to 0.

*   indicates that changing the field after initial installation may have serious repercussions.   Please refer to your affiliate before any changes are made.

```
Nonstatic Control F/M (OAF990)                              _ □ X
Help

01-Specialty Distributors, I   NONSTATIC CONTROL F/M              OAF990

  1. LAST PHONE OFFICE ID# USED    0013
  2.            PERSONAL ID# USED  0003
  3.            MESSAGE ENTRY #    0023
  4.      GENERAL MESSAGE ENTRY #  0019









LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..    Delete | End | OK
```
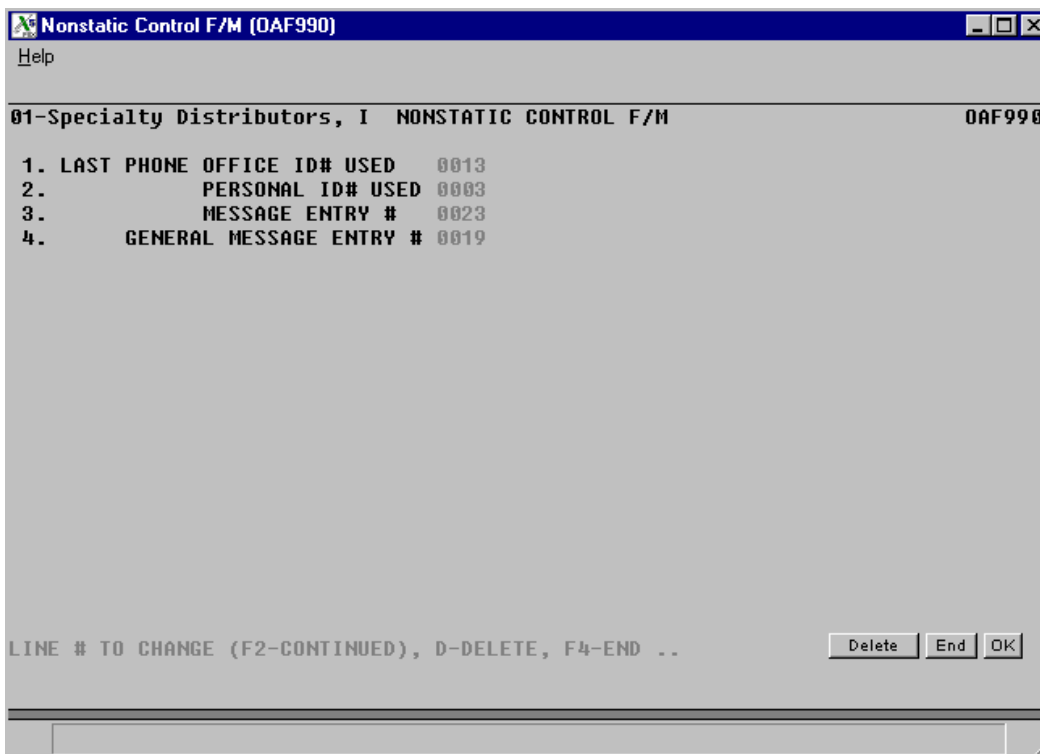
Rebuild OA Sort Files (OAU990)

Function

This program allows the user to rebuild sort files that may not be up to date with the rest of the system.

Sort files are used throughout the FACTS system to enable the user to report and retrieve information in an order other than the order in which the main file is stored. For example, the records of the employee file are stored in employee code order. To access this file in department order requires a sort file that is stored in department by employee code order. The corresponding record in the main file may then be accessed for the needed information.

User Fields

The following fields 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. Press Enter (CR) to default 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. Press Enter (CR) to default 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. Press Enter (CR) to default to N.

Files will be rebuilt for all companies.

Rebuild OA Sort Files (OAU990)

Help

```
01-Specialty Distributors, I   REBUILD OA SORT FILES                    OAU990

OAPHOX |.

OADEPX

OAGNMX
```

THIS PROGRAM IS NOT TO BE RUN WITHOUT SYSTEM MANAGER'S SUPERVISION!

REBUILD PHONE DIRECTORY ALPHA X REFERENCE - OAPHOX? (N/Y), F4-END   N Y End OK
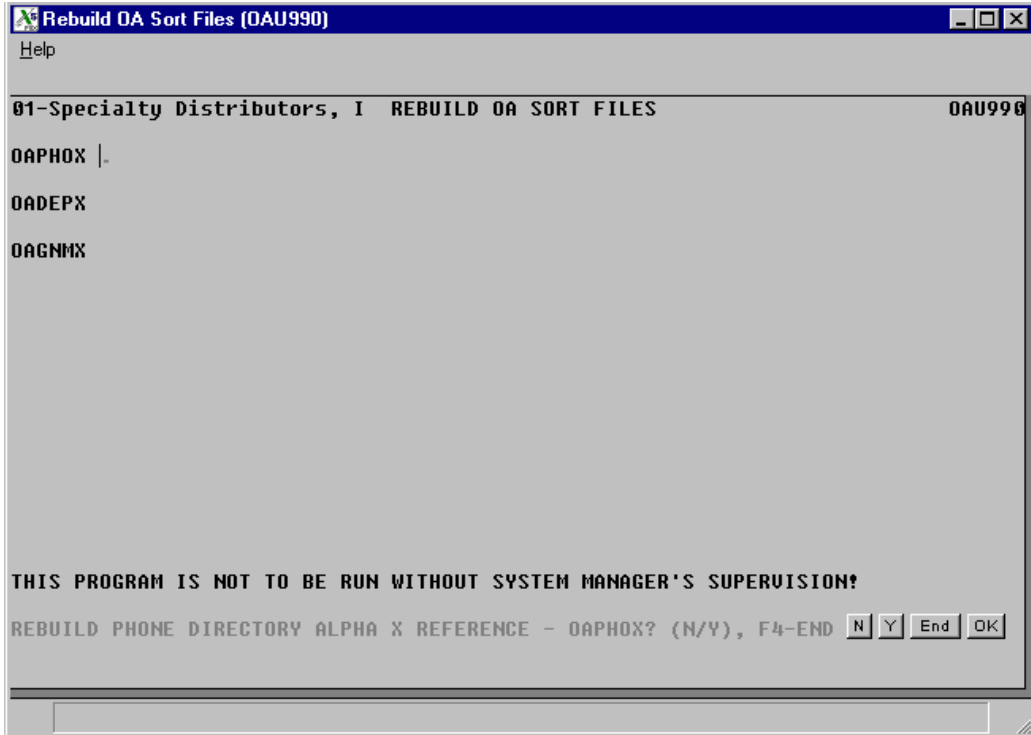
Appendix A: References

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.

A-3

APPENDIX B: Glossary of Terms

DEPARTMENT A department is a memo field used to describe in what department (sales, marketing, administrative) the employee works within the company. Departments may print on the Employee Listing. Departments in office automation are not tied in with GL departments.

EMPLOYEE Employees are set up through the OA Employee F/M program. Each employee is assigned a valid user code. When a user signs on, the system recognizes the employee assigned to the user code.

FUNTION BUTTONS In the FACTS graphical user interface, the buttons located at the bottom of the screen and sometimes next to fields. Pressing one of these buttons performs an action in either the program or the field.

GENERAL MESSAGE A general message is a message sent to an employee other than a phone message. A general message may be sent to an individual employee or a group of employees through the General Message Entry program.

GROUP CODE Group codes are set up through the Group Code F/M. Group codes are used to categorize employees so that OA mail messages can be easily sent to a group. For example, all employees in the sales department could be in a sales group. A message may then be sent to one group rather than to each of the employees when a sales meeting is announced.

GUI An acronym that stands for graphical user interface.

LABEL CODE Label codes are set up through the Mailing Label F/M. A label code is assigned to each company name and address entered in the system that prints a label for mailing purposes.

MAIL CODE Mail codes are set up through the Mail Code F/M. Mail codes are used to identify types of mailings (general company mailings, customers, prospects, etc.).

OFFICE PHONE DIRECTORY The office directory, set up through the Office Phone Directory F/M, contains company names, addresses, phone numbers and contacts. The office directory is available for display for all employees through the Phone Directory Search, and may be printed through the Telephone Directory Print.

PERSONAL PHONE DIRECTORY The personal directory, set up through the Personal Phone Directory F/M, contains names, address, phone numbers and contacts for each employee in office automation to access. The personal directory is available for display through the Phone Directory Search and may be printed through the Telephone Directory Print.

PHONE MESSAGE A phone message may be sent to an individual employee through the Phone Message Entry program.

TITLE BAR An element of a window in all GUI software. Title bars most often display the software logo, the name of the software and the program or file that you are working in.

USER CODE   User codes are set up through the SM User Code F/M. User codes are set up for users to sign on the system. Without a user code, the FACTS menus are not accessible.

APPENDIX C: Sample Reports

SYSTEM MANAGEMENT

JOB STREAM

OFFICE AUTOMATION

```
DATE: 03/22/09                    DEMO COMPANY                   SMR510 PAGE: 1
USER: SSI TZ4                      CHECK LIST                     TIME:  6:01 PM

BANK 01 FIRST NATIONAL BANK OF ATLANTA
ALL CHECKS FIRST TO LAST
PERIOD FIRST TO LAST
                                                                         CLEAR
   CHECK       PAYEE NAME                     DATE    MOD REG# TYPE     AMOUNT PERIOD
==============================================================================
001346*      E102 MARY ELIZABETH JONES     09/05/09  PR 0404 REG       199.02 09/09
001347       E106 RONALD PATTEN            09/05/09  PR 0404 REG       190.19 09/09
001348       E107 SALLEY FURNESS           09/05/09  PR 0404 REG       140.78 09/09
001349       E109 NEIL J. ERICKSON         09/05/09  PR 0404 REG       201.29 09/09
001350       E110 TAMMY A. FOSTER          09/05/09  PR 0404 REG       264.09 09/09
001351       VOIDED VOIDED                 09/05/09  PR 0406 *VOID*        .00 09/09
001352       E100 GREGORY BILLINGS         09/05/09  PR 0406 REG      1004.29 09/09
001353       E101 DALE A. MARTIN           09/05/09  PR 0406 REG       578.31 09/09
001354       E103 ROBERT JOHNSON           09/05/09  PR 0406 REG       882.09 09/09
001355       E104 STEPHEN S. INVINCENT     09/05/09  PR 0406 REG      1037.75 09/09
001356       VOIDED VOIDED                 09/14/09  PR 0407 *VOID*        .00 09/09
001357       E102 MARY ELIZABETH JONES     09/14/09  PR 0407 REG       209.42 09/09
001358       E106 RONALD PATTEN            09/14/09  PR 0407 REG       173.55 09/09
001359       E107 SALLEY FURNESS           09/14/09  PR 0407 REG       105.40 09/09
001360       E109 NEIL J. ERICKSON         09/14/09  PR 0407 REG       201.29 09/09
001361       E110 TAMMY A. FOSTER          09/14/09  PR 0407 REG       257.16 09/09
001362       E102 MARY ELIZABETH JONES     09/21/09  PR 0409 REG       209.42 09/09
001363       E106 RONALD PATTEN            09/21/09  PR 0409 REG       173.55 09/09
001364       E107 SALLEY FURNESS           09/21/09  PR 0409 REG       105.40 09/09
001365       E109 NEIL J. ERICKSON         09/21/09  PR 0409 REG       201.29 09/09
001366       E110 TAMMY A. FOSTER          09/21/09  PR 0409 REG       257.16 09/09
001367       VOIDED VOIDED                 09/21/09  PR 0411 *VOID*        .00 09/09
001368       E100 GREGORY BILLINGS         09/21/09  PR 0411 REG       984.29 09/09
001369       E101 DALE A. MARTIN           09/21/09  PR 0411 REG       578.31 09/09
001370       E103 ROBERT JOHNSON           09/21/09  PR 0411 REG       831.62 09/09
001371       E104 STEPHEN S. INVINCENT     09/21/09  PR 0411 REG      1037.75 09/09
003046*      V102 S.E. INDUSTRIAL PROD. & EQUIP. 09/07/09 AP 0346 *VOID*     .00 09/09
003047       V103 OFFICE PRODUCTS INTERNATIONAL 09/07/09 AP 0346 REG      628.83 09/09
003048       V105 WAREHOUSE EQUIPMENT UNLIMITED 09/07/09 AP 0346 REG     5567.57 09/09
003049       V106 SANITATION SERVICES, INC.  09/07/09 AP 0346 REG     1841.94 09/09
003050       V113 ATLANTA CRANE & HOISTS     09/07/09 AP 0346 REG      693.21 09/09
003051       V114 LINDA'S FLOWER SHOP        09/07/09 AP 0346 REG       21.47 09/09

MOD=MODULE, *=PRECEDING CHECK MISSING

CHECKS: 32                                                      END OF REPORT
```

```
DATE: 03/22/09               DEMO COMPANY              SMR710 PAGE: 1
USER: SSI TZ4               COMPANY LISTING            TIME:  6:02 PM

COMPANY FIRST TO LAST

CO NAME                         ADDRESS                   PHONE
==================================================================================
01 DEMO COMPANY                 69 SOUTH PEACHTREE STREET (404) 962-9900
                                ATLANTA, GA 30030

02 SECOND DEMO COMPANY          3401 ROSWELL RD.          (404) 458-6610
                                SUITE 100
                                ATLANTA, GA 30301

COMPANIES: 2                                             END OF REPORT
```

```
DATE: 03/22/09                          DEMO COMPANY                          SMR720 PAGE: 1
USER: SSI TZ4                       PROGRAM NAME LISTING                      TIME:  6:07 PM

PROGRAM SME810 TO SMU990
                                                     ---------------------- TERMINAL # -----------------------
                                                                      1 1 1 1 1 1 1 1 1 1
                         SECURITY  ACCESS
                           CODE     CODE           0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9
PROGRAM NAME
==============================================================================================
 SME810 End-oC-Period Checklist Entry    0          VALID FOR USE    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
                                                    PRINTER OPTION   N N N N N N N N N N N N N N N N N N N N
                                                    NORMAL PRINTER

 SME910 Help Text Maintenance            0     HELP VALID FOR USE    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
                                                    PRINTER OPTION   N N N N N N N N N N N N N N N N N N N N
                                                    NORMAL PRINTER

 SMENPF Switch to EDI                     0     DALE VALID FOR USE    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
                                                    PRINTER OPTION   N N N N N N N N N N N N N N N N N N N N
                                                    NORMAL PRINTER

 SMF210 Message Entry                     0          VALID FOR USE    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
                                                    PRINTER OPTION   N N N N N N N N N N N N N N N N N N N N
                                                    NORMAL PRINTER   0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

 SMF310 Program F/M                       0     PROG VALID FOR USE    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
                                                    PRINTER OPTION   N N N N N N N N N N N N N N N N N N N N
                                                    NORMAL PRINTER

 SMF320 Menu F/M                          0     MENU VALID FOR USE    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
                                                    PRINTER OPTION   N N N N N N N N N N N N N N N N N N N N
                                                    NORMAL PRINTER   0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

 SMF410 User Code F/M                     0          VALID FOR USE    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
                                                    PRINTER OPTION   N N N N N N N N N N N N N N N N N N N N
                                                    NORMAL PRINTER

 SMF420 Password & Security Code F/M      0          VALID FOR USE    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
                                                    PRINTER OPTION   N N N N N N N N N N N N N N N N N N N N
                                                    NORMAL PRINTER

 SMF430 Escape Code Entry                 0     ES   VALID FOR USE    Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
                                                    PRINTER OPTION   N N N N N N N N N N N N N N N N N N N N
                                                    NORMAL PRINTER

PROGRAMS:  9                                                                        END OF REPORT
```

```
DATE: 03/22/09                 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: 03/22/09                DEMO COMPANY              SMR740 PAGE: 1
USER: SSI TZ4             MENU SELECTIONS PRINT         TIME:  6:14 PM

MENUS FIRST TO LAST
                                                 SECURITY  ACCESS
                  MENU          PROGRAM               CODE  CODE
=====================================================================
                  APS000   Accounts Payable
BACKUP TO MMS000            Master Menu


                  APS100  1. Document Entry               0  AP1
                  APS200  2. Payment & Hold Selection     0  AP2
                  APS300  3. Checks                       0  AP3
                  APS600  4. Inquiries                    0  API
                  APS700  5. Reports & Prints             0  APR
                  APS800  6. End of Period                0  APE
                  APS900  7. File Maintenances            0  APF


                  APS100   Accounts Payable
BACKUP TO APS000           Document Entry


                  APE110  1. Document Entry               0
                  APE120  2. Document Adjustment Entry     0
                  APF110  3. Document Change F/M           0
                  APS110  4. Recurring Documents           0
                  APR110  5. Document Entry & Adj Register 0


                  APS110   Accounts Payable
BACKUP TO APS100           Recurring Documents


                  APE130  1. Recurring Document Entry     0
                  APE140  2. Recurring Document Review     0
                  APR120  3. Recurring Document Listing    0
                  APU110  4. Post Recurring Documents      0


MENUS:  22                                       END OF REPORT
```

```
DATE: 03/22/09                  DEMO COMPANY                 SMR750 PAGE: 1
USER: SSI TZ4               USER TRACKING REPORT             TIME:  6:21 PM

USER CODE FIRST TO LAST
DATE FIRST TO LAST
PROGRAM SECURITY CODES ALL
                              SECURITY ----------TIME--------- SINCE
   DATE  PROGRAM NAME           CODE    IN     OUT    USED   LAST NOTES
=============================================================================
DAN DANIEL SIMMONS

09/28/09 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: 03/22/09                DEMO COMPANY              SMR760 PAGE: 1
USER: SSI TZ4              PROGRAM CHANGE REPORT        TIME:  6:21 PM

PROGRAM FIRST TO LAST

PROGRAM    DATE    MEMO
==================================================================
 MMS000 09/28/09 CHANGES AND MODIFICATIONS TO PROGRAMS MAY BE NOTED HERE.
 SOP310 09/15/09 ADD OVERLAY PROGRAMS
                 MODIFIED TO FIT NEW INVOICE FORM

PROGRAMS: 2                                          END OF REPORT
```

```
DATE: 03/22/09                              DEMO COMPANY                                    SMR770 PAGE: 1
USER: SSI TZ4                             F/M AUDIT REPORT                                   TIME:  6:22 PM

PROGRAM FIRST TO LAST
DATE FIRST TO LAST
ALL USERS

  DATE   USR KEY RECORD
=========================================================================================================
APF910 Vendor F/M

03/01/09 DAM DALE A. MARTIN
        Old 01|      V117|D'ANCONIA COPPER AND ELECTRIC |7125 CROGAN STREET                      STONE MOU
            NTAIN, GA 30278     |STONE MOUNTAIN|GA30278    |404-631-9921           FRANSICO D'ANCONIA     OSCAR
            WASHINGTON                        |D'ANCONIA |02|MIS|90020294091494090794080  4|30|    982.33     330.49
                    .00         .00     8004.34    6962.33        59.68        59.68    11185.25   11185.25       0.00        0
              .00     6962.33|  SAME||MIS|B9002##|     982.33     994.62|D'ANCONIA COPPER, INC.      7125 CROGAN STREET
                                            STONE MOUNTAIN, GA 30278    |NPN0000NY        |334098098||
        New    |          |              |              |
                              |                |            |
                              |                  |     |   |                          |  |

                      |      ||    |     -S|                         |
                                                          |                           |        ||



ARF910 Customer F/M

03/01/09 MEJ MARY ELIZABETH JONES
        Old 01|      C104|BARNES MACHINERY & EQUIPMENT |18 SOUTH DIXON AVE                         ATLANTA,
            GA 30302         |ATLANTA|GA30302    |404-223-0934              JAMES WILSON
                       |BARNES MAC|   SAME|WSL| 20|01|NOTAX    X|4|       |001|    4577.80    3529.50    45697.85    34585.03
            60880.27    46893.51|    4577.80    7942.65   15000||NYY0YYN0  0       .00    0000N01  Y  NC|89052294092794090794
            0417     |019236740123|UPS            |  2|
        New    |          |              |          |
                              |              |          |                                          LEIGH PHILLI
        PS            |          |      |    |     |  |       | |     |   |
                              |                      |              ||           |
                  |                  |                 |   |
```

CHANGES: 2   END OF REPORT

```
DATE: 03/22/09              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: 03/22/09              DEMO COMPANY              SMR810 PAGE: 7
USER: SSI TZ4            EOP CHECKLIST PRINT           TIME:  6:22 PM

                       MANUFACTURING CONTROL
    DESCRIPTION
===========================================================================

____ COMPLETE ALL BOM PRODUCTION

____ COMPLETE ALL FORMULATION PRODUCTION

____ PRINT/UPDATE BOM PERIOD PRODUCTION REPORT

____ PRINT/UPDATE FORMULATION PERIOD PRODUCTION REPORT

____ RUN END-OC-PERIOD UPDATE


                         PURCHASE ORDERS
    DESCRIPTION
===========================================================================

____ COMPLETE ALL PO ENTRY/RECEIPTS & PRINT/UPDATE LAST RECEIPT REGISTER

____ COMPLETE ALL INVOICE RECEIPTS & PRINT/UPDATE LAST INVOICE RECEIPT REG.

____ PRINT/UPDATE PERIOD RECEIPTS REPORT

____ PRINT/UPDATE INVOICE RECEIPTS REPORT

____ PRINT/UPDATE RECEIPTS DISCREPANCY REPORT

____ RUN PAST PURCHASE ORDER REMOVAL PROGRAM

____ RUN END-OC-PERIOD UPDATE


MODULES: 02                                        END OF REPORT
```

DATE: 02/04/03   Specialty Distributors, Inc.   SME710 PAGE: 1
USER: GUI T5m   Note Print   TIME: 10:11 AM

Note Type: ITEM Item
Item   I100 Pallet Loading Hand Truck 1000 lb capacity
Category: GENR General Information

Subject: STEEL ALLOY FRAME OF RUGGED CONSTRUCTION. RUBBER N
Note created on 01/14/2003 at 11:44 AM by user SSI
Last edited on 01/24/2003 at 5:49 PM by user STK
*** URGENT ***

 STEEL ALLOY FRAME OF RUGGED CONSTRUCTION. RUBBER NONSKID, NONSCUFF 6 INCH WHEELS. 1000 LB CAPACITY. 52" TALL, 17
POUNDS. 2 TIE DOWN STRAPS STANDARD.

 08/17/94 - ADDITIONAL TIE DOWN STRAPS ARE AVAILABLE AS A NONSTOCK OPTION.
 SEE VENDOR CATALOG.

 09/03/94 - RECEIVED NOTICE FROM VENDOR THAT THIS MODEL WILL BE DISCONTINUED FIRST OF YEAR. NEW MODEL WILL HAVE
1200 LB CAPACITY AND WILL WEIGH LESS (MAGNESIUM ALLOY CONSTRUCTION) EXPECT A 10% PRICE INCREASE.

                          END OF PRINT

```
DATE: 03/22/09                  DEMO COMPANY                   JSR110 PAGE: 1
USER: SSI TZ4              JOB STREAM RESULTS PRINT            TIME:  6:23 PM

JOB STREAM FIRST TO LAST
                                      DATE     START   # COPIES
LN# PROGRAM DESCRIPTION                RUN      TIME    COMPLETED   STATUS
=============================================================================
Job Stream: AP-EOP ACCOUNTS PAYABLE END OF PERIOD  Last run: 08/31/09

010  APR720 Open Payables Report       08/31/09   6:38PM      1    COMPLETED
020  APR730 Aged Payables Report       08/31/09   6:41PM      1    COMPLETED
030  APR755 Vendor Ledgercards         08/31/09   6:47PM      1    COMPLETED
040  APR810 Period Check Register      08/31/09   6:50PM      1    COMPLETED
050  APR820 Expense Distribution       08/31/09   7:02PM      1    COMPLETED
060  APR830 Disbursement Distribution  08/31/09   7:10PM      1    COMPLETED
070  APR840 Register History Report    08/31/09   7:19PM      1    COMPLETED
080  APR850 Document Removal Register   08/31/09   7:22PM      1    COMPLETED
090  APU810 Vendor Ledgercard Removal   08/31/09   7:26PM      1    COMPLETED
100  APU890 End-oC-Period Update        08/31/09   7:30PM      1    COMPLETED

Job Stream: AR-EOP ACCTS RECEIVABLE END OF PERIOD  Last run: 08/31/09

010  ARR710 Open Receivables Report     08/31/09   5:40PM      1    COMPLETED
020  ARR715 Aged Trial Balance          08/31/09   5:44PM      1    COMPLETED
030  ARR750 Customer Ledgercards        08/31/09   5:49PM      1    COMPLETED
040  ARP810 Statement Print             08/31/09   5:52PM      1    COMPLETED
050  ARR820 Sales Tax Register          08/31/09   6:01PM      1    COMPLETED
060  ARR830 Register History Report     08/31/09   6:09PM      1    COMPLETED
070  ARR840 Document Removal Register    08/31/09   6:11PM      1    COMPLETED
080  ARU810 Customer Ledgercard Removal  08/31/09   6:15PM      1    COMPLETED
090  ARU890 End-oC-Period Update         08/31/09   6:17PM      1    COMPLETED

Job Stream: PO-EOP PURCHASE ORDERS END OF PERIOD   Last run: 08/31/09

010  POR810 Period Receipts Report      08/31/09   6:22PM      1    COMPLETED
020  POR820 Period Invoice Receipts Report 08/31/09 6:28PM     1    COMPLETED
030  POR830 Period Receipts Discrepancy 08/31/09   6:33PM      1    COMPLETED
040  POU890 End-oC-Period Update         08/31/09   6:34PM      1    COMPLETED

Job Stream: SO-EOP SALES ORDERS END OF PERIOD      Last run: 08/31/09

010  SOR810 Period Sales Register        08/31/09   5:30PM      1    COMPLETED
020  SOU890 End-oC-Period Update         08/31/09   5:35PM      1    COMPLETED

PROGRAMS: 25                                            END OF REPORT
```

FACTS SM   C-14

```
DATE: 03/22/09                              DEMO COMPANY                              JSR120 PAGE: 1
USER: SSI TZ4                             JOB STREAM LISTING                          TIME:  6:23 PM

JOB STREAM FIRST TO LAST

                                   CONTINUE  RUN IF  PRINTER --------FORM-------- CHANGE  #PARTS   #   ESTIMATED  RUN
LN# PROGRAM DESCRIPTION            IF ERROR PREV ERR    #    SPECIAL WIDTH LENGTH  PAPER   PAPER COPIES # PAGES  UPDATE
===================================================================================================================
Job Stream: AP-EOP ACCOUNTS PAYABLE END OF PERIOD  Last Run: 08/31/09

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: 03/22/09                DEMO COMPANY              OAR710 PAGE: 1
USER: SSI TZ4              OFFICE PHONE DIRECTORY        TIME:  6:24 PM

ALPHA A TO J

ALPHA       NAME                 PHONE          MEMO                ID#
================================================================================
ACCOUNTANT HOWARD ROBERTS        404-961-1375   ASK FOR HOWIE       0001
           153 MAIN STREET
           LAWRENCEVILLE, GA 30365

AUTO       MR. GOODPLIER AUTO & TRCK 404-962-2348  MAINTAINS VEHICLES 0002
           2937 FARR ROAD
           ATLANTA, GA. 30021

COMPUTER   SOFTWARE SOLUTIONS    404-962-9900   COMPUTER SOFTWARE   0005
           1688 LAWRENCEVILLE HGWY
           LAWRENCEVILLE, GA 30244

ELECTRIC   GEORGIA ELECTRIC SUPPLIES 404-687-3243  INTERNAL ELEC NEEDS 0007
           2563 INDUSTRIAL PARK
           ATLANTA, GA 30592

FACTS      SOFTWARE SOLUTIONS    404-962-9900   COMPUTER SOFTWARE   0005
           1688 LAWRENCEVILLE HGWY
           LAWRENCEVILLE, GA 30244

FOOD       NOONAN LUNCH PARLOR   968-0088       CALL AHEAD          0013
           1440 DAVIS MILL

FORMS      THE PRINTING COMPANY  668-3990       FORMS PRINTING      0012
           456 WESTON AVE
           SUITE #2
           ATLANTA, GA. 30021

GEORGIA EL GEORGIA ELECTRIC SUPPLIES 404-687-3243  INTERNAL ELEC NEEDS 0007
           2563 INDUSTRIAL PARK
           ATLANTA, GA 30592

INSURANCE  AAA LIFE INSURANCE    501-382-8800   COMPANY INSURANCE   0006
           23 WESTPOINT DR.
           SANDY SPRINGS, GA 30555

PHONE LISTINGS: 09                                 END OF REPORT
```

```
DATE: 03/22/09              DEMO COMPANY              OAR720 PAGE: 1
USER: SSI TZ4               EMPLOYEE LISTING           TIME:  6:25 PM


EMPLOYEE FIRST TO LAST

EMPLOYEE NAME                 TITLE                  PHONE
================================================================================
ANNE      ANNE M. FRANKLIN        WHSE STOCK CLERK        214-984-2894
          567 W. MONTANA STREET   dept WHSE  loc DALLAS   214-984-0322
          DALLAS, TX.  75332


BOB       ROBERT JOHNSON          ADVERTISING MANAGER     404-962-9901
          4378 SOUTH LAKE DR.     dept SALE  loc SOUTH BR 404-366-9345
          MORROW, GA 30351


DALE      DALE A. MARTIN          STAFF ACCOUNTANT        404-962-9904
          75 N. BUFORD HWY        dept ACCT  loc EXT. 335 404-237-7769
          #B
          ATLANTA, GA.  30321


DANIEL    DANIEL SIMMONS          JR. SALESPERSON         214-984-9343
          12409 FARMDALE LANE     dept SALE  loc SW BRANCH 214-455-3009
          APT. #26B
          DALLAS, TEXAS  75233


GREG      GREGORY BILLINGS        V.P. IN CHARGE OF SALES 404-962-9901
          4728 JOHNSTON DR        dept SALE  loc EXT 25   404-366-6935
          FORREST PARK, GA 30050


MARY      MARY ELIZABETH JONES    ORDER ENTRY CLERK       404-962-9904
          251 CLAIRMONT ROAD      dept ACCT  loc EXT 330  404-721-0779
          #21
          ATLANTA, GA.  30345


NEIL      NEIL J. ERICKSON        WAREHOUSE CLERK         404-962-9904
          29 N. DRUID HILLS       dept WHSE  loc ATLANTA  404-449-0001
          ATLANTA, GA.  30340


RON       RONALD PATTEN           SALESPERSON             404-962-9901
          1975 WEST PINE STR.     dept SALE  loc EXT 301  404-564-3801
          HAPEVILLE, GA 30049


EMPLOYEES: 08                                         END OF REPORT
```

```
DATE: 03/22/09              DEMO COMPANY              OAR730 PAGE: 1
USER: SSI TZ4          MAILING LABEL REPORT           TIME:  6:25 PM


LABEL FIRST TO LAST


LABEL       NAME
===================================================================
GEN GENERAL MAILOUT


C100        SOUTHEASTERN WHOLESALE
            6009 RIVERDALE ROAD
            JONESBORO, GA 30034
            ATTN: ART JOHNSON


C101        DELUXE EQUIPMENT WHSE
            3320 JONESBORO BLVD.
            DOUGLASVILLE, GA 30301
            ATTN: SAM JOHNSON


C102        ROARK ARCHITECTURAL, INC.
            12471 CARSON BLVD.
            ACKWORTH, GA 30063
            ATTN: HOWARD ROARK


P100        ATKINSON ELECTRONICS
            1753 HOWARD RD.
            ATLANTA, GA 30021
            ATTN: RALPH ATKINSON


P101        AAA STORAGE FACILITY
            1658 SOUTH DIXIE
            WOODSTOCK, GA 30258
            ATTN: MR. ABERNATHY


P102        WAREHOUSE WHOLESALERS
            1234 PEARTREE ROAD
            MARIETTA, GA 30265
            ATTN: ALAN REBER


C100        SOUTHEASTERN WHOLESALE
            6009 RIVERDALE ROAD
            JONESBORO, GA 30034
            ATTN: ART JOHNSON


LABELS: 07                              END OF REPORT
```

```
DATE: 03/22/09                DEMO COMPANY              OAR740 PAGE: 1
USER: SSI TZ4             CALENDAR/SCHEDULER PRINT      TIME:  6:35 PM


EMPLOYEE BOB     ROBERT JOHNSON

  TIME    SCHEDULE
==============================================================================
MONDAY  02/28/09

AM 10:00 PICK ALAN UP AT AIRPORT
   10:30 *
   11:00 *
PM  1:00 CONFERENCE SIGN-UP DEADLINE
    5:00 SOFTBALL
    5:30 *
    6:00 *

TUESDAY  03/01/09

AM  8:30 STAFF MEETING
    9:00 *
PM 12:00 LUNCH W/ STEVE
   12:30 *
    2:00 MEET W/ JAN

WEDNESDAY  03/09/09

AM 10:30 ROLL-OUT MEETING
PM 12:00 LUNCH AT FRIDAY'S
   12:30 *
    2:00 CALL ELLEN
    4:00 SEND BOOK TO PRINTER

THURSDAY  03/03/09

AM  9:00 ARRIVE AT CONFERENCE
PM 12:00 LUNCH
   12:30 *
    1:00 CLASS ON GUI
    1:30 *
    2:00 *
4:00 SPEAKER
    4:30 *

                                        END OF REPORT
```

```
SOUTHEASTERN WHOLESALE        ROARK ARCHITECTURAL, INC.     WAREHOUSE WHOLESALERS        DELUXE EQUIPMENT WHSE
ATTN: ART JOHNSON             ATTN: HOWARD ROARK            ATTN: ALAN REBER             ATTN: SAM JOHNSON
6009 RIVERDALE ROAD           12471 CARSON BLVD.            1234 PEARTREE ROAD           3320 JONESBORO BLVD.
JONESBORO, GA 30034           ACKWORTH, GA 30063            MARIETTA, GA 30265           DOUGLASVILLE, GA 30301


ATKINSON ELECTRONICS          AAA STORAGE FACILITY
ATTN: RALPH ATKINSON          ATTN: MR. ABERNATHY
1753 HOWARD RD.               1658 SOUTH DIXIE
ATLANTA, GA 30021             WOODSTOCK, GA 30258
```