



Infor Distribution FACTS 7.8.0 System Management User Guide

Copyright © 2013 Infor

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Release: Infor Distribution FACTS 7.8.0

Publication date: March 18, 2013

Contents

- About this guide..... 5**
 - Intended audience..... 5
 - Related documents 5
 - Contacting Infor..... 5

- Chapter 1 Overview..... 7**
 - System Management Overview 7
 - System Security: Tracking Who Logs In 8

- Chapter 2 Work Flow & Program Concepts 11**
 - Banking and Check Work Flow and Program Concepts 11
 - Bank Reconciliation System Work Flow and Program Concepts..... 11
 - Bank Transaction Entry (SME510) Program Concepts..... 14
 - Non-bank and Miscellaneous Bank Transactions 14
 - Bank Transfers 14
 - Bank Reconciliation Entry (SME520) Processing Notes 15
 - Transaction Adjustments 15
 - Archived Deposit Ticket 16
 - Bank Reconciliation System Processing 16
 - Menu Setup Work Flow and Program Concepts 17
 - Program Concepts 18
 - Adding and customizing programs in Program FM 18
 - Restricting access..... 18
 - Password Protecting the System Install Menu (SMS999)..... 18
 - Security System Work Flow and Program Concepts 19
 - Passwords & Security System 19
 - SQL Server Management Work Flow and Program Concepts..... 21
 - Messages Work Flow and Program Concepts 22
 - System Dashboard Menus Work Flow and Program Concepts 22
 - Inquiries Work Flow and Program Concepts..... 23
 - System Management Reports & Print Work Flow and Program Concepts 24

End of Period Work Flow and Program Concepts	25
File Maintenance Work Flow and Program Concepts	25
Chapter 3 Transaction Procedures.....	31
System Management Transaction Procedures	31
System Management Master Menu Procedures	31
How to set standard or compressed print	31
How to set the date and time for your terminal	31
Messages Procedures	32
How to enter notes or messages (quick notes).....	32
How to enter system messages.....	32
How to remove messages from the message file	33
Inquiries Procedures	33
Creating and maintaining Executive Management Inquiry settings for charts.....	33
How to display account balance information.....	34
How to view program information	35
How to view session information.....	35
How to attain an Amortization Schedule	35
How to enter and maintain notes for AR documents, transfer tickets, PO documents, SO documents, customers, items, or vendors	36
Changing the schedule for a background process.....	38
Subscribing to Alerts	38
Reviewing Alert Details	39
Editing Alert Subscriptions	39
Deleting Alert Subscriptions.....	40
Adding supplemental resources.....	40
Viewing Supplemental Resources from Entry Programs, Maintenances & Inquiries	41
Opening Supplemental Resources	42
Editing Supplemental Resources.....	42
Checking In/Checking Out Encrypted Resource Files	42

About this guide

This guide describes workflow, concepts and procedures for using the Infor Distribution FACTS System Management Module.

Intended audience

This guide is for FACTS end users, managers, in-house analysts, and trainers who require an understanding of the product and how to use it.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in "*For information about other Infor Distribution FACTS modules or basic usage information, see the other users guides in the Infor Distribution FACTS PDF Library. Access these documents from the bookmarks of this document: FACTSDocNavigation.pdf.*

Contacting Infor" on page 5.

For information about other Infor Distribution FACTS modules or basic usage information, see the other users guides in the Infor Distribution FACTS PDF Library. Access these documents from the bookmarks of this document: FACTSDocNavigation.pdf.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

System Management Overview

The System Management module is the backbone of all modules in the Infor Distribution 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.

Many of the programs in the main System Management module are advanced level programs and should not be accessed or changed by unauthorized users. This is especially true of System Management file maintenance programs.

Several programs are available from the System Management master menu:

Change Company

Set Day and Time

Set Compressed Standard Print

The submenus fall under the System Management master menu are:

Messages

Menu Setup

Security System

System Dashboard Menus

Banking & Check System

Data Warehouse

Inquiries

Reports & Prints

End-of-Period

File Maintenances

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: Tracking Who Logs In

The FACTS Security System is built into the menu driver where it monitors 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 sign on (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 sign on for SSI_BASE=john that differs from the first two sessions. This indicates that same SSI_BASE value may have been set in two different autoexec.bat files.

	<u>SSI_BASE</u>	If UID OK, check NID	If NID OK, <u>check TCP/IP</u>	If TCP/IP OK, check C0\$(1,3)	If C0\$(1,3) OK, ...
Session 1	john	JohnD	Iron	123.1.1.1	SSI
Session 2	john	JohnD	Iron	123.1.1.1	SSI
Session 3	john	MaryF	Quartz	127.3.3.3	SSI

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

	<u>SSI_BASE</u>	If UID OK, check NID	If NID OK, <u>check TCP/IP</u>	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

Chapter 2 Work Flow & Program Concepts

2

Banking and Check Work Flow and Program Concepts

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 Work Flow and Program Concepts

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 the Bank Inquiry program to view general information, stored Ledgercards and written checks. Available information includes: General Information--address, contact, phone number, bank account number, current balance, general ledger number and use of ledgercards flag, Ledgercards information--date, debit amount, credit amount, balance,

memo and register number, and Check information, including check number, check date, check period, payee number/name, check amount and clear date. You can access the deposit ticket using the Menu option "View" - "Archived Deposit Ticket", or using the button "Archived Dep", or right-click on the line that has a Deposit Ticket number and select "Archived Deposit Ticket". 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.

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

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.

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. Use this program to create and maintain alphanumeric bank codes, which are used throughout the system to represent banks used by the company. Before you create bank codes, make sure General Ledger account numbers exist for the bank or banks the codes will represent. Account numbers are created and maintained in the Account F/M program (General Ledger-->File Maintenances-->Account F/M). Bank codes can be up to two characters long and they are used in the following programs (among others): Cash Receipts & Adjustments Register (deposits), Daily Sales Register (cash sales), AR and PR Check Registers (checks)

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

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.

Bank Transaction Entry (SME510) Program Concepts

Non-bank and Miscellaneous 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.

Bank Transfers

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.

Bank Reconciliation Entry (SME520) Processing Notes

As you choose transactions to clear in the line browser, the system adjusts the Difference amount. As you select un-cleared 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 un-posted 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. You can add bank adjustments during the bank reconciliation process. 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.

Archived Deposit Ticket

You can access the deposit ticket using the Menu option "View" - "Archived Deposit Ticket", or using the button "Archived Dep", or right-click on the line that has a Deposit Ticket number and select "Archived Deposit Ticket".

Bank Reconciliation System Processing

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.

Menu Setup Work Flow and Program Concepts

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 add them to the menu system. Administrators can also delete menus for modules that were not purchased.

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.

Use Program F/M 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.

FACTS ships with a standard menu system; however, you can use the Menu Entry (SME320) program to arrange and edit menus to suit the needs of your business. 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 FACTS Master Menu is always MMS000.

Program Concepts

Adding and customizing programs in Program FM

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.

Naming standards: 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.

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.

Security System Work Flow and Program Concepts

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

The first line of security is the FACTS Sign On Screen. Each user must have a user code, password and company number to gain access to FACTS. This keeps unauthorized individuals from entering your system, but many companies find that they need to restrict authorized FACTS users from gaining access to programs and menus inside the system.

Passwords & Security System

Administrators can set up three additional types of security for FACTS users.

User security codes: This security method is effective for restricting certain users to certain programs in a more automated and transparent manner.

Administrators can assign up to 10 security codes to each user record in User Code F/M. Use this program 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 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.

These same security codes can be assigned to programs or menus in the Program Security Maintenance. Use this program to create and maintain passwords and security codes for all programs and menus. By doing so, you can establish which users and terminals have access to a program or menu. It is suggested that this program also be assigned a password to maintain security. All programs initially are assigned a security code of zero. You can assign a security code and password to any program or menu. During normal processing, the security code is checked and validated.

If a user lacks the security code assigned to a program, the system prevents access. 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. For instance, most companies may want to keep their salespeople from the Salesperson/Territory F/M, where they could potentially change minimum required calls, commissions, monthly sales, etc. An administrator could assign a security code of 1 to each salesperson's user code record and then assign that same security code to Salesperson/Territory F/M and any other

programs salespeople should not access. This method enables the system to track security clearance so that administrators don't need to keep track of passwords, and users don't have to remember them. Users simply can't gain access to areas they are not "coded" to use.

Similar to the idea of assigning security codes to users, terminal IDs can be assigned numbers in Terminal F/M. By assigning these numbers, administrators can create groups of Terminal IDs and then designate which numbers (representing groups of terminal IDs) have access to which programs in Program F/M (System Management--> Menu Setup-->Program F/M). By default, all terminals are flagged as valid for all programs. This method enables administrators to assign security rights based on terminal ID and assign security rights across a range of terminal IDs, which can save time.

Individual programs and menus can be password protected in the Program Security Maintenance program. This method can be used in conjunction with user security codes so even users with the proper code must enter a password to access a program.

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 Inquiry (SMI640) displays 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 Security Code Maintenance (SME016) to assign descriptions to each security code and to quickly identify all users who have the code and all programs where the security code is used. These same security codes can be assigned to programs or menus in the Password Security F/M. If a user lacks the security code assigned to a program, the system prevents access.

User Tracking Removal enables the System Administrator to remove the tracking information.

Use Security Code Update (SMU410) to change security codes by any range of programs and any selected program types.

Use Notes Entry (SME710) to enter and maintain notes for AR documents, Sales Order documents, Purchase Order documents, customers, items, and vendors. The system displays notes information from several points within FACTS: Item F/M (ICF910) and Customer F/M (ARF910), Item Inquiry (ICI610) and AR Customer Inquiry (ARI610), Item Search and Customer Search, Purchase Order and Sales Order entry programs.

The User Management (SME900) program monitors 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. 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.

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.

In User Code F/M (SMF410) users can be setup to not be allowed to break out of an error without an "escape code" by selecting the Require Escape Code checkbox. When those users receive an error in FACTS, the error window will have "E-Escape Code" instead of the option to abort or to get to basic. When the user selects E-Escape Code, FACTS displays a new window with a code and asks for a response. Users with proper security can access the Escape Code Generator (SMF430) program and enter the code that is on the user's error window, and Escape Code Generator (SMF430) provides the response code. If the user with the error enters that response code, FACTS will allow them to abort the program that is in error or access BASIC.

SQL Server Management Work Flow and Program Concepts

The SQL Server Management Menu allows you to manage the switch from using ProvideX to using SQL Server for maintaining certain data files. It contains the following programs:

Test Conversion to SQL Server (SMU815) 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.

Live Conversion to SQL Server (SMU810) 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.

The Rebuild Prefix File 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.

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

Messages Work Flow and Program Concepts

The Messages menu enables you to set up messages to send to a specific user or all users. You can enter messages so they display on a specific menu on a specific date. When users sign in and access a menu, the entire message appears in a pop-up window.

Individual messages can be created and deleted individually through the Message Entry program. Use this program to enter system messages that display 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 program enables you to establish 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. Messages should be removed periodically to prevent the file from becoming full. You can 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.

To create message that can be output to printers, fax machines or sent as an OA message in the Office Automation system, use the Quick Note Entry program. The note or message can 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 you exit the program.

Use Note Entry to enter and maintain notes for AR documents, customers, items, IC transfer tickets (header and lines), and vendors.

System Dashboard Menus Work Flow and Program Concepts

The system alert and background processing routines facilitate any actions needed to feed into FACTS programs. System alerts processing has a defined set of routines and the update interval required to perform calculations and alerts. The background processing agent is responsible for handling these updates and providing the data to the system.

The System Alerts Dashboard is used to review the alerts that a user is subscribed to and manage alert subscriptions. In the browser in the lower portion of the screen, the system displays the alert code and description and number of subscriptions for each.

You can highlight an alert line in the browser and select Manage Subscriptions to access the Manage Alert Subscriptions (ALE105) screen where you can add a subscription for an alert type.

You can select Alert Details to view the Details for System Alert screen, which displays the Alert code and name, an explanation of the alert and the condition that generated it, where the alert is delivered—to the user, the Exception Control Center program or both, and the available subscription values. Once you have reviewed the alert detail information, select the Ok button to exit the screen and return to the System Alerts Dashboard.

Inquiries Work Flow and Program Concepts

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 next periods and the last six periods. In the Account F/M program in General Ledger, each GL account number is assigned a summary management type to be used in this inquiry. The types are: cash (used to calculate cash in bank), cost (used to calculate cost and gross margin % in sales history), inventory (used to calculate inventory valuation), payables (used to calculate open payables balance), receivables (used to calculate open receivables balance), and sales (used to calculate sales and gross margin % in sales history). Also in the Account F/M program, each GL account number is assigned an account type. Next period journal entries for GL account numbers assigned an account type of assets or liabilities are included in this inquiry. The open purchase orders are calculated from the purchase order file. The open sales orders are calculated from the sales order file. The figures displayed are calculated each time the program is used.

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 schedules can be output to a viewer or a printer. You can enter a: Loan description, Loan principle, Interest rate, Life of loan and 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.

The Terminal Inquiry displays all terminals logged into the system and the company and program being accessed by each user. 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. You can select: Update to update the user information display in the browser or Exit to return to the main Security menu.

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 concerning file usage. The program can 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.

Use Audited Changes Inquiry to view changes to graphical maintenance files. This program is only available from graphical file maintenance programs for users who have the File Maintenance Audit checkbox in The Administrator Privileges section of the Security tab in User Code F/M.

System Management Reports & Print Work Flow and Program Concepts

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

The Company Listing provides a list of all companies, addresses and phone numbers set up in Company F/M (System Management-->File Maintenances-->Company F/M). Report information includes the following: company number, name, address, and phone number. Also included is the total number of companies listed.

The Program Name Listing 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 F/M. Security codes are issued through the Program Security Maintenance.

The Program Usage Report provides a list of each program defined and lists the menus containing the program. 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 F/M. Menus are constructed through the Menu F/M.

The Menu Selections Print prints a range of menus (as determined by the user) which may be helpful in setting up security. This report is useful when you need 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 Program Security Maintenance.

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.)

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.

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). 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.

The SM Code List prints a list of various SM codes including terminals, printers, banks, branches and files. Report information includes each code and the information stored with the code. The report also includes the total number of codes listed.

End of Period Work Flow and Program Concepts

Use the two programs located on the System Management End-of-Period Checklist menu to help you organize and document how you will run the end-of-period procedures each period.

Initially, all standard end-of-period procedures are provided in the End-of-Period Checklist Entry program for each module. This is particularly useful for organizing month-end closeout procedures. If you need to change any of these procedures to better fit your 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). Report information includes the following: module code heading, and the descriptions in the order that they are entered in the entry program. The report also includes the total number of modules listed. The checklist should be used every period of the year as the period procedures are completed.

File Maintenance Work Flow and Program Concepts

Use the System Management File Maintenance menu to access the following programs:

System Control F/M (SMF950) 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.

The Company F/M (SMF910) program allows the user of the FACTS system 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.

Use Company Control F/M (SMF920) 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 fields, especially those dealing with GL numbers and number lengths, will adversely affect the system.

Use Location F/M (SMF965) to set up location codes that can be used to set default printers for any print or report program. Locations are not required to be set up. If the user has not set a default warehouse, department and/or branch in their active profile and there is a default set in the user's current location, those defaults will automatically be used.

Branch F/M (SMF955) allows FACTS system users 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.

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, or how to round dollars and/or cents for contract pricing.

The information you enter in Country Code Entry (SME990) 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.

The information you enter in State Code Entry (SME991) 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.

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.

Executive Inquiry Administrator users can access the Executive Inquiry Setting (SME600) 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 Note Entry to enter and maintain notes for AR documents, customers, items, IC transfer tickets (header and lines), and vendors.

Credit Card Control F/M (SMF957) enables you to activate, deactivate and manage various credit card handling features in the FACTS system. FACTS supports 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 of ICVERIFY or PayflowPro, third-party credit card processing software packages. If your company uses or plans to use ICVERIFY or PayflowPro, 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. The Credit Card Control F/M program reads the Company Control F/M (SMF920) file and displays only the fields appropriate for the credit card processor selected. If Manual is chosen in Company Control F/M (SMF920), then the system displays a message indicating that a credit card processor has not been chosen, and a Manual tab is available, so that the last credit card receipt number used can be viewed. If you set the Transmit to ICVerify flag in this program to N, your system is in manual mode, and all transactions must be voice authorized. Note: Several other file maintenance programs also require edits for ICVERIFY to properly interface with FACTS. Refer to ICVERIFY's documentation for information on settling transactions and setting up accounts with a credit card processing company.

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.

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.

Terminal Type F/M (SMF880) allows you to specify the hex code command sequence for arrow and function keys to work correctly when you 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 Technical Support to help you develop the hex codes for your terminal.

Use the System Management File Maintenance Utility sub-menu to access the following programs:

Terminal Type F/M (SMF880) allows you to specify the hex code command sequence for arrow and function keys to work correctly when you 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 Technical Support to help you develop the hex codes for your terminal.

Terminal F/M (SMF930) is an administrative level program used to set up defaults for each terminal, especially screen colors and special key functions.

Use Printer F/M (SMF940) 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.

Use Output Options F/M (SMF620) 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).

Use Runtime Replacement F/M (SMF360) 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.

Module Code F/M (SMF980) allows FACTS system users 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.

Program Change F/M (SMF960)

File F/M (SMF970) FACTS system users 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.

Rebuild SM Sort Files (SMU990)

You will probably only use the majority of these programs during installation and setup. Programs such as System Control F/M and Company Control F/M rarely require changes after live processing begins, and some changes could cause catastrophic system failure.

You may also find that you use Company F/M, Printer F/M and Branch F/M somewhat more frequently to add companies, printers and branches to FACTS.

The System Management Module does not have an Infrequent File Maintenance menu.

Use the Supplemental Resource Manager (SMC910) program to manage and view supplemental resources for FACTS. The path to the program is System Management > Supplemental Resource Manager, and the Supplemental Resource Manager may also be launched, when made available, from the Sales Order, Purchase Order, Accounts Payable and Accounts Receivable Entry programs, File Maintenances, Inquiries, Searches, and Views. The menu icon for the Resource Manager is a paper clip attached to two pieces of paper, one with an image, and one with writing on it. This icon is also used to indicate resources exist in other areas of FACTS.

Supplemental Resource Manager User Security Settings

The security settings for user permissions for the Supplemental Resource Manager program are based on the following matrix:

	Add Resources	Delete Resources	Open Resource (ERF)	View Resource (ERF)	Edit Attributes	Check In (ERF)	Check Out (ERF)	Clear Check Out	Resource Type	Drag and Drop	Edit security codes	Edit security codes
Resource Admin (SMZART)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Entity File Admin (SMRCTL)			Y	Y	Y	Y	Y					
Entity File Read Only (SMRCTL)				Y		Y						
Entity Admin (SMRECT)			Y	Y	Y	Y	Y					
Entity Read Only (SMRECT)				Y		Y						

Chapter 3 Transaction Procedures

3

System Management Transaction Procedures

System Management Master Menu Procedures

Only System Administrators and local FACTS Affiliate personnel should use these programs.

How to set standard or compressed print

- 1 Access this program selecting System Management-->Programs-->Set Standard/Compressed Print.
- 2 In the Printer field, enter the printer number. Press **Enter (CR)** to default to 0. Press **F2** to search. If the system uses only one printer this field is skipped.
- 3 In the Mode field, enter S-standard or C-compressed to indicate the type of print to use for this printer in the current FACTS session. Press **Enter (CR)** to default to S.
- 4 In the Update File field, 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 that 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. Press **Enter (CR)** to default to N.
- 5 Press **F4** to exit the program.

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.

Messages Procedures

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.

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.

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.

Inquiries Procedures

Creating and maintaining Executive Management Inquiry settings for charts

- 1 Use the following fields to create and maintain Executive Management Inquiry settings for charts.

1. Chart Code

Enter the chart code.

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 Ledger-->File Maintenances-->Infrequent File Maintenances-->Department 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.

- 2 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 add or edit branch and department and enter caution and danger levels for the branch and department for the chart code.

4. Branch

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

5. Department

Enter the Department to use for the chart code record. 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.

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

How to display account balance information

- 1 Access this program selecting System Management-->Inquiries-->Summary Management Inquiry.
- 2 In the Branch field, enter the branch code. Press Enter (CR) to default to ALL. Press **F2** to search.
- 3 In the Department field, enter the department code, if they are used. Press Enter (CR) to default to ALL Press **F2** to search.

- 4 The program calculates and displays the current Accounts Payable balance, Accounts Receivable balance, cash in bank, inventory valuation, open Purchase Order balance, and Open Sales Order balance and sales history information for the next period and the last six periods (includes sales, cost and gross margin %). It includes next period transactions from General Ledger to include the most current information available. .
- 5 Press **Enter (CR)** (or Enter) to recalculate and redisplay the figures for the same branch and department. Press F4 to back up to the Department field.
- 6 You can enter another branch/department and display additional information or press F4 to exit the program.

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.

How to view session information


- 1 Access this program selecting System Management-->Inquiries-->Terminal Inquiry.
- 2 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..
- 3 You can select:
 - Update** to update the user information display in the browser.
 - Exit** to return to the main Security menu.

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.

How to enter and maintain notes for AR documents, transfer tickets, PO documents, SO 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** 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, you can add or edit a note if you have the authority to create notes and the category has not been deactivated. If notes exist you can:
 - 8 If you select to add or 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.

Changing the schedule for a background process

- 1 Access the Background Process Scheduler. The complete path is System Management>System Dashboards Menus>Background Scheduler.
- 2 The system background processes display in the browser.
- 3 Highlight the background process for which you want to modify the schedule.
- 4 Select Edit to change the schedule for a background process.
- 5 On the Background Process Schedule screen, the current schedule information is displayed on the left side of the screen.
- 6 On the right side of the screen you can modify the:

Frequency Type for the schedule: A-Manual, H-Hourly, D-Daily, W-Weekly, or M-Monthly.

For each Frequency Type, you can modify the number of minutes to wait before retrying when a process fails to start.

Based on the frequency type you specified you can enter additional scheduling information:

Frequency Type	Editable Information
Hourly	Minute of the Hour to run the process
Daily	Start Time for the process
Weekly	Day of the Week to start the process; Start Time for the process
Monthly	Day of the Month to start the process; Start Time for the process

- 7 Select OK to save your changes and return to the Background Scheduler Dashboard.

Subscribing to Alerts

- 1 Access the System Alerts Dashboard. The complete path is System Managements>System Dashboards Menus> System Alerts Dashboard.
- 2 In the browser, highlight the alert to which you want to subscribe.
- 3 Click the Manage Subscriptions button to access the Manage Alerts Subscriptions screen.

- 4 The alert and user code are displayed at the top of the screen.
- 5 Select Add and specify the Available Subscription values. Refer to the Replenishment Alerts Matrix for an explanation of each alert and the Available Subscription values for each.
- 6 Select OK to return to the Manage Alerts Subscriptions screen.
- 7 (Optional) To add this alert again for another set of subscription values, select Add again and enter the additional subscription values, and select OK.
- 8 When you are finished adding alert subscriptions, select Done to return to the System Alerts Dashboard where you can select additional alerts to subscribe to.
- 9 When you are finished subscribing to alerts select Done to exit the program.

Reviewing Alert Details

- 1 Access the System Alerts Dashboard. The complete path is System Managements> System Dashboards Menus> System Alerts Dashboard.
- 2 In the browser, highlight the alert for which you want to review details.
- 3 Click the Alert Details button to access the Detail for System Alerts screen.
- 4 The alert, extended description, delivery method, and available subscription values are displayed.
- 5 When you have reviewed the alert information, select OK to return to the System Alerts Dashboard screen.
- 6 You can repeat this process to review more alert details or press Done to exit the program.

Editing Alert Subscriptions

- 1 Access the System Alerts Dashboard. The complete path is System Managements> System Dashboards Menus> System Alerts Dashboard.
- 2 In the browser, highlight the alert subscription that you want to edit.
- 3 Click the Manage Subscriptions button to access the Manage Alerts Subscriptions screen.
- 4 The alert and user code are displayed at the top of the screen.
- 5 Select Edit and modify the Available Subscription values as needed. Refer to the Replenishment Alerts Matrix for an explanation of each alert and the Available Subscription values for each.
- 6 Select OK to return to the Manage Alerts Subscriptions screen.
- 7 (Optional) To edit this alert again for another set of subscription values, highlight the next subscription. Select Edit again and modify the additional subscription values, and select OK.

- 8 When you are finished editing alert subscriptions, select Done to return to the System Alerts Dashboard.
- 9 When you are finished editing to alerts select Done to exit the program.

Deleting Alert Subscriptions

- 1 Access the System Alerts Dashboard. The complete path is System Managements> System Dashboards Menus> System Alerts Dashboard.
- 2 In the browser, highlight the alert from which you want to unsubscribe.
- 3 Click the Manage Subscriptions button to access the Manage Alerts Subscriptions screen.
- 4 The alert and user code are displayed at the top of the screen.
- 5 In the browser in the lower portion of the screen select the alert subscription you want to remove and click Delete.
- 6 (Optional) You can repeat this process to delete additional alert subscriptions.
- 7 When you are finished deleting alert subscriptions, select Done to return to the System Alerts Dashboard.
- 8 When you are finished subscribing to alerts select Done to exit the program.

Adding supplemental resources

- 1 Access System Management > Supplemental Resource Manager.
- 2 Select Add to launch the Resource Selector (SMC915) program or drag and drop a group of files and/or folders on to the line browser to launch the Resource Selector and preload the dropped files.
- 3 When new resources are added to the grid, the Defaults Settings are initially applied.
- 4 Complete the "Entity" fields for the entity you want to add resources to.
- 5 Specify the File\Folder\URL field by typing in the full path to a file, typing in a URL, typing in a directory, dragging and dropping files or folders onto the field, or browsing for a single file.
- 6 The browser has the option to filter results based on the "extension filter" field in the header and any extensions defined in the SMRTYP file if desired. If the type is a URL, you must type in the URL of the resource. If the type is a file, you can use the browse button to navigate to a file.
- 7 When your selections are made, click the "Add to Grid" button to begin the process of adding the resources to the grid. The resources will be added to the grid according the settings in the "Defaults" section. The default settings for "Internal", "Encrypted", "Security Code", "Extension filters", "Include Resource Type Extensions" and the setting for the resource type (file or link) will be kept in a user preference file.

- 8 The resources are added to the grid according the settings in the “Defaults” section. Each entry in the grid can be edited for further control of how each resource will be added. You can specify the following information using the fields in the grid:
 - Select checkbox – whether this line should be processed when you click the Process Grid button.
 - Type –URL or File in the dropdown.
 - Source Location –the directory name of resource for Files, enter the full URL name for URLs.
 - Filename –the file name of the resource file, blank if URL.
 - Description – the description of resource.
 - Internal checkbox –whether this resource will be an ISR (The setting is ESR, if unchecked).
 - Encrypted checkbox –whether this resource will be an ERF (must also be an ISR).
 - Delete checkbox – indicates whether the original source file will be deleted when the resource is successfully processed.
 - Entity Type - Entity type for this resource.
 - Entity – the entity for this resource.
 - Overwrite checkbox –whether the selected resource should replace any existing resource of the same name for the same entity, disabled if resource does not exist.
 - Security Code – the security code required for this resource to be visible in the Resource Manager.
 - Status – the status of current line in regards to validation and import results: “ready to import” - entries are valid for the line, “missing information – {missing info}” - some required fields are missing, or “failed import – {reason}” – failed to import for reason specified.
- 9 When all selections are made, click the Process Grid button to add the resources selected for import to FACTS. All lines are validated at this point. Any resources not successfully imported will remain in the grid and the status field in the grid will be updated to show the issue with the line.
- 10 You can also delete the currently selected line in the grid, or clear the entire grid.

Viewing Supplemental Resources from Entry Programs, Maintenances & Inquiries

- 1 Access the FACTS Entry, File Maintenance, or Inquiry program needed.
- 2 After you have entered or accessed a record, select the Supplemental Resource Manager icon located at the header or line item area of the screen.
- 3 The Supplemental Resource Manager screen displays with the resources for specified entity.
- 4 You can select:
 - the View icon to display the highlighted supplemental resource.
 - the Scroll Arrows to view additional resources for the entity.
 - the Sync icon to tie the Resource Manager Viewer display to the records in the calling program.

- 5 When you are finished viewing resources, select File>Exit.

Opening Supplemental Resources

- 1 Access System Management > Supplemental Resource Manager.
- 2 Specify the Entity File type and Entity Key.
- 3 Highlight the resource line the in the browser.
- 4 Select Open.

Note: Resources will be opened by the command line specified in the SMRTYP file, or by the SYSTEM HELP command if no entry exists in the SMRTYP file for a particular resource type. ERFs will be checked out automatically when they are opened, and they cannot be opened if they are checked out by someone other than the user trying to open the resource. The resource will be opened on the client to a temporary file in the user's home directory relative to the client. This home directory is found in the SMZART file. The file will be opened in a "tmp" directory created in the user's home directory. Any existing versions of the file in the tmp directory will be deleted first. The "tmp" directory will be created if needed. The name of the temp file will be the file name from the SMRLOC record. If the resource is an ERF, it must be checked out first, so you will be prompted if you want to check it out.

Editing Supplemental Resources

- 1 Access System Management > Supplemental Resource Manager.
- 2 Specify the Entity File type and Entity Key.
- 3 Highlight the resource line the in the browser.
- 4 Select Edit.
- 5 You can modify:
 - a resource from one type to another (Internally Stored Resources, Internally Stored Resources, and Encrypted Resource Files). (URLs are always ESRs, and cannot be changed).
 - the file name for ISRs and ERFs, and the path for URLs.
 - the file path for ISRs and ERFs, which refers to the original location when files are internally stored. You cannot change location of ESRs.
- 6 Save your changes.
- 7 Exit the program.

Checking In/Checking Out Encrypted Resource Files

- 1 Access System Management > Supplemental Resource Manager.
- 2 Specify the Entity File type and Entity Key.
- 3 Highlight the resource line the in the browser.

4 Select Check In/Check Out.

Note: Users can edit any resource by opening up the resource using an external program, like a text or image editor. The only type of resource that FACTS can control access to is an Encrypted Resource Files. In order to prevent multiple users editing the same Encrypted Resource File, an Encrypted Resource File must be checked out first by someone with proper permissions. This is done by clicking or selecting the “Check Out” button. When the resource is checked out, the user, date, and time of the checkout is stored in the SMRLOC file for this Encrypted Resource Files. A copy of the resource is placed in a “checkout” directory which is located either on the server or on the client, depending on the setting of the flag in the SMRTYP file for this type of resource. If there is no entry in the SMRTYP file for this resource, the resource is checked out on the client in the user’s home directory. When the file is checked back in (using the “Check In” button), the file is removed from the checkout directory. An Encrypted Resource File that is checked out may not be opened by another user, unless that user has “Resource Admin” rights, which is a flag available in the SMZART file. A user with Resource Admin rights can check out an ERF that is already checked out. The resource admin flag is found in the SMZART file. An ERF does not have to be checked out to be overwritten.