
OPEN SYSTEMS® Accounting Software

**Resource Manager
User's Manual**

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Introduction

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Welcome to OSAS®

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (*EIS*) and Print Manager. With Global Inquiry, you can drill around your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

OSAS Versions 6.1 and Higher

You can use OSAS versions 6.1 and higher in text (or character-based) mode on any supported operating system.

In Windows environments, you have the choice to use either the text version or the graphical version. While the interface is different in the two versions, the functions in both versions are the same in screen layout and in function. The OSAS user's manuals show screens in the graphical format. You should be able to apply the information shown in the graphical examples to the text version with ease.

For specifics on using the graphical version of OSAS, refer to page 1-13.

For specifics on using the text version, refer to page 1-35.

Resource Manager Overview

To use OSAS, you must run Resource Manager through an operating system based on Microsoft® Windows 95™, Windows 98®, Windows NT®, Windows 2000®, UNIX®, Linux®, or Novell® NetWare®. OSAS operates on local area network (LAN) systems, across a web server using the OSAS Web application, and within a single computer. After you install Resource Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

You can install the other applications in any order unless their user's manuals specify otherwise.

Workstation Configuration

Use the Configure Workstation functions to assign colors on a text workstation; define the keys that will execute particular functions and editing commands on a text workstation; define multiple terminals, printers, and graphics devices; and specify default system information.

Installation

After you set up your workstations, you can begin installing other applications on your system. However, some applications will not appear on the Main menu until you create or convert data files.

Company Setup

Use the Company Setup functions to set up company information, create or convert the data files for each application, select options for each application and the interfaces between applications, set up access codes to protect your data from unauthorized access, and set up country codes.

Application Setup

After you have installed applications on your system and created or converted your data files, use the Application Setup functions to create the Period Setup tables. You can also assign tax classes, tax locations, and tax groups; print the Sales Tax Report; and clear accumulated sales tax from tax location records.

Data File Maintenance

Use the Data File Maintenance functions to backup or restore your data files, build application tables, change file size, view file contents, rebuild and verify files, and purge data records.

System File Maintenance

Use the System File Maintenance functions to set up and maintain application installation information, directories, application and favorites menus, inquiry window definitions, global inquiry definitions, help screens, system messages, backup and restore commands, form codes, forms printer definitions, and support information. You can also view the locations of other OSAS users through the User Login Activity function.

EIS Dashboards

The EIS Dashboards menu allows you to view summarized accounting information on convenient screens called *dashboards*. The dashboards show data from many different applications for one or more companies.

Executive Information Summary

The EIS functions allow you to set up various dashboards and fields, recalculate results for various dashboards, maintain files, and print file lists.

Print Manager

Use Print Manager to search reports printed to file for specific information or general inquiries. Print Manager allows you to control printing queues and maintain saved and archived files.

Reports

Use the Reports functions to audit the amount of disk space your data files occupy and to print product suggestions, error logs, and global inquiry window definitions.

Master File Lists

Use the Master File Lists functions to print lists of information that you set up in other Resource Manager functions. These lists are useful if you are planning to make changes, want to add information, or keep a record of information that is on your system.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

The *Resource Manager User's Manual* is divided into the following sections:

- “Introduction” provides an overview of this application and the OSAS system, and the basic functionality of the application including graphical and text-based application features, and function key references.
- “Application functions” explains the functions within the application: where each function fits within the application, and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS runs in an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or in the appropriate folder.

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems each terminal usually has a default ID that was assigned to it when the terminal was added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to page 3-19 for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *selena*, specify that information to enter the system:

osas -t T2 -c B -a selena

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

In Windows you can click on the shortcut's properties and, in the Target field, enter your access code and your company ID. For example, using *selena* as your access code and *H* as your company ID, enter

C:\osas\progRM\osastm.exe -m4096 -tT00 -nT00 -aselena -cH

In the Windows icon properties, the parameter marks (-m, -t, or -n) can be entered in any combination but must be before the separation dash. The access code and company ID commands (-a and -c) must be entered *after* the separation dash.

GUI/Text Command Conventions

When you see the phrase “use the **Proceed (OK)** command” in the user's manuals, you can press the **PgDn** key in either text or graphical mode. In graphical mode, clicking the **OK** button has the same effect as pressing the **PgDn** key.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or Linux, the Text menu appears.

If you are using the Resource Manager for Windows, you can choose between the Text menu, the Graphical menu, or the Start-style menu. In Windows, use the Workstation Configuration Defaults function (see page 2-27) to select the style of menu you want displayed by default, or you can press Shift-F5 to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

Favorites Menu

The Favorites menu operates in any of the menu formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you perform tasks in several applications, such as Transactions and Cash Receipts in Accounts Receivable, GL Account maintenance in General Ledger, and Price and Item Inquiry functions in Inventory, you can set up a Favorites menu rather than moving between each application's menus. Once you have set up your Favorites menu, you can open a function for use with one press of the **Enter** key or the click of a mouse button.

Favorites Menu: Graphical Style



For a sample of the Start-style favorites menu, see page 1-23. For a sample of the text favorites menu, see page 1-37.

OSAS Graphical

In a Windows environment, you can choose from two types of graphical-style menus. The standard Graphical menu features application selections that resemble many Windows functions. The Start-style menu is named because of its functional resemblance to the Start menu in Windows 95, 98, NT and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, is displayed beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can perform these menu commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

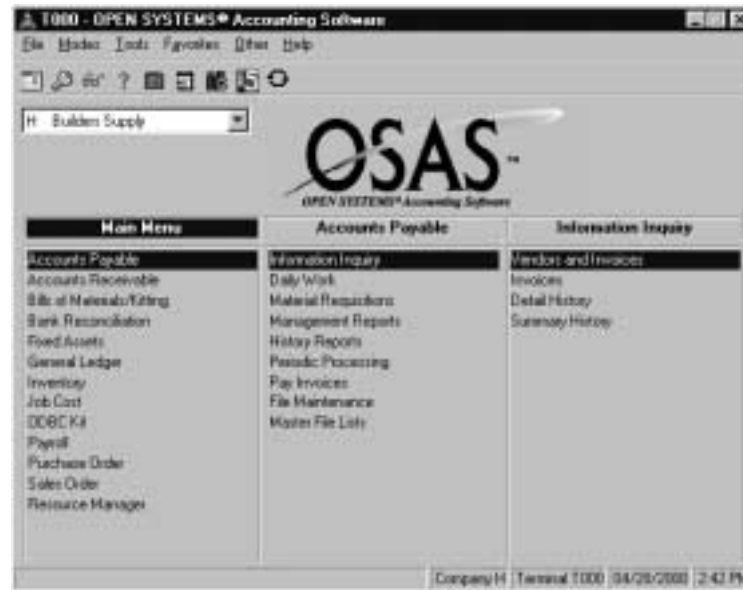
- click the appropriate graphical tool button
- select the command from a pull-down menu
- press the associated keyboard hot key

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu, or by highlighting your choice and pressing **Enter**.

If you choose the Start menu you can select applications from the Main menu by using the arrow keys to highlight your choice and pressing **Enter**, by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on the previous menus.

Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit (F7)** command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Start Main Menu



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu choice
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit (F7)** command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Special Commands in Graphical Menus

In either graphical menu, you can right-click on a menu selection to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Keyboards have a set of function keys (labeled with the letter *F* and a number), which can be used to perform certain functions within OSAS. In OSAS menus, these commands are assigned to the function keys.

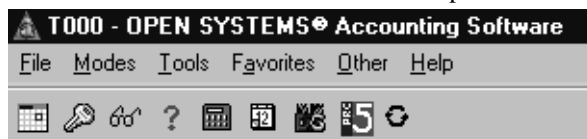
Key (Command)	Operation
F1 (Key Help)	Displays the tool buttons and functions keys you can use.
F2 (Favorites Menu)	Displays or returns from the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.

Key (Command)	Operation
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
F10 (Add/Remove Favorites)	Adds functions to and deletes functions from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	Toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	Toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.

Pull-Down Menus



When using the graphical menus, you can use the pull-down menus and tool buttons (buttons with graphical icons in a row below the pull-down menus) to access functions without using the function keys. While the function keys work in the graphical menus, the menu bar and tool buttons offer you a choice in accessing these functions. Such a choice is common in graphical Windows applications.

Using the mouse, you can either move the cursor to the menu and click once, or click on a tool button for the function desired. Below is a sample of the OSAS pull-down menu and tool buttons and a description of each.

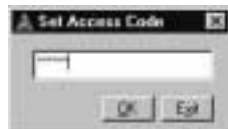


File Menu



Command	Tool Button	Key	Result
Access code		F4	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		F5	Toggles between the Sample Data and the Live Data.
Workstation date		F6	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		F7	Exits from OSAS.

Using the Access Code dialog box



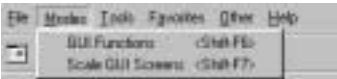
To change the access code, enter the code in the field. Then click **OK** to save your entry and return to the OSAS menu, or click **Exit** to abandon the dialog box and return to the menu.

Using the Workstation Date dialog box



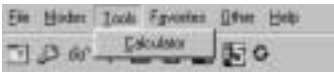
To set a new workstation date, enter the date in the field, use the up/down buttons to increase/decrease the date displayed, or click **System Date** to change the date to match the operating system date. Then click **OK** to change the workstation date, **Abandon** to restore the original date displayed, or **Exit** to return to the Main menu.


Modes Menu



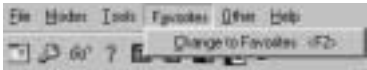
Command	Tool Button	Key	Result
GUI Functions		Shift-F6	Toggles between GUI function screens and text function screens.
Scale GUI Screens		Shift-F7	Toggles scaling of GUI screens on and off. When scaling is off (the default mode), the screen size is smaller when you use higher monitor resolutions.


Tools Menu



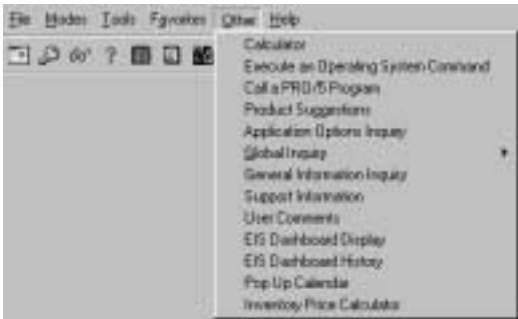
Command	Tool Button	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu



Command	Tool Button	Key	Result
Change to Favorites		F2	Displays the Favorites menu/Main menu. See <i>Graphical Favorites Menu</i> on page 1-23.


Other Menu



The Other menu contains a set of utilities. A calculator and Global Inquiry (which presents data from several applications) are two of the utilities on the Other menu. See appendix F for information about all of the utilities on the Other menu.

Help Menu







Command	Tool Button	Key	Result
Help		F1	Displays descriptions of the application menus and functions.

Command	Tool Button	Key	Result
About OSAS			Displays the About OSAS dialog box.

Tool Bar Icons



There are three icons on the tool bar that were not described above.

Tool Button	Key	Result
	Shift-F2	Displays the Application Information dialog box.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See Appendix F for more information.

Other Graphical Menu Features

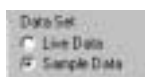
The graphical menus offer more than shortcuts to menu commands. You can also switch between live and sample data, or change to another company and its data set.

Change Company Field



Select the company to change to from the pull-down list box.

Data Set



On the Start menu, you can check the **Live Data** radio button to work with live data, or check the **Sample Data** radio button to work with sample data. You can also press **F5** to change between sample and live data.

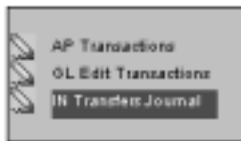
Right-Click Menu

Screen (Key)	Description
Add to/Remove Favorites (F10)	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (F2)	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data (F5)	Switches between your sample data and your live data.
Setup (F9)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
Function Information (F1)	Displays information about the selected function.

Graphical Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key (or by selecting Favorites from the pull-down menu).

Favorites Menu: Start Style



To add a function to the Favorites menu from the main OSAS menus, simply highlight the function you want to add on the menu and press the **F10** function key to add it to Favorites.

To remove a function from the Favorites menu, highlight the function on the Favorites menu and press the **F10** function key to remove it from the menu.

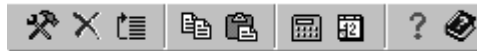
You can also use the right-click menu to add a function to Favorites or to remove a function from Favorites.










Graphical Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

In OSAS, commands are assigned to various keys on your keyboard, as well as to certain tool buttons and pull-down menu selections. You can use these commands to work with data entry screens. If a tool button or menu selection appears grayed-out or muted, the command is unavailable at this time.

Function Tool Bar Buttons



Tool Button	Key	Result
	F6	Go directly to the appropriate File Maintenance function to update information about the field you are in.
	F3	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
	PgUp	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
	Shift-F9	Copy the contents of the current field.
	Shift-F10	Paste the contents you copied from a previous field into the current field.
		Displays the calculator screen.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	F1	Displays information about the field you are in.
		Displays the on-line documentation.

Verification Buttons



Click on the **OK** button to proceed to the next screen or to save your entries, click on the **Abandon** button to abandon your entries.

Function Pull-Down Menus

Commands Menu

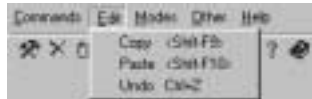


Selection (Key)

Operations

Inquiry (F2)	Use the Inquiry command to display a list of valid entries for the current field, from which you can select a choice.
Maintenance (F6)	Go directly to the appropriate File Maintenance function to update information about the field you are in.
Proceed/OK (PgDn)	Proceed to the next screen or save your entries.
Start Over (PgUp)	Move back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
Field Up (Up)	Move the cursor to the previous field.
Field Down (Down)	Move the cursor to the next field.
Abandon (F5)	Move the cursor back to the first field on the screen. Any entries or changes you made are erased.
Delete (F3)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
Jump (Ctrl-J)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit (F7)	Exit from a screen or a window and disregard everything you entered.

Edit Menu



Selection (Key)

Copy (**Shift-F9**)

Paste (**Shift-F10**)

Undo (**Ctrl-Z**)

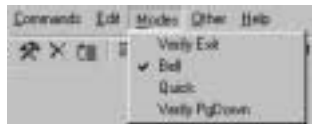
Operations

Copy the contents of the current field.

Paste the value you copied from a previous field into the current field.

Restore the contents of the current field from before you made changes to it.

Modes Menu



Check the options you want to use.

Selection (Key)

Verify Exit

Bell

Quick

Verify PgDown

Operations

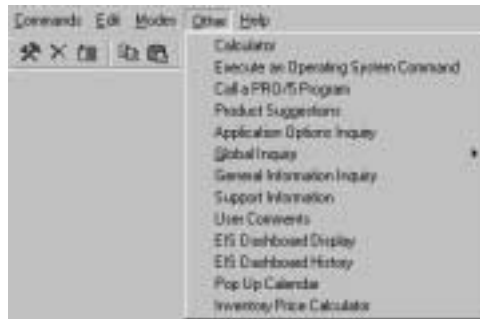
If verification is turned on, you must press a key twice to verify that you want to perform exit or abandon operations.

If the bell is turned on, it sounds at an error or when you must verify a command.

If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, turn the option on.

If verification is turned on, you must press the **PgDn** key twice to proceed to the next screen or to save your entries.

Other Menu

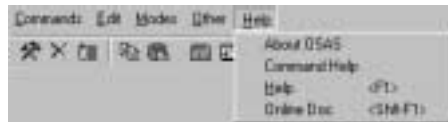


Selection

Operations

Calculator	Displays the OSAS calculator.
Execute and OS Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestion	Use this function to create a printable report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Use this function to search across your data. You can select from the installed applications which data to search in.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows the user to leave messages within the system.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.
Pop-Up Calendar	A reminders feature that allows you to create and read dated reminders within OSAS.

Help Menu



Selection (Key)

About OSAS

Command Help

Help (**F1**)

Online Doc (**Shift-F1**)

Operations

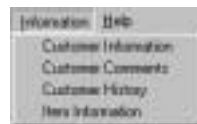
Displays the information about your OSAS installation.

Displays the OSAS Key Help screen.

Get information about the field you are working on.

Opens your .PDF file viewer to display the documentation for your particular application.

Information Menu



The Information menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

Scroll Commands Menu



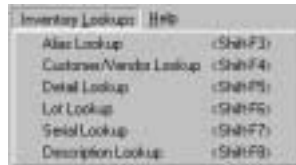
The Scroll commands menu appears only on screens with scroll regions displaying multiple lines of information.

Selection (Key)

Operations

First Line (Home)	Moves the cursor to the first data entry field.
Previous Page (PgUp)	Displays the previous page.
Previous Line (Up)	Moves the cursor up to the previous line.
Next Line (Down)	Moves the cursor down to the following line.
Next Page (PgDn)	Displays the following page.
Last Line (End)	Moves the cursor to the last data entry field.
Insert (Ins)	Allows the insertion of characters between preexisting entries in a field.
Delete (F3)	Deletes the selected characters.
Jump (Tab)	Moves the cursor to the next section of the screen in some functions.

Inventory Lookup Menu



If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Selection (Key)	Operation
Alias Lookup (Shift-F3)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Customer/Vendor Lookup (Shift-F4)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Detail Lookup (Shift-F5)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: * ? < > =.
Lot Lookup (Shift-F6)	Search for an item based on lot number. When you enter the lot number, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Serial Lookup (Shift-F7)	Search for an item based on serial number. When you enter the serial number, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Description Lookup (Shift-F8)	Search for an item based on item description. When you enter the description, you can use the “*” and “?” wildcard characters to restrict or widen the search.

Other Graphical Function Controls

Function Field Inquiry



When the Inquiry button appears next to a field, you can either click on the button or press the **F2** (Inquiry) key.

Graphical Scroll Region Buttons

Use these command in scroll region areas to move between the lines in the region:

Scroll Button	Key	Result
	Home	Moves the cursor to the first line in a scroll region
	PgUp	Moves the cursor to the previous page of lines in a scroll region
	Up	Moves the cursor up one line
	Down	Moves the cursor down one line
	PgDn	Displays the next page of lines in the scroll region
	End	Moves the cursor to the last line in the scroll region

Help Commands

When you use the **Help (F1)** command, you can use these commands:

Key	Operation
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use these keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the INS flag appears at the bottom right corner of the screen on the status bar, characters you type push characters after the cursor off to the side. When insert mode is turned off (OVR appears on the status bar), characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
Ctrl-Z (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the Abandon (F5) command to clear the field.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands



When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window.





The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function on the Workstation Configuration menu.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C**, the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by selecting **Command Help** from the Help pull-down menu in the inquiry window.

Note

You can also shorten your data search by entering a part of the key before you use the **Inquiry** command. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

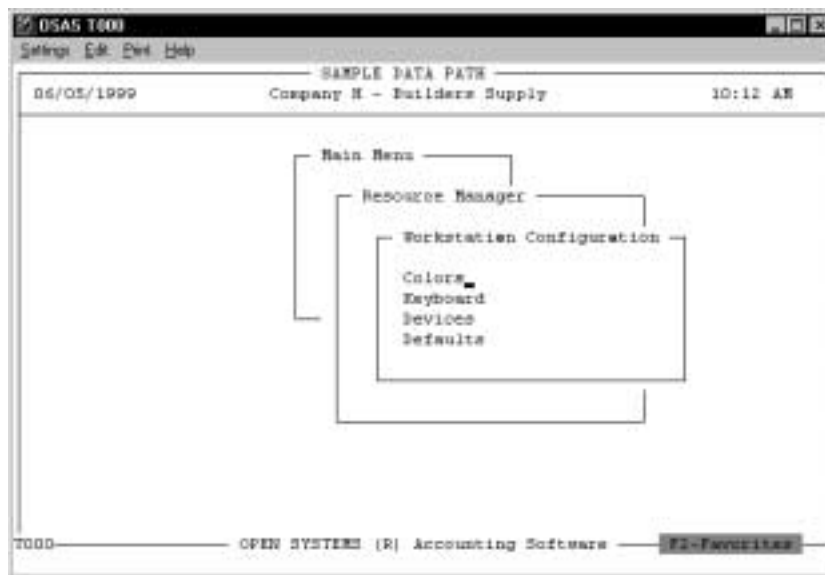
Scroll Button	Key	Result
	Home	Moves the cursor to the first key in the inquiry window.
	PgUp	Displays the previous page of keys in the inquiry window.

Scroll Button	Key	Result
	Up	Moves the cursor up one line.
	Down	Moves the cursor down one line.
	PgDn	Displays the next page of keys in the inquiry window.
	End	Moves the cursor to the last key in the inquiry window.
	Ins	Toggle between Search mode and Sort mode.
	F7 (Exit)	Close the inquiry window without selecting anything.
	Enter	Select the item to which the cursor is pointing.

OSAS Text

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.
- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.
- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

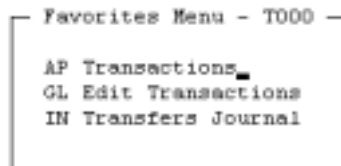
You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit (F7)** command to go to the operating system

Text Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key.

Favorites Menu: Text Style



To set up the text-style display follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.
2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.
2. Move your cursor to the submenu or application you want removed.
3. Press **F10**.

Function Keys Used in the Text Menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help (Esc)**, the **Jump (Tab)** commands, and the **Enter** key, you can use the Keyboard function to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See Appendix F for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.

Key	Operation
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	If you are using the graphical version of OSAS, this command toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	If you are using the graphical function screens, this command toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up or Down	Move the cursor up or down through the menu selections.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function on the Workstation Configuration menu. To turn the bell back on, use this command again.

Text Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help (Esc)** and **Jump (Tab)** commands and the **Enter** key, you can use the Keyboard function on the Workstation Configuration menu to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See Appendix F for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift-F1 (Online Doc)	Opens your .PDF file viewer to display the documentation for your particular application.
Shift-F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.

Key	Operation
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing entries you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or Down	Move the cursor to the next field and accept the data entered.
Up	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl-V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function on the Workstation Configuration menu. To turn the bell back on, use this command again.
Ctrl-F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl-O (Show function keys)	If this option is turned on, the applicable function keys are displayed on the screen.

Help Commands

When you use the **Help (F1)** command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted screen, copy the xxHELP file from the distribution media to the / PROGxx subdirectory (xx is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the Abandon (F5) command.

Key	Operation
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window. The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function on the Workstation Configuration menu.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C**, the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down	Move down one item.
Up	Move up one item.
Ins (Look up)	Toggle between Search mode and Sort mode.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Lookup

If you use the Inventory application and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift-F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Shift-F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the ID, you can use the “*” and “?” wildcard characters to restrict or widen the search.

Key	Operation
Shift-F5 (Detail Lookup)	Search for detailed information about an item. You can enter information in any of the fields that appear, using these wildcards to restrict or widen the search: * ? < > =.
Shift-F6 (Lot Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Shift-F7 (Serial Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Shift-F8 (Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*" and "?" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left	Move left one character.
Right	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up/Down	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down (Next Line)	Move down one line item.
Up (Previous Line)	Move up one line item.
PgUp (Previous Page)	Move to the previous screen or to the first line if you are on the first screen.
PgDn (Next Page)	Move to the next screen or to the last line if you are on the last screen.
Home (First Line)	Move to the first line item in the entire list.
End (Last Line)	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.
- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

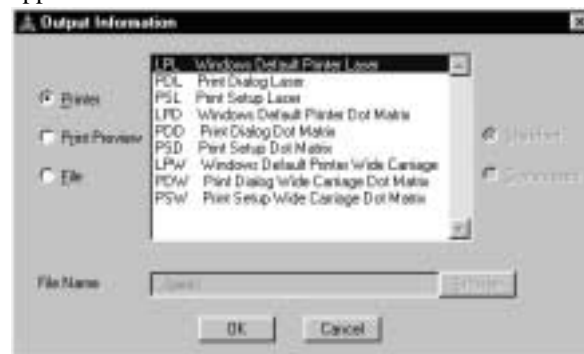
Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output the Report

When you use the **Proceed (OK)** command, the Output Information screen appears.



To print the report

- Select **Printer** and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.
- Click **OK** (or press **Enter** in text mode) to continue.

To view the report in Print Preview mode

- Select **Print Preview** and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.
- Click **OK** (or press **Enter** in text mode) to continue.

To save the report as a File

If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select **File**. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

Workstation Configuration

2

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Introduction

The Workstation Configuration functions you can use depend on whether you use the text-based or the graphical functions.

You can use all of the Workstation Configuration functions in text mode.

You cannot use the Colors and Keyboard functions in graphical mode. To change the OSAS screen colors in graphical mode, use the Windows **Control Panel**.

Colors

Features

Use the Colors function on the Workstation Configuration menu to customize the colors at your workstation for each type of text screen and window in OPEN SYSTEMS Accounting Software.

The type of monitor you use determines the color combinations that are available.

The colors you choose affect only the character-based OSAS screens. The colors used on graphical screens are based on the default Windows color scheme you use. Use the Colors function on the Windows Control Panel to change your Windows color scheme.

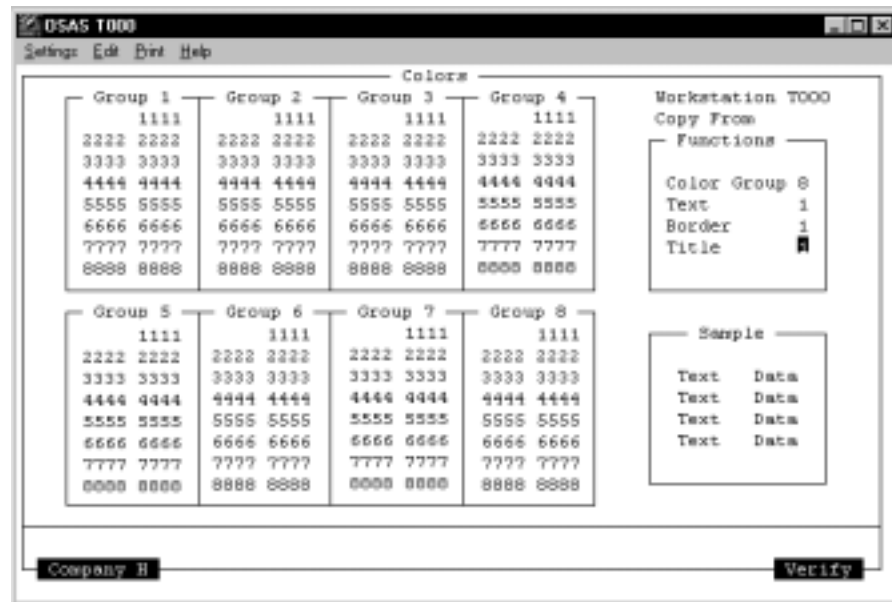
Reports

No report is associated with this function.

Screen Use

Screen	Description
Colors	Use the Colors screen to customize colors for 14 types of windows and screens.

Colors Screen



Field Definitions

Field Name

Description

Workstation

The workstation ID is displayed.

Inquiry

Copy From

If you have a multiuser system, you can copy color settings from one workstation to another with a similar monitor. Enter the ID of the workstation you want to copy the color settings from.

Color Group

For each screen type, you can select the colors for the screen background (a color group), text, border, and title. To select the screen type you want to change, use the **Jump (Tab)** command until you get to the window or screen you want. Then enter a color combination from one of the eight color groups on the left side of the screen.

Field Name	Description
Text	Enter the number of the color (within the color group you selected) you want for text.
Border	Enter the number of the color (within the color group you selected) you want for borders.
Title	Enter the number of the color group you want for the title.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and exit to the Workstation Configuration menu.

Keyboard

Features

Use the Keyboard function on the Workstation Configuration menu to customize the function and editing keys for your workstation and to copy a keyboard layout to another workstation or set of workstations.

The Keyboard function is used only with character-based screens.

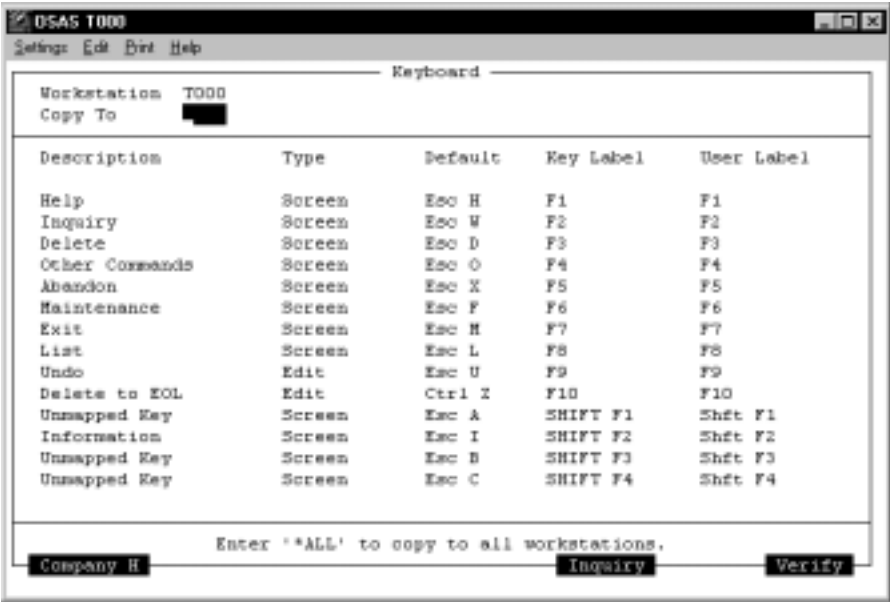
Reports

No report is associated with this function.

Screen Use

Screen	Description
Keyboard	Use the Keyboard screen to customize the function and editing keys for your workstation.

Keyboard Screen



Field Definitions

Field Name	Description
<div>Inquiry</div> Workstation	Enter the ID of the workstation whose keyboard you want to edit.
<div>Inquiry</div> Copy From	This field appears if you entered a new workstation ID. Enter the ID of the workstation you want to copy the keyboard functions from.

	Field Name	Description
Inquiry	Copy To	<p>If you have a multiuser system, you can save time when you set up workstations with similar keyboards by copying the keyboard definition to other workstations.</p> <p>Enter the workstation ID you want to copy the keyboard functions to, or enter *ALL to copy to all the workstations. If you are changing the keyboard functions on your terminal only, skip this field.</p>
	Description	The keyboard command keys are displayed.
	Type	The type of command—screen or edit—is displayed.
	Default	The control character or escape sequence for each base command is displayed.
	Key Label	<p>The key label assigned to each command is displayed.</p> <p>To edit the command, press Enter. Then press the function or editing key you want to use. (An asterisk next to the key label indicates which command you are working with.)</p>
	User Label	The user label is a description of the key label. Accept the displayed description, or enter the user label that you want to be displayed when you are prompted for a command response.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter .
Write	Press W to write changes to the file and exit from the function.

Saving and Exiting

To write changes to the file and exit to the Workstation Configuration menu, use the **Write (W)** command.

Devices

Features

Use the Devices function on the Workstation Configuration menu to set up terminals, printers, Windows graphics devices, and other graphics devices (such as plotters) you use on your system. If you have a multiuser system, you can also specify whether a device will be local (used by one workstation) or shared by all workstations.

You can save your last device setting in a file that you specify by using the Configuration Backup screen. The screen appears when you enter the devices function and will prompt you for a backup file name. You can preserve your old backup files by choosing a unique file name. Overwriting the old file will erase your previous Device setting and replace it with your current settings.



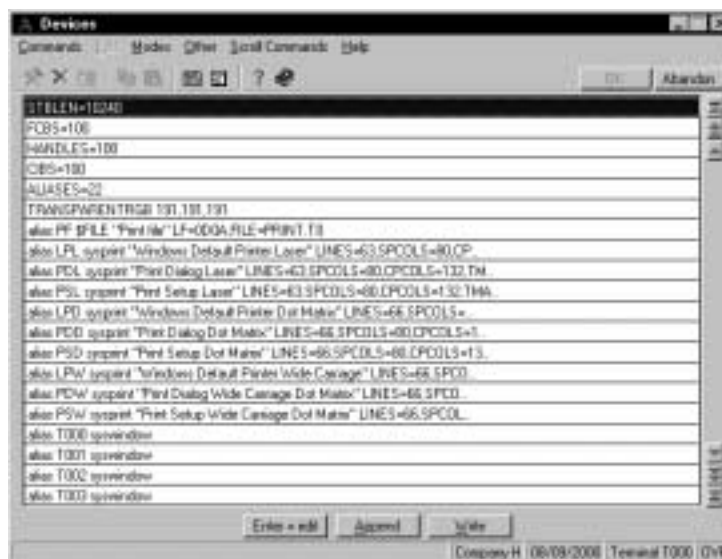
Reports

No report is associated with this function.

Screen Use

Screen	Description
Devices	Use the Devices screen to set up the configuration for each workstation in your system.
Devices - Printers	Use the Printers screen to set up the printer configuration for the system.
Devices - Terminals	Use the Terminals screen to set up the terminal (or workstation) configuration for the system.
Devices - Plotters	Use the Plotters screen to set up plotters for the system.
Devices - Other	Use the Other screen to add other types of devices (such as Windows graphical devices) to the system.
Devices - Configuration Backup	Use the Configuration Backup screen to establish a configuration backup file for the system.

Devices Screen



Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter .
Append	Press A to add a device. A selection window appears (see Appending a Device Selection below).
Write	Press W to save your entries to a file.

Appending a Device Selection

When you append a device, this screen appears:



Select the type of device you want to append and use the **Proceed (OK)** command to continue. Refer to the appropriate Devices screen below for more instructions.

Saving and Exiting

To save your entries and exit to the Workstation Configuration menu, use the **Write (W)** command and then select **Yes** (or enter **Y** in text mode).

Devices - Sysprint Screen and Direct Printers Screen

Device Mode	Value
Lines Per Page	80
Standard Cols	80
Compress Cols	132
Top Margin	3
Left Margin	
Font	
Setup	
Dialog	

Device Mode	Value
Carriage Return	YES
Backspace	
Line Feed	
Form Feed	
Standard Print	12
Standard Cols	80
Compress Print	OFF
Compress Cols	132
Expanded On	OFF
Expanded Off	14
Expanded Cols	2
Expanded Lines	3
Slave On	
Slave Off	

Field Definitions

When you add or edit a printer, you must specify the BBx device name, the system device name, and the type of device.

	Field Name	Description
Inquiry	BBx Device Name	Enter the device name.
Inquiry	Copy From	This field appears if you entered a new device name. Enter the name of the device whose settings you want to copy.
Inquiry	System Device Name	Enter the system device name. Use the /dev/prn , /dev/lptx and /dev/comx devices for printers attached directly to your workstation or captured in Windows 95/98 environments, and all printers in UNIX and Linux environments. Use the LPTx devices names for printers attached directly to your machine in Windows NT and 2000 environments. Use the sysprint device for printers accessed through the Windows Print Manager in any Windows environment.
Inquiry	Device Type	Select the device type from the inquiry window.

Depending on the type of printer you selected, Resource Manager has these options for regular printers and sysprint devices (the options are listed in alphabetical order to help you more quickly locate the appropriate explanation):

Command	Description
Backspace	If the printer supports an ASCII backspace code, enter YES to use the hexadecimal code 08 , or enter a different hexadecimal code to perform a backspace. If the printer does not have backspace capability, enter NO .
Carriage Return	If the printer supports the ASCII carriage return code, enter YES to use the hexadecimal code 0D , or enter a different hexadecimal code to perform a carriage return. If the printer does not have this capability, enter NO .

Command	Description
Compress Print	Enter the hexadecimal code for compressed print (about 17.6 characters per inch).
Compress Cols	Enter the number of columns that can be printed on one line in compressed printer mode.
Dialog	If you use Windows, check the box (or enter YES in text mode) if you want to call up a screen that will allow you to select a printer, or uncheck the box (or enter NO in text mode) if you want to print to the Windows default printer.
Expanded On	Enter the hexadecimal code that turns on expanded print mode.
Expanded Off	Enter the hexadecimal code that turns off expanded print mode.
Expanded Cols	Enter the number of columns that can be printed in expanded print mode.
Expanded Lines	Enter the number of lines of expanded print that fit on a page.
Form Feed	Enter the hexadecimal code that makes the printer skip to the top of the next page.
Font	Enter the font in which you want your reports printed. For sysprint devices, enter the name of the TrueType® font you want to use—for example, Courier. You can leave this field blank to use the default font.
Left Margin	Enter the amount of offset you want for the left margin. For sysprint devices, the default is blank. If you change the default setting, the new setting overrides the Windows default.
Line Feed	Enter the hexadecimal code that makes the printer move to the next line without a carriage return.
Lines Per Page	Enter the maximum number of lines you can print per page

Command	Description
Lock File	If your system has a printer locking mechanism or if you have a single-user system, skip this field. If your system does not have a printer locking mechanism, enter the name of a file that will be created on the disk when the printer is being used.
Initialization	Enter an operating system command that the system will execute before a job is sent to the printer.
Setup	If you use Windows, check the box (or enter YES in text mode) to have a dialog box appear when you print your reports. With the dialog box, depending on the printer driver, you can select amount of copies per page, printer choices, print formats, and page layout. If you uncheck the box (or enter NO in text mode) your print job will use the default Windows printer settings.
Slave On	<p>Slave printers are attached to one terminal and can be used from other workstations on the system. (This feature is not available with some operating systems.) To communicate with slave printers, the system may need to send hexadecimal codes before and after the text.</p> <p>Enter the hexadecimal codes to be sent to the printer before the text.</p>
Slave Off	Enter the hexadecimal codes to be sent to the printer after the text.
Standard Print	Enter the hexadecimal code for standard print (10 characters per inch).
Standard Cols	Enter the number of columns that can be printed in standard print mode.
Termination	Enter the commands to reset the device when the print job is finished.
Timeout	Enter the number of seconds the system will wait for a device to become available before displaying an error message.

Command	Description
Top Margin	Enter the amount of offset you want for the top margin. For sysprint devices, the size is displayed in decimals. If you change the default setting, the new setting overrides the Windows default.
Printer On	Enter the codes that initialize the printer before a print job.
Printer Off	Enter the codes that reset the printer when the print job is finished.
Print File	If you entered the system device name \$FILE, you must enter the name of the default file for output to the disk.

Command Bar Definitions

Command	Description
Done	Press D to return to the Devices screen when you are finished making changes.
Enter = edit	Move the prompt to the line you want to edit and press Enter .
Header	Press H to enter a new system device name.

Sysprint Defaults

When you install Resource Manager in a Windows environment, several default sysprint devices are created:

Device	Default Settings
Windows Default Printer Laser (LPL)	Lines Per Page = 63, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].
Print Dialog Laser (PDL)	Lines Per Page = 63, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = Yes.

Device	Default Settings
Print Setup Laser (PSL)	Lines Per Page = 63, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = Yes, Dialog = [blank].
Windows Default Printer Dot Matrix (LPD)	Lines Per Page = 66, Standard Cols = 80, Compress Cols = 132, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].
Print Dialog Dot Matrix (PDD)	Lines Per Page = 66, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = Yes.
Print Setup Dot Matrix (PSD)	Lines Per Page = 66, Standard Cols = 80, Compress Cols = 132, Top Margin = .5, Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].

If you are using a wide-carriage printer, use the Print Setup function in Windows to set up the paper size. Select a paper size of 14-7/8 inches x 11 inches (use the US SF information in the Windows Print Manager). Due to a Windows limitation, you must set this printer as the default printer at Windows level to default the US SF paper size when printing. If you do not make your wide-carriage printer your default printer, you must change the paper size to US SF each time you print to your wide-carriage printer.

Device	Default Settings
Windows Default Printer Wide Carriage (LPW)	Lines Per Page = 66, Standard Cols = 136, Compress Cols = 240, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = [blank].
Print Dialog Wide Carriage Dot Matrix (PDW)	Lines Per Page = 66, Standard Cols = 136, Compress Cols = 240, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = [blank], Dialog = Yes.
Print Setup Wide Carriage Dot Matrix (PSW)	Lines Per Page = 66, Standard Cols = 136, Compress Cols = 240, Top Margin = [blank], Left Margin = [blank], Font = [blank], Setup = Yes, Dialog = [blank].

Devices - Terminals Screen

[illegible]

Field Definitions

When you add or edit a terminal, enter this information:

Field Name	Description
BBx Device Name	Enter the device name. This is the terminal ID assigned to the workstation for identification purposes.
Copy From	This field appears if you entered a new device name. Enter the name of the device whose settings you want to copy.
System Device Name	Enter the system device name (use sysprint to set up a Windows graphical workstation).
Device Type	Select the device type from the inquiry window.

Depending on the type of terminal you are adding, Resource Manager has these options available:

Field Name	Description
Driver Name	If you selected <i>doscon</i> as the device type, enter the name of the device driver file.
DMA	If you selected <i>doscon</i> as the device type, check the box (or enter Y in text mode) for a terminal that supports direct memory addressing (DMA), or uncheck the box (or enter N in text mode) for a terminal that does not support it.
Mode	If you selected <i>doscon</i> as the device type, refer to the terminal manual to find out which modes it supports. If you want to change the mode of your terminal when you start OSAS, enter the mode number.
Keystart	If your terminal has function keys that are described such that the termcap 'k0' entry is really function key 10, check the box (or enter Y in text mode); if it does not, uncheck the box (or enter N in text mode).
Keywait	Enter the number of seconds the terminal should wait before processing a group of characters.
Initialization	Enter an operating system command that the system will execute before using the terminal.
Termination	Enter an operating system command to reset the terminal when the job is finished.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter .
Header	Press H to enter a new system device name.

Command	Description
Done	Press D to return to the Devices screen when you are finished making changes.

Devices - Plotters Screen

Field Definitions

Field Name	Description
BBx Device Name	Enter the device name.
Copy From	This field appears if you entered a new device name. Enter the name of the device whose settings you want to copy.
System Device Name	Enter the system device name.
Device Type	Select the device type from the inquiry window.
Mode	If your graphics device supports multiple modes of operation, enter a mode number.
Font1/Font2/Font3	Enter the names of one to three files that contain fonts the device can use. Font1 is the default.

Field Name	Description
Slave On	Enter the hexadecimal codes to be sent to the printer before the text for the graphics device.
Slave Off	Enter the hexadecimal codes to be sent to the printer after the text.
Initialization	Enter an operating system command that the system will execute before a job is sent to the printer.
Termination	Enter the commands to reset the device when the print job is finished.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the line you want to edit and press Enter .
Header	Press H to enter a new system device name.
Done	Press D to return to the Devices screen when you are finished making changes.

Devices - Other Screen



Enter a manual line to be added to the configuration file to control another device. For example, to set up one of the graphical devices (X0) required to use the Windows graphical mode, enter

X0 sysgui

To save your entry and return to the Devices screen, use the **Proceed (OK)** command.

Defaults

Features

Use the Defaults function on the Workstation Configuration menu to set defaults for functions, fields, and directories for a workstation.

Note

Some of the defaults you set in this function will override the equivalent defaults specified in Company Setup (see page 3-3)

Reports

No report is associated with this function.

Screen Use

Screen	Description
Defaults	Use the Defaults screen to set the defaults for each workstation.

Defaults Screen



Field Definitions

	Field Name	Description
Inquiry	Workstation	Enter the ID of the workstation whose defaults you want to work with.
Inquiry	Copy From	This field appears if you entered a new workstation ID. Enter the ID of the workstation from which you want to copy the default settings.
Inquiry	Copy To	Enter the workstation ID to which you want to copy these default settings, or enter *ALL to copy the default settings to all workstations.
	Bell	If you want the computer to beep during verification of commands such as Exit (F7) , Abandon (F5) , and Proceed (OK) , enter A ; if not, enter I .

Field Name	Description
Verify Exit	If you want to confirm the Exit (F7) and Abandon (F5) commands by issuing the commands a second time, enter A ; if not, enter I .
Insert	If you want the character you type to appear before (to the left of) the cursor by default, enter A . If you want the character you type to replace the one the cursor is on, enter I .
Quick	<p>In some applications quick entry lets you skip nonessential fields on a screen.</p> <p>If you want the cursor to stop only at fields that require new data, enter A. If you need to change a nonessential field when quick entry is active, use the up-arrow key to move back to the field after you pass it (or click on the field in graphical mode).</p> <p>If you want the cursor to stop at every field you can change on the screen, enter I (the normal mode).</p>
Allow Exit	If you want to be able to exit from OSAS and run other operating system programs, enter A (the normal setting). If you want to prevent exiting from OSAS, enter I .
Copyrights	If you want the copyrights of OSAS to appear on your workstation each time you start OSAS in text mode, enter A ; if not, enter I . (You can view copyrights in graphical mode by using the About command on the Help pull-down menu.)
Live Data	<p>If you want to use OSAS with live data files, enter A (the normal setting). You can still toggle to the sample data path by pressing F5 at the Main menus.</p> <p>If you want use OSAS with sample data only, enter I (the <i>demo</i> setting).</p>
Verify PgDn	If you want to confirm the Proceed (OK) command by issuing the command a second time, enter A ; if not, enter I .
Compressed	If you want to be able to select compressed screen printing in text mode, enter A . If you use graphical mode only, never use compressed print for screen printing, or if your workstation does not support it, enter I .

Field Name	Description
Online Help	If you want the function keys and the functions they represent to appear at the bottom of the screen in text mode, enter A ; if not, enter I .
Banner Page	If you want to print a banner page that shows the pick screen of each report, enter A ; if not, enter I .
Favorites	If you want to start OSAS using the Favorites menu, enter A ; if you want to start OSAS using the main menu, enter I .
Alt Sorts	If you want to want begin in Sort mode when using an Inquiry window, enter A ; if you want to begin in Search mode, enter I .

Note

The next five options are available only on Windows workstations.

Field Name	Description
GUI Functions	If you want to use Windows graphical screens, enter A . If you want to use the text screens, enter I . You can change modes at the menu by pressing Shift-F6 .
Menu Style	Enter one of these options for the type of menu you want to use on this workstation: T = text menu G = graphical (panelled) menu S = Start-style graphical menu
Delay Value	If you chose the Start-style graphical menu, the delay value is used to regulate how quickly the menu responds to mouse movements. The default delay value is 1 , but you can increase this value (1-9) if your menu behaves erratically.

	Field Name	Description
	Scale Screens	If you want to scale the dimensions of the OSAS screens to nearly full-screen size by default, regardless of your monitor's resolution, enter A . If you want the screen to resize according to your monitor's resolution, enter I (the normal setting).
	Clipboard	If you want the OSAS copy and paste commands to use the windows clipboard, making the information available for use in other applications, enter A . If you want the copied data to remain local to OSAS, enter I (the normal setting). This setting applies to copying in graphical mode only.
Inquiry	Location ID	Enter the ID of the default location for the workstation.
	Bank ID	Enter the ID of the bank that is the default for the workstation.
Inquiry	EIS Dashboard	Enter the default EIS Dashboard for the workstation.
	Screen Pages	Enter the maximum number of pages you want to store in memory from a report that is displayed on the screen in text mode. The system default is 5 screen pages.
	Printer	Enter the BBx device name of the default printer, such as LPL , LP or P0 .
	User ID	Enter a user ID that you want to be associated with the terminal ID. The user ID can be used as another identifier when adding forms printers and pop-up calendar reminders.
	Bitmap Image	Enter the name of a bitmapped image to use as a background for your Start-style graphical menu. If you do not specify a bitmap name, the system will use the default file, OSAS.BMP, which is installed with Resource Manager.
	Print File	Enter the subdirectory where you want your reports that you print to a file to be stored.
	Sort File	Enter the subdirectory where you want sort files created by OSAS to be stored.

Field Name	Description
Acroread Path	<p>If you want to be able to access the online documentation using the Shift-F1 function key, enter the full path and file name of the Adobe® Acrobat® Reader (or a compatible program capable of reading and displaying .PDF documents).</p> <p>If you don't want to access the online documentation files, if your terminal does not support graphical display, or if you don't have a compatible reader, leave this field blank.</p> <p>The Adobe Acrobat Reader is a freeware product available for many operating systems. If you have an OSAS CD-ROM, you can install the Adobe Acrobat Reader for Windows from the Autorun screen on the CD.</p>

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and exit to the Workstation Configuration menu.

Company Setup

3

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Company Information

Features

Use the Company Information function on the Company Setup menu to perform these tasks:

- add and remove companies
- change the name, address, and phone and fax numbers for a company
- activate the company's files for use with the OSASWeb application
- select the date and time format for a company's reports and screens
- set a company's location, bank ID, and OSASWeb batch ID defaults
- set the user-defined unit of weight and masks for numeric values
- change the company's web site or e-mail addresses

The numeric masks you set up in this function are used in most of the OSAS applications. By entering the number of decimals you want for each mask type, you define the way they appear in other applications. Note, however, that some applications have fields that override the numeric masks you assign in this function.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Company Information	Use the Company Information screen to enter or change information for a company.

Company Information Screen

Field Definitions

	Field Name	Description
Inquiry	Company ID	The ID of the company you selected at the menu is displayed. Accept it, or enter a different company ID, using one to three numbers and/or uppercase letters. You can use the Delete (F3) command to delete a company from the system only if there are no data files for it.
Inquiry	Copy From	This field appears if you entered a new company ID. Enter the ID of the company from which you want to copy data.
	Name	Enter the company's name.
	Address 1/Address 2	Enter the company's street address on one or both lines.
	City	Enter the company's city.

	Field Name	Description
Inquiry	State	Enter the company's state.
	Zip	Enter the company's zip code.
Inquiry	Country	Enter the company's country code. The country code you enter also controls the defaults for the country code in other OSAS applications and the default phone number mask.
	Site	Enter the company's OSAS site number for reference.
	Phone	Enter the company's phone number using the mask that appears.
	Fax	Enter the company's fax number using the mask that appears.
	OSAS Web	If you want to use certain data files for this company with the OSAS Web application, making them available for Internet access, enter A . If not, enter I .
	Date Mask	If you want dates in the company's reports and on screens to be in American format (mm/dd/yyyy), enter 0 . If you want them to be in European format (dd/mm/yyyy), enter 1 .
	Time Mask	If you want times in the company's reports and on screens to be in standard 12-hour format (hh:mm am/pm), enter 0 . If you want them to be in military 24-hour format (hh:mm), enter 1 .
Inquiry	Location ID	Enter the ID of the location you want to use as a default when entering inventory transactions for this company.
Inquiry	Bank ID	Enter the ID of the bank you want to use as a default when you enter cash transactions for this company.
Inquiry	OSAS Web Batch ID	Enter the Sales Order batch ID the OSAS Web application will use when posting sales orders received from customers on the Internet.
	Weight Unit	The weight unit applies to all item weights you enter in the Inventory and Sales Order applications, and is printed on some screens, reports and forms. Enter the standard weight system your company will use. For example, enter LBS or lbs if you use pounds, or KG or kg if you use kilograms.

Field Name	Description
Reg Dollars	Enter the number of decimals you want assigned to regular dollar amounts. The location of the company might determine the number of decimals you enter. For example, if you set up a U.S. company, you should enter 2 to enter the whole and fractional numbers of U.S. dollars; if you set up a Japanese company, you should enter 0 to enter whole numbers of yen; and so on.
IN Costs	Enter the number of decimals you want assigned to inventory costs.
IN Prices	Enter the number of decimals you want assigned to inventory prices.
IN Qtys	Enter the number of decimals you want assigned to inventory quantities.
Rates	Enter the number of decimals you want assigned to rates.
Hours	Enter the number of decimals you want assigned to hours.
Cr Limits	Enter the number of decimals you want assigned to credit limits.
E-mail Address	Enter the e-mail address of the company's main contact.
Web Site	Enter the Internet address of the company's web site.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and exit to the Company Setup menu.

Data File Creation

Features

Use the Data File Creation function on the Company Setup menu to create the data files that you need to process information for a company.

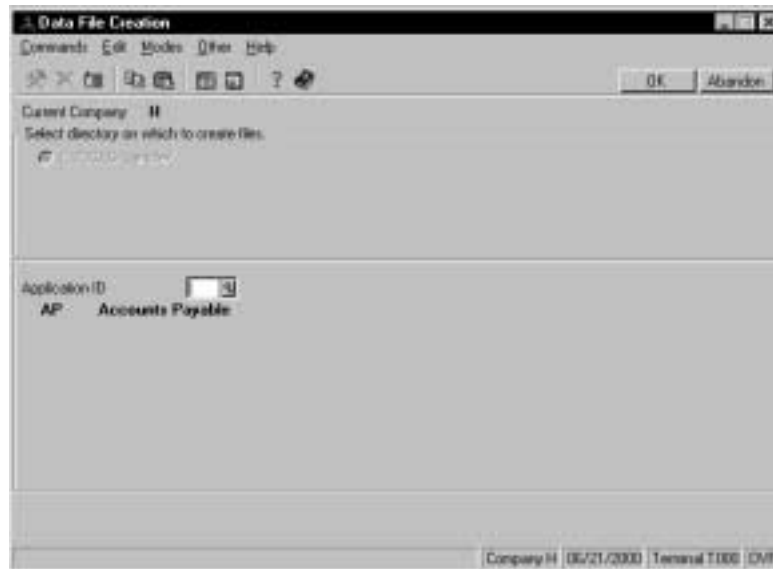
Reports

No report is associated with this function.

Screen Use

Screen	Description
Data File Creation	Use the Data File Creation screen to select the directory for the files you create.

Data File Creation Screen



Field Definitions

	Field Name	Description
	Select directory on which to create files	The data file directories you established for the system appear. If more than one directory is listed, select the data directory where you want the new files to be created.
Inquiry	Application ID	<p>Enter the ID of each application for which you want data files created.</p> <p>If the system finds data files for the application you enter in the data path, the message Data files exist. Do you want this task to erase them? appears. Select Yes (or enter Y in text mode) to erase the existing files and create new ones, or select No (or enter N in text mode) to leave the existing files as they are and enter a different application ID.</p> <p>Once the files are erased you cannot undo the action.</p>

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to create the files. When the files are created, the Company Setup menu appears.

Data File Conversion

Features

Use the Data File Conversion function on the Company Setup menu to convert data files from OPEN SYSTEMS Accounting Software version 3.2 or higher to the latest version.

Some versions of certain applications require conversion to be performed in a specific order. Consult each application's user's manual for specific instructions about converting the application's files.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Data File Conversion	Use the Data File Conversion screen to select the directory for the converted files.

Data File Conversion Screen

Field Definitions

Field Name	Description
Select directory on which to create files.	The data directory you set up for the OSAS system appear. If more than one directory is listed, select the data directory where you want the new, converted files to be created.
Enter directory that contains the files to be converted.	Enter the path name of the directory that contains the files you want to convert.
Do you want source files erased after conversion?	If you want the source files to be erased after they are converted, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Do you want conversion to pause if a problem is found?	If you want the conversion to pause when problems arise, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

	Field Name	Description
Inquiry	Appl	Enter the ID of the application you want to convert.
	Description	The application description is displayed.
	Version	Enter the version number of the application you want to convert.
	xxData files exist. Do you want this task to erase them?	If you want to convert this application's files, you must erase any existing data files to continue. Select Yes (or enter Y in text mode) to erase the existing files and convert this application. Select No (or enter N in text mode) to keep your existing files and skip the application during conversion.
	Do you want a printout of the error log after each application?	<p>If you want an error log to be printed after each application is converted, select Yes (or enter Y in text mode); if not, select No (or enter N in text mode).</p> <p>If you are converting only one application, your entry here makes no difference.</p>

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to begin the conversion process. When the files have been converted, the Company Setup menu appears.

Options and Interfaces

Features

Use the Options and Interfaces function on the Company Setup menu to determine the way the applications function, and to set up interfaces between certain applications installed on your system.

Reports

To produce a list of the information entered in the Options and Interfaces function, use the Options and Interfaces List function.

Screen Use

Screen	Description
Options and Interfaces	Use the Options and Interfaces screen to select the application for which you want to set up options and interfaces.
Options	Use the Options screen to view and edit the settings for the application you selected.

Options and Interfaces Screen



Field Definitions

Field Name	Description
Company ID	The company you selected on the menu is displayed.
Option Table Type	Enter Own to keep each company's options separate, or enter Share if you want companies to use the same options and interfaces.
Inquiry Application ID	Enter the ID of the application for which you want to set the options.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and continue to the Options screen. When you finish entering application options and interfaces, use the **Exit (F7)** command to return to the Company Setup menu.

Options Screen

Description	Value
Interface to General Ledger?	NO
Automatically check reminders on startup of OSAS?	NO
Use Print Manager?	NO
Track user login activity?	NO
Do you want the system to assign automatic file names?	NO
Do you want the system to assign automatic archive names?	NO
Do you want to use report classes with Print Manager?	NO
Do you want to keep Print Manager report history?	NO
Display Print Manager control lists for:	User ID
Keep field level access codes for EIS?	NO
Keep value files history for EIS?	NO

Option 0001 of 0011

Enter + Toggle Write

Company H / 06/21/2006 / Terminal T000 / QVR

Field Definitions

Field Name	Description
Description	The options for the application you selected are displayed.
Value	The current value of the option is displayed.

Command Bar Definitions

Command	Description
Enter = toggle	Press Enter to toggle between options.
Goto	Press G to go to a specific option. Then enter the number of the option to which you want to move. (This command is available only if there is more than one page of options for the application.)
Write	Press W to save the values you selected and exit to the Options and Interfaces screen.

Access Codes

Features

Use the Access codes function on the Company Setup menu to protect your data files from unauthorized access.

Reports

No report is associated with this function.

Access Codes Screen

The screenshot shows the 'Access Codes' window. At the top, there is a menu bar with 'Commands', 'Modes', 'Options', 'Global Commands', and 'Help'. Below the menu bar is a toolbar with various icons and 'OK' and 'Cancel' buttons. The main area contains a table with columns: Line, Access, Description, Type, Program, and Param. The table lists several access codes, including 'Transactions', 'Copy Requiring Entries', 'Purchase Journal', 'Miscellaneous Debit Journal', 'Daily Sales Tax Report', 'Change Balances', 'Batch Control', and 'Post Transactions'. At the bottom of the window, there are buttons for 'Enter-lookup', 'All', 'None', and 'Write', and a status bar showing 'Company: H | 06/21/2008 | Terminal: T000 | 07/08'.

Line	Access	Description	Type	Program	Param
01	YES	Transactions	3	APENTN	A
02	YES	Copy Requiring Entries	3	APPSR	
03	YES	Purchase Journal	3	APPRJ	A
04	YES	Miscellaneous Debit Journal	3	APPRJ	B
05	YES	Daily Sales Tax Report	3	APSTAX	
06	YES	Change Balances	3	APCHB	
07	YES	Batch Control	3	PMACB	
08	YES	Post Transactions	3	APPS1	
09					
10					
11					
12					
13					
14					
15					

Field Definitions

	Field Name	Description
Inquiry	Access Name	Enter an access name.
Inquiry	Copy From Company ID	To copy access rights from another company's access code, enter the ID of that company.
Inquiry	Copy From Access Name	Enter the access name you want to copy.
	Access Code	Enter an access code. To create a blank access code, press Enter .
Inquiry	Application	Enter the ID of the application to which you want to assign rights, or press Enter to assign rights to the Main menu.
Inquiry	Menu ID	Enter the ID of the menu to which you want to assign access rights.
	Title	The description of the menu ID you chose is displayed.

Command Bar Definitions

Command	Description
Enter = toggle	To indicate whether the users of the code should have access to a function, press Enter to toggle between YES and NO.
All	Press A to turn on access to all the functions on the menu.
None	Press N to deny access to all the functions on the menu.
Write	Press W and select Yes (or enter Y in text mode) to save your changes.

Saving and Exiting

Use the Exit (F7) command to return to the Company Setup menu.

Country Codes

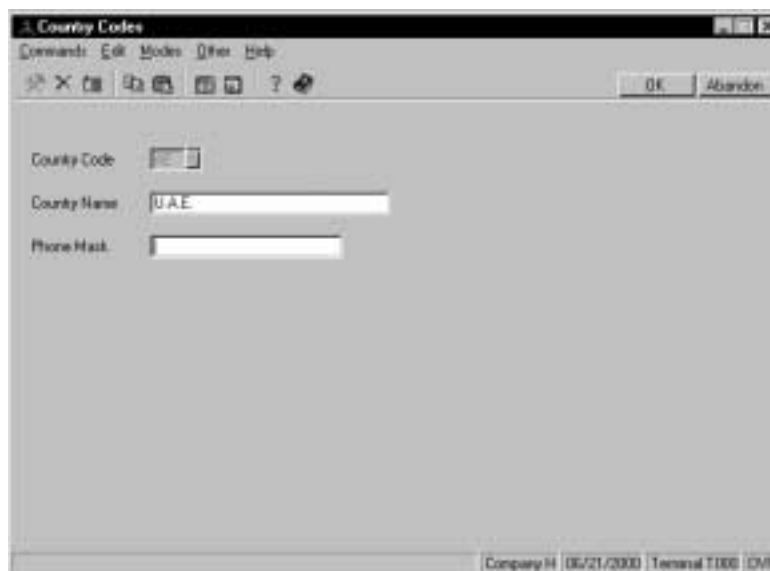
Features

Use the Country Codes function on the Company Setup menu to assign a two-character code and a telephone number mask to a country.

Reports

To produce a list of the information entered on the Country Codes screen, use the Country Codes List function.

Country Codes Screen



The screenshot shows a window titled "Country Codes" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area contains three input fields: "Country Code" with a small grid icon, "Country Name" with the text "U.A.E.", and "Phone Mask" which is empty. Buttons for "OK" and "Abandon" are in the top right. The status bar at the bottom reads "Company H | 06/21/2000 | Terminal T1000 | C/M".

Field Definitions

	Field Name	Description
Inquiry	Country Code	Enter the code for the country.
	Name of Country	Enter the full name of the country.
	Phone Mask	<p>Enter a mask to use for telephone and facsimile machine numbers in this country. Enter spaces where numbers are entered, and other characters to separate the numbers for readability, if desired. The total length of numbers and separators cannot exceed 20 characters.</p> <p>For example, if you want to enter phone numbers in the format (999)999-9999, enter</p> <p>“() - ” (without the quotation marks)</p> <p>If you want to enter phone numbers in the format 999-999-9999, enter</p> <p>“ - - ” (without the quotation marks)</p>

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and exit to the Company Setup menu.

State Codes

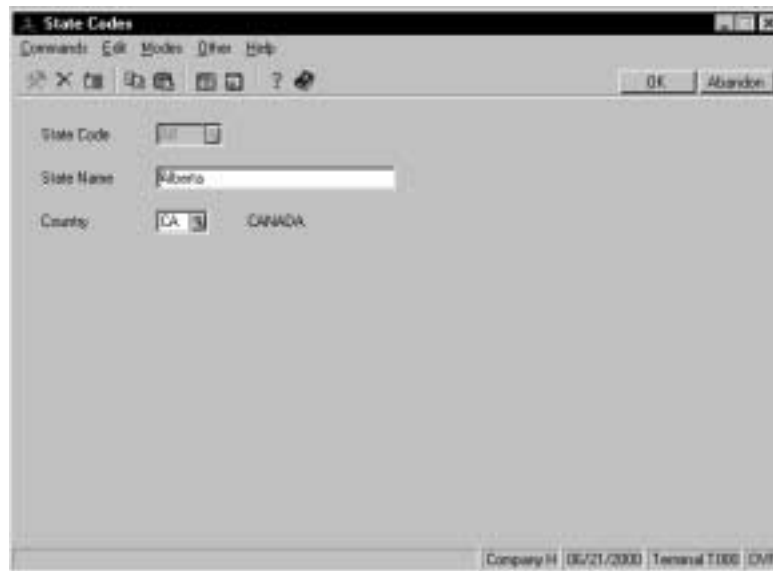
Features

Use the State Codes function on the Company Setup menu to assign a three-character code to a state, province, or other region within a country.

Reports

There is no report associated with this function.

State Codes Screen



The screenshot shows a window titled "State Codes". It has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with icons for back, forward, and other navigation functions. On the right side of the toolbar are "OK" and "Abandon" buttons. The main area of the window contains three input fields: "State Code" with a text box, "State Name" with a text box containing "Alberta", and "Country" with a dropdown menu showing "CA" and "CANADA". At the bottom of the window, there is a status bar that reads "Company H | 06/21/2000 | Terminal T000 | C/M".

Field Definitions

	Field Name	Description
Inquiry	State Code	Enter the code for the state, province, or region.
	State Name	Enter the full name of the state.
Inquiry	Country	Enter the code for the country to which this state belongs. The country's name is displayed.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and exit to the Company Setup menu.

Application Setup

4

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Tax Classes

Features

Use the Tax Classes function on the Application Setup menu to add or change the descriptions associated with tax classes.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Tax Classes	Use the Tax Classes screen to add or change tax classes.

Tax Classes Screen



Field Definitions

Field Name	Description
Class	The numeric representation of the tax class is displayed.
Description	The description of the tax class is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the class you want to edit and press Enter .
Append	Press A to add a tax class.

Command	Description
Goto	Press G to move to a specific tax class. (This command is available only if there is more than one page of tax classes.)

Saving and Exiting

To save your entries, press **Enter**. To exit to the Application Setup menu, use the **Exit (F7)** command.

Tax Locations

Features

Use the Tax Locations function on the Application Setup menu to set up and maintain the authorities for which you accumulate sales taxes. Set up tax classes before setting up tax locations.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Tax Locations	Use the Tax Locations screen to add or change tax location records.
Edit Tax Class	Use the Edit Tax Class screen to change the information used to calculate sales tax for a tax class in this tax location.
View Tax Class	Use the View Tax Class screen to look at, but not change, tax class detail information.

Tax Locations Screen

The screenshot shows the 'Tax Locations' screen with a menu bar (Commands, Modes, Other, Special Commands, Help) and a toolbar. The main area contains a table with columns: Class, Description, Sales Tax, Purch Tax, Tax Collected, and Tax Paid. The table lists various tax classes like Consumer Goods, Retail Sales, Freight Sales, Ind/Agr Prod, Interstate Comm, Motor Vehicles, Food Products, Clothing, Gasoline, and Services. A summary section at the bottom shows 'Total' as 93.04, 'Calculated' as 93.05, and 'Over/Short' as -.01. At the bottom right, it says 'Company H 06/21/2000 Terminal T000 CWR'.

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	4.000	4.000	93.04	.00
01	Retail Sales	0.000	0.000	.00	.00
02	Freight Sales	0.000	0.000	.00	.00
03	Ind/Agr Prod	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				93.04	.00
Calculated				93.05	.00
Over/Short				-.01	.00

Field Definitions

	Field Name	Description
Inquiry	Tax Location	Enter the ID of the tax location you want to work with.
	Name	Enter the name of the tax location, or press Enter to use the displayed name.
	Tax Level	Enter the tax level of the location.
	Tax ID	Enter the company's tax identification number for the authority, or press Enter to use the displayed tax ID.
	Authority	Enter a tax authority, or press Enter to use the displayed tax authority.

	Field Name	Description
	Tax on	If freight or miscellaneous charges are taxed in this location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Inquiry	Tax Liability Acct	Enter the account number to which you want to post the liability for tax.
Maint		
Inquiry	Tax Refundable Acct	Enter the account number to which you want to post the refundable tax.
Maint		
	Class/Description	Each tax class and its description are displayed.
	Sales Tax	The percentage of tax for each class is displayed.
	Purch Tax	The amount of tax for purchases for each class is displayed.
	Tax Collected	The amount of tax collected for each class is displayed.
	Tax Paid	The amount of tax paid for each class is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the tax class you want to edit and press Enter .
Tax Loc	Press T to select a different tax location.
First	Press F to go to the first tax location record in the file.
Last	Press L to go to the last tax location record in the file.
Next	Press N to go to the next tax location record in the file.
Prev	Press P to go to the previous tax location record in the file.
View	Press V to view tax class detail information for this location.
Header	Press H to return to the top portion of the screen.

Saving and Exiting

Your changes to tax classes are saved as you enter them. To exit to the Application Setup menu, use the **Exit (F7)** command.

Edit Tax Class Screen

The screenshot shows a software window titled "Edit Tax Class" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area is divided into two sections. The left section, labeled "Tax Class", contains fields for "Sales Tax Percent" (11.000), "Purch Tax Percent" (4.000), "Refundable Percent" (0.000), and "Expense Acct" (95000). The right section, labeled "Description", contains a table with two columns: "Description" and "Consumer Goods". The table lists "Tangible Sales" (2326.14), "Nontangible Sales" (8552.97), "Tax Collected" (33.04), "Tangible Purchases" (00), "Nontangible Purchases" (00), "Tax Paid" (00), and "Tax Refundable" (00). Buttons for "OK" and "Abandon" are in the top right corner.

Tax Class	
Sales Tax Percent	11.000
Purch Tax Percent	4.000
Refundable Percent	0.000
Expense Acct	95000

Description	Consumer Goods
Tangible Sales	2326.14
Nontangible Sales	8552.97
Tax Collected	33.04
Tangible Purchases	00
Nontangible Purchases	00
Tax Paid	00
Tax Refundable	00

Field Definitions

	Field Name	Description
	Tax Class/Description	The tax class and its description are displayed.
	Sales Tax Percent	Enter the tax percent for the location.
	Purch Tax Percent	Enter the purchases tax for the location.
	Refundable Percent	Enter the refundable percent for the location in tax locations that provide for refunded taxes (such as in Canada).
Inquiry	Expense Acct	Enter the GL expense account number for the location.
Maint		
	Taxable Sales	Enter the total of taxable sales for the location.
	Nontaxable Sales	Enter the total of nontaxable sales for the location.
	Tax Collected	Enter the amount of tax collected for the location.
	Taxable Purchases	Enter the taxable purchases for the location.
	Nontaxable Purchases	Enter the nontaxable purchases for the location.
	Tax Paid	Enter the tax paid for the location.
	Tax Refundable	Enter the amount of tax refunded for the location in tax locations that provide for refunded taxes (such as in Canada).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and exit to the Tax Locations screen.

View Tax Class Screen

The screenshot shows a window titled "View Tax Class Screen" with a menu bar (Commands, Modes, Other, Help) and a toolbar. The main area displays tax information for "Consumer Goods".

Tax Class: 00		Description:	Consumer Goods
Sales Tax Percent	4.000	Taxable Sales	2326.14
Purch Tax Percent	4.000	Non-taxable Sales	46522.97
Refundable Percent	0.000	Tax Collected	93.04
Expense Acct	806000	Taxable Purchases	.00
		Non-taxable Purchases	.00
		Tax Paid	.00
		Tax Refundable	.00

Press any key...

Field Definitions

You cannot enter or change information in this screen.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To exit to the Tax Locations screen, press any key.

Tax Groups

Features

Use tax groups to combine several tax locations for simultaneous sales tax calculations for line items. For example, a group could consist of a state and a local tax authority who both assess a sales tax on merchandise sold within their jurisdiction.

Use the Tax Groups function on the Application Setup menu to set up and maintain the tax groups.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Tax Groups	Use the Tax Groups screen to add or change tax groups and levels.

Tax Groups Screen

[illegible]

Field Definitions

Field Name	Description
Group ID	The tax group IDs are displayed.
Description	A description of each tax group is displayed.
Reporting Method	Toggle between Combined and Separate to indicate which reporting method you want to use.
Tax Levels	Enter the tax location that you want at the appropriate level.
Tax on Tax Level	Check the box or enter Y or uncheck the box or enter N to indicate whether or not you want to compute tax on the previous tax level.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the tax group you want to edit and press Enter .
Append	Press A to add a tax group.

Saving and Exiting

To save your entries, press **Enter**. To exit to the Application Setup menu, use the **Exit (F7)** command.

Append/Edit Tax Groups Screen



Field Definitions

Field Name	Description
Group ID	Enter the ID of the tax group you want to work with.
Description	Enter a description of the tax group.
Reporting Method	Enter C to report the taxes for the locations in this group as a combined value, or S to report the taxes for the locations individually.
Tax Levels	Enter the tax location that you want at the appropriate level.
Tax on Tax Level	If you want to the basis for computing sales tax for this location to include taxes calculated for the specified tax level, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries, and return to the Tax Groups screen.

Sales Tax Report

Features

Print the Sales Tax Report at the end of each period for information about how taxes have been allocated for the tax locations you set up.

Reports

A sample Sales Tax Report is on page 4-20.

Screen Use

Screen	Description
Sales Tax Report	Use the Sales Tax Report screen to select the tax authorities and locations you want to include in the report.

Sales Tax Report Screen

Field Definitions

	Field Name	Description
Inquiry	Tax Authority From/Thru	Enter the range of tax authorities you want to include in the report.
	Tax Location From/ Thru	Enter the range of tax locations you want to include in the report.
	Print By	Select the order in which you want to print the report.
	Print Sales	If you want to list sales for each location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Print Purchases	If you want to list purchases for each location, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Field Name	Description
Print Zero Balance Tax Classes	If you want to print all tax classes regardless of their balances, check the box (or enter Y in text mode). If you want to print only those tax classes with nonzero balances, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the report.

After the report is produced, the Application Setup menu appears.

Sales Tax Report

04/25/2000		Builders Supply		Page		1
2:07 PM		Sales Tax Report				
		By Tax Location				
Tax Loc Name	Level	Tax Auth.	Tax ID	General Ledger Accounts		--- Tax on ---
				Tax Liability	Refundable	
CA	California Sales Tax	1	CA	45-983459823	203800	NO NO
Tax Description	Sales Tax	Purch Tax Ref.	Tax	Taxable	Nontaxable	Over/Short
00 Consumer Goods	4.000			2326.14	46522.97	93.04
806000	4.000			.00	.00	.01-
TOTAL FOR LOCATION CA						.00
00 Consumer Goods	4.000			2326.14	46522.97	93.04
806000	4.000			.00	.00	.01-
TOTAL FOR LOCATION CA						.00
Tax Loc Name	Level	Tax Auth.	Tax ID	General Ledger Accounts		--- Tax on ---
				Tax Liability	Refundable	
MD	Maryland Sales Tax	1	MD	837461872341	203800	NO NO
Tax Description	Sales Tax	Purch Tax Ref.	Tax	Taxable	Nontaxable	Over/Short
00 Consumer Goods	5.000			2574.22	39177.17	128.74
806000	5.000			.00	.00	.03
TOTAL FOR LOCATION MD						.00
00 Consumer Goods	5.000			2574.22	39177.17	128.74
806000	5.000			.00	.00	.03
TOTAL FOR LOCATION MD						.00
End of report						

Clear Sales Tax

Features

Use the Clear Sales Tax function on the Application Setup menu to clear the accumulated sales and tax amounts from the tax location records at the end of the tax reporting period. This function prepares the records to accumulate new figures for the next reporting period. You can clear tax locations for a range of taxing authorities and tax locations.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Clear Sales Tax	Use the Clear Sales Tax screen to select the tax authorities and locations for which you want to clear accumulated sales tax data.

Clear Sales Tax Screen

Have You ☐ **Print**

Pick Tax Authority From 1 Thru 2

Tax Location From CA Thru HI

OK Abandon

Company H 05/21/2000 Terminal T000 07:01

Field Definitions

Field Name	Description
Have you printed the Sales Tax Report?	If you have printed the Sales Tax Report, check the box (or enter Y in text mode) to continue; if not, uncheck the box (or enter N in text mode) and print it before continuing.
Inquiry Pick	Enter the range of tax authorities and locations you want to clear sales tax for. (The Inquiry (F2) command is available in the Tax Locations fields.)

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to begin the process.

After you clear the sales tax, the Application Setup menu appears.

Period Setup

Features

Use the Period Setup function on the Application Setup menu to set up the CNVTxxx (Period Conversion) table, the current fiscal year, and the number of periods per year.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Period Setup	Use the Period Setup screen to establish the current fiscal year and number of periods.

Period Setup Screen

The screenshot shows a window titled "Period Setup" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. Below the toolbar are input fields for "Current Fiscal Year" (set to 2000) and "No of Periods/Year" (set to 12). The main area contains a table with 12 rows, each representing a period. The table has three columns: "Period", "Begin Date", and "End Date". The "Begin Date" and "End Date" columns are split into month and day fields. The status bar at the bottom indicates "Company H", "06/21/2000", "Terminal T100", and "CVR".

Period	Begin Date	End Date
1	01 / 01	01 / 31
2	02 / 01	02 / 28
3	03 / 01	03 / 31
4	04 / 01	04 / 30
5	05 / 01	05 / 31
6	06 / 01	06 / 30
7	07 / 01	07 / 31
8	08 / 01	08 / 31
9	09 / 01	09 / 30
10	10 / 01	10 / 31
11	11 / 01	11 / 30
12	12 / 01	12 / 31

Field Definitions

Field Name	Description
Current Fiscal Year	Enter the current fiscal year.
No of Periods/Year	Enter the number of periods in the year.
Period	Periods from 1 to the number of periods in the year are displayed.
Begin Date	Enter the month and the day of the first day of each period.
End Date	Enter the month and the day of the last day of each period.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries. Then use the **Exit (F7)** command to return to the Application Setup menu.

Pop Up Calendar

Features

Use the Pop Up Calendar function on the Application Setup menu to create and edit calendar-dated reminders. You can create reminders for yourself, for another user, or for everyone on your system.

If you select the option in the Resource Manager Options and Interfaces function, the Pop Up Calendar screen will appear automatically when you start OSAS if there are unread reminders on file for the system date.

The Pop Up Calendar is also available from the **Other Commands (F4)** menu on all menu and function screens. In graphical mode, you can also activate the Pop Up Calendar by clicking on the associated tool button on any graphical menu or function screen.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Pop Up Calendar	Use the Pop Up Calendar screen to select the day for which you want to add, change or delete reminders.
Add/Edit Reminder	Use the Add and Edit Reminder screens to enter reminders and to edit the reminders you've entered previously.
View Reminder	Use the View Reminder screen to view the reminders for a specific date.

Pop Up Calendar Screen



Field Definitions

Field Name	Description
------------	-------------

Calendar display	
------------------	--

	The current month is displayed. An icon or symbol will appear on the days for which reminders are on file.
--	--

	Use the arrow keys to scroll through the days on the calendar. When you have selected the day you want to work with, use one of the commands below.
--	---

Command Bar Definitions

Command	Definition
Prev/Next	Press P to display the calendar for the previous month. Press N to display the calendar for the next month.
View	Press V to view the reminders for the selected date. See View Reminder Screen below for more information.
Add	Press A to add a reminder to the selected date (see Add/Edit Reminder Screen below for more information).
Delete day	Press D to delete all reminders for the selected date.
Remove before	Press R to delete all reminders dated before the selected date.

View Reminder Screen



Field Definitions

Field Name	Description
Subject	The reminders subject line is displayed.
Status	Displays the status of the reminder message.
From	The author of the reminder is displayed.
Type	The circulation type of the reminder is displayed. If the reminder is specific to a single user, <i>Private</i> is displayed. If the reminder is for all users, <i>Global</i> is displayed.

Command Bar Definitions

Command	Definition
Enter = view detail	Press Enter to view the selected reminder message. When you are finished, press any key to return to the View Reminders screen. The status of the reminder changes to <i>Read</i> .
Add	Press A to add a reminder for the day you are viewing (see Add/Edit Reminder Screen below for more information).
Edit	Select E to edit the selected reminder (see Add/Edit Reminder Screen below for more information).
Refresh view	Press R to redisplay all reminders for the current day.
Prev day	Select P to view the previous day's reminders.
Next day	Press N to view the following day's reminders.
Move	Press M to move the selected reminder to another date.
Send	Select S to send a reminder to another terminal ID.
Done	Press D to return to the Pop Up Calendar screen.
Go to Line	Select G to move to a specific message.

Add/Edit Reminder Screen

Command Bar Definitions

Command	Definition
Type	Enter P to send a private reminder to a specified user ID. Enter G to send a global reminder message to all users.
Inquiry To	Enter the terminal ID of the recipient of the reminder.
From	Enter your user ID.
Subject	Enter the subject of the reminder.
Reminder Lines	Enter up to ten lines of text for this reminder. When you are finished, use the Proceed (OK) command to send the reminder.

Saving and Exiting

When you finish looking at reminders, use the **Exit (F7)** command to return to the Application Setup menu.

Data File Maintenance

5

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Backup

Features

Use the Backup function on the Data File Maintenance menu to back up your data files before using critical functions and to make regular backup or archived copies of your data, program, graphical resource, system, and data dictionary files.

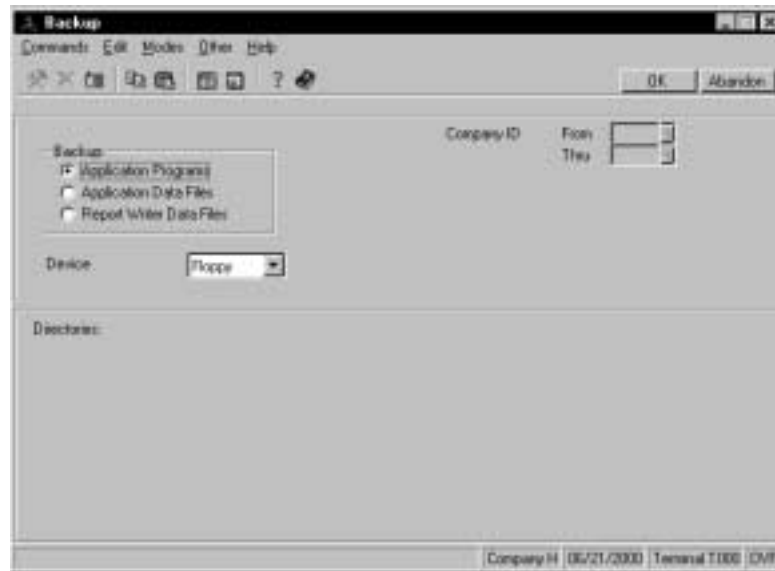
Reports

No report is associated with this function.

Screen Use

Screen	Description
Backup	Use the Backup screen to make your backup selections.

Backup Screen



Field Definitions

	Field Name	Description
	Backup	Select what you want to back up: application programs, application data files, or Report Writer files.
Inquiry	Company ID	Enter the range of companies whose data files you want to back up.
	Backup Device	Select a backup device: floppy or tape.
	Directories	The names of the directories appear in the lower part of the screen. You need a set of backup diskettes for each directory that is listed.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to begin the backup process. When the backup process finishes, the Data File Maintenance menu appears.

Restore

Features

Use the Restore function on the Data File Maintenance menu only if you lose data or files because of an error or a hardware failure. When you restore files, you can select which companies' files need to be restored; everything you select, including the data in all applications, is returned to the state it was in when the backup was made.

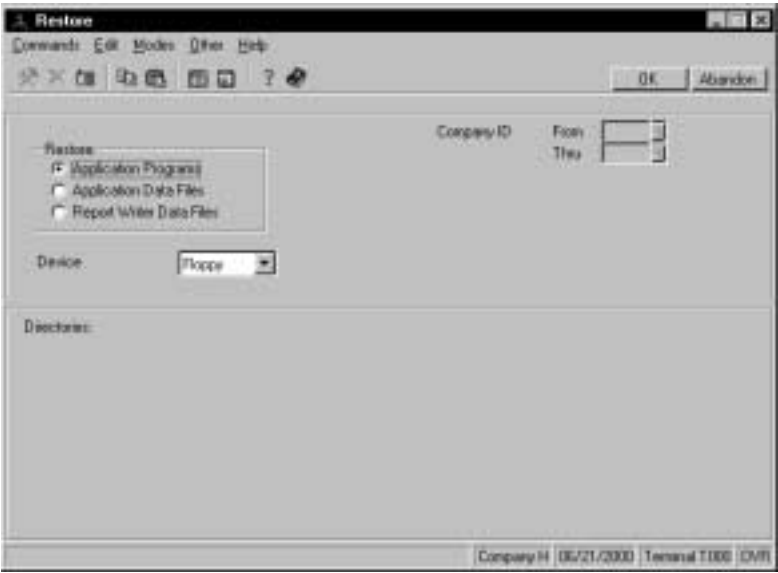
Reports

No report is associated with this function.

Screen Use

Screen	Description
Restore	Use the Restore screen to select the programs and files you want to restore.

Restore Screen



Field Definitions

	Field Name	Description
	Restore	Select what you want to restore: application programs, application data files, or Report Writer data files.
	Restore Device	Select the restore device: floppy or tape.
Inquiry	Company ID	Enter the range of companies whose data files you want to restore.
	Directories	The names of the directories appear in the lower part of the screen. You will need the set of backup diskettes to restore for each directory that is listed.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to begin the restore process. When the files are restored, the Data File Maintenance menu appears.

Application Tables

Features

Use the Application Tables function on the Data File Maintenance menu to edit and view the tables used by any application.

The tables in Resource Manager are updated and maintained by other menu functions. You need not maintain any of the Resource Manager tables using this function.

Reports

To produce a list of the information entered on the Tables screen, use the Tables List function.

Screen Use

Screen	Description
Tables	Use the Tables screen to add or change any application table.

Application Tables Screen

Field Definitions

Field Name

Description

Enter File Name

Enter the name of the application tables file you want to work with. Application tables files are named **xxTB** (where **xx** represents the two-character application ID). For example, the Accounts Receivable tables file is named ARTB, the Payroll tables file is named PATB, and so on.

Inquiry

Table ID

Enter the ID of table you want to add or change. To set up a company-specific table, enter the table ID plus the company ID. To set up a terminal-specific table, enter the table ID plus the terminal ID.

Inquiry

Copy From

This field appears if you entered a new table ID. Enter the ID of the table you want to copy from.

Description

Enter or change the description of the table.

Field Name	Description
Number of Cols	The number of columns in the table is displayed.
Column Length	The length of columns in the table is displayed.
Type	The type of characters you can enter in the table is displayed: alphanumeric (A), numeric with two decimals (N), numeric with three decimals (3), or numeric with four decimals (4).
Parameter	Accept the displayed parameter, or enter a different parameter.
Application	Accept each displayed application ID, or enter a different ID on the appropriate line.
Window	Accept each displayed window ID, or enter a different ID on the appropriate line.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries. Then, enter another table ID to work with, use the **Abandon (F5)** command to change the table file name, or use the **Exit (F7)** command to return to the Data File Maintenance menu.

Change File Size

Features

Use the Change File Size function on the Data File Maintenance menu to create a new file and copy the data from the old file into it. During this process, you can determine the type of file to create, the number of records it contains, and the size of the records in the file.

Use this file under the direction of a qualified support technician to shrink files by removing wasted space taken up by records that have been removed from the file.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Change File Size	Use the Change File Size screen to change a file's type or resize a file.

Change File Size Screen

Field Definitions

Field Name	Description
Filename	Enter the name of the file you want to resize.
Description	The description of the file and the file's statistics are displayed.
File Type	Enter 2 to create a keyed (direct) file or 6 to create an Mkeyed (multikeyed) file. Most OSAS data files are Mkeyed files.
Number of Records	Enter the number of records you want in the new file. For a dynamically allocated Mkeyed file, enter 0 .
Bytes per Record	Enter the number of bytes to set aside for each record in the new file.
Key Chain	Enter the key chain number you want to use to copy the data.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and begin the copy process. When all records have been copied, this message appears:

n records copied. The old file will be replaced.

Use the **Proceed (OK)** command again to remove the old file and replace it with the new, resized one.

Then enter a new file name to resize or use the **Exit (F7)** command to return to the Data File Maintenance menu.

View File Contents

Features

Use the View File Contents function on the Data File Maintenance menu to display information directly from a data file for a specified range of records.

The information is displayed or printed in a raw mode, without regard for the specific information contained in the record.

Reports

A sample of the report is on page 5-22.

Screen Use

Screen	Description
View File Contents	Use the View File Contents screen to select the file you want to view.

View File Contents Screen

Field Definitions

Field Name	Description
Filename	Enter the name of the file whose contents you want to view.
Description	The file description is displayed.
File Type	The file type is displayed.
Logical Key Size	The logical key size is displayed.
Number of records	The number of records is displayed.
Bytes per record	The number of bytes in each record is displayed.
Active keys	The number of active keys is displayed.
Key chain	Enter the index you want to use to view the data, or enter 99 to view all keys.

Field Name	Description
Keys From/Thru	Enter the range of the records you want to view in the file.
Print	Select the information you want to view. You can choose to view the keys only, or the keys and the data together.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device for the report to begin printing it.

After the report is produced, the Data File Maintenance menu appears.

View File Contents Report

06/25/2000 3:36 PM	Builders Supply View File Contents	Page 1
C:/OSAS/61beta55/data/ARSH - Sales Rep File =====		

Key Chain 0: >DWM<		

SREF\$:	1(1,3)	>DWM<
NAME\$:	2(1,30)	>Donna M Mendelsohn
ADD1\$:	3(1,30)	>6712 5th Avenue North
ADD2\$:	3(31,30)	>
ADD3\$:	3(61,30)	>
CITY\$:	3(91,15)	>Dallas
ST\$:	3(106,3)	>TX <
ZIP\$:	3(109,12)	>77773-8976 <
CTRY\$:	3(121,2)	>US<
PHONES:	4(1,20)	>1115329873 <
FAX\$:	4(21,20)	>
EMP\$:	5(1,6)	> <
RUN:	6(1,1)	>0<
COMM:	7(1,7)	>5,25<
PCT:	8(1,1)	>1<
BASE:	9(1,1)	>0<
PAYIN:	10(1,1)	>1<
PAYTAX:	11(1,1)	>0<
PAYFRT:	12(1,1)	>0<
PAYMSC:	13(1,1)	>0<
SLSM:	14(1,14)	>72364.67<
SLSY:	15(1,14)	>821577.4<
LSDAT:	16(1,7)	>2451904<
RSV1:	17(1,1)	>0<
RSV2:	18(1,1)	>0<
EMAIL\$:	19(1,50)	>donnam@builders_supply.com
ISVA\$:	20(1,1)	><
ISVN[1]:	21(1,1)	>0<
ISVN[2]:	21(1,1)	>0<
1 records printed.		
*** End of report ***		

File Rebuild/Verify

Features

Use the File Rebuild/Verify function on the Data File Maintenance menu to rebuild your data files or to verify that they are still usable.

Note

This function works with data files on local or mapped drives only. It does not rebuild files on data server paths. If you use OSAS^{CS}, you must either map a drive to the data files to run this function, or run the rebuild program through the operating system locally on the data server machine.

To run the *mkrecover* rebuild program through the operating system, change to the directory where the program is located (usually in the data server directory) and type the command for the operating system you use (substitute the full path and file name of the file you want to rebuild for *<filename>* in the commands shown):

Windows:	<code>mkrecover -IREBUILD.TXT <filename></code>
UNIX/Linux:	<code>./mkrecover -IREBUILD.TXT <filename></code>

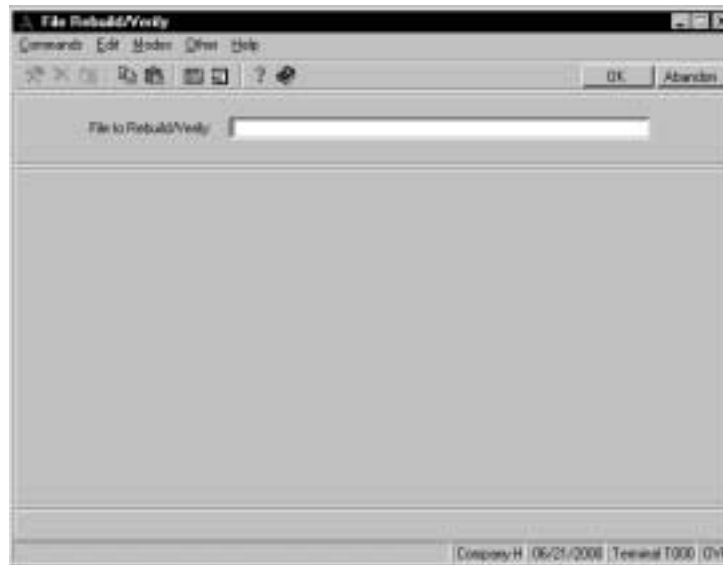
Reports

No report is associated with this function.

Screen Use

Screen	Description
File Rebuild/Verify	Use the File Rebuild/Verify screen to specify the file you want to rebuild or verify.

File Rebuild/Verify Screen



Field Definitions

Field Name	Description
File to Rebuild/Verify	Enter the name of the file you want to rebuild or verify.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to rebuild the file. When the rebuild is complete, the Finished with Rebuild message appears and the screen shows information about the changes made to the file, if any. Press **Enter** to return to the Data File Maintenance menu.

Purge Data Records

Features

Use the Purge Data Records function on the Data File Maintenance menu to remove specific data records.

Note

Removing records from a file causes a loss of data that can, in turn, cause accounting problems in your data files. Do not remove records from files unless instructed to do so by your reseller or a qualified technical support representative.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Purge Data Records	Use the Purge Data Records screen to select the file from which you want to remove records.

Purge Data Records Screen

Purge Data Records

Commands Edit Modes Other Help

File Name: [text input]
Description: [description not available]

File Type: Mkeyed
Logical Key Size: 8
Bytes per record: 640
Number of records: 6
Active keys:
Deleted keys:

Key Chain: 00
Starting Key: [text input]

Company H 06/21/2000 Terminal T000 C000

Field Definitions

Field Name	Description
Filename	Enter the name of the file to purge.
Description	The description and other statistics for the file are displayed.
Key Chain	Enter the number of the key chain you want to use to find the records you want to remove.
Starting Key	Enter the first key you want to look at when purging records.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to begin the purge process. Each key from the file is displayed, beginning with the starting key you entered. As each record appears, you can take one of three actions:

- Select **Yes** or press **F3** to delete the record from the file
- Select **No** or press **Enter** to leave the record in the file
- Use the **Exit (F7)** command to leave all remaining records in the file and return to the Data File Maintenance menu

When you process the last record in the file, you can enter another filename to purge records from, or use the **Exit (F7)** command to return to the Data File Maintenance menu.

Change Fields

Features

Use the Change Fields function on the Data File Maintenance menu to change any code from one value to another. The Change Fields function in Resource Manager can change codes for any application.

To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 5-33.

Change Fields Screen

When you select **Change Fields** from the Data File Maintenance menu, this screen appears:

The screenshot shows the 'Change Fields' window with a menu bar (Commands, Modes, Other, Scroll Commands, Help) and a toolbar. A 'Field ID' dropdown is set to 'All Customers'. The main area contains a table for mapping 'Original Value' to 'New Value' and a list of file descriptions with their 'Type' and 'Tag'.

Original Value	New Value
ACE001	ACE001

File Description	Type	Tag
API Customer Company File	Block	F
API Cash Receipts File	Long	F
API Credit Sales History F	Long	F
API Customer History File	Block	F
API Date-Period File	Block	F
API Payment Methods File	Long	F
API Plan - Interest Detail F	Long	F
API Plan - Interest Header F	Long	F
API Supplier Address File	Block	F
API Transactions Detail F	Long	F
API Transactions Header F	Long	F
API Alternative Items	Long	F
API Detail History	Long	F
API Log History	Long	F

Line No: 000001 of 000001

Tab = tag Enter = add Append Begin code change Header Field ID

Company H 12/31/2000 Terminal T000 CWR

The screen contains 3 sections. The top, or *Header*, section, which includes the Field ID and Print Log? fields, is where you select the code or ID to change, and whether or not you want to produce the printed log. The lower left, or *Values*, section is where you will build a list of the values you want to change by specifying the old value and the new value. The lower right, or *Files*, section contains a list of the files that will be changed in the applications you have installed on your system.

Field Definitions—Header

	Field Name	Description
Inquiry	Field ID	Enter the Field ID you want to change. You can change fields from any application from within Resource Manager.
	Print Log?	Select the Print Log field to print a list of the files that are changed.

After you enter the field ID and indicate your preference for printing the log, use the **Proceed (OK)** command to begin entering field values to change.

Field Definitions—Values

Field Name	Description
Original Value	Enter the current field value that you want to change.
New Value	Enter the new value that you want to use for this field.

Command Bar Definitions

Command	Description
Tab = tag	Press Tab to switch to the Files section of the screen.
Enter = Edit	Press Enter to edit the current line.
Append	Press A to append another value to change to the list.

Command	Description
Begin code change	Press B to begin the change field process.
Header	Press H to return to the header section to change the selection you made for printing the log.
Goto	Press G to go to a particular entry.
Field ID	Press F to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

Continue entering old values and new values until you have specified all of the values you want to change. If you want to change the files that will be changed, you can use the **Tab** command to jump to that section. If you are satisfied with your selections, press **B** to begin the change process.

Field Definitions—Files

Field Name	Description
File Description	The files that contain the Field ID you selected appear.
Time	This field gives you an idea of the relative time it will take to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as Short or Long to denote the estimated time required to change the field.
Tag	This field denotes whether the file will be affected by the copy process. Tag the file to change fields in the file.

Command Bar Definitions

Command	Description
Tab = value	Press Tab to return to the Values screen section.
Enter = Tag/Untag	Press Enter to toggle a file as included or excluded from the copy process.
All	Press A to tag all of the files.
None	Press N to untag all of the files.
Begin	Press B to begin the change field function.
Header	Press H to return to the header section to change the selection you made for printing the log.
Goto	Press G to go to a particular entry.
Field ID	Press F to choose a new field ID (this will abandon any field changes you have entered, but not yet made).

When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log will print if you elected to produce it.

Enter a new field ID to change, or use the **Exit (F7)** command to return to the Data File Maintenance menu.

Change Fields Log

12/31/2000		Builders Supply		Page 1
6:12 PM		Change Code Log		
File Name	Records Read	Records Converted	Original Total Record	New Total Records
ARCUH	2	1	13	13
ARCCH	1	0	17	17
ARCRH	0	0	0	0
ARCIH	568	166	569	569
ARHSH	124	123	549	549
ARINH	9	8	64	64
ARPYH	4	0	8	8
ARREH	3	1	3	3
ARRHH	3	1	3	3
ARSAH	1	0	6	6
ARTDH	0	0	0	0
ARTHH	0	0	0	0
INW1H	6	4	189	193
INNIH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INHIH	457	120	1010	1010
INLHH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INSHH	0	0	406	406
INSHH	Improper field length for Record Test; KNUM=0, Record=ENTRY			
INSHH	27	0	573	573
JOBSH	25	0	25	25
JOHIH	1	0	189	189
JOHIH	0	0	189	189
SORHH	6	1	6	6
SORLH	21	4	21	21
SOTDH	20	1	20	20
SOTHH	8	1	8	8
Field ID	AR CUSTOMER ID			
Original Value	New Value			
ACE001	ABC001			

System File Maintenance

6

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Application Information

Features

Use the Application Information function on the System File Maintenance menu to maintain the information about the applications on your system.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Application Information	Use the Application Information screen to maintain the information about an application.

Application Information Screen

Field Definitions

	Field Name	Description
Inquiry	Application Code	Enter the ID of the application you want to work with.
	Description	Enter the description of the application. This description will appear on the OSAS main menu.
Inquiry	Base Application	For a base application, leave this field blank. For an enhanced application, enter the application's identifier. For an add-on to an application, enter the ID of the base application (for example, enter AR as the base application for Sales Order).
	Installed?	If the application is installed, enter YES ; if not, enter NO .
	Version	Enter the version number of the application. The version number protects against the installation of an earlier version of the software.

Field Name	Description
Date Installed	Enter the date the application was installed on the system.
Program Directory	Enter the directory that contains the programs for the application.
Verification File	Enter the name of the file used to verify that the application is installed for a company. If the file name changes depending on the company involved, add a lowercase <i>x</i> in place of the company ID (for example, to use the company-specific Vendor file in Accounts Payable, enter APVEx).
Last Maintenance	Displays the date of the last maintenance operation performed for the application.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries. Then enter another application ID to work with, or use the **Exit (F7)** command to return to the System File Maintenance menu.

Directories

Features

Use the Directories function on the System File Maintenance menu to add data directories to those that were established when Resource Manager was installed, and to change the directories used by OSAS for installation media, programs, data files, system files, data dictionary files, sample data files, utilities, and graphical screens.

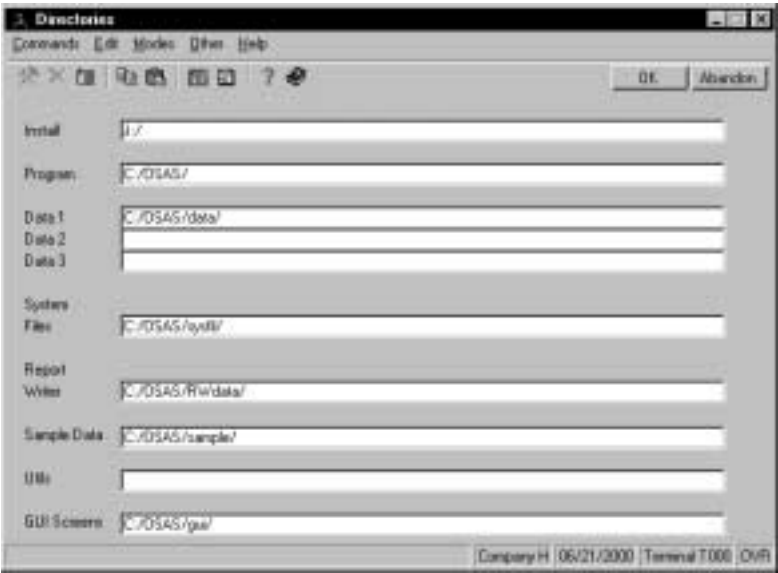
Reports

No report is associated with this function.

Screen Use

Screen	Description
Directories	Use the Directories screen to add data directories.

Directories Screen



Field Definitions

Field Name	Description
Install	Press Enter if you want to install the Resource Manager and other application files from the displayed drive, or enter the path for the CD, diskette, or tape device you are using to install the Resource Manager and other application files.
Program	Press Enter if the displayed directory will contain the program subdirectories, or change the path name.
Data 1/Data 2/Data 3	For each line, press Enter if the displayed directory is the one you will use for data files, or change the path name.
System Files	Press Enter if the displayed directory is the path where the system files are stored, or enter a different path name.

Field Name	Description
Report Writer	Press Enter if the displayed directory is where the data dictionary files are stored, or change the path name.
Sample Data	Press Enter if the displayed directory contains the sample data files, or enter a different path name.
Utils	Enter the name of the directory where your BASIC utility files are or will be stored, if you need them.
GUI Screens	<p>The graphical screens for the graphical version of OSAS are stored in special data files called Basic Resource Control (*.BRC) files.</p> <p>Press Enter if the displayed directory is where these files are stored, or enter a different path name.</p>

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and restart OSAS.

Menus

Features

Use the Menus function on the System File Maintenance menu to change the OSAS Main menu or the menus for any application that is installed for the company you selected at the menu. You can change the order of the selections on the menu, add descriptive information to a menu, or add other BB^x-compatible programs to a menu.

Reports

To produce a list of the information entered on the Menus screen, use the Menu List function.

Screen Use

Screen	Description
Menus	Use the Menus screen to add or change an application's menu.

Menus Screen

Line	Description	Type	Program	Print
01	Vendor and Invoices	3	APQJURY	
02	Invoices	3	APSDHCON	
03	Detail History	3	APSDHCON	
04	Summary History	3	APNH3	
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				

Field Definitions

	Field Name	Description
Inquiry	Application	Enter the ID of the application whose menus you want to change; leave the field blank to edit a company's Main menu; or enter OS to change the Other Commands menu, which is displayed when you use the Other (F4) command.
Inquiry	Menu	Enter the name of the menu you want to change.
	Title	Enter the title for the menu.
	Line	The number of the line on the menu item is displayed.
	Description	Enter the description you want on the menu. It can be the name of another menu, a function, or a descriptive line.
	Type	Enter one of these codes to indicate what type of line it is:

- 0** = comment - descriptive information only
- 1** = menu file - uses another menu file when selected
- 2** = menu record - uses another menu from the current file
- 3** = run - executes an application program
- 4** = call - executes a public program
- 5** = scall - executes an operating system command
- 6** = info - executes a public program directly
- 7** = EIS - displays an EIS dashboard
- 8** = RW Rpt - displays a GENERAL Report Writer report

Program Enter the program name, menu filename, menu record name, or operating system command to execute; or if you selected type 0, press **Enter**.

Param Enter a parameter for the menu selection. If you selected type 0 for the line or if you do not need a parameter, press **Enter**.

Command Bar Definitions

Command	Description
Enter = edit	Move to the line you want to edit and press Enter .
Move	Press M to move the line to a new location.
Copy	Press C to copy the line to another line.
Swap	Press S to swap the position of a line with another line.
Unique	Press U to create or remove unique menu items.
Title	Press T to go back to the Title field.
Write	Press W to write (save) the line you changed.

Saving and Exiting

To save your entries and exit to the System File Maintenance menu, use the **Write (W)** command, followed by the **Exit (F7)** command.

Favorites Menus

Features

The Favorites menu allows you to build your own menu of the functions and submenus you use most. You can create the Favorites menu automatically by using the **Add to Favorites (F10)** command on the menu.

Use this function to modify the Favorites menu that is created automatically. For example, you might group some Favorites together into a submenu.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Favorites	The Favorites screen allows you to modify your Favorites menu.

Favorites Screen

Line	Description	Type	Program	Params
01	Daily Work	1	AP	
02	Entry	8	SO	1
03	Daily Work	1	AP	
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				

Field Definitions

	Field Name	Description
Inquiry	Workstation	Enter the Workstation ID for which the Favorites menu you want to work with is defined.
Inquiry	Menu	Enter the name of the menu you want to change.
	Title	Enter the title of the menu.
	Line	The number of the line on the menu.
	Description	Enter the description you want on the menu. It can be the name of another menu, a function, or a descriptive line.

Field Name	Description
Type	<p>Enter one of these codes to indicate what type of line it is:</p> <p>0 = comment - descriptive information only 1 = menu file - uses another menu file when selected 2 = menu record - uses another menu from the current file 3 = run - executes an application program 4 = call - executes a public program 5 = scall - executes an operating system command 6 = info - executes a public program directly 7 = EIS - displays an EIS dashboard 8 = RW Rpt - displays a GENERAL Report Writer report</p>
Program	<p>Enter the program name, menu filename, menu record name, or operating system command to execute; or if you selected type 0, press Enter.</p>
Param	<p>Enter a parameter for the menu selection. If you selected type 0 for the line or if you do not need a parameter, press Enter.</p>

Command Bar Definitions

Command	Description
Enter = edit	Move to the line you want to edit and press Enter .
Move	Press M to move the line to a new location.
Copy	Press C to copy the line to another line.
Swap	Press S to swap the position of a line with another line.
Unique	Press U to create or remove unique menu items.
Title	Press T to go back to the Title field.
Write	Press W to write (save) the line you changed.

Saving and Exiting

To save your entries and exit to the System File Maintenance menu, use the Write (W) command, followed by the Exit (F7) command.

Inquiry Window Definitions

Features

Use the Inquiry Window Definitions function on the System File Maintenance menu to maintain the windows that appear when you use the **Inquiry (F2)** command. Although the inquiry windows are already set up for you, you can change the size of the window, modify data and headings, or add a window.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Inquiry Window Definitions	Use the Inquiry Window Definitions screen to maintain inquiry windows.

Inquiry Window Definitions Screen

Field Definitions

	Field Name	Description
Inquiry	Application	Enter the ID of the application whose windows you want to change.
Inquiry	Window ID	Enter the ID of the window you want to add or change. The data on file for the window appears.
Inquiry	Copy From	This field appears if you entered a new window ID. Enter the ID of the window you want to copy.
	Topic Number	Press Enter to skip this field, or enter the topic number of the data file on which this inquiry window is based.
	File Name	Enter the name of the data file to be displayed in the window.
	File Number	Enter the channel index number on which the file will be opened by the functions.

Field Name	Description
Title	Enter the title that you want to appear on the window.
Key Number	Enter a sort key number for the filename you entered in the File Name field.
Start Col	Enter the number that corresponds to the screen column where you want the window to start.
Start Row	Enter the number that corresponds to the screen row where you want the window to start.
Total Col	Enter the number of screen columns in the width of the window. The starting column plus the number of screen columns you enter must be less than 80.
Total Row	Enter the number of screen rows in the length of the window. The length of the window plus the starting row must be less than 25.
Inc Beg/Len	Enter the position of the key where the inclusion mask begins. Then enter the length of the inclusion mask.
Exc Beg/Len	Enter the position of the key where the exclusion mask begins. Then enter the length of the exclusion mask.
Return No	Enter the number of the data name you want to return to the calling program.
Data Name	Enter a name for the field for reference only.
Typ	Enter the data type for the Data Name field: 1 to display characters 2 to display numbers 3 to display dates 4 to display telephone numbers 5 to display social security numbers
User Mask	Enter the company-defined user mask you want to use for the field.

Field Name	Description
Fmt	Enter a code that identifies the way the data should be formatted. Use any combination of these characters: \$ format as a dollar amount (defaults to two decimal places), format with commas inserted where necessary 1-7 format with the specified number of decimal places Z format to display totals of zero when applicable
Fld	Enter the number of the data name's field in the record.
Beg/Len	Enter the character in the field to begin at and the length of the data.
Col	Enter the number of the first column to display the data.
Headings/Output	Enter the column headings as you want them to appear. (Do not press Enter until you have entered all the column headings.) The number of characters you can enter is determined by the width of the window.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries. This prompt appears:

Test the window?

Select **Yes** (or press **Y** in text mode) to display a test version of the inquiry window you defined, or select **No** (or press **N** in text mode) to save the information without displaying a test window.

When you finish maintaining inquiry window definitions, use the **Exit (F7)** command to return to the System File Maintenance menu.

Global Inquiry Definitions

Features

A Global Inquiry window consolidates and displays information from other applications. These windows are valuable if you are in the middle of an application and need information from a different application but do not want to back out from entering a transaction.

Use the Global Inquiry Definitions function on the System File Maintenance menu to design, edit, or delete windows.

Reports

To produce a list of the information entered on the Global Inquiry Definitions screen, use the Global Inquiry Window List function.

Screen Use

Screen	Description
Global Inquiry Definitions	Use the Global Inquiry Definitions screen to select the window you want to define or change.
Global Inquiry Definitions General Information	Use the General Information screen to view, add, or edit information about the source of the window data.
Global Inquiry Summary Fields	Use the Summary Fields screen to establish and update information displayed in the window's header fields.
Global Inquiry Data Columns	Use the Data Columns screen to establish and update information about which data is displayed in the window.
Global Inquiry Definitions Global Links	Use the Global Links screen to establish and update information about which window IDs you want to link to the window ID.

Global Inquiry Definitions Screen

Field Definitions

	Field Name	Description
Inquiry	Global Inquiry Window ID	Enter the ID of the Global Inquiry window you want to define or change.
Inquiry	Copy From	This field appears if you entered a new window ID. Enter the ID of the window definition you want to copy.
	Window Title	Accept the displayed title of the window, or enter a different title.
	Do You Want To Change	If you want to enter or change general information, summary fields, data columns, or global inquiry links, check the appropriate box (or enter Y in text mode); if not, uncheck the appropriate box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and continue with the first definition window you selected.

When you use the **Proceed (OK)** command on the last definition screen you selected, the Global Inquiry Definitions screen appears again. Enter another window ID to add or maintain, or use the **Exit (F7)** command to return to the System File Maintenance menu.

Global Inquiry Definitions General Information Screen

Global Inquiry Definitions

Commands Edit Modes Other Help

Page 1 of 4

General Information

Window ID: AP001
 Title: Inventory Purchase History
 File Name: S.P.H.
 File #: # Flds: 18 Key #: Key Len: 26

Record Selection

	Inclusion Mask		Exclusion Mask	
	Begin	Length	Begin	Length
Segment 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Segment 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Segment 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Definition

Label:
 Position:
 Length:

Company H 05/21/2000 Terminal T000 C/P1

Field Definitions

Field Name	Description
Window ID/Title	The ID of the Global Inquiry window and its description are displayed.
File Name	Enter the name of the central file for the window. If the file is company-specific, put a lowercase <i>x</i> after the name of the file.
File #	Accept the displayed file index number, or enter the file index number used by the data file you specified.
# Flds	Accept the displayed number of fields, or enter the number of fields defined for the file you specified.
Key #	Enter the key number that you want to use to display the records in the data file you selected.

Field Name	Description
Key Len	Accept the displayed number, or enter the length of the key number associated with the selected data file.
Inclusion Mask Begin/ Length	Enter the position of the key where the segment of the inclusion mask begins. Then enter the length of the inclusion mask.
Exclusion Mask Begin/ Length	Enter the position of the key where the exclusion mask begins. Then enter the length of the exclusion mask.
Label	Enter the label that identifies the key segment to be entered when you use the Search (Insert) command, or leave the field blank to disable the Search command.
Position	Enter the position in the key number where the search label is found.
Length	Enter the length in the Search command where the Search definition begins.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and continue with the next definition screen you selected. If this is the last definition screen you selected, the Global Inquiry Definition screen appears. Enter another window ID to maintain or use the **Exit (F7)** command to return to the System File Maintenance menu.

Global Inquiry Summary Fields Screen

The screenshot shows a window titled "Global Inquiry Definitions" with a menu bar (Commands, Edit, Modes, QFMT, Help) and a toolbar. The main area is divided into two sections. The top section, labeled "Window: APHET", displays a table of summary fields. The bottom section, labeled "Heading/Output Appearance (Summary Fields)", shows a preview of the data output for the selected field, "ITEM ID".

Flt	Data Name	Type	Description	Format	Field	Start	Len	Row/Col
1	ITEM ID	1	Item ID		003	001	020	01/05
2	INLDLAST PUR D	3	Last Purch Date		003	001	026	01/52
3	TEMP,DESCRIPTION	1	Description		004	001	035	02/01
4	INLDLAST PUR R	3	Last Purch Rtn		003	001	026	02/53

Below the table, the "Heading/Output Appearance" section shows a preview of the data output for the selected field, "ITEM ID". The preview displays the field name, its type, and its format, along with a sample value: "ITEM ID XXXXXXXXXXXXXXXXXXXX".

The bottom section, "Summary Field No 1", provides a detailed view of the field definition. It includes fields for Data Name, Expression, Label, Data Type, User Mask, and Table Key. The Data Name is "ITEM ID", the Expression is "ItemID", the Label is "ItemID", the Data Type is "1", the User Mask is "Format", and the Table Key is "Field".

Field Definitions

Field Name

Description

Flt

The field number is displayed.

Data Name/Type/
Description/Format/
Field/Start/Len/
Row/Col

The information for the summary fields that are defined is displayed.

To change the information, use the **Jump** command to select the correct summary field and change the information using the fields below.

Heading/Output
Appearance

A sample of the way the data will appear is displayed in the middle section of the screen.

Data Name

Accept the displayed name for the field, enter a different name, or blank out the field if you want to enter a mathematical formula on the next line.

Field Name	Description
Expression	Enter a mathematical formula by using the Global Inquiry shorthand method or by entering valid mathematical expressions.
Label	Accept the displayed label for the field, enter a different label, or blank out the field.
Data Type	Accept the displayed data type, or enter a different value: 1 alphanumeric values 2 numeric values 3 date values 4 social security number values
User Mask	Enter the user-defined numeric mask you want to use for numeric fields.
Format	Enter the format to use for numeric data, or press Enter to accept the format that's displayed. Use any combination of these codes: \$ format as a dollar amount (defaults to two decimal places), format with commas inserted where necessary 0-7 format with the specified number of decimal places Z format to display totals of zero when applicable
Field	Enter the field in the file, or press Enter to accept the field number that's displayed.
Start	Enter the starting position of the data within the field, or press Enter to accept the starting position that's displayed.
Length	Enter the length of the field, or press Enter to accept the length that's displayed.
Row/Col	Enter the row/column where you want the field to be positioned.
Xref	Enter the name of the cross-reference file whose data you want to access. If the file is company-specific, put lowercase xxx after the name of the file.

Field Name	Description
Field	Enter the position of the field in the record of the specified file.
Start	For alphanumeric fields, enter the first character position in the field that you want to be displayed. For other field types, leave this field blank.
Length	For alphanumeric fields, enter the length of the data. For numeric fields, enter the number of digits to the left of the decimal place that you want to be displayed. For other field types, leave this field blank.
# Flds	Accept the displayed value, or enter the number of fields in the cross-reference file.
Table Key	If the field refers to a table for the appropriate value, enter the coordinate of the record in the table you want to access; if it does not, leave it blank.
Test	<p>For a self-join field, enter an expression for the value needed to access the correct key. For self-join fields, the number is always 1.</p> <p>For a cross-reference-by-table field, enter the row/column reference in the format RxxCyy.</p>

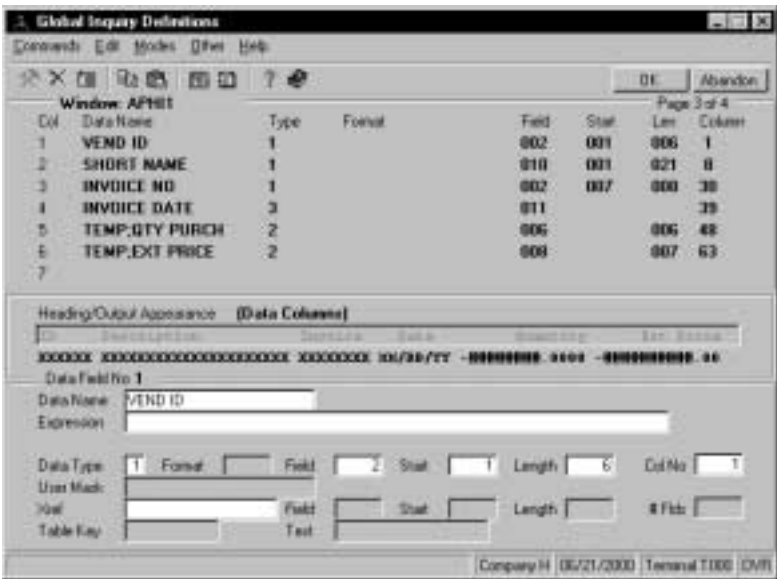
Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and continue with the next definition screen you selected. If this is the last definition screen you selected, the Global Inquiry Definition screen appears. Enter another window ID to maintain or use the **Exit (F7)** command to return to the System File Maintenance menu.

Global Inquiry Data Columns Screen



Field Definitions

Field Name	Description
Col	The column is displayed.
Data Name/Type Format/Field/ Start/Len/Column	<p>The information for the data columns that are defined is displayed.</p> <p>To change the information, use the Jump command to select the correct data column and change the information using the fields below.</p>
Heading/Output Appearance	A sample of the way the data will appear in the columns is displayed in the middle section of the screen.
Data Name	Accept the displayed name for the field, enter a different name, or blank out the field if you want to enter a mathematical formula on the next line.

Field Name	Description
Expression	Enter a mathematical formula by using the Global Inquiry shorthand method or by entering valid mathematical expressions.
Data Type	Accept the displayed data type, or enter a different value: 1 alphanumeric values 2 numeric values 3 date values 4 social security number values
User Mask	Enter the user-defined numeric mask you want to use for numeric fields.
Format	Enter the format to use for numeric data, or press Enter to accept the format that's displayed. Use any combination of these codes: \$ format as a dollar amount (defaults to two decimal places), format with commas inserted where necessary 0-7 format with the specified number of decimal places Z format to display totals of zero when applicable
Field	Enter the position of the field in the record of the file that you specified.
Start	For alphanumeric fields, enter the first character position in the field that you want to be displayed. For cross-reference fields, enter the first character position of the linking field. For numeric, data, or social security number fields, leave this field blank.
Length	For alphanumeric fields, enter the length of the data that you want to display. For cross-reference fields, enter the length of the linking field. For numeric fields, enter the number of digits to the left of the decimal place that you want to be displayed.
Col No	Enter the column where you want to begin displaying the field.

Field Name	Description
Xref	Enter the name of the cross-reference file whose data you want to access. If the file is company-specific, put lowercase <i>xxx</i> after the name of the file.
Field	Enter the position of the field in the record of the specified file.
Start	For alphanumeric fields, enter the first character position in the field that you want to be displayed. For other field types, leave this field blank.
Length	For alphanumeric fields, enter the length of the data. For numeric fields, enter the number of digits to the left of the decimal place that you want to be displayed. For other field types, leave this field blank.
# Flds	Accept the value specified in the xxTOP file, or enter the number of fields in the cross-reference file.
Table Key	If the field refers to a table for the appropriate value, enter the coordinate of the record in the table you want to access; if it does not, leave it blank.
Test	<p>For a self-join field, enter an expression for the value needed to access the correct key. For self-join fields, the number is always 1.</p> <p>For a cross-reference-by-table field, enter the row/column reference in the format RxxCyy.</p>

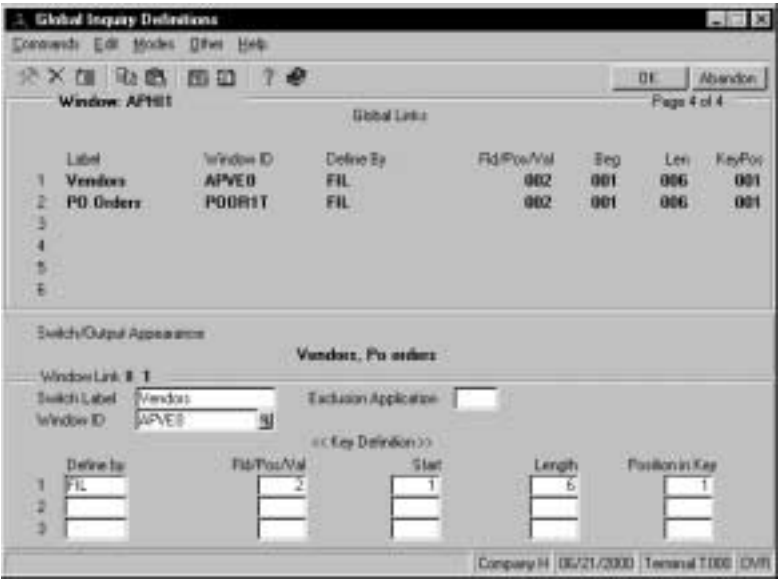
Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and continue with the next definition screen you selected. If this is the last definition screen you selected, the Global Inquiry Definition screen appears. Enter another window ID to maintain or use the **Exit (F7)** command to return to the System File Maintenance menu.

Global Inquiry Definitions Global Links Screen



Field Definitions

Field Name	Description
Label/Wind ID/ Define By/Fld/Pos/Val/ Beg/Len/KeyPos	The information for the window links that are defined is displayed. To change the links, use the Jump command to display the like you want to change, and change the values in the fields below.
Switch/Output Appearance	The way the links will appear in the window is displayed in the middle section of the screen.
Switch Label	Accept the label that's displayed for the Global Inquiry link, or enter a different label.
<div>Inquiry</div> Window ID	Accept the displayed window ID, or enter the ID to which you want to link this window.

Field Name	Description
Define by	Enter FIL if the segment to be sent is in the central file. Enter LIN if the segment is defined as a field in the data section of the window. Enter SUM if the segment is defined as a field in the summary section of the window. Enter VAL if a user-defined literal value is to be sent.
Fld/Pos/Val	Enter the position of the field in the file list to be accessed.
Start	Enter the first character position in the field that you want to send to the next window.
Length	Enter the length of the field.
Position in Key	Enter the position that the data segment being sent is to occupy in the key used in the connecting window.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and return to the Global Inquiry Definitions screen. Enter another window ID to maintain, or use the **Exit (F7)** command to return to the System File Maintenance menu.

Help Screens

Features

Use the Help Screens function on the System File Maintenance menu to customize an application's help screens.

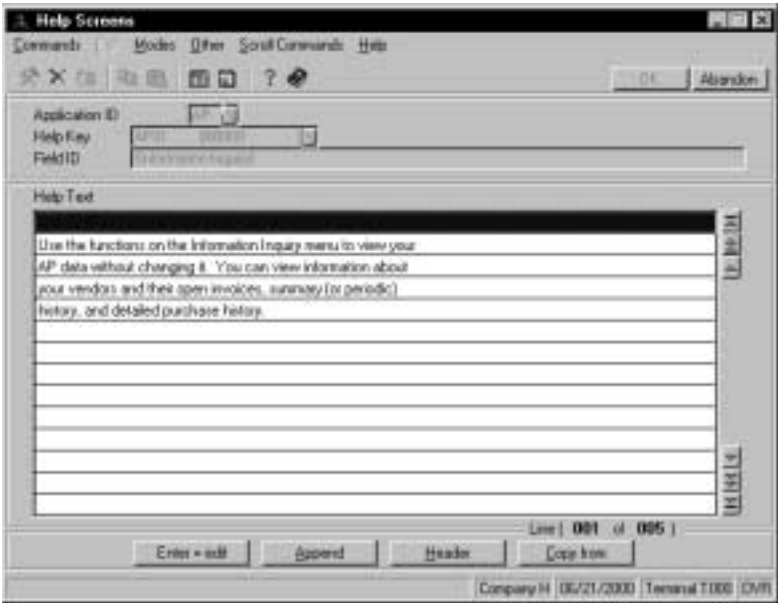
Reports

To produce a list of the information entered on the Help screen, use the Help List function on the Master File Lists menu.

Screen Use

Screen	Description
Help Screens	Use the Help Screens screen to add or change help for a field.
Help Text	Use the Help Text screen to enter or change a line of text on the help screen.

Help Screens Screen



Field Definitions

	Field Name	Description
Inquiry	Application ID	Enter the ID of the application whose help screens you want to add or maintain.
Inquiry	Help Key	Enter the key of the help screen you want to add or change.
Inquiry	Copy From	This field appear if you enter a new help ID. Enter an existing help ID from which you want to copy text.

Field Name	Description
Field ID	Enter the name of the field or the title of the help screen. If you leave the field blank, the Copy From screen appears. Enter a similar field ID to copy help text to this help ID. If you choose a field ID that appears in more than one program, you must select the specific program from which you want to copy. When you press Enter , the Field ID and the help text is displayed.

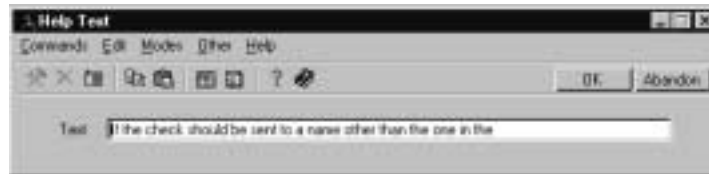
Command Bar Definitions

Command	Description
Enter = edit	Move to the line you want to edit and press Enter .
Append	Press A to add a new line of text to the end of existing text.
Header	Press H to return the field ID.
Copy From	Press C to display the Copy From screen.

Saving and Exiting

To save your entries and exit to the System File Maintenance menu, use the **Write (W)** command, followed by the **Exit (F7)** command.

Help Text Screen



Field Definitions

Field Name	Description
Text	Enter a line of text that will appear on the help screen.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and return to the Help screen.

System Messages

Features

Use the System Messages function on the System File Maintenance menu to change or add system messages in any application.

Reports

No report is associated with this function.

Screen Use

Screen	Description
System Messages	Use the System Messages screen to add, change or view system messages for an application.

System Messages Screen



Field Definitions

	Field Name	Description
<div><div>Inquiry</div></div>	Application	Enter the ID of the application whose system messages you want to add, view, or edit.
	Line	The system message line number is displayed.
	Message	The system message text is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move to the line you want to edit and press Enter
Append	Press A to add a system message line to the end of the list.
Goto	Press G to go to a specific system message. (This command appears only when there is more than one screen of messages.)

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and exit to the System File Maintenance menu.

Backup/Restore Commands

Features

Use the Backup/Restore Commands function on the System File Maintenance menu to customize your backup and restore commands.

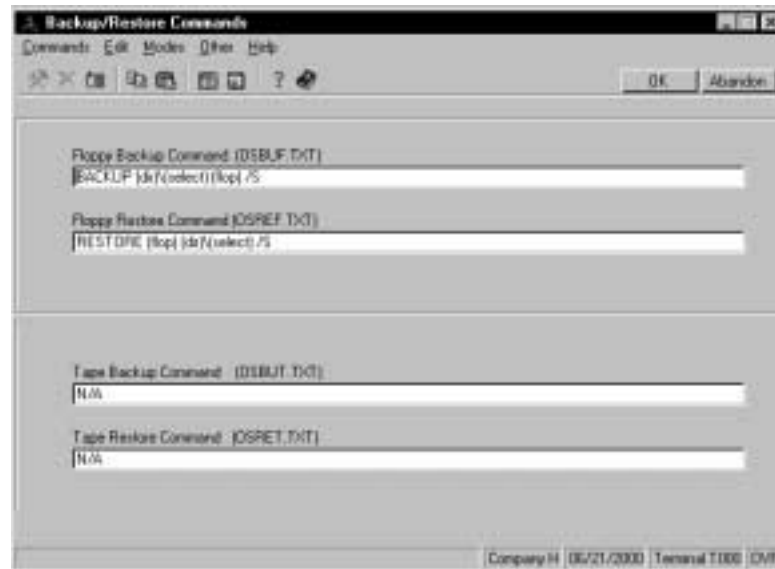
Reports

To produce a list of the information entered on the Backup/Restore Commands screen, use the Backup/Restore Commands List function.

Screen Use

Screen	Description
Backup/Restore Commands	Use the Backup/Restore Commands screen to customize the backup and restore commands for your system.

Backup/Restore Commands Screen



Field Definitions

Field Name	Description
Floppy Backup Command	<p>Enter a floppy backup command, or accept the displayed command. You can include these variable values in the command:</p> <p>(dir) - the path where the files are stored</p> <p>(select) - the file name criteria that matches the application and company you requested.</p> <p>(flop) - the path for the backup media</p> <p>The variables are replaced by the run time values automatically when the commands are executed.</p>

Field Name	Description
Floppy Restore Command	<p>Enter a floppy restore command, or accept the displayed command. You can include these variable values in the command:</p> <p>(dir) - the path where the files are stored</p> <p>(select) - the file name criteria that matches the application and company you requested.</p> <p>(flop) - the path for the backup media</p> <p>The variables are replaced by the run time values automatically when the commands are executed.</p>
Tape Backup Command	<p>Enter a tape backup command, or accept the displayed command. You can include these variable values in the command:</p> <p>(dir) - the path where the files are stored</p> <p>(select) - the file name criteria that matches the application and company you requested.</p> <p>(tape) - the path for the tape device</p> <p>The variables are replaced by the run time values automatically when the commands are executed.</p>
Tape Restore Command	<p>Enter a tape restore command, or accept the displayed command. You can include these variable values in the command:</p> <p>(dir) - the path where the files are stored</p> <p>(select) - the file name criteria that matches the application and company you requested.</p> <p>(tape) - the path for the tape device</p> <p>The variables are replaced by the run time values automatically when the commands are executed.</p>

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and exit to the System File Maintenance menu.

Form Codes

Features

Use the Form Codes function on the System File Maintenance menu to set up and maintain codes for the forms you use in the OSAS applications you have installed.

Form Codes are used primarily to assign copy names to laser forms that you need to print multiple times for file copies, accounting copies, and so on. Form codes can also be matched to specific printers using the Form Printers function (see page 5-53).

Reports

No report is associated with this function.

Screen Use

Screen	Description
Form Codes	Use the Form Codes screen to set up form types and to specify the number of copies to print, along with the names that you want to appear on the copies.

Form Codes Screen

Company ID	Form Type	Form Name	Number of Copies
		AR Invoices	1

Copy Number	Copy Name	Prompt to Mount Form
1	Accounting Copy	Prompt? <input checked="" type="checkbox"/>
2	File Copy	Prompt? <input checked="" type="checkbox"/>
3	Customer Copy	Prompt? <input checked="" type="checkbox"/>
4	Sales Prep Copy	Prompt? <input checked="" type="checkbox"/>
5		
6		
7		
8		
9		

Do you want to print alignment mark before printing? ☒

Company H 06/25/2000 Terminal T100 CVR

Field Definitions

Field Name	Description
Company ID	Enter the ID of the company for which you want to set up the form. Note: You must set up a form type that is not company-specific before you can set up a company-specific form type.
Form Type	Enter the form type you want to set up or change.
Form Name	Enter the name for the form.
Number of Copies	Enter the number of copies you want to print of the form.
Copy Number	The copy number is displayed. The number of lines displayed corresponds to the number you entered in the Number of Copies field.

Field Name	Description
Copy Name	For each copy number, enter the copy name you want to print on the corresponding form copy.
Prompt to Mount Forms	If you want the system to prompt you to load forms into the printer for each copy (so you can change the paper stock color, for instance), check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Do you want to print alignment mark before printing?	If you want an alignment mark to be printed before proceeding to print the forms, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries. Then enter another company ID to work with, or use the **Exit (F7)** command to return to the System File Maintenance menu.

Form Printers

Features

Use the Form Printers function on the System File Maintenance menu to set up default printers for form types.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Form Printers	Use the Form Printers screen to add or change the printer information for form types.
Append/Edit Printer	Use the Append Printer and Edit Printer screens to assign default printers to form types for one or more companies and/or workstations.

Form Printers Screen

The screenshot shows a window titled "Form Printers" with a menu bar (Commands, Modes, Other, Scroll Commands, Help) and a toolbar. Below the toolbar is a table with the following columns: Form Type, Company ID, Workstation ID, Printer Device ID, and Name. The table contains five rows of data:

Form Type	Company ID	Workstation ID	Printer Device ID	Name
APRM/	H		PSL	Print Setup Lower
APCHS	H		PCO	Print Dialog Dot Matrix
PACHS	H		PCO	Print Dialog Dot Matrix
PACHV	H		PCO	Print Dialog Dot Matrix
ARSTM	H		PSL	Print Setup Lower

At the bottom of the window, there are buttons for "Enter = edit", "Speed", and "Print". The status bar at the bottom right shows "Company H 06/25/2000 Terminal T100 C/N1".

Field Definitions

Field Name	Description
Form Type	The form types for which default printers are set up are displayed.
Company ID/ Workstation ID/ Printer ID/Name	The company and workstation IDs for which the printers are assigned are displayed. The printer ID and name also are displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move to the line you want to edit and press Enter . Then see Append/Edit Printer Screen below for instructions.
Append	Press A to add a form type. Then see Append/Edit Printer Screen below for more information.

Saving and Exiting

To exit to the System File Maintenance menu, use the **Exit (F7)** command.

Append/Edit Printers Screen



Field Definitions

Field Name	Description
Form Type	Enter the form type you want to set up default printers for.
Company ID	If the form type is company-specific, enter the company ID for the form type.
Workstation ID	If the form type is for a specific workstation, enter the workstation ID for the form type.
Printer ID	Enter the printer ID for the form type. You can select only from the printers that are set up in the Resource Manager Devices function.
Printer Name	The printer name is displayed.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the Proceed (OK) command to save your entries and return to the Form Printers screen.

Support Information

Features

Use the Support Information function on the System File Maintenance menu to enter the information that appears on the Other Commands Support Information screen.

You can also access this function by pressing **Shift + F3** when a Basic Error window appears.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Support Information	Use the Support Information screen to enter information about your dealer, site number, and phone numbers for technical support.

Support Information Screen

The screenshot shows a 'Support Information' window with the following fields and values:

- Dealer Name: Phenominal Business Solutions
- Dealer Contact: Joe Smith
- Dealer Phone Number: 800 555 6666
- Fax No: 800 555 6672
- Dealer Email: smith@phenomibussol.com
- Dealer Web Site: www.phenomibussol.com
- Dealer Site Number: 123456
- Note 1: Call Joe before calling Open Systems Support
- Note 2: (empty)
- Customer Site Number: (empty)
- Open Systems Technical Support:
 - United States: 800 552 5000
 - Canada: (empty)
 - Web Site: www.oss.com

The status bar at the bottom indicates: Company H | 06/25/2000 | Terminal T100 | IMS

Field Definitions

Field Name	Description
Dealer Name	Enter your dealer's company name.
Dealer Contact	Enter the name of your contact person at the dealer.
Dealer Phone Number/ Fax No/Email/Web Site	Enter your dealer's phone and fax numbers. Then enter the dealers e-mail and web site addresses.
Dealer Site Number	Enter the dealer's site number.
Note 1/Note 2	You can enter two lines of notes.
Customer Site Number	Your site number from the Company Information screen is displayed.
Open Systems Technical Support	Enter the United States or Canadian phone number you call for technical support.

Field Name**Description**

Web Site

Enter Open Systems' web site address, www.osas.com.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and exit to the System File Maintenance menu.

User Login Activity

Features

Use the User Login Activity function on the System File Maintenance menu to view which OSAS functions are in use and the last menu option accessed by other users.

Reports

No report is associated with this function.

Screen Use

Screen	Description
User Login Activity	Use the User Login Activity screen to view OSAS user activity and select how you want the information to be displayed.
Select Sort Method	Use the Select Sort Method screen to choose the order in which the user activity is displayed on the User Login Activity screen.
View Detail	Use the View Detail screen to look at the recent activity for the user you select.

User Login Activity

[illegible]

Field Definitions

Field Name	Description
User ID/Term	Each user ID is displayed, along with the corresponding terminal ID.
AP	The ID of the application the user is accessing is displayed.
Menu Selection	The menu selection the user is currently accessing is displayed. If the user has closed OSAS, the message Exited from OSAS appears.
Time /Date	The time and date that the user accessed the menu selection is displayed.

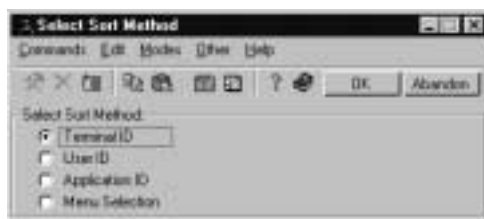
Command Bar Definitions

Command	Description
Refresh	Refresh the information on the screen.
Sort	Change the order in which the users appear on the screen. Select a new sort order from the list that appears (see Select Sort Method Screen below).
View	View the detailed information for this user.

Saving and Exiting

To exit to the System File Maintenance menu, use the **Exit (F7)** command.

Select Sort Method Screen



Field Definitions

Field Name	Description
Select Sort Method	Select the order in which you want the information displayed.

Saving and Exiting

Use the **Proceed (OK)** command to save your sort preference and return to the User Login Activity screen.

View Detail Screen



Field Definitions

Field Name	Description
User ID/Terminal	The current User ID and the corresponding terminal ID are displayed.
Terminal	The current Terminal ID is displayed.
Current	The menu selection, company ID, application, date and time of the user's current task are displayed.
Previous	The menu selection, company ID, application, date and time of the user's next most current task are displayed.

Command Bar Definitions

This window has no command bar.

Saving and Exiting

To exit to the User Login Activity screen, press any key.

Field Definitions

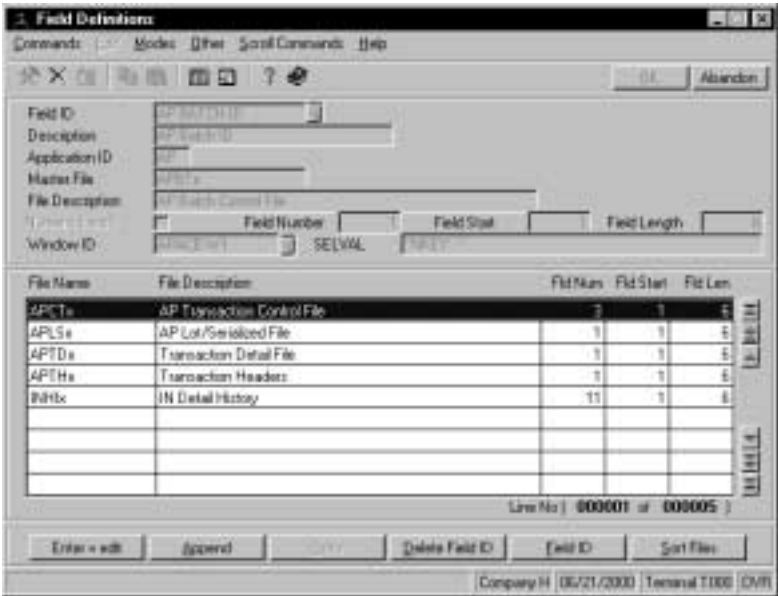
Features

Use the Field Definitions function on the System File Maintenance menu to add new codes or modify existing codes used throughout OSAS applications. Once a field is defined, you can use the Change Fields function to change the field throughout your OSAS data files.

Reports

No report is associated with this function.

Field Definitions Screen



Field Definitions

	Field Name	Description
Inquiry	Field ID	Enter the Field ID you want to add or change.
	Description	Enter the description of the field.
Inquiry	Application ID	Enter the ID of the application to which the field belongs.
	Master File	Enter the file name of the master file where the field is defined. If the master file is company-specific, append a lowercase <i>x</i> to the file name.
	File Description	Enter a description of the master file.
	Numeric Field	If this field contains numeric values, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

	Field Name	Description
	Field Number	Enter the field number within the master file where this field is located.
	Field Start	If this is not a numeric field, enter the starting position within the specified field number where this field ID begins.
	Field Length	If this is not a numeric field, enter the total number of characters that this field ID uses.
Inquiry	Window ID	Enter the ID of the inquiry window you want to use when entering field values in the Change Fields function.
	SELVAL	Enter the selection value associated with the inquiry window, if necessary.
	File Name/Description/ Fld Num/Start/Len	The files that contain this field are listed, along with the field information where the field is located in the file.

Command Bar Definitions

Command	Description
Enter = edit	Move to the file you want to edit and press Enter . Then see Append/Edit Screen below for more instructions.
Append	Press A to add a file to the list. Then see Append/Edit Screen below for more instructions.
Goto	Press G to go to a specific file in the list.
Delete Field ID	Press D to delete the entire field definition.
Field ID	Press F to change the field you are working with.
Sort Files	Press S to sort the files alphabetically.

Saving and Exiting

To exit to the System File Maintenance menu, use the **Exit (F7)** command.

Append/Edit Screen

Field Definitions

	Field Name	Description
Inquiry	File Name	Enter the name of the file that contains the field. If the file is company-specific, enter a lowercase <i>x</i> appended to the file name.
	Description	Enter the description of the file.
	Numeric Field?	If this field contains numeric values, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Field Number	Enter the field number within this file where the field is located.
	Field Start	If this is not a numeric field, enter the starting position within the specified field number where this field ID begins.
	Field Length	If this is not a numeric field, enter the total number of characters that this field ID uses.

Field Name	Description
Record Test?	<p>If this field occurs only in certain records within the file, check the box (or enter Y in text mode) to perform a test of each record to see if the record is of the proper type. If the field occurs in all records in the file, uncheck the box (or enter N in text mode).</p> <p>If you choose to perform a record test, enter the data required to identify a record within the file that contains this field.</p>
Numeric Field?	<p>If the test field contains numeric values, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).</p>
Field Number	<p>Enter the field number within this file where the test field is located.</p>
Field Start	<p>If this is not a numeric test field, enter the starting position within the specified field number where the test field begins.</p>
Field Length	<p>If this is not a numeric test field, enter the total number of characters that the test field uses.</p>
Operand	<p>Enter the comparison operator that is performed to test the record. You can enter</p> <ul style="list-style-type: none">= to test the field for equality with the test value< to test the field as being less than the test value> to test the field as being greater than the test value<> to test the field as being unequal to the test value
Value	<p>Enter the comparison value for the record test.</p>

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and return to the Field Definitions screen.

EIS Dashboards

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Introduction

This chapter explains the features and uses of predefined EIS Dashboards to analyze information about various accounts and functions within OPEN SYSTEMS Accounting Software. The predefined Dashboards are designed to display quickly the exact information you need without entering multiple applications.

An EIS Dashboard is a screen that displays several fields and associated values. Normally the EIS Dashboard shows related fields.

Use the EIS Dashboard function to perform several tasks:

- Redisplay the value of the fields on a screen in case another user on a network recalculates the fields while you are viewing it.
- Recalculate the value of a field or all fields on a screen.
- Set up initial parameters that determine which values will be displayed on the screen.
- Change a fields's definition.
- View detailed information about a field (the field ID, description, and mask; the last updated time, date, and user; and the status of the field).
- Configure or edit the screen's layout or definition.
- Load a new EIS Dashboard.
- Load an EIS Dashboard with data that was saved in history.

Company Summary

Function

The Company Summary dashboard provides a snapshot of key financial information.

Reports

No report is associated with this function.

Screen Use

Screen	Description
EIS Company Summary Dashboard	An EIS Dashboard is a screen that displays several fields and associated values.

Company Summary Dashboard

	Daily	Monthly	Yearly
Sales			
Actual	33,731.03	45,577.03	3,648,815.57
Budget	26,153.96	818,769.65	10,524,454.23
Variance \$	7,580.03	765,191.96	875,438.26
Green Profit			
Actual	15,039.28	20,743.14	4,318,240.51
Budget	11,083.28	343,581.54	4,581,033.90
Variance \$	4,756.00	322,838.40	278,793.39
Cash Balance	33,002.32		
AP Balance	750,769.05		
Inventory Value			1,262,834.34
AP Balance			435,226.53
Time Tickets			.00
Quick Ratio	Actual: 1.85:1	Target: 2.28:1	
Current Ratio	Actual: 5.95:1	Target: 10.00:1	
Debt/Equity	Actual: 0.75:1	Target: 0.75:1	
Unshipped Orders			.00
Shipped Orders			123,567.83
Refused Orders			.00

Command Bar Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select Update (or press U in text mode) to update the information in the fields when used on a network.
Recalc	Select Recalc (or press R in text mode) to recalculate a field so that you have the latest information.
Global	Select Global (or press G in text mode) to recalculate all the fields on the screen for the latest information.

Command	Description
Setup	Select Setup (or press S in text mode) to display information within a range.
Field	Select Field (or press F in text mode) to change the definition of the field.
View	Select View (or press V in text mode) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select Edit (or press E in text mode) to reconfigure the EIS Dashboard you are using.
Load	Select Load (or press L in text mode) to load a different EIS Dashboard.
History	Select History (or press H in text mode) to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS Dashboard menu.

Cash Requirements Forecast

Function

The Cash Requirements Forecast dashboard displays cash flow projections.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Cash Requirements Forecast Dashboard	An EIS Dashboard is a screen that displays several fields and associated values.

Cash Requirements Forecast Dashboard

Cash Requirements Forecast			
Commands: Modes: Other: EIS Functions: Help			
Cash on Hand	100.00		
Cash on Deposit	5,140.66		
Beginning Cash Balance	5,140.66		
Period to Date Posted	.00		
Period to Date Unposted	364.50		
Current Cash Balance	5,185.16		
Cash Flow Projection:			
	Cash Inflow	Cash Outflow	Net
Day Today - 12/15/1995	796,589.06	529,686.82	267,312.24
Week Ending 12/22/1995	88,911.85	17,000.04	63,831.81
Week Ending 12/29/1995	46,623.83	13,939.00	32,684.83
Week Ending 01/05/1996	.00	.00	.00
Week Ending 01/12/1996	82,110.24	.00	82,110.24
Week Ending 01/19/1996	52,706.21	.00	52,706.21
Week Ending 01/26/1996	30,713.33	.00	30,713.33
Futures	.00	.00	.00
Projected Ending Cash Balance	534,458.52		
Company: H 06/21/2000 Terminal T000 QYR			

Command Bar Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select Update (or press U in text mode) to update the information in the fields when used on a network.
Recalc	Select Recalc (or press R in text mode) to recalculate a field so that you have the latest information.
Global	Select Global (or press G in text mode) to recalculate all the fields on the screen for the latest information.

Command	Description
Setup	Select Setup (or press S in text mode) to display information within a range.
Field	Select Field (or press F in text mode) to change the definition of the field.
View	Select View (or press V in text mode) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select Edit (or press E in text mode) to reconfigure the EIS Dashboard you are using.
Load	Select Load (or press L in text mode) to load a different EIS Dashboard.
History	Select History (or press H in text mode) to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS Dashboard menu.

Daily Statistics

Function

The Daily Statistics dashboard provides current data on sales, purchases, cash receipts, and checks produced.

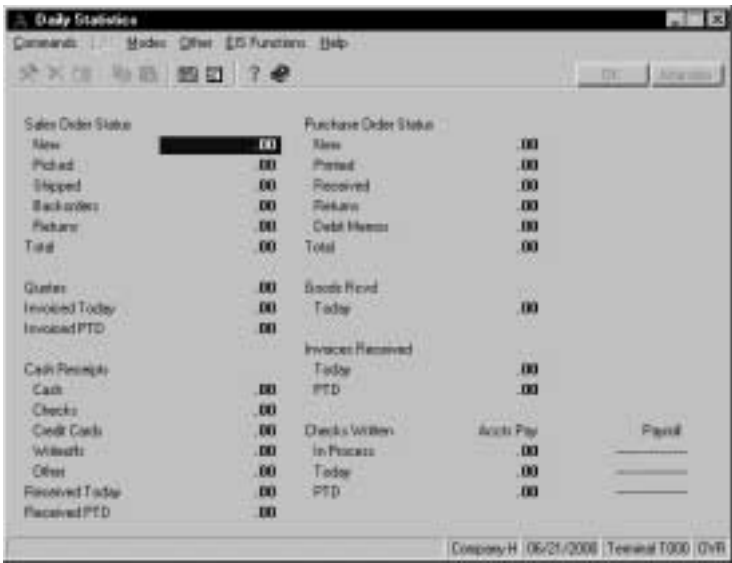
Reports

No report is associated with this function.

Screen Use

Screen	Description
Daily Statistics Dashboard	An EIS Dashboard is a screen that displays several fields and associated values.

Daily Statistics Dashboard



Command Bar Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select Update (or press U in text mode) to update the information in the fields when used on a network.
Recalc	Select Recalc (or press R in text mode) to recalculate a field so that you have the latest information.
Global	Select Global (or press G in text mode) to recalculate all the fields on the screen for the latest information.

Command	Description
Setup	Select Setup (or press S in text mode) to display information within a range.
Field	Select Field (or press F in text mode) to change the definition of the field.
View	Select View (or press V in text mode) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select Edit (or press E in text mode) to reconfigure the EIS Dashboard you are using.
Load	Select Load (or press L in text mode) to load a different EIS Dashboard.
History	Select History (or press H in text mode) to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS Dashboard menu.

Accounts Receivable Analysis

Function

The Accounts Receivable Analysis dashboard provides aging, historical, and other key information from Accounts Receivable and Sales Order.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Accounts Receivable Analysis Dashboard	An EIS Dashboard is a screen that displays several fields and associated values.

Accounts Receivable Analysis Dashboard

Aging Analysis				Sales History	
Unpaid Fin Chg	Current Due	Balance	Unapplied D	Period to Date	Year to Date
80	389,788.48	541,281.51	01-60	50,193.47	1,923,815.81
		133,885.45	61-90	.00	.00
		74,619.56	91-120	88.79	412.72
		35,388.60	121+	.00	.00
		80	Unapplied D	.00	.00
Total Due				50,282.26	1,924,228.53
Invoice Count				Payments	4,240,728.22
Customer Count				Discounts	26,141.20
Active Customers				Avg Days to Pay	45.48
Past Due Customers				Days Sales Outstanding	89.58

Command Bar Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select Update (or press U in text mode) to update the information in the fields when used on a network.
Recalc	Select Recalc (or press R in text mode) to recalculate a field so that you have the latest information.
Global	Select Global (or press G in text mode) to recalculate all the fields on the screen for the latest information.

Command	Description
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Field	Select Field (or press F in text mode) to change the definition of the field.
View	Select View (or press V in text mode) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select Edit (or press E in text mode) to reconfigure the EIS Dashboard you are using.
Load	Select Load (or press L in text mode) to load a different EIS Dashboard.
History	Select History (or press H in text mode) to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS Dashboard menu.

Accounts Payable Analysis

Function

The Accounts Payable Analysis dashboard provides aging, historical, and other key information from Accounts Payable and Purchase Order.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Accounts Payable Analysis Dashboard	An EIS Dashboard is a screen that displays several fields and associated values.

Accounts Payable Analysis Dashboard

Aging Analysis		Purchase History	
Current	Due	Period to Date	Year to Date
Balance	31400	109,694.68	2,756,597.96
	31-60		
	61-90		
	91-120		
	121+		
Total Due	104,000.53		
Amount on Hold	374,094.87		
Amount on Trip Hold	.00		
Amount Released	563,796.66		
Total Vendors	16		
Invoice on Hold	7		
Invoice on Trip Hold	0		
Invoice Released	16		

Payment History	
Period to Date	Year to Date
Invoice	109,694.68
Freight	.00
Tax	6,501.70
Misc	.00
Total	2,921,993.07

Payment History	
Period to Date	Year to Date
Prepays	.00
Disc	.00
Checks	.00
Disc	.00
Total	2,465,721.07

Company: H 06/21/2008 Terminal: T000 DVR

Command Bar Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select Update (or press U in text mode) to update the information in the fields when used on a network.
Recalc	Select Recalc (or press R in text mode) to recalculate a field so that you have the latest information.
Global	Select Global (or press G in text mode) to recalculate all the fields on the screen for the latest information.

Command	Description
Setup	Select Setup (or press S in text mode) to display information within a range.
Field	Select Field (or press F in text mode) to change the definition of the field.
View	Select View (or press V in text mode) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select Edit (or press E in text mode) to reconfigure the EIS Dashboard you are using.
Load	Select Load (or press L in text mode) to load a different EIS Dashboard.
History	Select History (or press H in text mode) to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS Dashboard menu.

Top 10 Customers

Function

The Top 10 Customers dashboard provides a list of the 10 customers with the highest sales amount in the current and prior years.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Top 10 Customers Dashboard	An EIS Dashboard is a screen that displays several fields and associated values.

Top 10 Customers Dashboard

Sales Last Year		Sales Last Year	
1. ACE BUILDERS	1,223,580	1. ACE BUILDERS	1,005,331
2. TENNESSEE SHELTERS, IN	888,095	2. KANSAS CITY GEODESIC H	696,228
3. LOS ANGELES CONSTRUCTI	541,298	3. CASH SALES-DALLAS, TX	522,788
4. CASH SALES-DALLAS, TX	457,803	4. TENNESSEE SHELTERS, IN	454,098
5. DALLAS-FT WORTH DOME H	447,243	5. DALLAS-FT WORTH DOME H	367,487
6. KANSAS CITY GEODESIC H	377,885	6. GREATER NEW YORK DOME	315,563
7. CASH SALES-MINNEAPOLIS	318,987	7. LOS ANGELES CONSTRUCTI	247,132
8. GREATER NEW YORK DOME	183,707	8. CASH SALES-MINNEAPOLIS	138,197
9. SUNSHINE HOMES, INC.	77,318	9. CASH SALES-BALTIMORE	108,137
10.	0	10. CASH SALES-OAKLAND, CA	66,487

Command Bar Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select Update (or press U in text mode) to update the information in the fields when used on a network.
Recalc	Select Recalc (or press R in text mode) to recalculate a field so that you have the latest information.
Global	Select Global (or press G in text mode) to recalculate all the fields on the screen for the latest information.

Command	Description
Setup	Select Setup (or press S in text mode) to display information within a range.
Field	Select Field (or press F in text mode) to change the definition of the field.
View	Select View (or press V in text mode) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select Edit (or press E in text mode) to reconfigure the EIS Dashboard you are using.
Load	Select Load (or press L in text mode) to load a different EIS Dashboard.
History	Select History (or press H in text mode) to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS Dashboard menu.

Top 10 Items

Function

The Top 10 Items dashboard provides a list of the top 10 items ranked by year-to-date sales dollars.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Top 10 Items Dashboard	An EIS Dashboard is a screen that displays several fields and associated values.

Top 10 Items Dashboard

Item	Description	YTD Sales
1 500	Heating/Cooling Package	933,819.60
2 150	Plumbing Package	708,956.62
3 650	Steel Supports	578,775.94
4 100	Electrical Package	468,138.21
5 250	Exterior Panels	258,156.53
6 400	Interior Materials	188,555.67
7 700	Cabinets	131,268.26
8 550	Millwork Package	106,817.84
9 450	Slide by Window 24" x 40"	97,968.62
10 350	Entry Door	51,879.34

Command Bar Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select Update (or press U in text mode) to update the information in the fields when used on a network.
Recalc	Select Recalc (or press R in text mode) to recalculate a field so that you have the latest information.
Global	Select Global (or press G in text mode) to recalculate all the fields on the screen for the latest information.

Command	Description
Setup	Select Setup (or press S in text mode) to display information within a range.
Field	Select Field (or press F in text mode) to change the definition of the field.
View	Select View (or press V in text mode) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select Edit (or press E in text mode) to reconfigure the EIS Dashboard you are using.
Load	Select Load (or press L in text mode) to load a different EIS Dashboard.
History	Select History (or press H in text mode) to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS Dashboard menu.

Top 10 Sales Reps

Function

The Top 10 Sales Reps dashboard provides a list of the top 10 sales representatives ranked by year-to-date sales dollars.

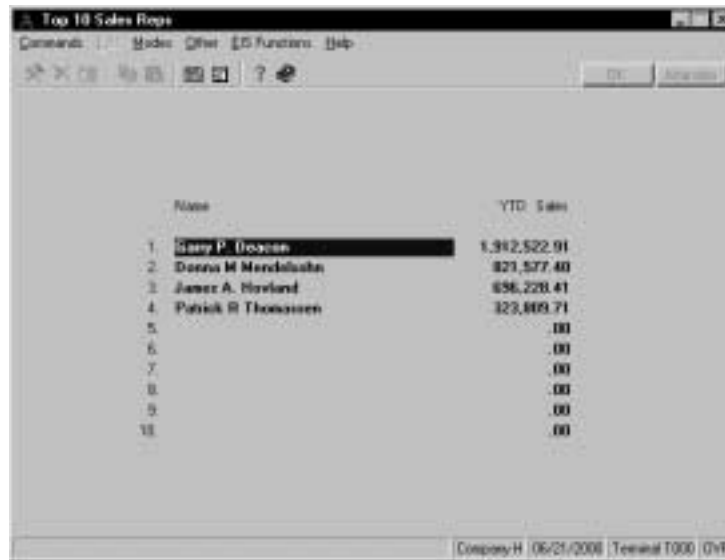
Reports

No report is associated with this function.

Screen Use

Screen	Description
Top 10 Sales Reps Dashboard	An EIS Dashboard is a screen that displays several fields and associated values.

Top 10 Sales Reps Dashboard



	Name	YTD Sales
1	Garry P. Deane	1,362,522.91
2	Dennis M. Mendelsohn	821,577.40
3	James A. Howard	656,228.41
4	Patrick R. Thomsen	323,889.71
5		.00
6		.00
7		.00
8		.00
9		.00
10		.00

Command Bar Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select Update (or press U in text mode) to update the information in the fields when used on a network.
Recalc	Select Recalc (or press R in text mode) to recalculate a field so that you have the latest information.
Global	Select Global (or press G in text mode) to recalculate all the fields on the screen for the latest information.

Command	Description
Setup	Select Setup (or press S in text mode) to display information within a range.
Field	Select Field (or press F in text mode) to change the definition of the field.
View	Select View (or press V in text mode) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select Edit (or press E in text mode) to reconfigure the EIS Dashboard you are using.
Load	Select Load (or press L in text mode) to load a different EIS Dashboard.
History	Select History (or press H in text mode) to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS Dashboard menu.

Top 10 Vendors

Function

The Top 10 Vendors dashboard provided a list of the top 10 vendors ranked by year-to-date purchases.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Top 10 Vendors Dashboard	An EIS Dashboard is a screen that displays several fields and associated values.

Top 10 Vendors Dashboard

Vendor Name	Purchases YTD
1. ACE PLUMBING SUPPLY COMPANY	810,564.50
2. ELLIS ELECTRICAL SUPPLY	796,451.56
3. THOMPSON HEATING	787,810.24
4. CLEVELAND INTERIORS, INC.	155,588.74
5. BORGES CONSTRUCTION COMPANY	161,503.87
6. TIMBERLAND WINDOWS, INC.	77,434.24
7. JOHNSON DOOR COMPANY, INC.	52,539.09
8. PLASTICS METAL FABRICATORS	18,288.15
9. MILLWORK LUMBER CABINETS	11,203.74
10. HENNEPIN MUNICIPAL UTILITIES	5,630.00

Command Bar Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select Update (or press U in text mode) to update the information in the fields when used on a network.
Recalc	Select Recalc (or press R in text mode) to recalculate a field so that you have the latest information.
Global	Select Global (or press G in text mode) to recalculate all the fields on the screen for the latest information.

Command	Description
Setup	Select Setup (or press S in text mode) to display information within a range.
Field	Select Field (or press F in text mode) to change the definition of the field.
View	Select View (or press V in text mode) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select Edit (or press E in text mode) to reconfigure the EIS Dashboard you are using.
Load	Select Load (or press L in text mode) to load a different EIS Dashboard.
History	Select History (or press H in text mode) to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS Dashboard menu.

Executive Information Summary

8

EIS Dashboard

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EIS Dashboard

Features

An EIS Dashboard is a screen that displays several fields and associated values. Normally the EIS Dashboard shows related fields.

Use the EIS Dashboard function to do several tasks:

- Redisplay the value of the fields on a screen in case another user on a network recalculates the fields while you are viewing it.
- Recalculate the value of a field or all fields on a screen.
- Set up initial parameters that determine which values will be displayed on the screen.
- Change a fields's definition.
- View detailed information about a field (the field ID, description, and mask; the last updated time, date, and user; and the status of the field).
- Configure or edit the screen's definition.
- Load a new EIS Dashboard.
- Load an EIS Dashboard that was saved in history.

Reports

No report is associated with this function.

Screen Use

Screen	Description
EIS Dashboard	<p>An EIS Dashboard is a screen that displays several fields and associated values.</p> <p>For a description of the predefined EIS Dashboards, see chapter 7.</p>

EIS Dashboard Screen (Generic)

The screenshot shows a window titled "Company Summary" with a menu bar (Commands, Modes, Other, EIS Functions, Help) and a toolbar. The main area displays financial data for "Company H" as of "06/21/2000". The data is organized into several sections: Sales, Gross Profit, Cash Balance, AR Balance, Inventory Value, AP Balance, Time Tickets, Quick Ratio, Current Ratio, Debt/Equity, Unshipped Orders, Shipped Orders, and Returned Orders. The "Daily" column for Sales is highlighted.

Sales:	Daily	Monthly	Yearly
Actual	22,720.05	45,577.69	9,648,015.97
Budget	26,153.86	818,769.65	10,524,454.23
Variance \$	7,585.83	765,191.96	876,438.26
Gross Profit			
Actual	15,839.28	20,743.14	4,318,248.51
Budget	11,083.28	343,581.54	4,581,033.90
Variance \$	4,756.00	322,838.40	278,793.39
Cash Balance	33,862.32	Inventory Value	1,263,034.34
AR Balance	790,768.05	AP Balance	495,326.93
		Time Tickets	.00
Quick Ratio	Actual: 1.05:1, Target: 2.20:1	Unshipped Orders	.00
Current Ratio	5.05:1, 10.00:1	Shipped Orders	123,567.83
Debt/Equity	0.79:1, 0.75:1	Returned Orders	.00

Company H | 06/21/2000 | Terminal T1000 | C/NT

Field Definitions

You can customize the EIS Dashboard, producing many combinations of screen layouts.

Command Bar Definitions

To activate the commands on the dashboard screen in graphical mode, right-click on any field and select the appropriate command from the menu that appears. To activate the command on the dashboard screen in text mode, press the letter key associated with the command.

Command	Description
Update	Select Update (or press U in text mode) to update the information in the fields when used on a network.
Recalc	Select Recalc (or press R in text mode) to recalculate a field so that you have the latest information.
Global	Select Global (or press G in text mode) to recalculate all the fields on the screen for the latest information.
Setup	Select Setup (or press S in text mode) to display information within a range.
Field	Select Field (or press F in text mode) to change the definition of the field.
View	Select View (or press V in text mode) to view information about how the highlighted field was calculated and what values it was designed to produce.
Edit	Select Edit (or press E in text mode) to reconfigure the EIS Dashboard you are using.
Load	Select Load (or press L in text mode) to load a different EIS Dashboard.
History	Select History (or press H in text mode) to display the EIS Dashboard using saved field history from a different date.

Saving and Exiting

Use the **Exit (F7)** command to return to the Executive Information Summary menu.

Dashboard

Features

The EIS Dashboard Report contains information about an EIS Dashboard or a group of EIS Dashboards.

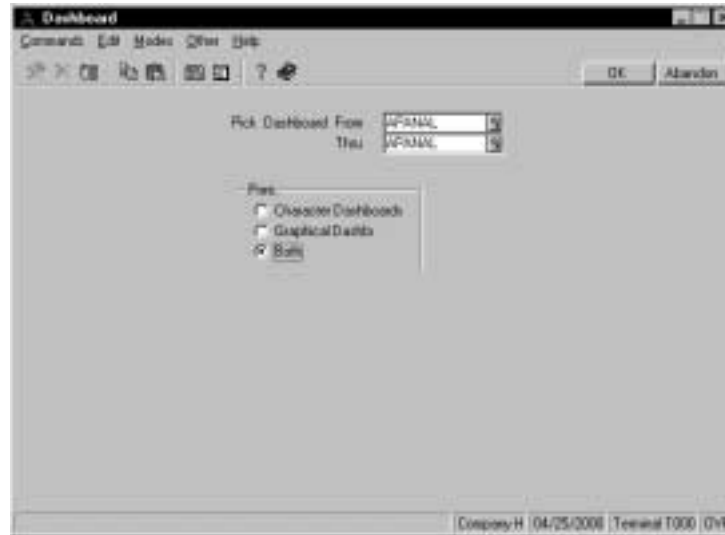
Reports

A sample EIS Dashboard Report is on page 8-9.

Screen Use

Screen	Description
EIS Dashboard Report	Use the EIS Dashboard Report screen to select the screens you want to produce the report for.

EIS Dashboard Report Screen



Field Definitions

Field Name	Description
Pick Dashboard From/Thru	Enter the range of dashboards you want to include in the report.
Print:	Select the type of dashboards you want to include in the report. You can include only text dashboards, only graphical dashboards, or all dashboards.

Saving and Exiting

Select the output device for the report to begin printing.

After the report is produced, the EIS-Reports menu appears.

EIS Dashboard Report

04/25/2000 2:35 PM	Dashboard APANAL Accounts Payable Analysis - Character		Builders Supply EIS Dashboard Report	Page 1
Field ID	Description	Last Updated By	Current Value	Last Updated at Status
APAGE_CU	AP Aged Open Invoices - Current Due T0 Not on File		372,678.40	12/15/1995 14:44:31 No Errors
ABHINPST	AP Detail History Invoice Subtotal - PTD		109,694.60	12/15/1995 14:44:31 No Errors
APHINYST	AP Detail History Invoice Subtotal - YTD		2,756,597.96	12/15/1995 14:44:31 No Errors
APAGE_30	AP Aged Open Invoices - 31-60 T0 Not on File		190,645.07	12/15/1995 14:44:31 No Errors
ABHINPFR	AP Detail History Invoice Freight - PTD		.00	12/15/1995 14:44:31 No Errors
APHINYFR	AP Detail History Invoice Freight - YTD		.00	12/15/1995 14:44:31 No Errors
APAGE_60	AP Aged Open Invoices - 61-90 T0 Not on File		300,071.16	12/15/1995 14:44:31 No Errors
ABHINPTX	AP Detail History Invoice Tax - PTD		6,581.70	12/15/1995 14:44:31 No Errors
APHINITYX	AP Detail History Invoice Tax - YTD		165,395.91	12/15/1995 14:44:31 No Errors
APAGE_90	AP Aged Open Invoices - 91-120 T0 Not on File		.00	12/15/1995 14:44:31 No Errors
ABHINPMI	AP Detail History Invoice Misc - PTD		.00	12/15/1995 14:44:31 No Errors
APHINIMI	AP Detail History Invoice Misc - YTD		.00	12/15/1995 14:44:31 No Errors
APAGE_12	AP Aged Open Invoices - 121+ T0 Not on File		71,406.90	12/15/1995 14:44:31 No Errors
ABHINPTO	AP Detail History Invoice Total - PTD		.00	12/31/1995 10:30:18 No Errors
APHINITYO	AP Detail History Invoice Total - YTD		2,921,993.87	12/15/1995 14:44:31 No Errors
APAGE_TO	AP Aged Open Invoices - Total Due T0 Not on File		934,801.53	12/15/1995 14:44:31 No Errors
APORGRHS	AP Open Invoice Gross Due Hold Status Total		374,094.87	12/15/1995 14:44:31 No Errors
APORGRHS	AP Open Invoice Gross Due Temp Hold Status Total		.00	12/15/1995 14:44:31 No Errors
*** End of Report ***				

Dashboard History

Features

The EIS Dashboard History Report contains the values in the EIS Dashboards that you have saved using the Global Dashboard Update function (see page 8-19). Use this report to discover important trends in your business.

Reports

A sample EIS Dashboard History Report is on page 8-14.

Screen Use

Screen	Description
EIS Dashboard History Report	Use the EIS Dashboard History Report screen to select the screens, dates, and times you want to produce the report for.

EIS Dashboard History Report Screen

Dashboard History

Commands Edit Modes Other Help

DashboardID: APPMAL

Include:

- ☐ Character Dashboards
- ☐ Graphical Dashboards
- ☒ Both

Print:

- ☒ Field ID
- ☐ Field Name
- ☐ Both

Enter: dates from history to compare with

Company: H | 04/25/2008 | Terminal T000 | QVR

Field Definitions

Field Name	Description
Dashboard ID	Enter the dashboard for which you want to print historical information.
Include:	Select the type of dashboard definition you want to include in the report. You can include the fields in the graphical definition, the fields in the text definition, or the fields in both definitions.
Print:	<p>Select the field descriptive information you want to include in the report. You can include the field ID only, the field description only, or both the ID and description.</p> <p>The more descriptive information you include, the fewer historical columns you can print on the report.</p>

Field Name	Description
Enter n dates from history...	<p>Depending on the size of the fields on the dashboard and the amount of descriptive information you elect to print, you can print data from one to four historical dates and times on the report.</p> <p>For each historical column, enter the date and time of the historical data you want to print on the report.</p>

Saving and Exiting

Select the output device for the report to begin printing.

After the report is produced, the EIS–Reports menu appears.

EIS Dashboard History Report

12/06/2000	Builders Supply	Page	1
11:29 PM	EIS Dashboard History Report		
Dashboard CASHFLOW	Cash Requirements Forecast - Graphical		
Field ID Field name	12/06/00		
	23:16		

GLC0HBEG GL Cash on Hand Bal -- Beginning of Curr Period	100.00		
GLC0DBEG GL Cash on Deposit Bal -- Beginning of Curr Period	5,040.66		
GLC0HBEG GL Cash Bal -- Beginning of Curr Period	5,140.66		
GLC0HACT GL Cash Bal -- Activity for Curr Period	.00		
GLC0HUNL GL Cash Bal -- Unposted for Curr Period	964.50		
GLC0HCUR GL Cash Bal -- Activity for Curr Period	6,105.16		
CFAPD0 Cash Flow Analysis -- AP Date Today	12/06/2000		
CFARN0 Cash Flow Analysis -- AR Net Due Today	268,823.99		
CFAPN0 Cash Flow Analysis -- AP Net Due Today	418,061.56		
CFNET0 Cash Flow Analysis -- AR-AP Net Due Today	149,237.57-		
CFAPD1 Cash Flow Analysis -- AP Date Week 1	12/13/2000		
CFARN1 Cash Flow Analysis -- AR Net Due Week 1	519,182.72		
CFAPN1 Cash Flow Analysis -- AP Net Due Week 1	.00		
CFNET1 Cash Flow Analysis -- AR-AP Net Due Week 1	519,182.72		
CFAPD2 Cash Flow Analysis -- AP Date Week 2	12/20/2000		
CFARN2 Cash Flow Analysis -- AR Net Due Week 2	89,904.20		
CFAPN2 Cash Flow Analysis -- AP Net Due Week 2	128,706.10		
CFNET2 Cash Flow Analysis -- AR-AP Net Due Week 2	38,801.90-		
CFAPD3 Cash Flow Analysis -- AP Date Week 3	12/27/2000		
CFARN3 Cash Flow Analysis -- AR Net Due Week 3	46,623.83		
CFAPN3 Cash Flow Analysis -- AP Net Due Week 3	13,939.00		
CFNET3 Cash Flow Analysis -- AR-AP Net Due Week 3	32,684.83		
CFAPD4 Cash Flow Analysis -- AP Date Week 4	01/03/2001		
CFARN4 Cash Flow Analysis -- AR Net Due Week 4	.00		
CFAPN4 Cash Flow Analysis -- AP Net Due Week 4	.00		
CFNET4 Cash Flow Analysis -- AR-AP Net Due Week 4	.00		
CFAPD5 Cash Flow Analysis -- AP Date Week 5	01/10/2001		
CFARN5 Cash Flow Analysis -- AR Net Due Week 5	73,863.92		
CFAPN5 Cash Flow Analysis -- AP Net Due Week 5	.00		
CFNET5 Cash Flow Analysis -- AR-AP Net Due Week 5	73,863.92		
CFAPD6 Cash Flow Analysis -- AP Date Week 6	01/17/2001		
CFARN6 Cash Flow Analysis -- AR Net Due Week 6	55,246.32		
CFAPN6 Cash Flow Analysis -- AP Net Due Week 6	.00		
CFNET6 Cash Flow Analysis -- AR-AP Net Due Week 6	55,246.32		
CFARN7 Cash Flow Analysis -- AR Net Due Beyond	36,419.54		
CFAPN7 Cash Flow Analysis -- AP Net Due Beyond	.00		
CFNET7 Cash Flow Analysis -- AR-AP Net Due Beyond	36,419.54		
CFNETTOT Cash Flow Report -- Ending Cash Balance	534,498.52		
*** End of Report ***			

Field History

Features

The Field History Report contains historical information about a field that you specify. You can specify that the report contain all the available history information about the field or only the information within a range of dates. It eliminates the need to produce several EIS Dashboard History Reports.

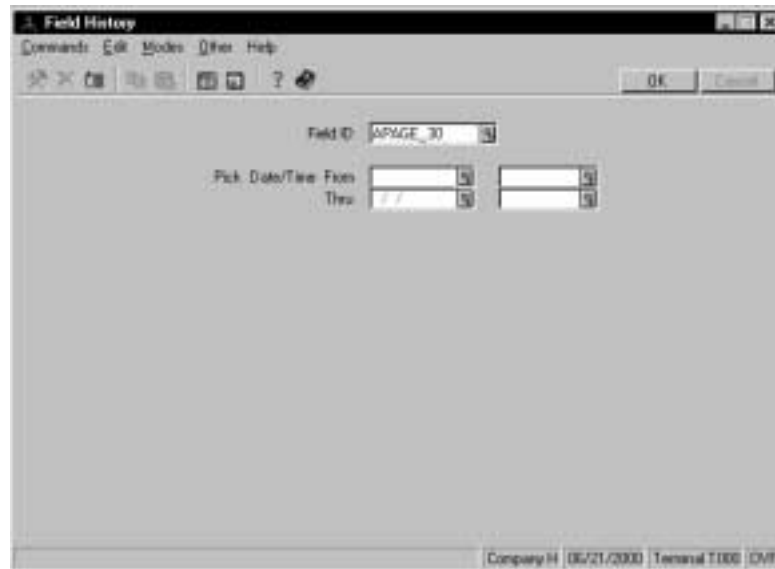
Reports

A sample Field History Report is on page 8-17.

Screen Use

Screen	Description
Field History Report	Use the Field History Report screen to select the fields, dates, and times you want to include in the report.

Field History Report Screen



Field Definitions

	Field Name	Description
Inquiry	Field ID	Enter the ID of the field whose history report you want to produce.
Inquiry	Pick Date/Time	Enter the range of dates and times you want in the report.

Saving and Exiting

Select the output device for the report to begin printing.

After the report is produced, the EIS-Reports menu appears.

Field History Report

08/07/2001 10:40 AM	Builders Supply Field History Report	Page 1
APBAL	Accounts Payable Balance	
Date	Time	Value
09/30/2001	18:47:14	499,326.93
10/31/2001	17:43:11	499,326.93
11/30/2001	18:30:10	499,326.93
*** End of Report ***		

Global Dashboard Update

Features

Use the Global Dashboard Update function on the EIS–Periodic Maintenance menu to recalculate all the fields on all the EIS Dashboards, to save the values of the screens in history, or both.

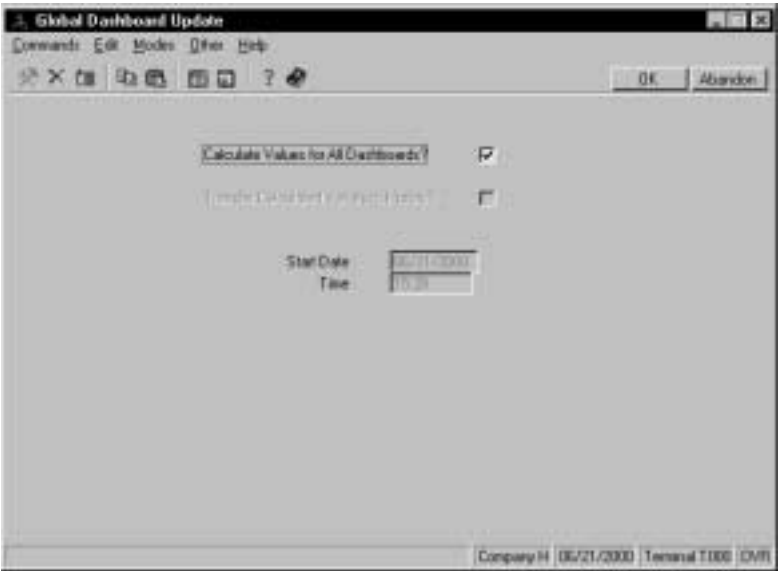
Reports

No report is associated with this function.

Screen Use

Screen	Description
Global Dashboard Update	Use the Global Dashboard Update screen to specify when you want all the fields on all the EIS Dashboards to be recalculated.

Global Dashboard Update Screen



Field Definitions

Field Name	Description
Calculate Values for All Dashboards?	If you want to calculate the values for all the dashboards, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Transfer Calculated Values to History?	If you want to transfer the values to history, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Start Date/Time	Use the system date and time, or enter the date and the time when you want the process to begin.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to start the update process. If you entered a later date or time, the system will wait until that date and time to begin the calculation process.

When the process is finished, the EIS–Periodic Maintenance menu appears.

Purge Dashboard History

Features

Use the Purge Dashboard History function on the EIS–Periodic Maintenance menu to remove EIS Dashboard records from the Field History file. This function is valuable if you want to eliminate historical data you no longer need.

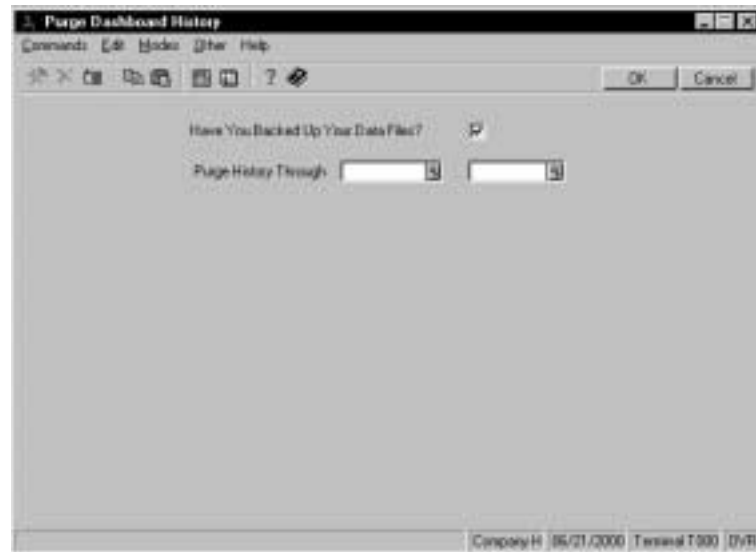
Reports

No report is associated with this function.

Screen Use

Screen	Description
Purge Dashboard History	Use the Purge Dashboard History screen to specify the history you want to delete.

Purge Dashboard History Screen



Field Definitions

Field Name	Description
Have You Backed Up Your Data Files?	If you have backed up your data files, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Inquiry Purge History Through	Enter the date and time before which you want to remove the historical data.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to purge the history and exit to the EIS–Periodic Maintenance menu.

Field Definitions

Features

Use the Field Definitions function on the EIS–File Maintenance menu to create or modify the attributes of a field: description, display mask, function ID, setup ID, and math formula.

If you intend to use only the functions and setup IDs that are already in the system, you are ready to use this information. If you intend to define the field in terms of functions and setup IDs that have not been established, use the Setup function and the Functions function before using the Field Definitions function.

Reports

To produce a list of the information entered on the Field Definitions screen, use the Field Definitions List function on the EIS–Master File Lists menu.

Screen Use

Screen	Description
Field Definitions	Use the Field Definitions screen to create or modify a field.
Math Formula	Use the Math Formula screen to enter a formula for the field on the dashboard.

Field Definitions Screen

Field Definitions

	Field Name	Description
Inquiry	Field ID	Enter the ID of the field you want to work with.
Inquiry	Copy From	This field appears if you enter a new field ID. Enter the ID of the field from which you want to copy field information.
	Description	Press Enter to use the description that is displayed, or enter a different description for the field.
	Display Mask	Press Enter to use the mask that is displayed, or enter a different mask for the field.
Inquiry	Function ID	The function ID refers to the operation you want performed on the data and the information you want in return.
Maint		

	Field Name	Description
Inquiry	Setup ID	The setup ID refers to a range of data to which you want to confine the associated function's operations. You can enter any setup ID that includes setup information that matches the setup types defined for the function ID you entered.
Maint		

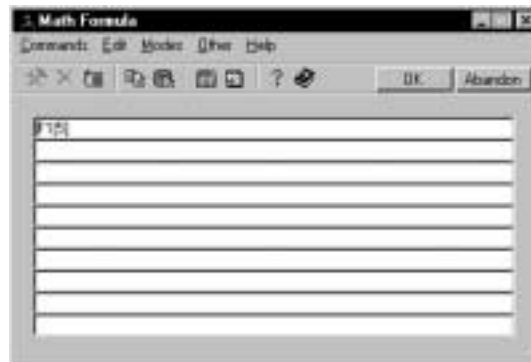
Command Bar Definitions

Command	Description
Enter = edit	Move to the line of function and setup IDs you want to edit and press Enter . Then edit the function and setup IDs listed for the line.
Append	Press A to add a line of function and setup IDs. Then enter the function and setup IDs you want to use.
Header	Press H to return to the header portion of the screen.
Math formula	Press M to activate the Math Formula screen (see Math Formula Screen below for more information).

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS–File Maintenance menu.

Math Formula Screen



Field Definitions

Enter one to 10 lines of formula to calculate the display value.

The values returned by the function/setup lines you entered on the Field Definition screen are denoted in the formula by the letter *F* followed by the function/setup line number. Because functions can sometimes return several values, the specific value requested is then denoted inside square brackets (for example, [2] for the second value returned by the function). If no square brackets are given, the first value returned by the function is used.

Here are two examples of field formulas:

Formula	Description
F4/F2[2]	The first value returned by the function and setup ID on the fourth line of the Field Definitions screen divided by the second value returned by the function and setup ID on the second line of the Field Definitions screen.
F3[3]*F1[2]	The third value returned by the function and setup ID on the third line of the Field Definitions screen multiplied by the second value returned by the function and setup ID on the first line of the Field Definitions screen.

Command Bar Definitions

This window has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command or press Enter on a blank formula line to save the math formula and return to the Field Definitions screen.

Setup

Features

Use the Setup function on the EIS–File Maintenance menu to modify information about a range of a type of information that a function uses: setup ID, description, associated function ID, and range of the type of information.

If you intend to use only the functions IDs that are already in the system, you are ready to use this information. If you intend to define the setup IDs that have not been established, use the Functions function before using the Setup function.

Reports

To produce a list of the information entered on the Setup screen, use the Setup Definitions List function on the EIS–Master File Lists menu.

Screen Use

Screen	Description
Setup	Use the Setup screen to modify a range of information in a function.
Append/Edit Setup	Use the Append/Edit Setup screen to enter a range of setup criteria.

Setup Screen

Field Definitions

	Field Name	Description
Inquiry	Setup ID	Enter the setup ID you want to add, view, or edit.
Inquiry	Copy From	This field appears if you enter a new setup ID. Enter the setup ID from which you want to copy the setup criteria.
Inquiry	Function ID	Use the ID that is displayed, or enter a function ID that uses the setup ID you entered.
	Description	Use the description that is displayed, or enter a different description for the setup ID.
	Type	The ranges of types of information that are assigned to each setup ID are displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the type you want to edit and press Enter . Then see Append/Edit Setup Screen below.
Append	Press A to add a type and range to the list. Then see Append/Edit Setup Screen below.
Description	Press D to change the description of the setup ID.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS–File Maintenance menu.

Append/Edit Setup Screen



Field Definitions

Field Name	Description
Type	The types of information that you can set ranges for are displayed. Select the type of range you want to enter.
From/Thru	Enter the range of values associated with the type you selected. You can assign more than one range of values for the same setup type in the same setup ID (for example, companies A through F, and then companies K through M).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and return to the Setup screen.

Functions

Features

Use the Functions function on the EIS–File Maintenance menu to modify the definition of functions that retrieve and calculate information you eventually want to assign to a field. You can also use this function to modify the setup types (description, length and type) associated with each function ID.

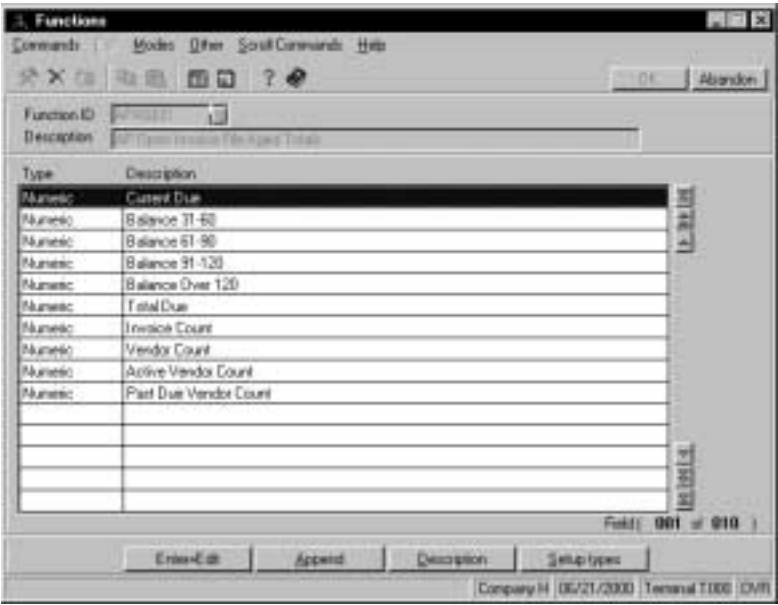
Reports

To produce a list of the information entered on the Functions screen, use the Functions List function on the EIS–Master File Lists menu.

Screen Use

Screen	Description
Functions	Use the Functions screen to modify the definition of EIS functions.

Functions Screen



Field Definitions

	Field Name	Description
Inquiry	Function ID	Enter the ID of the function you want to add, view or edit.
Inquiry	Copy From	This field appears if you enter a new function ID. Enter the function ID from which you want to copy the definition.
	Description	Use the description that is displayed, or enter a different description for the function.
	Type/Description	The type and description of each value returned by the function is displayed.

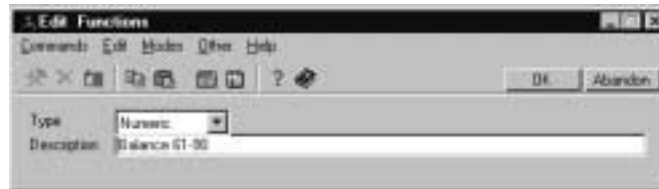
Command Bar Definitions

Command	Description
Enter = edit	Move the prompt to the return value information you want to change and press Enter . Then see Append/Edit Functions Screen below for more information.
Append	Press A to add a type and description to the list. Then see Append/Edit Functions Screen below for more information.
Description	Press D to edit the description of the function (in the header).
Setup types	Press S to establish and update information about the setup types. Then see Setup Types Screen below for more information.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and exit to the EIS–File Maintenance menu.

Append/Edit Functions Screen



Field Definitions

Field Name	Description
Type	The type of data returned can be of two types: alphanumeric or numeric. Enter A if the data returned in this value is alphanumeric, or N if the data is numeric.
Description	Enter a description of the data returned by the function.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and return to the Functions screen.

Setup Types Screen

	Description	Length	Type
1	Company ID	3	3
2	Location ID	6	0
3	Item ID	20	0
4		0	0
5		0	0
6		0	0
7		0	0
8		0	0
9		0	0
10		0	0

Field Definitions

Field Name

Description/Length/
Type

Description

Enter up to ten types of setup information that can apply to this function.

For each type setup information, enter a description of the field values, the length of the values and the type of value that can be entered. You can enter any of these values in the Type field to restrict the information entered:

- 0** alphanumeric information
- 1** numeric information
- 3** uppercase alphanumeric information
- 6** date information

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and return to the Functions screen.

Access Codes

Features

Use the Access Codes function on the EIS–File Maintenance menu to restrict access to commands and fields on the EIS Dashboard display screen.

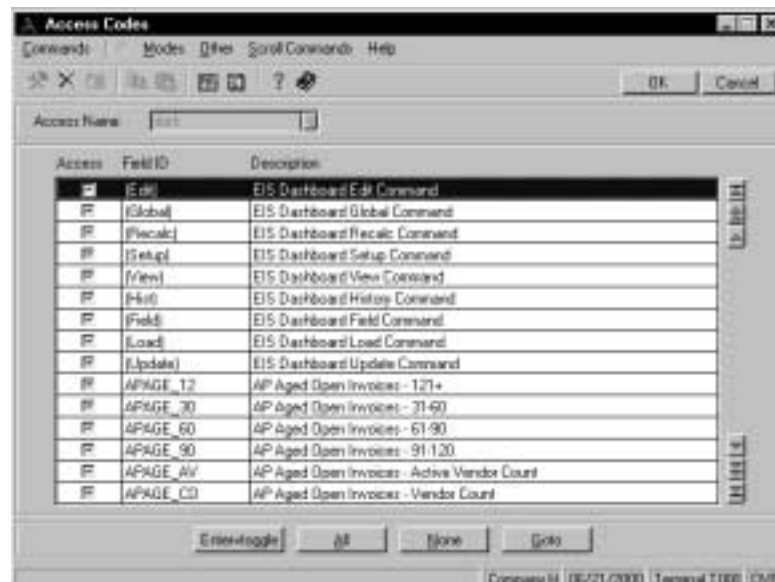
Reports

No report is associated with this function.

Screen Use

Screen	Description
Access Codes	Use the Access Codes screen to specify which fields and commands you want to restrict access to.

Access Codes Screen



Field Definitions

	Field Name	Description
Inquiry	Access Name	Enter the access code name you want to modify. You cannot define an access code here; you must use the Access Codes function on the Company Setup menu to set up an access code first (see page 3-19).
	Access	If access is granted to this function or command, the box is checked (or YES is displayed in text mode); if not, the box is unchecked (or NO is displayed in text mode).
	Field ID/Description	The IDs of the commands and all EIS fields are displayed, as are their descriptions.

Command Bar Definitions

Command	Description
Enter = toggle	Move the prompt to the command or field ID to which you want to grant or deny access and press Enter to toggle from checked (YES) to unchecked (NO) and vice versa.
All	Press A to grant access to all the commands and field IDs in EIS.
None	Press N to deny access to all the commands and field IDs in EIS.
Goto	Press G to go to a specific command or field.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS–File Maintenance menu.

Dashboard Editor

Features

Use the EIS Dashboard Editor on the EIS–File Maintenance menu to create or modify a new dashboard.

Use this function only after you have established the fields you need through the Field Definitions function.

Note

The way in which you edit dashboards is different in text and graphical modes. The information stored for the dashboards in text and graphical are different as well. If you want to define a dashboard for use in both the text and graphical modes, you must set it up twice—once in each mode.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Untitled Screen	Use the blank Untitled Screen to create your dashboard.

Untitled Screen



Field Definitions

In graphical mode, you can right-click on the dashboard screen or any field and select Properties to open a dialog box where you can define the pixel locations and size of the fields on the screen. Here is a sample of the Properties box:



In text mode, the coordinates at the bottom right of the EIS Dashboard indicate where the cursor is on the screen. Use these coordinates when you place the fields and set visual margins.

Command Bar Definitions

Command	Description
File Commands	Press Alt-F (or PgDn and then F in text mode) to open the EIS File commands menu.
Load Dashboard	Select Load dashboard from the EIS File menu (or press L in text mode) to load an existing dashboard.
Save Dashboard	Select Save dashboard from the EIS File menu (or press S in text mode) to save the dashboard you are on. If the screen does not have a name, enter a descriptive name to make future access easy; the screen is saved under the name. If the screen already has a name accept it, or enter a different name.
New Dashboard	Select New dashboard from the EIS File menu (or press N in text mode) to work with a new dashboard.
Delete Dashboard	Select Delete dashboard from the EIS File menu (or press D in text mode) to delete a dashboard.
Edit Commands	Press Alt-E (or PgDn and then E in text mode) to open the EIS Edit commands menu.
Add field	<p>Select Add EIS field from the EIS Edit pull-down menu (or press A in text mode) to add an EIS field value to the dashboard.</p> <p>You can add static text descriptions to the dashboard in text mode by typing the description where you want it on the screen. You can add static text descriptions in graphical mode by selecting Add Text field from the EIS Edit pull-down menu.</p>
Change field	Press C in text mode to replace the field where the cursor is with a different field. You can change a field in graphical mode by changing the field ID in the Properties box.
Delete field	Press D in text mode to remove the field where the cursor is from the screen. You can remove a field in graphical mode by right-clicking on it and selecting delete from the menu that appears.

Command	Description
Move field	Press M in text mode to move the field under the cursor to a different part of the screen. You can move a field in graphical mode by clicking on it and dragging it to its new location with the mouse or by changing the coordinates in the Properties box.
Options Commands	Press PgDn and then O in text mode to change the look of the screen. The options menu is not available in graphical mode.
Set tab size	Press S in text mode to set the number of spaces between tabs. The setting is saved. This command is not available in graphical mode.
Change title	Press C in text mode to change the title of the screen. You can change the title of the screen in text mode by using the Properties box on the dashboard background.

Saving and Exiting

Use the **Exit (F7)** command to return to the EIS–File Maintenance menu.

Screen Definitions List

Features

Use the Screen Definitions List function on the EIS–Master File Lists menu to produce a list of EIS Dashboard definitions.

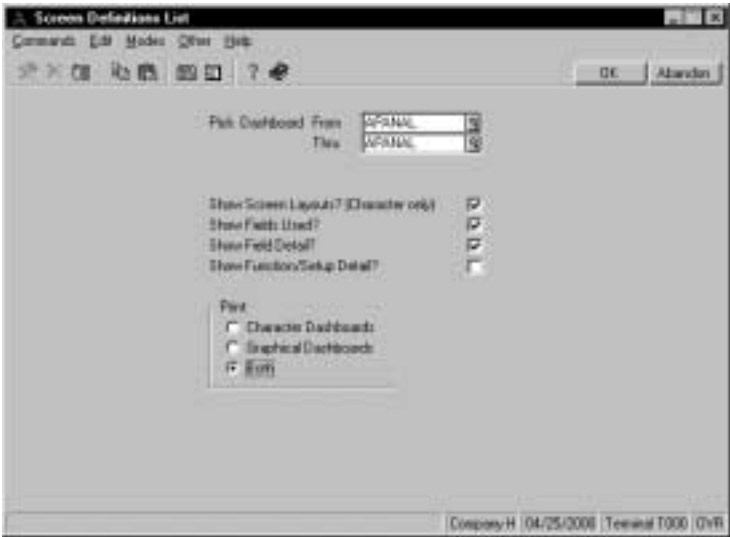
Reports

A sample Screen Definitions List is on page 8-52.

Screen Use

Screen	Description
Screen Definitions List	Use the Screen Definitions List screen to select the information you want to include in the list.

Screen Definitions List Screen



Field Definitions

Field Name	Description
Pick Dashboard	Enter the range of dashboard IDs you want to include in the list.
Show screen layouts?	If you want the list to show the appearance of the text dashboard screens with the coordinates at the top and left of the screen, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Show fields used?	If you want to list the ID, description, and display mask of each field, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Show field detail?	If you want to break down each field into its setup ID, description, and formula, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Field Name	Description
Show function/setup detail?	If you want to list each function and setup ID for each field broken down into ID, description, type, and range, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the print device for the list to begin printing.

After the list is produced, the EIS–Master File Lists menu appears.

Screen Definition List

07/13/2001 11:39 AM	Dashboard	APANAL	Accounts Payable Analysis	Builders Supply Screen Definitions List	Page 1		
Screen Layout							
1	123456789012345678901234567890123456789012345678901234567	2	3	4	5	6	7
2	Aging Analysis					Purchase History	
3						Period-to-Date Year-to-Date	
4	Current Due	999,999,999.00-	Invoices	999,999,999.00-	999,999,999.00-	999,999,999.00-	
5	Balance 31-60	999,999,999.00-	Freight	999,999,999.00-	999,999,999.00-	999,999,999.00-	
6	61-90	999,999,999.00-	Tax	999,999,999.00-	999,999,999.00-	999,999,999.00-	
7	91-120	999,999,999.00-	Misc	999,999,999.00-	999,999,999.00-	999,999,999.00-	
8	121+	999,999,999.00-					
9						999,999,999.00-	
10	Total Due	999,999,999.00-					
11						Payment History	
12	Amt on Hold	999,999,999.00-					
13	Amt on Tmp Hold	999,999,999.00-	Prepays	999,999,999.00-	999,999,999.00-	999,999,999.00-	
14	Amt Released	999,999,999.00-	Discount	999,999,999.00-	999,999,999.00-	999,999,999.00-	
15			Checks	999,999,999.00-	999,999,999.00-	999,999,999.00-	
16	Total Vendors	999,999	Discount	999,999,999.00-	999,999,999.00-	999,999,999.00-	
17	Inv on Hold	99,999					
18	Inv on Tmp Hold	99,999	Total	999,999,999.00-	999,999,999.00-	999,999,999.00-	
19	Inv Released	99,999					
20							
Fields Used							
Field ID	Description					Display Mask	Row Col
APAGE_CU	AP Aged Open Invoices - Current Due					999,999,999.00-	04 18
APHINVEST	AP Detail History Invoice Subtotal - PTD					999,999,999.00-	04 45
APHINYST	AP Detail History Invoice Subtotal - YTD					999,999,999.00-	04 62
APAGE_30	AP Aged Open Invoices - 31-60					999,999,999.00-	05 18
APHINPR	AP Detail History Invoice Freight - PTD					999,999,999.00-	05 45
APHINFR	AP Detail History Invoice Freight - YTD					999,999,999.00-	05 62
APAGE_60	AP Aged Open Invoices - 61-90					999,999,999.00-	06 18
APHINPTX	AP Detail History Invoice Tax - PTD					999,999,999.00-	06 45
APHINPTX	AP Detail History Invoice Tax - YTD					999,999,999.00-	06 62
APAGE_90	AP Aged Open Invoices - 91-120					999,999,999.00-	07 18
APHINPMI	AP Detail History Invoice Misc - PTD					999,999,999.00-	07 45
APHINPMI	AP Detail History Invoice Misc - YTD					999,999,999.00-	07 62
APAGE_12	AP Aged Open Invoices - 121+					999,999,999.00-	08 18
APHINPTO	AP Detail History Invoice Total - PTD					999,999,999.00-	09 45

Field Definitions List

Features

Use the Field Definitions List function on the EIS–Master File Lists menu to produce a list of fields that have been defined. You can list each function’s ID and description, or you can list each function broken down with its types of output.

Reports

A sample Field Definitions List is on page 8-56.

Screen Use

Screen	Description
Field Definitions List	Use the Field Definitions List screen to select the fields and the amount of detail you want to include in the list.

Field Definitions List Screen

Field Definitions

	Field Name	Description
Inquiry	Pick Field ID	Enter the range of fields you want to include in the list.
	Print	Select the level of detail you want to include in the list. You can list the functions and setup IDs assigned to each field definition, or you can list only the ID and description for each field.
	Show function/setup detail?	If you want to list the types of output, descriptions, setup types, and ranges of each function and setup ID that make up the field definition, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the print device for the list to begin printing.

After the list is produced, the EIS–Master File Lists menu appears.

Field Definitions List

07/13/2001 11:41 AM		Builders Supply Field Definition List		Page 1
Field ID	APBAL	Accounts Payable Balance	Display Mask	999,999,999,99-
Formula	F1[1]-F1[2])+F2-F3			
# Function	Description	Setup ID	Description	
1	APTRAN AP Transactions File Totals	COMP	Company Ranges	
2	APOPEN AP Open Invoice File Totals	COMP	Company Ranges	
3	APCHECK AP Checks File Totals	COMP	Company Ranges	
Field ID	APHDEMTFR	AP Detail History Debit Memo Freight - Daily	Display Mask	999,999,999,00-
Formula	F1[7]			
# Function	Description	Setup ID	Description	
1	APHIDAY AP Detail History File Daily Totals	COMP	Company Ranges	
Field ID	APHDEBFR	AP Detail History Debit Memo Freight - PTD	Display Mask	999,999,999,00-
Formula	F1[7]			
# Function	Description	Setup ID	Description	
1	APHIPTD AP Detail History File PTD Totals	COMP	Company Ranges	
Field ID	APHDEMTI	AP Detail History Debit Memo Misc - PTD	Display Mask	999,999,999,00-
Formula	F1[8]			
# Function	Description	Setup ID	Description	
1	APHIPTD AP Detail History File PTD Totals	COMP	Company Ranges	
Field ID	APHDEBST	AP Detail History Debit Memo Subtotal - PTD	Display Mask	999,999,999,00-
Formula	F1[5]			
# Function	Description	Setup ID	Description	
1	APHIPTD AP Detail History File PTD Totals	COMP	Company Ranges	
Field ID	APHDEBTO	AP Detail History Debit Memos Total - PTD	Display Mask	999,999,999,00-
Formula	F1[5]+F1[6]+F1[7]+F1[8]			
# Function	Description	Setup ID	Description	
1	APHIPTD AP Detail History File PTD Totals	COMP	Company Ranges	
Field ID	APHDEBTX	AP Detail History Debit Memo Tax - PTD	Display Mask	999,999,999,00-
Formula	F1[6]			
# Function	Description	Setup ID	Description	
1	APHIPTD AP Detail History File PTD Totals	COMP	Company Ranges	
Field ID	APHDEYFR	AP Detail History Debit Memo Freight - YTD	Display Mask	999,999,999,00-

Functions List

Features

Use the Functions List function on the EIS–Master File Lists menu to produce a list of functions the system recognizes. This list is valuable if you are defining or editing functions and you need a hard copy for comparison.

Reports

A sample Functions List is on page 8-60.

Screen Use

Screen	Description
Functions List	Use the Functions List screen to select the functions and the amount of detail you want to include in the list.

Functions List Screen

Functions List

Commands Edit Modes Other Help

Pick Function ID From APAGED Thru APAGED

Print

☒ Full Detail ☐ Summary Only

Show Function Setup Types? ☐

Company H 05/21/2000 Terminal T000 CTR

Field Definitions

	Field Name	Description
Inquiry	Pick Function ID	Enter the range of functions you want to include in the list.
	Print	Select the level of detail you want to include in the list. You can list the output and definitions for each function, or you can list only the ID and description for each function.
	Show function setup types?	If you want the listing of each function to be broken down into the setup types, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Saving and Exiting

Select the print device for the list to begin printing.

After the list is produced, the EIS–Master File Lists menu appears.

Functions List

07/13/2001 11:43 AM	Builders Supply Functions List	Page 1
Function Description		
APCHECK AP Checks File Totals		
Sub Type	Description	
1 Numeric	Regular Check Amount	
2 Numeric	Discounts Taken Amount	
3 Numeric	Discounts Lost Amount	
4 Numeric	Prepaid Check Amount	
APFCST AP Cash Forecast Totals		
Sub Type	Description	
1 Numeric	Net Due Total	
2 Numeric	Discount Total	
3 Numeric	Today Net Due	
4 Numeric	Today Discount Amt	
5 Numeric	Week 1 Net Due	
6 Numeric	Week 1 Discount Amt	
7 Numeric	Week 2 Net Due	
8 Numeric	Week 2 Discount Amt	
9 Numeric	Week 3 Net Due	
10 Numeric	Week 3 Discount Amt	
11 Numeric	Week 4 Net Due	
12 Numeric	Week 4 Discount Amt	
13 Numeric	Week 5 Net Due	
14 Numeric	Week 5 Discount Amt	
15 Numeric	Week 6 Net Due	
16 Numeric	Week 6 Discount Amt	
17 Numeric	Beyond Net Due	
18 Numeric	Beyond Discount Amt	
19 Alphanumeric	Today's Date	
20 Alphanumeric	Week 1 Date	
21 Alphanumeric	Week 2 Date	
22 Alphanumeric	Week 3 Date	
23 Alphanumeric	Week 4 Date	
24 Alphanumeric	Week 5 Date	
25 Alphanumeric	Week 6 Date	
APHCDAY AP Checks History File Daily Totals		
Sub Type	Description	
1 Numeric	Regular Checks Gross Due	
2 Numeric	Regular Checks Discounts	
3 Numeric	Prepaid Checks Gross Due	
4 Numeric	Prepaid Checks Discounts	
APHCPTD AP Checks History File PTD Totals		
Sub Type	Description	

Setup Definitions List

Features

Use the Setup Definitions List function on the EIS–Master File Lists menu to produce a list of setup IDs. This list is valuable if you want to change the setup IDs and you need a list for comparison.

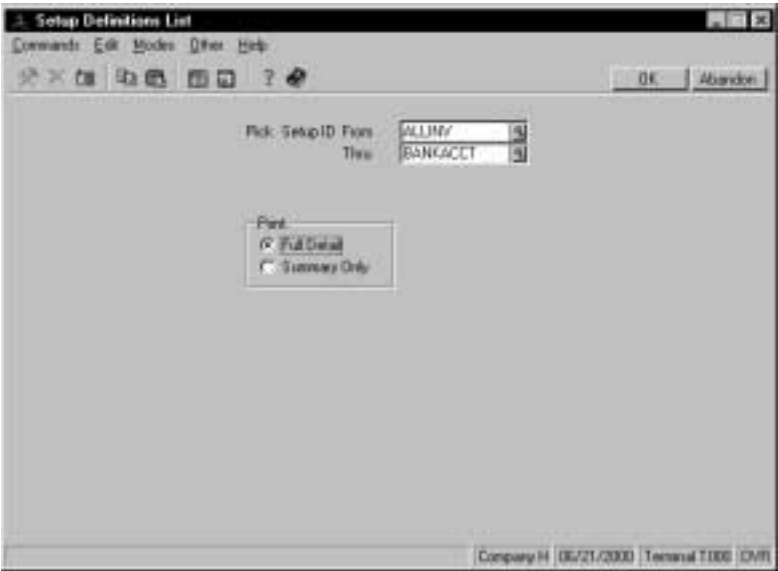
Reports

A sample Setup Definitions List is on page 8-63.

Screen Use

Screen	Description
Setup Definitions List	Use the Setup Definitions List screen to select the setup IDs and the amount of detail you want to include in the list.

Setup Definitions List Screen



Field Definitions

	Field Name	Description
<div>Inquiry</div>	Pick Setup ID	Enter the range of setup IDs you want to include in the list.
	Print	Select the level of detail you want to include in the list. You can list the type and range of each setup ID, or you can list only the ID and description of each setup ID.

Saving and Exiting

- Select the print device for the list to begin printing.
- After the list is produced, the EIS–Master File Lists menu appears.

Setup Definitions List

07/13/2001 11:43 AM		Builders Supply Setup Definitions List		Page 1
Setup ID	Description			
GLCASH	Cash Accounts			
Type	From		Thru	
01				
02	1000		100999	
GLCASHAT	Cash Accounts (Account Types)			
Type	From		Thru	
01				
02	005		010	
GLCASSAT	Current Assets (Account Types)			
Type	From		Thru	
01				
02	005		099	
GLCOGS	GL Cost of Goods Sold Accounts			
Type	From		Thru	
01				
02	5000		5020	
GLCOGSAT	Cost of Goods Sold (Account Types)			
Type	From		Thru	
01				
02	600		600	
GLCSHDD	Cash on Deposit GL Account Types			
Type	From		Thru	
02	010		010	
01				
GLCSHOH	Cash on Hand GL Account Types			
Type	From		Thru	
02	005		005	
01				
GLCUASST	Current Assets Accounts			
Type	From		Thru	
01				
02	1000		1499	
GLCULIAB	Current Liabilities Accounts			
Type	From		Thru	
01				
02	2000		2499	

Print Manager

9

Report History Inquiry

Report History Inquiry	9-3
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Report Control

Active Report Control	9-7
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Archive Report Control	9-13
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File Maintenance

Report Classes	9-19
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Parameter Maintenance	9-21
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Purge Report History	9-25
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Report History Inquiry

Features

The Report History Inquiry function displays every report you have printed to file, moved or printed from the Active Report Control function, and moved to, or printed from, the Archive Report Control.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Report History Inquiry	Use the Report History Inquiry screen to display reports printed to file, and reports moved from and to the Active and Archive Report Control functions.

[illegible]

Field Name	Description
------------	-------------

Resource Manager User's Manual

User	The User ID of the user who printed the report to file is displayed.
Term	The Terminal ID of the user who printed the report to file is displayed.

Command Bar Definitions

Command	Description
View file	View the complete path name for the selected file.
Toggle menu/file	Toggle between the menu name and the file name in the Description column.
Sort	Select a new report sort method from the list that appears. You can sort the reports by: date of execution, from most recent to oldest report description date, from most recent to oldest user ID transaction type terminal ID date of execution, from oldest to most recent.

Saving and Exiting

Use the **Exit (F7)** command to return to the Print Manager menu.

Active Report Control

Features

Use the Active Report Control function on the Report Control menu to view and work with print jobs that have not been archived.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Active Report Control	Use the Active Report Control screen to view, maintain and print active print jobs.
Print Control	Use the Print Control screen to enter the number of copies and type of form you want to use to print a report.
Search for Text	Use the Search for Text screen to enter a string you want the system to find in the job you have selected.

Active Report Control Screen



Command Bar Definitions

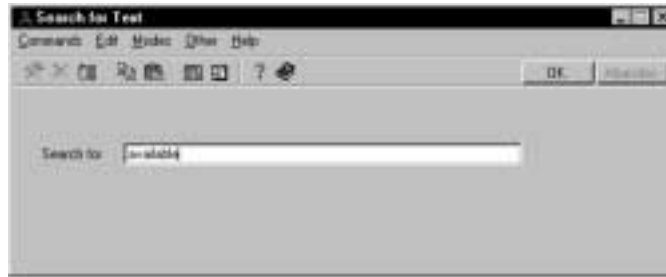
Command	Description
Enter = tag	Press E nter to toggle a selected file as tagged (checked) or untagged (unchecked). You can print a group of tagged files at one time using the Print Batch command.
Edit	Press E to edit the report description and class for the selected file.
Toggle menu/file	Press T to toggle the description field to display either the file description or the file path and name.
teXt search	Press X to search for text in a report (see Search for Text Screen below for instructions).
View File	Press V to display the path and file name for the selected file.

Command	Description
Sort	Press S to select the order in which you want the reports list on the screen. You can sort the reports by: report description date and time, from most recent to oldest ID of the user who produced the file report class terminal ID where the file was produced
Print	Press P to print the selected file (see Print Control Screen below).
print Batch	Press B to print the files you selected using the Tag command (see Print Control Screen below).
Archive	Press A to move the selected file from the Active Report Control to the Archive Report Control.
Goto	Press G to go to a specific report in the Active Report Control. (This command is available only if there is more than one screen of reports.)

Saving and Exiting

To exit to the Report Control menu, use the **Exit (F7)** command.

Search for Text Screen



Field Definitions

Field Name	Description
Search For	<p>Enter the string you want the system to search for, and use the Proceed (OK) command. You must enter the text you are searching for exactly as it appears in the print job (upper- and lowercase letters must match exactly).</p> <p>For example, if you are searching for the employee ID <i>IBOU001</i>, you can enter all six characters (BOU001), just the first few characters (BOU), or just the last few characters (U001), but not lowercase letters (bou001).</p>
Pick	<p>If the system locates the string you entered, the page number on which the string appears is displayed. Press P to print the displayed page number, A to print all pages where the string occurs, or C to continue searching for more occurrences of the text string you entered.</p>

Command Bar Definitions

This window has no command bar.

Saving and Exiting

When all occurrences of the text you entered have been found, press **Enter** to return to the Active Report Control screen.

Print Control Screen



Field Definitions

Field Name	Description
Copies	Enter the number of copies to print.
Page From	Enter the first page number you want to print.
Page Thru	Enter the last page number you want to print.
User	Accept the user ID that's displayed, or enter a different ID.
Class	Accept the report class that's displayed, or enter a different report class.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

If you print using a report class that is different from the last report class used by the printer you selected, a message appears to warn you.

Select the output device for the report to begin printing the report(s).

When the report finishes printing, you can retain the report, remove it from the Active Report Control, or archive it. Enter **R** to retain it, **D** to delete the report, or **A** to send the report to the Archive Control.

Archive Report Control

Features

Use the Archive Report Control function to view print jobs that have been archived and to access information from those print jobs.

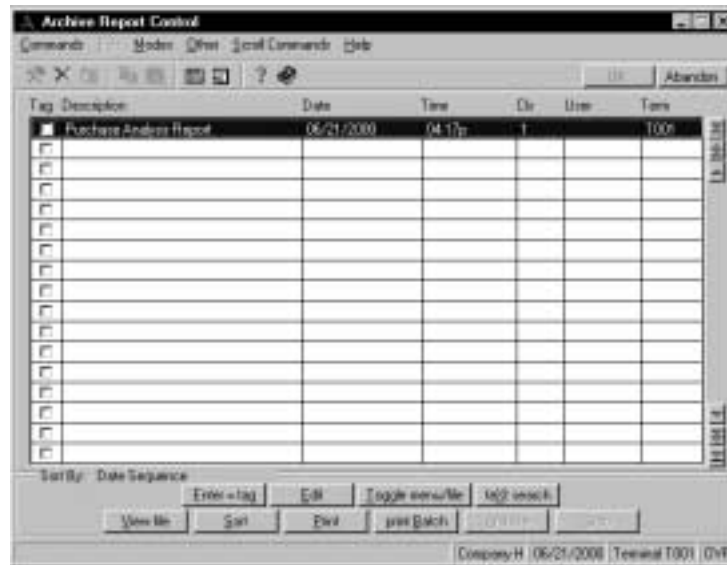
Reports

No report is associated with this function.

Screen Use

Screen	Description
Active Report Control	Use the Active Report Control screen to view, maintain and print active print jobs.
Print Control	Use the Print Control screen to enter the number of copies and type of form you want to use to print a report.
Search for Text	Use the Search for Text screen to enter a string you want the system to find in the job you have selected.

Archive Report Control Screen



Command Bar Definitions

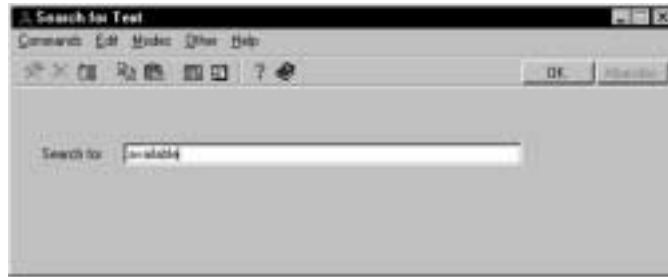
Command	Description
Enter = tag	Press Enter to toggle a selected file as tagged (checked) or untagged (unchecked). You can print a group of tagged files at one time using the Print Batch command.
Edit	Press E to edit the report description and class for the selected file.
Toggle menu/file	Press T to toggle the description field to display either the file description or the file path and name.
teXt search	Press X to search for text in a report (see Search for Text Screen below for instructions).
View file	Press V to display the path and file name for the selected file.

Command	Description
Sort	Press S to select the order in which you want the reports list on the screen. You can sort the reports by: report description date and time, from most recent to oldest ID of the user who produced the file report class terminal ID where the file was produced
Print	Press P to print the selected file (see Print Control Screen below).
print Batch	Press B to print the files you selected using the Tag command (see Print Control Screen below).
Goto	Press G to go to a specific report in the Archive Report Control. (This command is available only if there is more than one screen of reports.)

Saving and Exiting

To exit to the Report Control menu, use the **Exit (F7)** command.

Search for Text Screen



Field Definitions

Field Name	Description
Search for	<p>Enter the string you want the system to search for, and use the Proceed (OK) command. You must enter the text you are searching for exactly as it appears in the print job (upper- and lowercase letters must match exactly).</p> <p>For example, if you are searching for the employee ID <i>IBOU001</i>, you can enter all six characters (BOU001), just the first few characters (BOU), or just the last few characters (U001), but not lowercase letters (bou001).</p>
Pick	<p>If the system locates the string you entered, the page number on which the string appears is displayed. Press P to print the displayed page number, A to print all pages where the string occurs, or C to continue searching for more occurrences of the text string you entered.</p>

Command Bar Definitions

This window has no command bar.

Saving and Exiting

When all occurrences of the text you entered have been found, press **Enter** to return to the Archive Report Control screen.

Print Control Screen



Field Definitions

Field Name	Description
Copies	Enter the number of copies you want to print.
Page From	Enter the first page number you want to print from the file.
Page Thru	Enter the last page number you want to print from the file.
User	Accept the user ID that's displayed, or enter a different ID.
Class	Accept the report class that's displayed, or enter a different report class.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

If you print using a report class that is different from the last report class used by the printer you selected, a message appears to warn you.

Select the output device to begin printing the report. When the report is printed, you can either retain the report or remove it from the Archive Report Control. Enter **R** to retain the report, or **D** to delete it.

Report Classes

Features

Report classes are used to group report files for easier reference. For example, you might assign report classes based on the department that uses the report (accounting, sales, and so on), the time period the report applies to (daily, monthly, and so on), or the type of report (transactions, history, and so on).

Use the Report Classes function on the Print Manager File Maintenance menu to set up and maintain report classes.

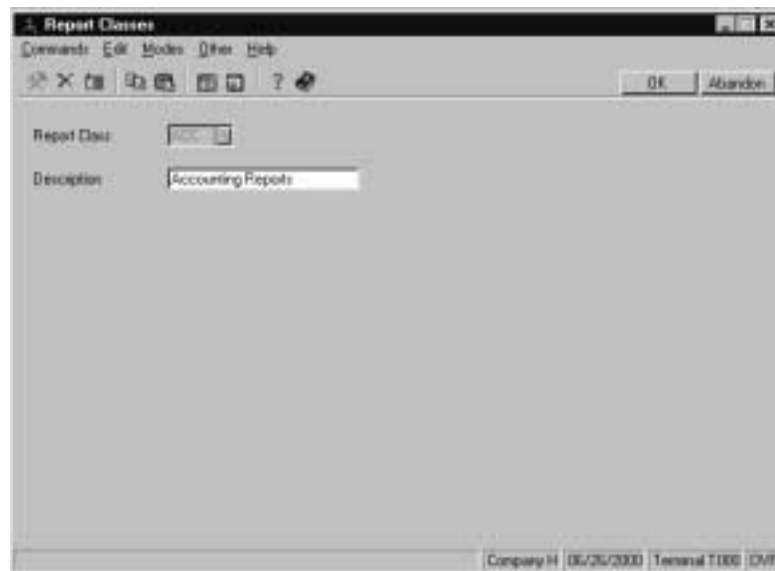
Reports

No report is associated with this function.

Screen Use

Screen	Description
Report Maintenance	Use the Report Classes screen to enter the report classes you want to use to categorize print jobs.

Report Classes Screen



Field Definitions

	Field Name	Description
Inquiry	Report	Enter the class code you want to work with.
	Description	Enter the description of the report class. The system uses the report class to remind you to load the proper paper before you print a report, and to sort reports on the report control screens.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries. Then enter another report class to work with, or exit to the Print Manager File Maintenance menu.

Parameter Maintenance

Features

Use the Parameter Maintenance function on the Print Manager File Maintenance menu to set up and maintain the defaults for the archive directory and document file names.

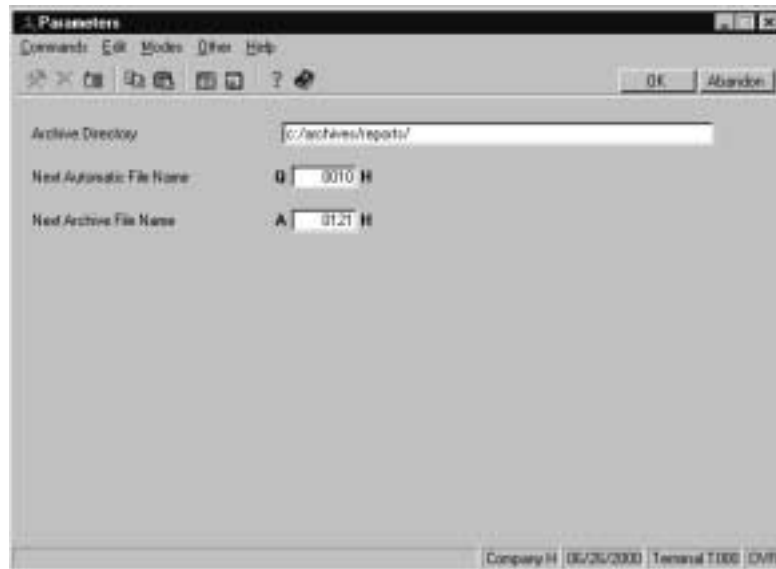
Reports

No report is associated with this function.

Screen Use

Screen	Description
Parameter Maintenance	Use the Parameter Maintenance screen to enter the defaults for the archive directory and file names.

Parameter Maintenance Screen



Field Definitions

Field Name	Description
Archive Directory	Enter the path where you want to store archived print files. If the path does not exist, the system can create it for you.
Next Automatic File Name	<p>The system can assign print file names for you automatically. Active reports are named <i>Qnnnnxxx</i> (where <i>nnnn</i> is a generated sequence number and <i>xxx</i> is the company ID).</p> <p>Enter the sequence number you want generated for the next report you print to a file.</p>
Next Archive File Name	<p>The system can assign print file names for you automatically. Archive reports are named <i>Annnnxxx</i> (where <i>nnnn</i> is a generated sequence number and <i>xxx</i> is the company ID).</p> <p>Enter the sequence number you want generated for the next print file you archive.</p>

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to save your entries and return to the Print Manager File Maintenance menu.

Purge Report History

Features

Use the Purge Report History function on the Print Manager File Maintenance menu to delete history transaction entries by date and transaction type.

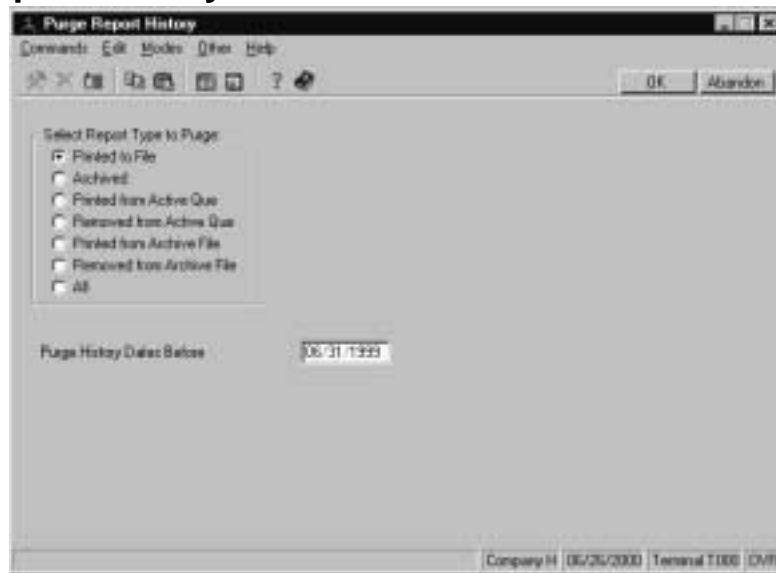
Reports

No report is associated with this function.

Screen Use

Screen	Description
Purge Report History	Use the Purge Report History screen to enter the type of transaction history you want to delete and the date before which you want it deleted.

Purge Report History Screen



Field Definitions

Field Name	Description
Select Report Type to Purge	Select the type of reports you want to remove from history.
Purge History Dated Before	Enter a date. Report history information dated before the date you enter will be removed.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the Proceed (OK) command to begin the purge process. When the process is complete, the Print Manager File Maintenance menu appears.

Reports

10

Data File Allocation Report	10-3
Product Suggestions Report	10-7
Error Log	10-11
Global Inquiry Window Audit Report	10-15

Data File Allocation Report

Features

The Data File Allocation Report provides a list of the data files on your system and their sizes. Use it to audit the use of disk space.

Reports

A sample Data File Allocation Report is on page 10-6.

Screen Use

Screen	Description
Data File Allocation Report	Use the Data File Allocation Report screen to select the application, companies, and files you want to include in the report.

Data File Allocation Report Screen

Application From: [A1] [S]
To: [A1] [S]
Company From: [A] [S]
To: [A] [S]

Include:
Application-Specific System Files? ☒
Data Directory 1 Files? ☒
Data Directory 2 Files? ☒
Data Directory 3 Files? ☒
Report Writer Data Files? ☒

Company: H 06/25/2000 Terminal: T000 CVR

Field Definitions

Field Name	Description
Application	Enter the range of applications you want to include in the report.
Company	Enter the range of companies you want to include in the report.
Include	If you want to include the files of each type listed in the report, check the applicable box (or enter Y in text mode); if not, uncheck the applicable box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the report.

After the report is produced, the Reports menu appears.

Data File Allocation Report

06/09/2001 9:21 AM		Builders Supply Data File Allocation Report		Page 1
Filename	Description	Filesize Used	Action	Active Keys
Shared Files for AP on /OSAS/PROGAP/				
APAPPL.TXT	AP Application File	51		
APDATA.510		60,416	(Dynamic)	60
APFILES.TXT	AP Files List	193		
APHELP	AP Help File	1,461,248	(Dynamic)	4,182
APLABEL.TXT	AP Label File	129		
APMN	AP Menu File	12,288	(Dynamic)	11
APSWCH	AP Option Linkage Switches	2,560	(Dynamic)	4
APWIND	AP Window Definitions File	52,736	(Dynamic)	29
Shared Files for AP on /OSAS/RWdata/				
APTOP	AP Topic File	3,072	(Dynamic)	15
RW200D	AP Vendor Dictionary	12,800	(Dynamic)	70
RW200I	AP Vendor RW Instructions	4,096	(Dynamic)	10
RW200M	AP Vendor Key Information	2,048	(Dynamic)	5
RW200N	AP Vendor Names File	3,584	(Dynamic)	4
RW200R	AP Vendor Report File	2,048	(Dynamic)	2
RW201D	AP Transaction Dictionary	89,600	(Dynamic)	494
RW201I	AP Transaction RW Instruction	9,216	(Dynamic)	15
RW201M	AP Transaction Key Info	2,048	(Dynamic)	6
RW201N	AP Transaction Names File	13,824	(Dynamic)	14
RW201R	AP Transaction RW Reports	2,048	(Dynamic)	2
RW202D	AP History Dictionary	88,576	(Dynamic)	486
RW202I	AP History RW Instructions	4,096	(Dynamic)	12
RW202M	AP History Key Information	3,072	(Dynamic)	10
RW202N	AP History Names File	16,384	(Dynamic)	18
RW202R	AP History RW Reports	2,048	(Dynamic)	2
RW203D	AP Checks Dictionary	19,456	(Dynamic)	103
RW203I	AP Checks RW Instructions	4,096	(Dynamic)	12
RW203M	AP Checks Key Information	2,048	(Dynamic)	3
RW203N	AP Checks RW Names	6,144	(Dynamic)	7
RW203R	AP Checks RW Reports	2,048	(Dynamic)	2
RW204D	AP Open Invoice Dictionary	14,336	(Dynamic)	79
RW204I	AP Open Invoice RW Instruct	7,168	(Dynamic)	21
RW204M	AP Open Invoice Key Info	2,048	(Dynamic)	2
RW204N	AP Open Invoice RW Names	6,144	(Dynamic)	5
RW204R	AP Open Invoice RW Reports	2,048	(Dynamic)	2
RW205D	AP Recurring Entries Dict	55,296	(Dynamic)	216
RW205I	AP Recurring Entries Instruct	5,120	(Dynamic)	13
RW205M	AP Recurring Entries Key Info	2,048	(Dynamic)	4
RW205N	AP Recurring Entries RW Names	11,264	(Dynamic)	11

Product Suggestions Report

Features

Produce the Product Suggestions Report when you are ready to fax or mail the suggestions you created through the Product Suggestions function on the Other Commands menu to Open Systems.

Reports

A sample Product Suggestion Report is on page 10-10.

Screen Use

Screen	Description
Product Suggestions Report	Use the Product Suggestions Report screen to select the suggestions you want to include in the report.

Product Suggestions Report Screen



Product Suggestions Report

Commands Edit Modes Other Help

Suggestion # From 1 To 25

Date Entered From 01/01/2000 To 10/01/2000

Company H 06/21/2000 Terminal T1000 CVR

Field Definitions

Field Name	Description
Suggestion #	Enter the range of suggestions you want to include in the report.
Date Entered	Enter the range of dates of the product suggestions that you want to include in the report.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the product suggestion forms.

After the report is produced, the Reports menu appears.

Product Suggestions Report

06/09/2001 9:21 AM	Builders Supply Product Suggestion Report	Page 1
SEND TO: ATTN: Product Suggestions OPEN SYSTEMS, INC. 7626 Golden triangle Drive Eden Prairie, MN 55344-3773		
FAX #: 612-829-1493 Suggestion #: 0005 Date Submitted: 09/02/2001		
Submitted By: Builders Supply 6477 City West Parkway Eden Prairie, MN 55344		
Phone #: 612-829-0011 Fax #: 612-829-1493 Site #:		
Application: FM		
Version #: 6.0		
Menu Item: All applications		
Description: Show network user ID on reports.		

Error Log

Features

The Error Log provides a list of the errors you encountered, if any, while using the software.

Reports

A sample Error Log is on page 10-14.

Screen Use

Screen	Description
Error Log	Use the Error Log screen to select the applications and errors you want to include in the log.

Error Log Screen

The screenshot shows a window titled "Error Log" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area contains two filter sections: "Application ID" with "From" and "Thru" dropdowns set to "APP", and "Date Entered" with "From" and "Thru" date pickers set to "01.01.2000" and "10.01.2000" respectively. Buttons for "OK" and "Abandon" are in the top right. The status bar at the bottom reads "Company H | 06/21/2000 | Terminal T001 | CWR".

Field Definitions

Field Name	Description
Application ID	Enter the range of applications whose errors you want to include in the log.
Date Entered	Enter the range of dates for which you want a list of errors produced.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the log.

After the log is produced, the Reports menu appears.

Error Log

06/09/2001 9:23 AM	Builders Supply Error Log	Page 1
Application: RM		
Workstation: T000	Date: 05/06/2001	Time: 5:52 PM
Error Number: 41 Invalid Integer		
Program Name: RMPRFILE		
Error Message: BASIC ERROR = 41	Line = 7060	Program = RMPRFILE
Line Listing:	7060 PRINT (F)@(IM),STEL("DATE")+ " ",@(INT((OUTCOLS-LEN(STEL ("CNAME")))/2)),STEL("CNAME"),@(OUTCOLS-14)," PAGE ",STR(PO:...	
End of Report		

Global Inquiry Window Audit Report

Features

The Global Inquiry Window Audit Report produces a list of window link inconsistencies associated with the Global Inquiry Window definitions.

Reports

A sample Global Inquiry Window Audit Report is on page 10-17.

Screen Use

Screen	Description
Global Inquiry Window Audit Report	Use the Global Inquiry Window Audit Report screen to select the destination for the report.

Global Inquiry Window Audit Report Screen



Field Definitions

No fields are associated with this function.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the report.

After the report is produced, the Reports menu appears.

Global Inquiry Window Audit Report

9:24 AM	Builders Supply		Page	1
06/09/2001	Global Inquiry Window Audit Report			
Window ID	Link No.	Link ID	Anomaly	
APHI1	2	POORIT	Referenced Window not defined	
APHI8ID	1	INVEL	Referenced Window not defined	
APTR0D	1	INVEL	Referenced Window not defined	
APVE0	1	POORIT	Referenced Window not defined	
APVE1	1	POORIT	Referenced Window not defined	
APVE2PN	1	POORIT	Referenced Window not defined	
APHI1			Unreferenced Window	
APHI2			Unreferenced Window	
APHI5			Unreferenced Window	
End of Report				

Master File Lists

11

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Menu List

Features

The Menu List shows the menus that are on your system for a range of companies, applications, or menu IDs that you select.

Reports

A sample Menu List is on page 11-6.

Screen Use

Screen	Description
Menu List	Use the Menu List screen to select the menus you want to include in the list.

Menu List Screen

The screenshot shows a window titled "Menu List" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area contains three sets of input fields: "Company ID" with "From" (01) and "Thru" (9) fields; "Application" with "From" (AP) and "Thru" (9) fields; and "Menu ID" with "From" and "Thru" fields. "OK" and "Abandon" buttons are at the top right. The status bar at the bottom reads "Company H 06/21/2000 Terminal T001 CWR".

Field Definitions

	Field Name	Description
Inquiry	Company ID From/Thru	Enter the range of companies you want to include in the list.
Inquiry	Application From/Thru	Enter the range of applications you want to include in the list.
	Menu ID From/Thru	Enter the range of menus you want to include in the list.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Menu List

06/09/2001 9:26 AM		Builders Supply Menu List		Page 1	
----- Company H - Builders Supply -----					
ID	Title	#	Description	Type	Program/Menu Parameter

MAIN	Main Menu	1	Accounts Payable Rd 23	1	APMN
		2	Resource Manager	1	RMMN

06/09/2001 9:26 AM		Builders Supply Menu List		Page 2	
----- Accounts Payable Rd 23 -----					
ID	Title	#	Description	Type	Program/Menu Parameter

AP01	Information Inquiry	1	Vendors and Invoices	3	APQUIRY
		2	Invoices	3	APSOICN
		3	Detail History	3	APSDHON
		4	Summary History	3	APVHS
AP02	Daily Work	1	Transactions	3	APENTINI
		2	Copy Recurring Entries	3	APESR
		3	Purchases Journal	3	APPRJ
		4	Miscellaneous Debits Journal	3	APPRJ
		5	Daily Sales Tax Report	3	APTAX
		6	Post Transactions	3	APFST
AP03	Management Reports	1	Open Invoice Report	3	APPRO
		2	Cash Flow Report	3	APCFL
		3	Aged Trial Balance	3	APAGE
		4	Vendor Analysis Report	3	APPRA
		5	1099 Forms	3	APP99
		6	Sales Tax Report	3	RMTAX
End of Report					

Backup/Restore Commands List

Features

The Backup/Restore Commands List shows the commands that are used to back up and restore the data and program files on your system.

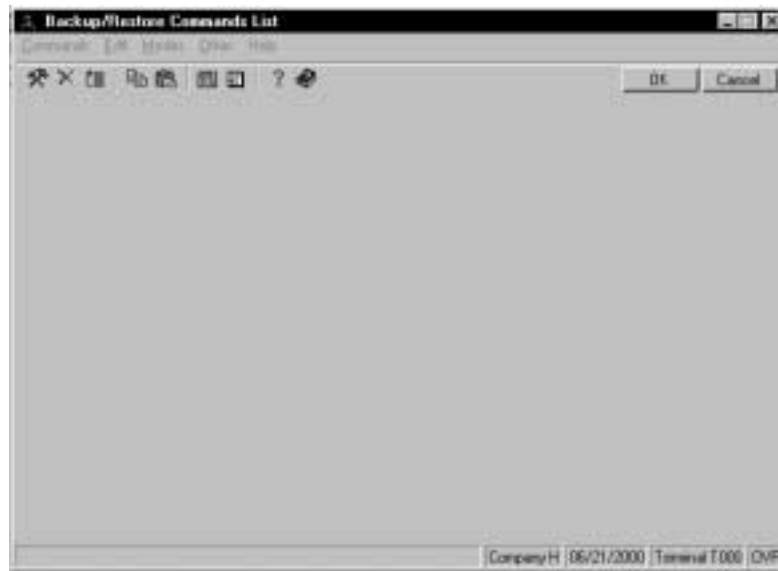
Reports

A sample Backup/Restore Commands List is on page 11-9.

Screen Use

Screen	Description
Backup/Restore Commands List	Use the Backup/Restore Commands List screen to select the output device for the list.

Backup/Restore Commands List Screen



Field Definitions

This screen has no fields to enter.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Backup/Restore Commands List

06/09/2001 9:27 AM	Builders Supply Backup/Restore Commands List	Page 1

Backup to Floppy Command Line (OSBUF.TXT):		
BACKUP (dir)\(select) (flop) /S		
Restore from Floppy Command Line (OSREF.TXT):		
RESTORE (flop) (dir)\(select) /S		
Backup to Tape Command Line (OSBUT.TXT):		
N/A		
Restore from Tape Command Line (OSRET.TXT):		
N/A		
End of Report		

Application Information List

Features

The Application Information List shows the applications that are on your system and their installation information.

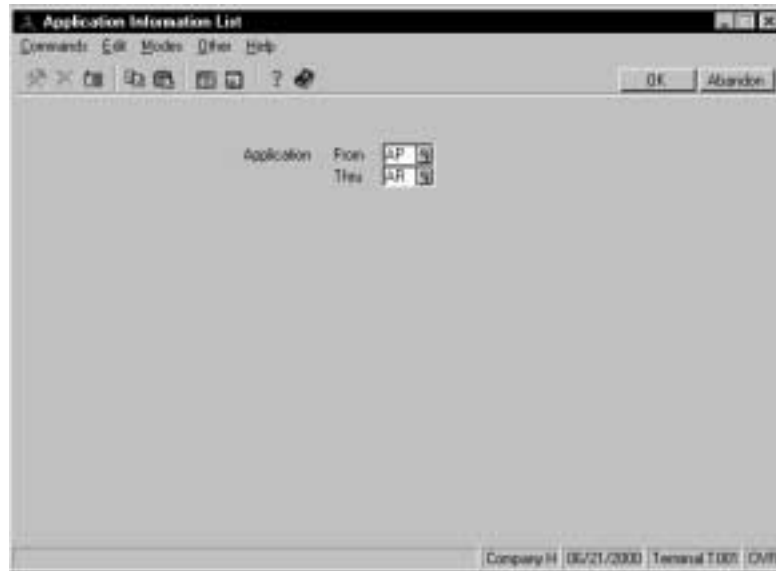
Reports

A sample Application Information List is on page 11-13.

Screen Use

Screen	Description
Application Information List	Use the Application Information List screen to select the applications you want to include in the list.

Application Information List Screen



Field Definitions

	Field Name	Description
Inquiry	Application From/Thru	Enter the range of applications you want to include in the list.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Application Information List

08/26/2001 10:13 AM	Builders Supply Application Information List	Page 1
ID	Information	
AP	Description : Accounts Payable Base Application : Version : 6.05 Installed : NO Install Date : 08/26/2001 Program Directory : C:/OSAS/progAP/ Verification File : APVEX Last Maintenance : None	
AR	Description : Accounts Receivable Base Application : Version : 6.05 Installed : NO Install Date : 08/26/2001 Program Directory : C:/OSAS/progAR/ Verification File : ARCTX Last Maintenance : None	
End of Report		

Company Information List

Features

The Company Information List shows the names and addresses of companies that are set up on your system.

Reports

A sample Company Information List is on page 11-17.

Screen Use

Screen	Description
Company Information List	Use the Company Information List screen to select the companies you want to include in the list.

Company Information List Screen



Field Definitions

	Field Name	Description
Inquiry	Company ID From/Thru	Enter the range of companies you want to include in the list.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Company Information List

06/09/2001 9:29 AM		Builders Supply Company Information List		Page 1
ID Information		Defaults		
H	Name : Builders Supply Address 1 : 7626 Golden Triangle Dr. Address 2 : City, State Zip : Eden Prairie, MN 55344-3732 Country : US U.S.A. Phone : 612-829-0011 Fax : 612-829-1493 Site : Date Format : 0 (MM/DD/YYYY) Time Format : 0 12-Hour (hh:mm AM/PM)	Location ID Bank ID	MN0001 FNB001	
		Reg. Dollars IN Costs IN Prices IN Quantities Rates Hours Credit Limits	999999999.99- 9999999.9999- 9999999.9999- 9999999.9999- 99999999.999- 99999999.999- 9999999999999-	
End of Report				

Help Screens List

Features

The Help Screens List shows the contents of the help file for an application. Use this function to plan changes to the help content or as a record of the changes you made.

Reports

A sample Help Screens List is on page 11-22.

Screen Use

Screen	Description
Help Screens List	Use the Help Screens List screen to select the help screens you want to list.

Help Screens List Screen

Field Definitions

	Field Name	Description
Inquiry	Application From/Thru	Enter the range of applications you want to include in the list.
	Help ID From/Thru	Enter the range of help screens you want to include in the list.
	Field Name From/Thru	Enter the range of field names you want to include in the list.
	Print By	Select the order in which you want to organize the list.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Help Screens List

06/09/2001 9:30 AM	Builders Supply Help Screens List	Page 1
Field Name	Help ID	Accounts Payable Rd 23 Help Text
{1099 2nd TIN Notice?}	APACV1 001761	If the Internal Revenue Service has notified your company twice in the past three years that the vendor's tax identification number is incorrect, enter {YES}; if not, enter {NO}.
{1099 2nd TIN Notice?}	APACVFM.PUB 001761	If the Internal Revenue Service has notified your company twice in the past three years that the vendor's tax identification number is incorrect, enter {YES}; if not, enter {NO}.
{1099 2nd TIN Notice?}	APACVFM.PUB 001961	If the Internal Revenue Service has notified your company twice in the past three years that the vendor's tax identification number is incorrect, enter {YES}; if not, enter {NO}.
{1099 Field Indicator}	APACV1 001561	The field indicator corresponds to the box number on the 1099-WISC form where the year-to-date purchases amount will be printed. See the federal tax circular for more information. Enter {1-3}, {5-9}, {A} to toggle between the selections.
{1099 Field Indicator}	APACVFM.PUB 001561	The field indicator corresponds to the box number on the 1099-WISC form where the year-to-date purchases amount will be printed. See the federal tax circular for more information. Use {1-3}, {5-9}, {A} to toggle through the choices.
{1099 Foreign Address?}	APACV1 001661	If the vendor has a foreign address, enter {YES}; if not, enter {NO}.
{1099 Foreign Address?}	APACVFM.PUB 001661	If the vendor has a foreign address, enter {YES}; if not, enter {NO}.
{1099 Foreign Address?}	APACVFM.PUB 001861	If the vendor has a foreign address, enter {YES}; if not, enter {NO}.
End of Report		

Inquiry Window Definitions List

Features

The Inquiry Window Definitions List shows the inquiry windows on your system and the information they contain.

Reports

A sample Inquiry Window Definitions List is on page 11-25.

Screen Use

Screen	Description
Inquiry Window Definitions List	Use the Inquiry Window Definitions List screen to select the windows you want to include in the list.

Inquiry Window Definitions List Screen



Field Definitions

	Field Name	Description
Inquiry	Application From/Thru	Enter the range of applications you want to include in the list.
	Window ID From/Thru	Enter the range of windows you want to include in the list.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Inquiry Window Definitions List

06/09/2001 9:34 AM				Builders Supply Inquiry Window Definitions List										Page 1
Accounts Payable Rd 23														
Window ID	Topic	File No.	File No.	Key No.	Starting Col	Size Row	Inclusion Begin	Exclusion Len	Add Routine	Data Names	Print @ Col			

APACACW1	0	0	APCDX	0	15	5	38	10	1	10	0	0	* Code Description	2 6
Window Title: Distribution Codes														
Column Headings: Code Description														
NOTE: *=Returned Field														
APACDCW1	0	0	APCDX	0	10	5	38	10	1	10	0	0	* Distribution Code Description	2 6
Window Title: Distribution Codes														
Column Headings: Code Description														
NOTE: *=Returned Field														
APACSCW2	0	23	GLMAX	0	20	10	48	12	1	3	0	0	* GL ACCT NO GL ACCT DESC	2 15
Window Title: General Ledger Inquiry														
Column Headings: GL Account Description														
NOTE: *=Returned Field														
APBANKW1	0	17	BRBAX	0	17	14	44	9	0	0	0	0	* BANK ID BANK DESCRIPTION	2 11
Window Title: Bank Account Inquiry														
Column Headings: Bank ID Bank Description														
NOTE: *=Returned Field														
APCNVT	0	0	OSCNVT	0	3	3	30	15	0	0	0	0	* Application Version File Name	2 7 15
Window Title: Conversion verify file														
Column Headings: Appl Version File Name														
NOTE: *=Returned Field														
APEDTW1	0	20	APTHx	0	20	3	45	10	0	0	0	0	* TRAN NO VEND ID INVOICE NO INVOICE DATE	2 9 16 25
Window Title: Transaction Inquiry														
Column Headings: Tran No Vendor Invoice Date														
NOTE: *=Returned Field														
End of Report														

Global Inquiry Window List

Features

The Global Inquiry Window List provides information about each Global Inquiry window. This information is valuable if you are setting up windows and want a list of windows that have already been established.

Reports

A sample Global Inquiry Window List is on page 11-29.

Screen Use

Screen	Description
Global Inquiry Window List	Use the Global Inquiry Window List screen to select the windows you want to include in the list.

Global Inquiry Window List Screen

Field Definitions

	Field Name	Description
Inquiry	Window From/Thru	Enter the range of windows you want to include in the list.
	Print	If you want to include each type of information listed in the list, check the applicable box (or enter Y in text mode); if not, uncheck the applicable box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Global Inquiry Window List

06/26/2000		Builders Supply		Page		1
6:21 PM		Global Inquiry Window List				

Inventory Purchase History						
General Information						

Window	File	File	Topic	No of Key	Key	Inclusion
ID	Name	No	No	Flds	No	Len
		No			Begin Len	Exclusion
					Search Label	Search Pos
						Search Len

APH11	APH1x	008	202	018	001	026
					01	20
Summary Fields						

Name/Formula	Type	Description	Mask	Fld	Strt Len	Col Xref

1. ITEM ID	1	Item ID		003	001	020
2. INLD/LAST PUR DATE	3	Last Purch Date		003	001	026
3. TEMP/DESCRIPTION	1	Description		004	001	035
4. INLD/LAST PUR RTN	3	Last Purch Rtn		003	001	026
					02/53	INLDX
						029
						000
Data Fields						

Name/Formula	Type	Mask	Fld	Strt Len	Col	Xref

1. VEND ID	1		002	001	006	01
2. SHORT NAME	1		010	001	021	08
3. INVOICE NO	1		002	007	008	30
4. INVOICE DATE	3		011			39
5. TEMP/QT/ PURCH	2	####0.0-	006	006	48	
6. TEMP/EXT PRICE	2	#####0.00-	008	007	63	
Column Headings: ID Description Invoice Date Quantity Ext Price						
Global Inquiry Links						

Description	Window ID	Exclusion Ap.	Define by	Fld/Pos/Val	Start Length	Position Record Test

1. Vendors	APVEO		FIL	002	001	006
2. PO Orders	POORIT		FIL	002	001	006
End of Report						

Tables List

Features

The Tables List shows the tables that are in any application and the information they contain.

Reports

A sample Tables List is on page 11-34.

Screen Use

Screen	Description
Tables List	Use the Tables List screen to select the tables you want to include in the list.

Tables List Screen

Tables List

Commands Edit Modes Other Help

Application From Thru

Table ID From Thru

Suppress Blank Lines?

Page Break Per Table?

OK Abandon

Company H 06/21/2000 Terminal T001 C/P

Field Definitions

	Field Name	Description
Inquiry	Application From/Thru	Enter the range of applications you want to include in the list.
Inquiry	Table ID From/Thru	Enter the range of tables you want to include in the list.
	Suppress Blank Lines?	If you want to print blank lines from the tables in the list, uncheck the box (or enter N in text mode); if not, check the box (or enter Y in text mode).
	Page Break Per Table?	If you want each table to begin on a new page, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Tables List

06/09/2001 10:17 AM	Builders Supply Tables List Accounts Payable Rd 23	Page 1
Table ID DF	Description Transaction Default Accounts	
No. of Columns	2 Column Length 12 Type A	
FIELD	DEFAULT VALUE	
-----	-----	
WIP Account	1042	
INV Account	1044	
End of Report		

Country Codes List

Features

The Country Codes List shows the country codes and the names associated with the codes that are on your system.

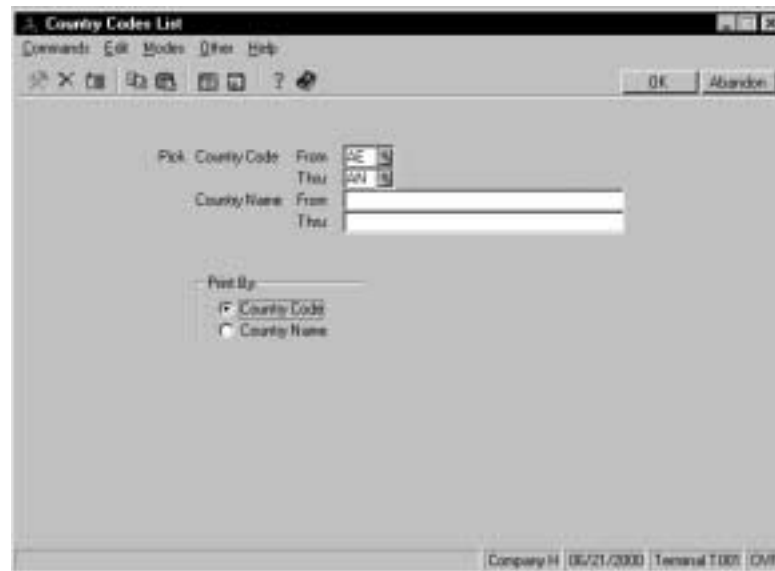
Reports

A sample Country Codes List is on page 11-38.

Screen Use

Screen	Description
Country Codes List	Use the Country Codes List screen to select the codes you want to include in the list.

Country Codes List Screen



Field Definitions

	Field Name	Description
Inquiry	Country Code From/ Thru	Enter the range of country codes you want to include in the list.
	Country Name From/ Thru	Enter the range of country names you want to include in the list.
	Print By	Select the order in which you want to organize the list.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Country Codes List

06/26/2000 5:57 PM	Builders Supply Country Codes List By Country Code	Page 1
Code	Country Name	
AE	U.A.E.	
AG	ANTIGUA	
AI	ANGUILLA	
AN	NL. ANTILLES	
AO	ANGOLA	
AR	ARGENTINA	
AT	AUSTRIA	
AU	AUSTRALIA	
AW	ARUBA	
BB	BARBADOS	
BD	BANGLADESH	
BE	BELGIUM	
BF	BURKINO FASO	
BG	BULGARIA	
BH	BAHRAIN	
BI	BURUNDI	
BJ	BENIN	
BM	BERMUDA	
BO	BOLIVIA	
BR	BRAZIL	
BS	BAHAMAS	
BW	BOTSWANA	
BZ	BELIZE	
End of report		

Tax Locations List

Features

The Tax Locations List shows the tax locations and tax authorities that are on your system. The list also identifies the sales and tax collected for each tax class in each tax location.

Reports

A sample Tax Locations List is on page 11-42.

Screen Use

Screen	Description
Tax Locations List	Use the Tax Locations List screen to select the tax authorities and locations you want to include in the list.

Tax Locations List Screen

Field Definitions

Field Name	Description
Tax Authority From/ Thru	Enter the range of tax authorities you want to include in the list.
Inquiry	
Tax Location From/ Thru	Enter the range of tax locations you want to include in the list.
Print By	Select the order in which you want to organize the list.
Print Sales	If you want the list to include sales amounts, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Print Purchases	If you want the list to include purchase amounts, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Field Name	Description
Print Zero Balance Tax Classes	If you want the list to include all tax classes, check the box (or enter Y in text mode). If you want to include only tax classes with non-zero balances, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Tax Locations List

06/09/2001 10:21 AM		Builders Supply Tax Locations List By Tax Location		Page 1	
Tax Loc Name	Level	Tax Auth.	Tax ID	----- General Ledger Accounts ----- Tax on ---	
				Tax Liability	Refundable
MNR	Minnesota - Resale	1	MN 23-876182734	2038	NO NO
Tax Class	Description	Tax Per.	Ref. Per.	Taxable	Nontaxable
				Tax	Calculated
				Over/Short	Refundable
00	Consumer Goods	6.500 Sales	.00	2290957.44	.00
	.000 Purchases	.00	.00	.00	.00
01	Resale Sales	.000 Sales	.00	.00	.00
	.000 Purchases	.00	.00	.00	.00
02	Exempt Sales	.000 Sales	.00	.00	.00
	.000 Purchases	.00	.00	.00	.00
03	Ind/Agr Prod.	.000 Sales	.00	.00	.00
	.000 Purchases	.00	.00	.00	.00
04	Interstate Comm	.000 Purchases	.00	.00	.00
	.000 Sales	.00	.00	.00	.00
05	Motor Vehicles	.000 Sales	.00	.00	.00
	.000 Purchases	.00	.00	.00	.00
06	Food Products	.000 Sales	.00	.00	.00
	.000 Purchases	.00	.00	.00	.00
07	Clothing	.000 Sales	.00	.00	.00
	.000 Purchases	.00	.00	.00	.00
08	Gasoline	.000 Sales	.00	.00	.00
	.000 Purchases	.00	.00	.00	.00
09	Services	.000 Sales	.00	.00	.00
	.000 Purchases	.00	.00	.00	.00
TOTAL FOR LOCATION MNR		Sales	.00	2290957.44	.00
	Purchases	.00	.00	.00	.00
GRAND TOTAL Sales		Taxable	Nontaxable	Tax	Calculated
	Purchases	.00	2290957.44	.00	Over/Short
				.00	Refundable
				.00	
End of report					

Tax Groups List

Features

The Tax Groups List shows the tax groups that are on your system.

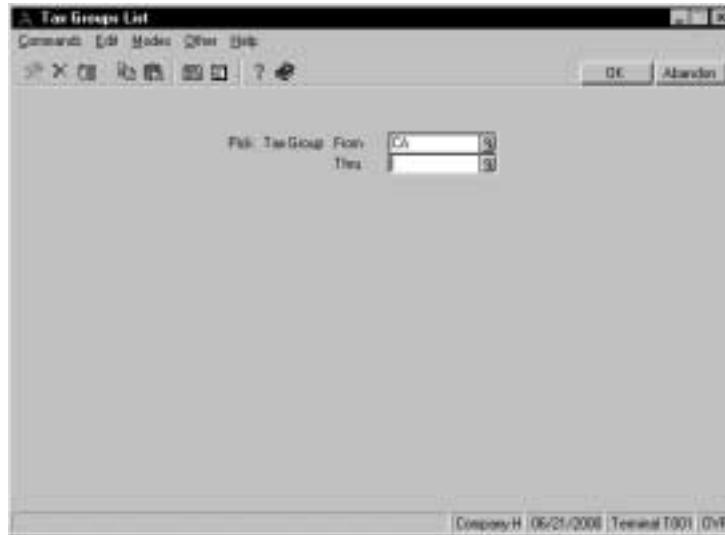
Reports

A sample Tax Groups List is on page 11-45.

Screen Use

Screen	Description
Tax Groups List	Use the Tax Groups List screen to select the groups you want to include in the list.

Tax Groups List Screen



Field Definitions

	Field Name	Description
Inquiry	Tax Group From/Thru	Enter the range of tax groups you want to include in the list.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Tax Groups List

06/09/2001 10:22 AM		Builders Supply Tax Groups List										Page 1	
Tax Group	Description	Reporting Method	Level 1		Level 2		Level 3		Tax on Levels Level 4		Tax on Levels Level 5		Tax on Levels Level 3 4
			1	2	1	2	1	2	1	2	3	4	
MNR	Minnesota - Resale	Combined	MNR										
End of report													

Options and Interfaces List

Features

The Options and Interfaces List shows the options and interfaces for the applications that are on your systems and the information they contain.

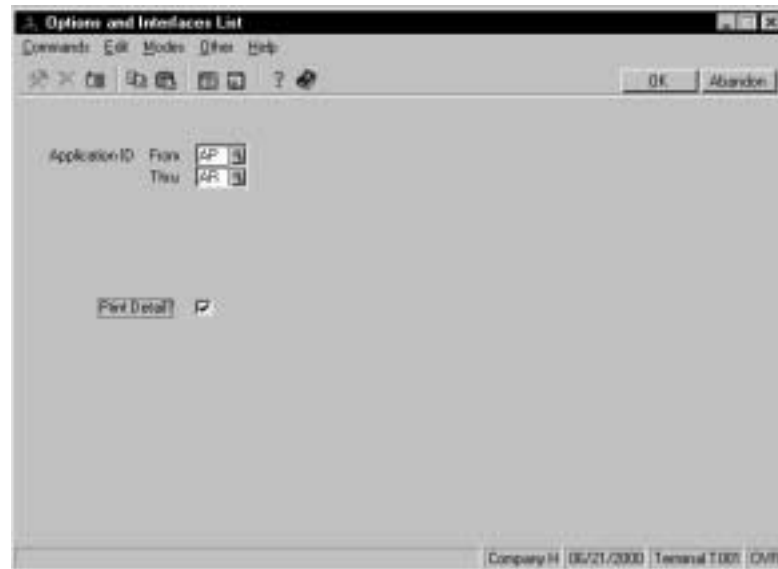
Reports

A sample Options and Interfaces List is on page 11-50.

Screen Use

Screen	Description
Options and Interfaces List	Use the Options and Interfaces List screen to select the applications you want to include in the list.

Options and Interfaces List Screen



Field Definitions

	Field Name	Description
Inquiry	Application ID	Enter the range of applications you want to include in the list.
	From/Thru	
	Print Detail?	If you want a detailed list of information about the option settings and types of options available, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Options and Interfaces List

06/09/2001 10:22 AM	Builders Supply Options and Interfaces List For Accounts Payable Rd 23	Page 1
Option Number	Description	Value
001	Interface to General Ledger?	NO
002	Interface to Inventory?	NO
005	Interface to Job Cost?	NO
015	Interface to Bank Reconciliation?	NO
007	Post transactions in detail or summary?	DETAIL
009	Keep detail purchase history?	YES
011	Use additional descriptions?	YES
012	Copy additional descriptions from Inventory?	NO
013	Keep additional description in history?	NO
014	Allow printing of online checks?	YES
017	Keep summary purchase history?	NO
018	Use plain paper check stubs?	YES
020	Do you want to show a warning if duplicate invoice number?	YES
021	Do you want to force totals on exit of transaction entry?	YES
End of Report		

Field List

Features

Use the Field List function to display and print out all the field ID codes and the definitions. The field codes control how fields are changed when you use the Change Fields function.

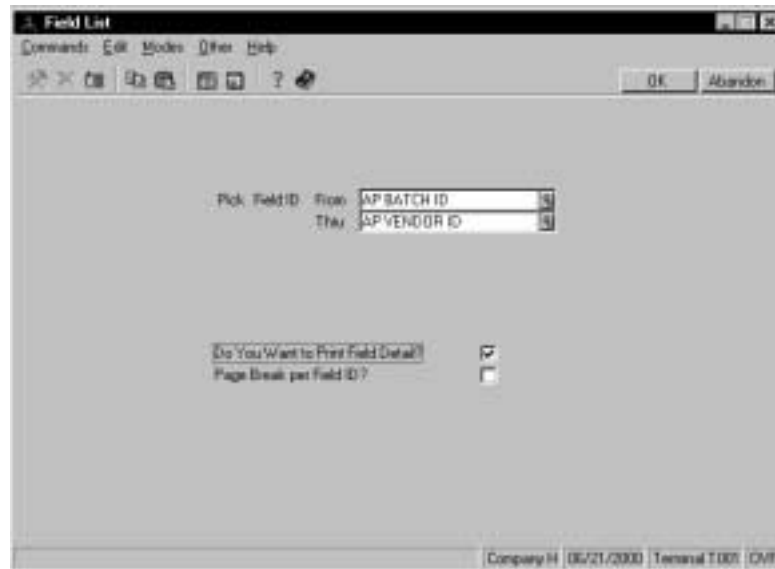
Reports

A sample Field List report is on page 11-54.

Screen Use

Screen	Description
Field List	Use the Field List screen to select the applications you want to include in the list.

Field List Screen



Field Definitions

	Field Name	Description
Inquiry	Field ID From/Thru	Enter the range of applications you want to include in the list.
	Do You Want to Print Field Detail?	If you want a detailed list of the fields, including the associated file definitions, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Page Break per Field ID?	If you want begin on a new page each time the Field ID changes, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Field List

06/09/2001 10:22 AM	Builders Supply Options and Interfaces List For Accounts Payable Rd 23	Page 1
Option Number	Description	Value
001	Interface to General Ledger?	NO
002	Interface to Inventory?	NO
005	Interface to Job Cost?	NO
015	Interface to Bank Reconciliation?	NO
007	Post transactions in detail or summary?	DETAIL
009	Keep detail purchase history?	YES
011	Use additional descriptions?	YES
012	Copy additional descriptions from Inventory?	NO
013	Keep additional description in history?	NO
014	Allow printing of online checks?	YES
017	Keep summary purchase history?	NO
018	Use plain paper check stubs?	YES
020	Do you want to show a warning if duplicate invoice number?	YES
021	Do you want to force totals on exit of transaction entry?	YES
End of Report		

System Messages

A

xxCNVT.LOG - Error Log exists. Press Any Key to continue.

The files you are trying to convert for an application have already been converted. If you must convert the files again, use the operating system commands to erase the specified file first.

Access code {*accesscode*} already exists.

You cannot have two access codes that are the same. Enter a different access code.

Access for file maintenance denied.

You are not authorized to use the F6 Maintenance function you are trying to work with.

Access Name {*accesscode*} Not On File

The name you entered is not on file. Enter a name that is on file, or use the **Inquiry (F2)** command to look up and select a name.

You must use the Access Codes function in Resource Manager to define an access code (see page 3-19).

Access to {*item*} Denied

Your access to the field, function, or command you are trying to use is restricted. If you have clearance to use it, enter your access code first.

All form classes must match on batch selected jobs.

Form class cannot be changed on a batch selection.

If selected form class doesn't match printer form class, job will not print.

Selected jobs will not print if the form class doesn't match the printer's current form class.

In Print Manager, all the jobs you select to print in a batch must have the same form class. Select print jobs with the same form class, or print one job at a time if print jobs have different form classes.

A driver filename must be supplied when using Device Type 'doscon'.

The terminal you are trying to set up requires a value in the driver filename field.

Alpha Characters Not Allowed with Numeric Field Mask

You cannot use letters in a math formula for a field whose mask is numeric. Remove the letters or change the mask.

Application information not found.

The media you are trying to install does not contain the files required for installation. If you are installing from a diskette drive, make sure that you have inserted the correct diskette. If you are installing from a CD-ROM drive, make sure the CD is in the drive and try again.

Application is not flagged as installed.

Application {applID} does not exist.

You must install an application before you can create or convert files for it.

Application not installed for this company.

You cannot change options and interfaces for an application that is not installed for the company. Install the application, create or convert files, and then run the function again.

Application version must be greater than or equal to {version}.

Installing this version number may cause compatibility problems throughout your system. Do not attempt to install an older version of an application over a newer one.

BASIC ERROR = {number} HOST ERROR = {number} LINE = {line} PROGRAM = {program}
BASIC ERROR = {number} LINE = {line} PROGRAM = {program}

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Beginning date is not immediately after ending date of previous period.

Dates must not be missing between the ending date of one period and the beginning date of the next period. Change the dates of the periods.

Cannot change this option. Change option {optionnumber} to {optionvalue}.

You must change the option in the message before you can change the current option.

Cannot find {terminaltype}.

The terminal type or termcap entry you specified is not in the termcap file. Enter a different terminal type.

Cannot open print device - {devicename}.

The printer you specified cannot be accessed now. Make sure that the printer is online. If you want to quit without printing, press **Ctrl-Break**.

Cannot rebuild this type of file.

You cannot use the Rebuild/Verify function for the file you selected.

Cannot Perform Calculations With Strings

A string is a set of literal characters within quotation marks. You cannot use string variables in a formula (for example, "SALES" + F1[1] is an invalid formula).

Changing the column length may alter the display of data.

If you change the column length, the data will be reorganized to fit that column length, which may produce undesirable results.

Changing the number of columns may alter the display of data.

If you change the number of columns, that data will be reorganized into the number of columns you specified, which may produce undesirable results.

Column must be between 1 and 78.

The position of the column must be in the range 1 through 78. Enter a number in this range.

Could not find any valid source files for this application.

The directory you specified for the files you want to convert does not contain files for the application. Enter the correct directory name.

Data files exist. Do you want this task to erase them?

Data files exist for the application you are trying to convert. Select **Yes** (or enter **Y** in text mode) if you want the data files for the application to be erased. Select **No** (or enter **N** in text mode) if you want to abandon the operation.

Data files exist for this company - cannot delete.

You cannot delete the company from the system because it has data on file. Use the appropriate operating system command to back up and delete the files from the data directory. Then delete the company.

Device ID {deviceID} already exists.

You cannot use the same ID for more than one device. Enter a different ID, or exit from the function and edit the device ID you specified.

Directory does not exist.

The directory you specified for the files you want to convert does not exist. Enter a different directory name.

Disk drive not ready.

The system cannot access one of the disk drives to find the file it is looking for. Make sure that the door to the diskette drive is closed.

Display Mask Does Not Fit on Screen

The size of the display mask is larger than the screen holds. Try to place the field farther away from the right side of the screen in the EIS Dashboard Editor function.

Do you want a printout of the error log after each application?

If you want to produce a copy of the error that occurred during conversion after each application has been converted, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).

Each column's position must be greater than any previous.

You must enter a position for the window column that is a higher value than that for a column you entered previously.

Empty Screen. Press <Enter> to load a Different Screen

The screen does not have any fields to be displayed. Use the EIS Dashboard Editor function to add one or more fields to the screen, or load an EIS Dashboard.

Error Found in Formula

You have made a syntax error in the field's math formula, probably because you violated a math rule.

Error in window definition.

You defined a window incorrectly. Make sure that the fields are the correct type (numeric or string), the field lengths are correct, the starting and column positions are within the limits, and so on. Then enter the window definition again with the correct values.

Error log messages exist. Press a key to get output device selections.

After you press a key, you can select the output device you want to use to produce a copy of the error log.

Existing record length exceeds new record length.

When you change the file size, you cannot specify a record length that is smaller than the length of the existing data records. Enter a larger record length.

Error opening the SYSGUI channel, please check and make sure you have setup the X0 Device in your config.bbx file.

You will get this error if you select or run a GUI menu or function and you have not setup a sysgui device in your config.bbx file. Enter the following line into your config.bbx file:

```
alias X0 SYSGUI
```

File cannot be locked.

You cannot rebuild or verify the file you selected because the file is open at another workstation.

**Field ID {fieldID} Is Not on File
Field ID {fieldID} Not Found**

The field you entered is not on file. Enter a field that is on file, or use the **Inquiry (F2)** command to look up and select a field. To define a field, use the Field Definitions function.

Field {fieldID} is Invalid

The field is not valid because you entered a function incorrectly in the math editor. It recognizes functions in the format $F_n[m]$.

Field {fieldID} Is Not Defined As Numeric

The function you are assigning to the field ID returns alphanumeric values. The display mask accepts numbers only. Change the display mask, or use a function that returns numeric values.

Field Setup Not Defined

You cannot assign setup types to a field whose setup ID is not defined. You might have made a typographical error when you assigned the setup ID to a field.

Enter the field ID in the Field Definitions function and enter an existing setup ID, use the **Inquiry (F2)** command to look up and select an ID, or define this setup ID in the Setup function.

Field Will Overlap Other Fields

If you place the field too close to another field, its information will overlap the adjacent fields.

First and Last Characters Must Be Quotation Marks

If you return literal values (with quotation marks), the first and last characters must be quotation marks. Otherwise, you have an odd number of quotation marks or you are trying to use strings. The math editor does not recognize either situation.

Remove the quotation marks or use them as the first and last characters.

Function *{functionID}* Does Not Return Element *{element}*

A math editor cannot return a functional element that does not exist. (An element is a line number in the Functions scroll region.) For example, if APBAL returns two values, you cannot make the math editor return F1[3], since element number three does not exist.

You cannot enter an element of 0, an element greater than the number of elements the function recognizes, or a fractional number.

Function ID *{functionID}* Is Not on File**Function ID *{functionID}* Not Found**

The function you entered is not on file. Enter a function that is on file, or use the **Inquiry (F2)** command to look up and select a function.

To define a function, use the Functions function after you have coded the functional program in Business BASIC.

Function *{functionID}* In Field *{fieldID}* Is Not Defined

The formula uses a function that has not been defined. Change the field definition to use a different function.

Function *{functionID}* Not Fully Defined

The function you are trying to use does not use a setup type; a setup type must be used.

Function Number Missing From Field *{fieldID}*

You did not specify a function in the formula for the field definition. For example, you might have written F[3] instead of F1[3].

Filename information not found.

The media you are trying to install does not contain the files required for installation. If you are installing from a diskette drive, make sure that you inserted the correct diskette.

***{filename}* is missing from queue. Cannot archive.**

The print job you are trying to archive does not exist. It may have been deleted from the directory. Check the filename and try again.

***{filename}* is missing from queue. Cannot search.**

The print job you are searching for does not exist. It may have been deleted from the directory. Check the filename and try again.

File type not supported.

You cannot use the Change File Size function to change the size of an indexed or string file.

fs load error = {number}**bbx: unable to open channel {number}****ERROR - A BBx error has occurred**

You cannot start the accounting software with a terminal ID that is not set up in your config.bbx file. Make sure that the config.bbx file is on your system, and start OSAS with a different terminal ID. If the problem persists, get help from a support technician.

Global string {maskname} is not defined.

The user mask you entered is not set up in memory. Check the name and enter a different user mask.

History Not Selected in Options Table

The history option is not valid if the Keep Values File History switch is set to NO in the Options and Interfaces function in Resource Manager (see page 3-15).

Incompatible enhancement.

The enhancement you are trying to install is incompatible with a previous enhancement. Contact the reseller who sold you the enhancement.

Insufficient memory available.

Your computer does not have enough memory available to use the function. Close some of the other programs you are running and try the function again. If you still get the message, see your dealer about purchasing more RAM for your computer.

Invalid characters in company ID.

The character you entered is not a valid filename in the operating system.

Invalid {backup/restore} command found in the OSxxx.txt file.

You have a bad command in the backup or restore file displayed.

Invalid date - *{format}*.

The date you entered does not conform to the date format that is used on your system. Enter the date again, using the format shown in the message.

Invalid device ID.

The device ID you entered is not valid. When you set up a terminal ID, it must begin with the letter *T*; when you set up a printer ID, it must begin with the letter *P* or *L*; and when you set up a plotter ID, it must begin with the letter *D*.

**Invalid Element *{element}* In Field *{fieldID}*
Invalid Function Number *{number}* In Field *{fieldID}***

The formula has an invalid element or function number.

Invalid entry.

The information you entered is not valid. Enter the data correctly.

Invalid Time

The format is hh:mm.

Invalid version number please enter again.

The version number you entered is not valid. Enter a different version number.

Invalid workstation ID.

The system does not recognize the workstation ID you entered. Enter a different ID.

Mask format error, use *{mask}*.

The data you entered does not fit the format for the field. Enter the data again, using the format shown in the message.

Math expression does not contain matching parentheses.

The data name you chose is invalid in this window definition.

Move to New Location and Press Enter

Move the cursor to the spot on the EIS Dashboard where you want the left edge of the field to appear, and press **Enter**.

Memo accounts are not allowed.

The GL account you entered cannot be set up as a memo account in General Ledger.

Must build 'CNVTxxx' table to validate period entry.

Access the Period Setup function and fill in the lower half of the screen, which includes the period beginning and ending dates.

Must build OPT table first.

The application you are working with does not have an OPT table. Use the Application Tables function to create one.

Must define base window definition first.

You must define the base window before you can create an alternate inquiry window definition. Enter a window ID without a character in the ninth position and create it first.

Must enter Copy From ID.

This function requires that you enter a Copy From ID to create a new record.

Must enter country code.

You cannot create a blank country code.

Must enter numeric value.

The data you entered must contain only numbers.

Must Enter Valid Date

The format is mm/dd/yyyy.

Must Enter Valid Time

The format is hh:mm.

Must enter (Y)es, (N)o, or an enhancement ID.

You cannot leave this field blank. Enter **Y**, **N**, or an application enhancement ID.

No application installed for this company ID.

No applications are installed for the company you selected. Select a different company ID, or create the application files for the company before you try the function again.

No applications to convert.

You did not enter any applications to convert. Enter the IDs of the applications whose files you want to convert.

No conversion program found for this application.

You cannot convert files for the application, or the conversion program is missing from your system. Choose a different application to convert, or copy the conversion program to the application's program directory.

No data directories are defined.

You did not specify the directory that contains your data files. Use the Directories function to specify the directory.

No Fields in Formula

A formula must contain at least one field.

No OSCODE File. Setup Company Access Codes First

You must set up access codes through Resource Manager before you set them up in EIS. (See page 3-19).

No help records matching this field name.

The help record you specified does not contain any descriptive text. Enter a different help ID.

No jobs have been selected for batch processing.

Before printing jobs that are in the queue, you must select at least one print job to be included in the batch by using the **B** command.

No options found for this application.

The application you selected has no options.

No source files found for {applID}.

The source files were not found for the application you are working with. Check the directory that contains the files to be converted for the proper source files.

No unprinted suggestions match print selections.

The suggestions you entered have already been printed.

Number of columns must be greater than 4.

The window must be more than four columns wide.

Number of rows must be greater than 4.

The window must be more than four rows long.

Options and Interfaces *{program}* not found.

The system cannot access the program that is used to set options and interfaces for the application. Choose a different application, or make sure that the application is installed properly before you try again.

Path: pathname cannot be created/accessed.

The pathname you specified cannot be created or accessed. Enter a different pathname to create, or use the Application Information function to ensure that the application is installed properly. Then try the function again.

Print Manager is unable to locate the print file *{filename}*.

Check the name of the print job you are trying to print and try again.

Possible Invalid Characters in Mask

You have entered characters other than X or 9 in the mask.

Record is in use.

Another terminal on your system is using the data record you are trying to access. Wait a few minutes and try again.

Record not in file.

The record identified by the data you entered in the field is not in the file. Enter a different value in the field.

Removing Resource Manager is not allowed.

You cannot remove Resource Manager from the system.

Screen Definition File *{filename}* Not Found

You cannot load a screen that is not on file. Use the **New Screen** command to define a screen, load an existing screen, or use the **Inquiry (F2)** command to look up and select a screen.

Setup ID {setupID} Is Not on File

The setup ID you entered is not on file. Enter an ID that is on file, or use the **Inquiry (F2)** command to look up and select an ID.

Sharing violation reading drive {drive} Abort, Retry, Fail.

You are trying to load multiple OSAS sessions too quickly. Press **A** to abort the process, exit from all Windows sessions and Windows itself, and reboot your computer. Then try again—make sure that each OSAS session is fully loaded before you load another OSAS session.

Source directory cannot be an OSAS directory.

You must enter a directory that is not used by OSAS. Create a directory to convert from and enter it as the source directory.

Spool file {filename} is in use. Press Enter to abort.

Someone else is using the file you are trying to access. Try again later.

Starting column must be less than 75.**Starting column plus number of columns must be less than 80.**

The starting position of the window you create cannot be beyond screen column 74, and the last column in the window cannot extend beyond column 79. Make the window smaller, or position the first column farther left.

Starting row must be less than 20.**Starting row plus the number of rows must be less than 25.**

The starting position of the window you create cannot be below screen line 19, and the last row of the window cannot extend beyond line 24. Make the window smaller, or position the first row higher.

Suggestion xxxx not on file.

The suggestion number you entered is not in the Suggestions file.

The current period is invalid. Must be between 1 and x.

The current period you entered is not valid with the number of periods/year. Enter a number that is less than or equal to the number of periods/year.

There are no options or interfaces for this application.

The application you entered does not have any options or interfaces. Make sure that the application is installed on your system and that the data files have been created or converted.

The version entered is less than any available conversion programs.

The version you specified has no conversion program.

This application has violated system integrity due to an invalid general protection fault and will be terminated. Quit all applications, quit Windows, and then restart your computer.

You are trying to load multiple OSAS sessions too quickly. Press **A** to abort the process, exit from all Windows sessions and Windows itself, and reboot your computer. Then try again—make sure that each OSAS session is fully loaded before you load another OSAS session.

Thru value cannot be less than From value.

When you specify a range of items for a report, the ending value (Thru) cannot be less than the beginning value (From).

Unable to Create Directory.

The system cannot create the directory you specified. Check the drive letter and the spelling of the pathname and try again.

Unable to Delete {screen name}

You cannot delete the screen. Check whether the screen is under restricted access.

Unable to execute program *{program}*.

The system cannot run the program you selected from the menu. Make sure that the program file shown in the message is present in the application's program directory; then select the function again.

Unable to load company information.

The system cannot access the company information file. Someone may be using the Company Information function. Try again later. If the situation persists, get help from a support technician.

Unable to load menu record *{record}* from file *{file}*.

The menu record for the application is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

Unable to load PREFIX information.

Someone may be editing the directory records or application information files. Try again later. You can get more help from a support technician.

Unable to load workstation information.

Someone may be editing the workstation defaults or configuration records. Try again later. You can get more help from a support technician.

Unable to lock - file in use.

You cannot run a function that must lock a file that is being used by another workstation on your system. Try the function again when no one else is using the file.

Unable to open file.**Unable to open - file in use.**

The file you are trying to use is locked at another terminal on your system, or the file is corrupted. Wait a few minutes and try again. If the condition persists, get help from a support technician.

Unable to print to device.

The system cannot access the device you are trying to print to. Make sure that the device is online; then try again.

Unmatched Parenthesis Found in Formula

Every left parenthesis must have a right parenthesis, and vice versa.

Unmatched Quotation Marks Found in Formula

You must have an even number of quotation marks in a formula.

Version number must be equal to or greater than installed application.

You cannot install an earlier version of an application over a more recent version.

Version number too large.

The version number you entered is too large. Check the version number and try again.

Warning: invalid date entered.

The date you entered is not valid. The month you entered does not end with the day specified.

Warning! Setup Type *{type}* Not Used!

When you establish a setup ID, you usually want to use all the available setup types. If you do not, this message appears.

You can bypass the message, but be careful if you do. Some functions do not work properly or produce the correct information if setup types are missing. In general, assign all the possible setup types to a setup ID.

Warning: 'RMPD_{xxx}' table does not exist. Entry here will add table.

The RMPD_{xxx} table has not been set up. Press **Enter** to create a new table.

Width of window data is greater than window size.

Because the data you selected to appear in the window is wider than the window size you defined, the window data will be truncated.

Window *{windowID}* not on file.

The window ID you selected is not in the Definitions file for the application.

You must enter a version number.

You cannot proceed with the conversion until you enter a valid version number.

File Descriptions

B

xxAPPL.TXT (Application Information)

The xxAPPL.TXT file stores information about the applications to be installed on the system.

xxDATA (Data Information)

The xxDATA file stores the data file information for applications. This information is used to create files during installation, rebuilding/resizing files, and printing the Data File Allocation Report.

xxFILES.TXT (Installation Copy Program)

The xxFILES.TXT file determines which files to copy and when to prompt for another application volume during installation.

xxFRST.TXT (First Program Instructions)

The xxFRST.TXT file stores BB^x statements that perform special functions before the installation of an application.

xxHELP (Help)

The xxHELP file stores all the help screens for fields in all the applications. When you use the **Help (F1)** command in a different application, the information is accessed from this file.

xxLABEL.TXT (Label)

The xxLABEL.TXT file stores the application name and copyright information. The label information is used to verify that the appropriate installation media is installed, and the copyright information is merged into the system copyright file.

xxLAST.TXT (Last Program Instructions)

The xxLAST.TXT file stores BB^x statements that perform special functions after the normal installation of an application.

xxMN (General Menu)

The xxMN file stores the menu records to be displayed on the screen for a company or an application.

xxMSG (Message)

The xxMSG file stores the system messages for all applications. To view or change system messages for an application, use the System Messages function.

xxOI (Options and Interfaces Definition)

The xxOI file stores records with Option definitions and application links for a single application.

xxSWCH (Options Linkage Instructions)

The xxSWCH file stores the instructions that apply to a particular application and sets the option switch of another application to the same value.

xxTB (General Table)

The xxTB file stores information that is relevant to each application. For example, the general table records contain information such as the table ID, number of columns, table type, and table data.

xxWIND (Window Definition)

The xxWIND file stores information needed to display an inquiry window. The information from this file is then used by GENWIND.PUB to create an inquiry window.

CNVTLOG (Conversion Log)

The CNVTLOG file stores the errors that occurred during conversion.

EIFDDTA (Field Definition Data) file

The EIFDDTA file stores the field IDs and descriptions. It also stores the functions and setup records needed to generate each field. Each field ID corresponds to a field value in the EIVAL file.

EIFDHDR (Field Definition Header) file

The EIFDHDR file stores each field's ID, mask, description, and math formula. It also stores the value, date and time, terminal, and error type of the field's last calculation.

This information is displayed when you use the **View** command on the EIS Dashboard. You can use the Field Definitions function to change the ID, mask, description, and math formula.

EIFUDTA (Function Data) file

The EIFUDTA file stores each value returned by a function. A function can return several values. Use the **Recalc** or **Global** command on the EIS Dashboard or the Global Dashboard Update function to make a field return a value.

EIFUHDR (Function Header) file

The EIFUHDR file stores such information as the ID and description of each function. Use the Functions function on the File Maintenance menu to enter the ID and description of a function.

EIHIST (Field History) file

The EIHIST file stores field values and the dates and times that the field was updated. If you save an EIS Dashboard to history, values from the fields are saved here. The EISCR file saves only the EIS Dashboard's ID and title.

The information is retrieved from the EIHIST file when you produce the Dashboard History Report.

EISCR (Screens) file

The EISCR file stores a list of the stored EIS Dashboard IDs and descriptions. This information is updated when you build or save the layout of an EIS Dashboard and is retrieved when you load an EIS Dashboard.

The values from an EIS Dashboard are not stored here; they are stored in the EIHIST file because the system does not distinguish between one field and a group of fields. When you save an EIS Dashboard, the values of the fields are sent to the EIHIST file as though you had saved each field individually. Only the ID and title of the EIS Dashboard are stored in the EISCR file.

EISTDTA (Setup Data) file

The EISTDTA file stores the data retrieved from each setup ID when a field value is recalculated. The data includes the type and From/Thru information. When you define a function, you use setup IDs to specify the type of information you want returned and the range within those types (for example, a cash balance for one company or a range of companies). The information is stored here and retrieved when you define a field.

EISTHDR (Setup Header) file

The EISTHDR file stores the setup ID headers and user-defined information to be used by a function for calculation. When you define a function, you use setup IDs to specify the type of information you want returned and the range within those types (for example, a cash balance for one company or a range of companies). The actual data is stored in the EIVAL file.

EITB (Tables) file

The EITB file stores the settings you entered in the Options and Interfaces function in Resource Manager for EIS. (See the *Resource Manager User's Manual*; use EI as the application ID.) This version of EIS uses only two switches in the OPTxxx table and none in the OP2xxx table. EIS recognizes only these two tables.

EIVAL (Calculated Values) file

The EIVAL file stores each value that is displayed on an EIS Dashboard, the terminal that last updated the value, and the last update date and time.

When the functions calculate a value, the data (including the system date and time) is sent to this file. The EIS Dashboard function retrieves the data and sends it to the screen. When you use the **Recalc** or **Global** command on an EIS Dashboard or the Global Dashboard Update function, the information is stored here.

OSAPPL.DOS and OSAPPL.UNX (Application)

The OSAPPL.* files store information about individual applications. Resource Manager uses the files during installation and to control the Applications menu. The OSAPPL.DOS file is used on Windows systems, while the OSAPPL.UNX file is used on UNIX and Linux systems. One or both files may be used depending on the operating systems you use with OSAS. In mixed client/server environments, the UNIX terminals use the OSAPPL.UNX file for program path information and the Windows workstations use OSAPPL.DOS.

OSBUF.TXT/OSREF.TXT (Backup/Restore—disk)

The OSBUF.TXT and the OSREF.TXT files are text files that contain the command to back up or restore files from a diskette. Refer to the Backup/Restore Commands screen for more information.

OSBUT.TXT/OSRET.TXT (Backup/Restore—tape)

The OSBUT.TXT and OSRET.TXT files are text files that contain the command to back up and restore files from a tape. Refer to the Backup/Restore Commands screen for more information.

OSCL (Workstation Colors)

The OSCL file stores information about the color sets used for a workstation's 14 windows and screens. Set up the colors of your workstation through the Colors function.

OSCN (Country)

The OSCN file stores such information about countries as the country code and the name of the country.

OSCNVT (Conversion)

The OSCNVT file is used to compare the new application conversion and data files with the current application files. This file is used to determine what version is on the system.

OSCNVT.HDR (Conversion Header)

The OSCNVT.HDR files stores general conversion information.

OSCODE (Access Codes)

The OSCODE file stores such access code information as the access name, menu type, program, menu parameter, and access code for each user. If no access code exists for a company, all the menu selections are valid. If an access code exists for a company, the information is stored in the OSCODE file. Set up access codes through the Access Codes function.

OSCOMP (Company)

The OSCOMP file stores the company names, addresses, and numeric mask defaults associated with company IDs. Each time a new company ID is defined in the Company Information function, a record is added to this file.

OSCOPE (Copyrights Messages)

The OSCOPR file stores copyright messages for applications, enhancements, and add-ons.

OSDE (Device Setup)

The OSDE file stores information needed to construct a maintenance screen for the Devices function.

OSDF (Workstation Defaults)

The OSDF file holds information about the default values used for each workstation: toggle defaults, field defaults, and directory defaults. Set up defaults on your workstation through the Defaults function.

OSER (Error)

The OSERxxx file stores information about BASIC errors that occur during normal operation. Use the Error Log function to produce a list of the errors.

OSFRM (Application Form Type)

The OSFRM file stores form types for the OSAS applications installed on your system.

OSINFO.DOS and OSINFO.UNX (System Directories)

The OSINFO.* files store information that is unique to the entire OSAS system on a certain operating system:

- installation/backup device
- main program directory
- three data directories
- Report Writer data directory
- sample data directory
- system files directory
- utilities directory
- The OSINFO.DOS file is used on Windows systems, while the OSINFO.UNX file is used on UNIX and Linux systems. One or both files may be used depending on the operating systems you use with OSAS. In mixed client/server environments, the UNIX terminals use the OSINFO.UNX file for path information and the Windows workstations use OSINFO.DOS.

OSKY (Workstation Keyboard)

The OSKY file stores information about the keyboard values used for each workstation. Set up your keyboard through the Keyboard function.

OSMN (Other Commands Menu)

The OSMN file stores the Other (F4 twice from a menu, F4 once from a field) Commands menu for each company.

OSMNxxx (Main Menu)

The OSMNxxx file stores the menu records displayed on the screen for an application. The main menu for a single company is updated when data files are created, the main menu is edited, or an application is removed from the system.

OSPRN (Application Form Printer)

The OSPRN file stores form printer information.

OSTD (Temporary config.bbx Detail)

The OSTD file is a temporary file that stores detailed information about a device in the config.bbx file. This file is built and removed in the Devices function.

OSTM (Temporary config.bbx Master)

The OSTM file is a temporary file that stores the master list of devices in the config.bbx file. This file is built and removed in the Devices function.

OSVAR (VAR Information)

The OSVAR file stores the dealer and support information you enter in the Support Information function.

PMARCxxx (Archive)

The PMARCxxx file stores archived print jobs.

PMCLASS (Printer Class)

The PMCLASS file stores the last form class the printer used.

PMHSTxxx (Transaction History)

The PMHSTxxx file stores transaction history. This file is cleared when you use the Purge Transaction History function.

PMMENxxx (Login Activity)

The PMMENxxx file stores user login activity.

PMOPTxxx (Parameter)

The PMOPTxxx file stores the parameter defaults you enter in the Parameter Maintenance function.

PMQUExxx (Active)

The PMQUExxx file stores active print jobs.

PMSIZxxx (Form Class)

The PMSIZxxx file stores the form classes you set up in the Form Classes function.

RMCDxxx (Tax Class Code)

The RMCDxxx file stores tax classes and descriptions. When you set up tax locations, you assign a percentage and other information to each tax class. The file is set up through the Tax Classes function.

The RMCDxxx file is used only by Accounts Receivable but is stored in Resource Manager so that it can be of future use to other applications.

RMDEVDEF (Device Definitions)

The RMDEVDEF file stores sample device names that are used as an inquiry window during device maintenance.

RMDRVDEF (Driver Definitions)

The RMDRVDEF file stores terminal and plotter driver filenames that are used as an inquiry window during device maintenance.

RMGIDEF (Global Inquiry Definitions)

The RMGIDEF file stores information and filenames that are used as an inquiry window during global inquiries.

RMPRNODEF (Printer Definitions)

The RMPRNODEF file stores the default printer definitions that are used as an inquiry window during device maintenance.

RMTDxxx (Tax Location Detail)

The RMTDxxx file stores such tax location detail information as the percentage rates and tax expense account.

RMTHxxx (Tax Location Header)

The RMTHxxx file stores the tax location header information.

RMTXxxx (Tax Locations)

The RMTXxxx file stores such tax location information as the tax authority, tax ID, amount of taxable and nontaxable sales, tax collected for each location, and GL account that sales taxes are posted to from other applications.

RMUCxxx (User Comments)

The RMUCxxx file stores the comments you enter in the User Comments function.

RMUIxxx (User ID)

The RMUIxxx file stores descriptions of user IDs for the User Comments function.

SUGGEST (Suggestions)

The SUGGEST file stores the suggestions entered through the Other Commands menu. Suggestions might include enhancements to the software that you would like to see.

Common Questions

C

For the latest answers to OSAS-related questions, see our website at www.OSAS.com/support/osas/faq.

Which interpreters work with Windows?

XW - Microsoft Windows 95, 98, NT, and 2000

XY - Microsoft Windows Netware Client

My customer is running multiple servers (Windows 95/98, Windows NT, Windows 2000, Novell, etc.) on the same network. Will there be any problems installing OSAS for Windows?

As long as OSAS is installed on a supported server—Windows 95/98, Windows NT 3.51 with service pack 5 or 4.0 with service pack 5, Windows 2000, or Novell 3.2, 4.11, or 5.0—there should be no problems.

What workstations are supported for OSAS for Windows?

OSAS for Windows supports workstations running under Windows 95/98, NT 3.51

Workstation with service pack 5, NT 4.0 Workstation with service pack 5, and Windows 2000.

When I use continuous forms with a sysprint device, why is there an extra form feed after the alignment mark?

When you print to a spooled printer, Windows automatically generates a form feed. Printing an alignment mark requires opening and closing the printer, which triggers a form feed through Windows. Turn the alignment marks off through Form Codes in Resource Manager. If you want to print direct without the form feed, you need to set up a device in OSAS that will print to the local port (for example, /dev/ltp1 for Windows 95/98 and lpt for Windows NT) and the windows print driver needs to print directly to the port.

What's the best way to make changes to my CONFIG.BBX file?

The Resource Manager Devices function is designed so that the ALIAS parameters and STBLEN values are automatically adjusted for you.

Why do my laser forms not align?

Printers have different drivers that cause forms to align differently. See Appendix D for more information about aligning laser forms.

When I choose a sysprint printer, illegible characters are printed. What can I do?

Try changing the FONT setting for the printer in the CONFIG.bbx file. Under the Devices menu (see page 2-11) and select **YES** to overwrite. Select the appropriate printer and enter "**Courier New**" (including the quote marks). Save you changes and test your printer. If Courier New does not fix the output problem, try other fonts.

The graphics on the console are not displayed correctly on SCO Open Server 5. What is wrong?

SCO Open Server 5 sets the console device to be IBM terminals instead of ANSI terminals. Enter **mapchan -n** into the .profile file.

Print Manager

How can I access the Print Manager command letters and their functions?

The commands are displayed when you use the **Help (F1)** command. When you know which command you want to use, use the **Exit (F7)** command on the Help screen. Then enter the command.

Do the same access codes in OSAS apply to Print Manager?

Yes. If you do not have access to an OSAS function, you will not be able to access a print job that was produced using that function.

How can I make Print Manager print reports without supervision?

You can use the **Tag** command to mark the reports you want to print. The reports you want to print in the batch must have the same form class. Then use the **Print Batch** command to print the jobs you selected.

Does the form class configure the printer for the form I selected?

No. The form class assigned to the print job reminds you to verify that the proper paper is loaded in the printer, but it does not configure that printer.

Can I print more than one copy of a selected print job?

Yes. After you have selected the file and used the **P (Print)** command, enter the number of copies you want to print in the Control window that appears.

EIS**What is a function?**

A function is a small program that processes data in a file and returns one or more values. Use the **Functions** function on the File Maintenance menu to define the values in the function. You can display the data straight from the function, or you can use the **Math formula** to manipulate the data the function provides from one or more functions to calculate an original value. You must supply a setup ID for the function to summarize the information correctly.

What does the word *Global* mean?

On an EIS Dashboard the **Global** command recalculates the fields on the current EIS Dashboard only. The Global Dashboard Update function recalculates all the fields in the system.

What is the difference between the **Recalc and **Global** commands?**

Use the **Recalc** command to recalculate the value only in the highlighted field. Use the **Global** command to recalculate all the values on the EIS Dashboard.

How do I select two noncontiguous accounts from a file?

Enter two ranges in the setup ID: one for only the first account and another for only the second account.

How often is the Field History file updated?

History data is stored when you run the Global Dashboard Update function with the Save History flag set to YES.

How can I rename an EIS Dashboard?

You can load the EIS Dashboard in the EIS Dashboard Editor function and save it as a different screen ID. If you do not want the screen to be labeled under the original screen ID, use the **Delete Screen** command in the EIS Dashboard Editor function to remove it.

How can I find out the last time a field was recalculated?

Move the cursor to the field on the EIS Dashboard and use the **View** command. The date and time the field was last calculated is displayed on the View screen. The terminal ID of the workstation where it was recalculated is also displayed.

How can I change the default screen that appears when I select the EIS Dashboard?

Use the Workstation Defaults function in Resource Manager to enter the screen ID in the Dashboard field. That ID becomes the default screen.

How can I keep other users from seeing particular fields here and there?

Use the Access Codes function on the File Maintenance menu to assign access to users for each field defined in the Field Definitions function. A string of Xs appears if a user does not enter the right code. (Before you can use the Access Codes function, you must set up access codes using the Access Codes function on the Company Setup menu. See page 3-19 for information.)

Laser Alignment Notes

D

Printing Forms

Ordering

Forms are loaded into printers face up or face down. When you order prenumbered forms for a printer that loads face down, the order must be reverse collated. Request this when ordering.

Laser Printer Alignment Tips for Forms

To make sure lines and characters are aligned properly when printing any form to a laser printer, you must set the default lines per page to 60. This will ensure the lines will not creep up the form. Follow these steps:

1. Select the printing menu from your printer control panel.
2. Press the item button until the FORM=## LINES choice is displayed.
The ## must be 60.

There are many discrepancies in the way different laser printers print. Some print higher or lower than others as well as left to right. Open Systems has two HP4si LaserJets, and we have found discrepancies in the way they print. This difference left and right is usually slightly less than one character, and can only be resolved by programming code to shift one full character at a time. Similarly, the difference up and down is usually slightly less than one line, and can only be resolved by programming code to shift one full line at a time. However, you may be able to send printer commands through the config.bbx file to properly align characters and lines.

Always print one form at a time until you get the alignment you like.

Note

Making these changes will affect all OSAS forms to that particular alias. Make a copy of the config.bbx file (in progRM) before making any changes.

Left to Right Issues

Using sysprint in OSAS for Windows

If you are printing to a sysprint device, you can place a decimal in the printer's Left Margin field on the alias line to shift print to the left or right. For example, your Left Margin setting is .260. To move to the right, increase the number (.285). To move to the left, decrease the number (.235). A 1/4 character shift would be approximately .025 added to or subtracted from .260.

Direct Printing in OSAS for Windows, Linux or UNIX:

Moving text to the left:

You cannot move text to the left.

Moving text to the right:

If your forms are aligned too far to the left, you must add the following configuration values in the config.bbx file for the printer alias you are using. These values let you shift to the right in 1/720 inch increments. Follow these steps:

1. Select DEVICES from the Workstation Configuration menu in Resource Manager.
2. Edit the appropriate alias line and add **1B266C323255** at the end of the Standard or Compressed Print field.

The number “3232” is the hex code for 22, which moves everything to the right 22/720 of an inch. If you need to move to the right more, change the second and last numbers in 3232 because the three’s are always constant. For example, if you want to move text farther to the right, you could try 25. The hex code would change to 3235. In hex, each number is represented by 3 and then the number, so 2=32 and 5=35.

Up and Down Issues

Using sysprint in OSAS for Windows

If you are printing to a sysprint device, you can place a decimal in the printer’s Top Margin field on the alias line to shift print. For example, your Top Margin setting is .5. To move down, increase the number (.54). To move up, decrease the number (.46). A 1/4 character shift would be approximately .04 added to or subtracted from .5.

Direct Printing in OSAS for Windows, Linux or UNIX:

Moving text up:

You cannot move text up.

Moving text down:

To move lines down, you must add the following configuration values in the config.bbx file for the printer alias you are using. These values let you move down in 1/720 inch fragments. Follow these steps below:

1. Select DEVICES from the Workstation Configuration menu in Resource Manager.
2. Edit the appropriate alias line and add **1B266C343555** at the end of the Standard or Compressed Print field.

The number “3435” is the hex code for 45, which moves everything down 45/720 of an inch. If you need to move down more, change the second and last numbers in 3435 because the three’s are always constant. For example, if you want to move text farther down, you could try 56. The hex code would change to 3**5**3**6**. In hex, each number is represented by 3 and then the number, so 5=35 and 6=36.

Left to Right and Up and Down Issues

Direct Printing in OSAS for Windows, Linux or UNIX:

If you must add hex codes to modify print left to right and up and down, you must edit the config.bbx file with a text editor and add the codes to the end of the **SP=** section of the alias line for standard forms or **CP=** for compressed forms. You must enter the text editor because the command is too long to enter through Resource Manager’s Devices function.

Printing Laser Forms on Ink Jets, Bubble Jets, or Desk Jets

These printers cannot interpret laser definitions. There is no way to control how the forms print. Either they print correctly or they do not. Models labeled “for Windows” have better success, but there is no way to control how forms print. Test your situation before ordering laser forms.

Continuous Forms

When you print forms less than 11 inches in length (such as checks or invoices) through sysprint, we recommend you turn off alignment mark printing. Printing the alignment mark requires opening and closing the printer, which triggers a form feed through Windows, causing forms to misalign. To turn the alignment mark off, use Resource Manager’s Form Codes function.

Other Commands

E

Calculator

Use the Calculator function to do basic math calculations. If you use the graphical version of OSAS, the Windows Calculator is used. If you use the text version of OSAS, follow the instructions below to use the OSAS calculator.

Text Version Calculator

You can store and retrieve totals and tapes, add comments to tapes, and print tapes. A common use is to calculate a total, exit from the Calculator, and enter the total into the field you started from.

Select **Calculator** from the Other Commands menu. The function screen appears.

OSAS 1000
Setup Edit Print Help

<Memory> 0.00	<Functions> Subtotal (E) Comment (C) Print Tape (T) View Tape (VP)	Supply 2:09 PM
<Tape> [Empty]	<Keys> F1 Erase Tape (C) F2 Clear Entry (E) F3 Memory + (M+) F4 Memory - (M-) F5 Mem Recall (MR) F6 Mem Clear (MC) F7 Exit (Q) F8 Printer (P) F9 Decimal (O) F10 Exit Total (N)	ttling sposit
<Entry> *****	<Status> Printer : OFF Decimal : I	Ing Software

Field Definitions

Field	Description
Memory	The number or total stored in memory is displayed.
Tape	<p>The printout tape of a real calculator is simulated in the Tape display area. Numbers, operators, and a running total of the calculations are displayed.</p> <p>Each workstation has its own unique tape for the calculator. The last tape that was used is recalled when you start the calculator. The tape is stored as a file on the hard disk and reloaded each time you use the calculator. When you want to start a new tape, press F1 to erase the current tape.</p>
Entry	<p>The number or comment you are entering or have just entered is displayed. To enter a number, type the number. To enter a comment, type a quotation mark (") and then a comment. Comments can be 16 characters long.</p> <p>To make calculations with the Calculator, use postfix notation. First, type a number. Then press the key of the operator (+, -, x, or /) you want to use. Type a second number, and press the key of another operator or press Enter to total the calculation.</p>
Functions	The Calculator functions are displayed in the Functions field. Press S to see the subtotal, the quotation mark key (") to start a comment, and T to print the tape. In the View Tape function you can use three keys: the up-arrow key to move up the tape, the down-arrow key to move down the tape, and the Esc key to jump to the bottom of the tape and exit from View mode.
Keys	Use the following function keys or the alphanumeric equivalents to work with figures in the Memory, Tape, Entry and Status fields.
F1 or C (Erase Tape)	Clear the tape. Once you clear the tape, it cannot be recalled.
F2 or E (Clear Entry)	Clear the Entry field so that you can enter a different number.

Field	Description
F3 or M+ (Memory +)	Copy the total at the bottom of the tape to the Memory field if the figure in memory is .00. Add the total at the bottom of the tape to the figure in the Memory field.
F4 or M- (Memory -)	Subtract the total at the bottom of the Tape field from the number in the Memory field.
F5 or MR (Memory Recall)	Copy the number in the Memory field to the Entry field.
F6 or MC (Memory Clear)	Erase the number in the Memory field.
F7 or Q (Exit)	Exit from the Calculator without saving the total.
F8 or P (Printer)	Switch the printer on and off. If you turn the printer on, your subsequent entries will be printed until you turn the printer off or exit from the calculator.
F9 or O (Decimal)	Change the number of default decimal places displayed by the Calculator. The default number of decimal places is read from the current OSAS program. Valid values are 0, 1, 2, 3, 4, 5, FLOAT (Floating Point), and AUTO (Automatic). Numbers are saved and calculated with 1 to 14 decimal places, but only the default number of decimal places is shown. When you select FLOAT , the decimal floats from 0 to 5 places to correctly display a number (unless 5 places are not available after you enter the whole number). When you select AUTO , a decimal is placed before the last two numbers of each entry unless you include a decimal as part of the entry.
F10 or W (Exit Total)	Exit from the Calculator and copy the total into the field the cursor is in on the screen where you accessed the calculator.
Status	The status of the printer (on/off) and of the automatic placement of the decimal point (0–5 or FL for floating) is displayed.

Making a Calculation

Follow the same procedure for each of the Calculator's four math functions (+, -, x, and /). For example, to add 32 and 99, follow these steps:

1. Enter the first number, **32** to load the new subtotal into the Calculator. The number appears in the Entry field as you type and is transferred to the tape when you press **Enter**.
2. Press one of these keys to enter the operator:

- + add
- subtract
- * multiply
- / divide

For example, if you press +, the number you entered (32) followed by the plus sign moves to the bottom of the Tape field. The Calculator inserts the decimal point (and the following zeros if you are working with round numbers).

The subtraction operator works the same as those on adding machines. Press +, a number, and -.

3. Enter the second number, **99**. It appears in the Entry field as you type and moves to the bottom of the tape when you press **Enter**. The calculation is then made and the total (131.00) followed by two asterisks (**) is shown at the bottom of the tape.
4. If you want to start a new tape, press **F1** or **C** to clear the tape before you start another calculation.

Making a String of Calculations

You can make consecutive calculations, using the running total from each previous operation.

1. Enter the first number of the calculation to reset the current total. The new total appears on the tape.

-
2. Type the operator you want to use (do not press **Enter**). The number you typed in step 1 and the operator appear in the Tape field.
 3. Enter the second number. The calculation is made and the total is displayed at the bottom of the tape. This total is used to start the next calculation.
 4. Type the second operator (do not press **Enter**). The last total is recalled from memory. The operator is then displayed in the Tape field behind the last total.
 5. Enter the next number. The calculation is made and the new total is displayed at the bottom of the tape.

Repeat steps 2–5 until the calculation is complete.

As new calculations are displayed at the bottom of the Tape field, the previous numbers and operators scroll up the display area to make room. When the Tape field is full, the numbers scroll off the top of the display area.

To repeat the last calculation, using the same operator and number, press the same operator key again. You can repeat this operation indefinitely.

Execute an Operating System Command

You can execute an operating system command from any field in OPEN SYSTEMS Accounting Software.

Follow these steps to execute an operating system command:

1. Select **Execute an Operating System Command** from the Other Commands menu.
2. Enter the command you want to execute.
3. Use the **Proceed (OK)** command to execute the operating system command. If the operating system command works properly, the message **Press F7 to exit** appears.

If the system issues a return value (error message), see the operating system manual for information. If an error message appears, you may have to exit from OSAS before you can execute any more operating system commands.

4. Use the **Exit (F7)** command to return to the field from which you activated the Other Commands menu.

CALL a BBx Program

From any field, you can call any BB^x program that does not require variables to be passed to it.

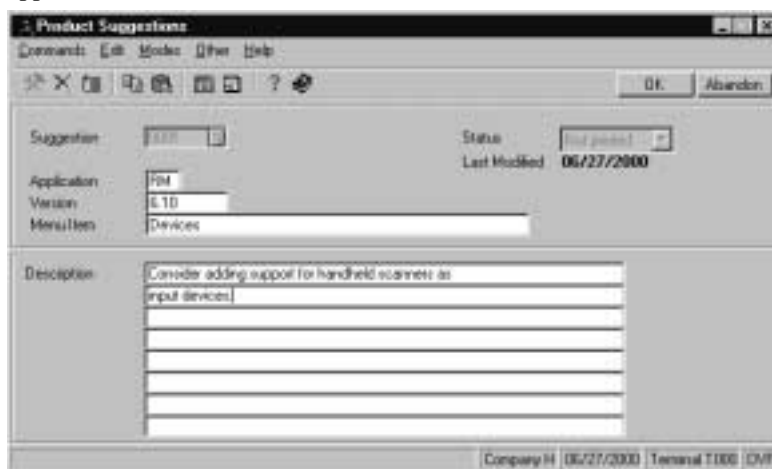
Follow these steps to call a BBx program:

1. Select **Call a BBx Program** from the Other Commands menu.
2. Enter the program you want to call.
3. Enter the parameter (if any) for the program.
4. Use the **Proceed (OK)** command to start the program.
5. Press **Enter** to return to the field where you accessed Other commands.

Product Suggestions

From any field, you can make, edit and save suggestions for improving the product. If you have a suggestion, fax or mail it to Open Systems.

Select **Product Suggestions** from the Other Commands menu. This screen appears.



Field Definitions

Field	Description
Suggestion	This number identifies the suggestion. Identification numbers start at 0001. If you want to create a new suggestion, press Enter ; the editor creates a new suggestion number one unit higher than your last number (if any). If you want to recall a suggestion for editing, enter the number of the suggestion.
Application	Enter the application you want to make a suggestion for.
Version	Enter the version number of the application (5.21, 6.05, etc.).

Field	Description
Menu Item	Enter the name of the menu item you want to make a suggestion for.
Status	The cursor moves to this field when you enter the number of a suggestion you want to recall. If the suggestion has not been printed, <i>N</i> is displayed. If the suggestion has been printed, <i>Y</i> is displayed. You can change the print status of the current suggestion.
Last Modified	The last creation and/or last edit date of the current suggestion is displayed.
Description	Enter the description of the suggestion.

When you have finished creating or editing a suggestion, use the **Proceed (OK)** command to save your entries and exit to the Main menu.

Applications Options Inquiry

Use the Applications Options Inquiry utility to view the options for any application.

Select **Applications Options Inquiry** from the Other Commands menu.

After you enter the application ID, the options and interfaces selected for the application appear. When you are finished viewing the information, press any key to continue.

Global Inquiry

Use the Global Inquiry command from the Other Commands menu to gather information from all the OSAS files (and applications) with a common field.

To produce a list of the windows, use the Global Inquiry Window List function. To produce a report of occurrences where links between windows are not continuous, use the Global Inquiry Window Audit Report function.

The applications on the Global Inquiry menu are set up in the PARAM table in the Application Tables function. Each application is assigned a window ID, whose characteristics were either installed with Resource Manager or set up in the Global Inquiry Definitions function.

Setting up a Global Inquiry window definition requires knowledge of the file structures in OSAS. If you are not familiar with OSAS file structures and you do not have a *File Descriptions Manual*, consult your value-added reseller before you add or change a Global Inquiry window definition.

You can use the Global Inquiry Definitions and Application Tables functions to establish and update information about Global Inquiry window IDs. A simple installation accomplishes the same tasks. As a result, when you use the Global Inquiry command, the windows should be set up and logically connected to each other, with convenient categories (usually named after applications) as options. At that point you are ready to choose an option.

Select **Global Inquiry** from the Other Commands menu. Then select an application. A window appears.

ID	Name	Amt	Due	Last	Purch	Purch YTD
<< Begin >>						
ACE001	ACE PLUMBING SUPPLY COMPANY	297545.86	12/09/00			810964.96
ATTS01	ATLANTIS TELEPHONE CO.	424.00	12/15/00			2332.00
BOES01	BOES CONSTRUCTION COMPANY	17088.84	11/17/00			161803.87
CLE001	CLEVELAND INTERIORS, INC.	199908.74	12/11/00			199908.74
DEY001	DEY APPLIANCE CO.	1060.00	12/07/00			-17687.07
ELL001	ELLIS ELECTRICAL SUPPLY	75418.36	11/05/00			796451.56
HEN001	HENNING MUNICIPAL UTILITY	1060.00	12/15/00			8800.00
JOH001	JOHNSON DOOR COMPANY, INC.	14383.83	12/17/00			82839.09
JON001	JONES REALTY COMPANY	.00	01/15/99			.00
LUM001	LUMPKIN HEATING & AIR CONDITION	.00				.00
MIL001	MILLER LUMBER & CABINETS	.00	04/22/00			11203.14
MIN001	MINNEAPOLIS WATER DEPARTMENT	106.00	12/15/00			503.00
PLA001	PLASTICS & METAL FABRICATORS	18208.15	12/05/00			18208.15
TEL001	TELL & JACOBY	424.00	12/15/00			2332.00
THO001	THOMPSON HEATING & AIR	164961.49	12/17/00			707813.24
TIM001	TIMBERLAND WINDOWS, INC.	44841.36	11/22/00			77434.24
<< End >>						

On the example screen above, the user selected Accounts Payable from the Global Inquiry menu. The window that appears lists the vendors, by vendor ID, and the total amount due. Because of the way the window is set up, the user can access five other windows: one that displays accounts payable invoices, one that displays invoice history, one that displays paid invoices, one that displays accounts payable transactions, and one that displays miscellaneous vendor information.

From within Global Inquiry, you can use the **Other Commands** menu to access the Global Inquiry menu again, or, to look up and select a previously accessed window, you can use the **Inquiry (F2)** command. The sequence number and description represent the windows that you have accessed with the Global Inquiry command.

For example, when you select **Global Inquiry** from the **Other Commands** menu, and then select **Inventory**, window A appears. When you use a command at the bottom of window A, window B appears. When you use a command at the bottom of window B, window C appears. In this example, you continue to use window commands until you reach window G (windows are not really lettered like this; they are lettered in the example to simplify the model.)

If you then want to return to one of the previous six windows that were displayed, you could select Global Inquiry again, but a simpler route would be to use the **Inquiry (F2)** command, where you would find six sequence numbers: 001001, 001002, 001003, 001004, 001005, 001006. Each number would appear with a description of a window: 001001 would be paired with the description of window A; 001002 would be paired with the description of window B, and so on. In the inquiry window you could move to the number that corresponds to the description of the window you want. Then press **Enter** to move to that window.

The sequence number's notation carries two pieces of information: the number of times you selected Global Inquiry and the number of windows you accessed.

As explained above, the number 001002 provides two details: you have run the Global Inquiry function only once (001), and this window was the second window you accessed since you selected Global Inquiry. Therefore, 001002 indicates the second window you accessed during your first usage of the Global Inquiry function.

Had you selected Global Inquiry again to view the Payroll option in window 7, the sequence number of the window that appeared would be 002001. Every time you select Global Inquiry when no Global Inquiry windows are currently displayed, the numbering starts at 001001, regardless of the sequence numbers the window had the last time you used it.

To exit from Global Inquiry at any point, use the **Exit (F7)** command.

General Information Inquiry

Use the General Information Inquiry function to view information from the Accounts Receivable, Accounts Payable, Sales Order, Purchase Order, and Payroll applications. Depending on which applications are installed, you can view information about vendors, customers, and employees.

Select **General Information Inquiry** from the Other Commands menu. The function screen appears.

The screenshot shows the 'Vendor General Information Inquiry' window. It features a search bar at the top and a table of vendors. The 'EDDY APPLIANCE CO.' entry is highlighted. Below the table, detailed information for this vendor is displayed, including address, phone number, fax number, last purchase date, and terms.

Vendor ID	Vendor Name	Phone Number	Contact
ACE001	ACE PLUMBING SUPPLY COMPA	(203)555-5321	BILL HUMPHREY
ATT001	ATLANTIS TELEPHONE CO.	(800)458-8585	GEORGE
BDR001	BORIS CONSTRUCTION COMPAN	(612)458-2423	JULIE C.
CLE001	CLEVELAND INTERIORS, INC.	(800)846-0333	CARL WILSON
EDD001	EDDY APPLIANCE CO.	(219)458-8721	RALPH JOHNSON
ELL001	ELLS ELECTRICAL SUPPLY	(708)532-3789	CHARLINE S.
HEN001	HENNEPIN MUNICIPAL UTILIT	(612)883-3083	HARVEY
JOH001	JOHNSON DOOR COMPANY, INC.	(454)678-9989	BILL SMITH
JON001	JONES REALTY COMPANY	(888)654-5456	RANDY MARKS

EDDY APPLIANCE CO. 27861 W. 93RD AVENUE HIGHWAY 46 SOUTH BEND IN 46708-5645 Email: ralph@eddyappliance.com		Fax No: (219)458-5464 Last Purchase: 12/07/2000 Due Account: No Priority: 0 10000 No Terms: AP0004
--	--	--

Buttons: Go, View summary, Search selection, Change sort

Footer: Company H (06/27/2000) Terminal 1000 (0/0)

Field Definitions

Field Name	Description
Search For	Press V to view information about a vendor, C to view information about a customer, or E to view information about an employee.

Command Bar Definitions

Command	Definition
View detail on/off	Press V to toggle the detail display on or off.
Search selection	Press S to change your search selection.
Change sort	Press C to sort the displayed information in a different way.

When you are finished viewing the information, use the **Exit (F7)** command to exit to the screen or menu from which you accessed the Other Commands menu.

Support Information

Use the Support Information function to view information about whom to contact for technical support, or how to contact your dealer.

Select **Support Information** from the Other Commands menu. This screen appears.



When you are finished viewing the information, press any key to return to the screen or menu you from which accessed the Other Commands menu.

User Comments

Use the User Comments function to enter comments or notes for reference. Select **User Comments** from the Other Commands menu. This screen appears.

Field Definitions

Field Name	Description
User ID	The user ID is displayed from previous entries. You can enter any value for your user ID.
Shared/Private	This field appears only if you have set up access codes for this function. If the comment is shared, <i>SHARED</i> is displayed. If the comment is private, <i>PRIVATE</i> is displayed along with the access name.
Ref ID	Enter a reference ID for the comment. You can use reference IDs to group comments.
End Date	The workstation date is displayed.

Field Name	Description
Date	Accept the displayed date, or enter a different date.
Comment	Enter the comment.

Command Bar Definitions

Command	Definition
new Id	Press I to enter a different user ID.
Ref id	Press R to enter a different reference ID.
end Date	Press D to change the end date.
Append	Press A to add a comment.
Enter = edit	Move to the line you want to edit and press Enter to edit it.
print Online	Press O to print the comment.
Shared/Private	This command appears only if you have set up access codes for this function. Press E to toggle between shared and private comments. Shared comments can be viewed by everyone; private comments can be viewed only by the person who enters the correct access code.
First	Press F to go to the first comment.
Last	Press L to go to the last comment.
Next	Press N to go to the next comment.
Prev	Press P to go to the previous comment.

When you are finished entering comments, use the **Exit (F7)** command to return to the screen or menu you accessed the Other Commands menu from.

Inventory Price Calculator

Use the Inventory Price Calculator to generate prices for items for specific customers without entering an order or invoice.

Select **Inventory Price Calculator** from the Other Command menu. This screen appears:

Field Definitions

Field Name	Description
Location ID	Enter a location ID.
Item ID	Enter an item ID.
Sale Units	Accept the displayed unit of measure, or enter a different unit of measure.
Price ID	Enter a price ID (optional).

Field Name	Description
Customer ID	Enter a customer ID (optional).
Cust Level	Enter a customer level (optional).
Sale Date	Accept the displayed sale date, or enter a different date.
Sale Quantity	Accept the displayed sale quantity, or enter a different quantity.
On Hand Qty	The quantity on hand is displayed.
Committed Qty	The committed quantity is displayed.
In Use Qty	The in-use quantity is displayed.
Available Qty	The available quantity is displayed.
On Order Qty	The on-order quantity is displayed.
LIFO/FIFO Cost	<p>This field appears if you elected to show costs in the price and availability lookup in the Resource Manager Options and Interfaces function.</p> <p>The LIFO/FIFO unit cost is displayed.</p>
Average Cost	<p>This field appears if you elected to show costs in the price and availability lookup in the Resource Manager Options and Interfaces function.</p> <p>The average unit cost is displayed.</p>
Standard Cost	<p>This field appears if you elected to show costs in the price and availability lookup in the Resource Manager Options and Interfaces function.</p> <p>The standard unit cost is displayed.</p>
Base Cost	<p>This field appears if you elected to show costs in the price and availability lookup in the Resource Manager Options and Interfaces function.</p> <p>The base unit cost is displayed.</p>
Calc Unit Price	The calculated unit price is displayed.

Field Name	Description
Calc Ext Price	The calculated extended unit price is displayed.
Base	The base level is displayed.
Quantity	The sale quantity levels are displayed.
Unit Price	The calculated unit price for each quantity break is displayed.

Command Bar

This window has no command bar.

Saving and Exiting

To return to the Price and Availability screen, use the **Exit (F7)** command.

Common Ratios

F

EIS can consolidate and display data directly from applications. You can also use EIS to build ratios, or relationships, between individual figures or sets of figures.

Financial ratios are indications of the business's performance. They demonstrate liquidity, solvency, and profitability.

Liquidity indicates the ability to pay bills as they fall due.

Solvency indicates the ability to pay off all obligations if you would sell out.

Profitability is a simple term, but it can be misleading. You can make a profit from earnings generated in your normal course of business or from actions that you cannot expect to repeat (such as the sale of irreplaceable assets).

The goal is to establish ratios that show whether the profits you receive are being maximized or whether other investments could yield a better return with less risk. With good ratios, you can identify adjustments that you need to make to survive financially in difficult times and to succeed when your business is in good economic times.

You can produce the following ratios in EIS:

Working capital is a measure of the liquid assets you have at your disposal. It is expressed as the difference between your current assets and current liabilities. For example, a working capital of \$50,000 is negligible if your current asset base is \$10,000,000. A 0.5 percent drop in your current assets wipes out your working capital. If your current asset base is only \$100,000 and your working assets \$50,000, your working capital is high.

Current ratio is a measure of your ability to meet current liabilities as they fall due. It is expressed as the amount of working capital divided by the amount of liability. If your ratio is too low, you lack liquidity. If it is too high, you are probably not getting the best return available.

Quick ratio is a measure of your ability to pay bills without relying on reducing inventories through sales. It is expressed as financial assets that can be readily turned to cash divided by current liabilities.

Days' receivables is the average number of days it takes you to collect your receipts once you have issued the bill.

Number of inventory turns is the number of times in a year your inventory turns over. For example, if you have \$100,000 of product in inventory, the number 6 means that you sold \$600,000 of product during the year.

Debt to equity ratio is a measure of your business's basic financial strength. It is expressed as the amount of liabilities divided by the amount of equity.

Debt to asset ratio is expressed as the amount you owe divided by the amount of assets your business employs.

Return on equity is expressed as net income divided by net worth.

Return on assets (ROA) is the return on assets employed. It is expressed as the profit minus the amount invested in assets.

Return on investment (ROI) is the return on the investment you have in your company. It is expressed as the profit minus the amount invested in assets and equity.

Predefined Functions

G

Executive Information Summary has many functions built into the system for your use. This appendix documents the predefined functions. To generate your own function list, use the Functions List function on the Master File Lists menu.

Conventions

The following convention is used to list a function:

FUNCNAME: Function Name

The FUNCNAME function returns particular values

Setup types: Description A (length n , type m), Description B (length n , type m)

Sub	Type	Description
1	Numeric	Description of the returned value
2	Alphanumeric	Description of the returned value

A *Sub* numbers an item that a function returns; some functions return 20 items of information. The sub number is useful when you use the **Math formula** command; you can manipulate individual data items.

A *Type* is the sort of information that is returned. A function returns one of two types: numeric or alphanumeric.

A *Description* describes a data item that the function returns. Most are self-explanatory; use the information as a guide for what the item returns and what the entire function returns.

Functions

APCHECK: Accounts Payable Checks File Totals

The APCHECK function returns the total amount of money paid through checks, the money saved through discounts, the money lost by not taking advantage of discounts, and the amount paid in advance by checks.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total
2	Numeric	Discounts Taken Total
3	Numeric	Discounts Lost Total
4	Numeric	Prepaid Checks Total

APHCDAY: AP Checks History File Daily Totals

The APHCDAY function returns the total amount paid with checks for a particular day.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total

APHCPTD: AP Checks History File PTD Totals

The APHCPTD function returns the total amount paid with checks in the period, the amount saved through discounts by paying on time in the period, the amount paid with checks in advance in the period, and the amount saved through discounts by paying in advance in the period.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Regular Checks Gross Due
2	Numeric	Regular Checks Discounts
3	Numeric	Prepaid Checks Gross Due
4	Numeric	Prepaid Checks Discounts

APHCYTD: AP Checks History File YTD Totals

The APHCYTD function returns the total amount paid with checks for the year to date.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total

APHIDAY: AP Detail History File Daily Totals

The APHIDAY function returns the transaction totals for a particular day.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Subtotal
2	Numeric	Invoices Tax
3	Numeric	Invoices Freight
4	Numeric	Invoices Miscellaneous
5	Numeric	Debit Memos Subtotal
6	Numeric	Debit Memos Tax
7	Numeric	Debit Memos Freight
8	Numeric	Debit Memos Miscellaneous
9	Numeric	Invoice Totals
10	Numeric	Debit Memos Totals

APHIPTD: AP Detail History File PTD Totals

The APHIPTD function returns the transaction totals for the period to date.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Subtotal
2	Numeric	Invoices Tax
3	Numeric	Invoices Freight

Sub	Type	Description
4	Numeric	Invoices Miscellaneous
5	Numeric	Debit Memos Subtotal
6	Numeric	Debit Memos Tax
7	Numeric	Debit Memos Freight
8	Numeric	Debit Memos Miscellaneous
9	Numeric	Invoices Totals
10	Numeric	Debit Memos Totals

APHIYTD: AP Detail History File YTD Totals

The APHIYTD function returns the transaction totals for the year to date.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Subtotal
2	Numeric	Invoices Tax
3	Numeric	Invoices Freight
4	Numeric	Invoices Miscellaneous
5	Numeric	Debit Memos Subtotal
6	Numeric	Debit Memos Tax
7	Numeric	Debit Memos Freight
8	Numeric	Debit Memos Miscellaneous
9	Numeric	Invoices Totals
10	Numeric	Debit Memos Totals

APMREQ: AP Material Requisitions File Totals

The APMREQ function returns the current, unposted material requisition transaction totals.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Material Requisitions Total
2	Numeric	Returned Material Requisitions Total

APOPEN: AP Open Invoice File Totals

The APOPEN function returns the invoice totals from the Open Invoice file and separates them by status.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Gross Due Total
2	Numeric	Discount Total
3	Numeric	Prepaid Gross Due Total
4	Numeric	Prepaid Discount Total
5	Numeric	Released Status Count
6	Numeric	Hold Status Count
7	Numeric	Prepaid Status Count
8	Numeric	Temporary Hold Count
9	Numeric	1099 Gross Due Total
10	Numeric	1099 Discount Total

Sub	Type	Description
11	Numeric	Released Status Gross Due Total
12	Numeric	Released Status Discount Total
13	Numeric	Hold Status Gross Due Total
14	Numeric	Hold Status Discount Total
15	Numeric	Temporary Hold Gross Due Total
16	Numeric	Temporary Hold Discount Total
17	Numeric	Total Count

APTRAN: AP Transaction File Totals

The APTRAN function returns unposted current transaction totals.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Debit Memos Total

APVTOPP: AP Top 10 Vendors PTD Purchases Totals

The APVTOPP function returns the names of the vendors, in descending order, you purchased the most product from during the period to date. The amounts paid include returns.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Vendor - Name
2	Numeric	#1 Vendor - Purchases
3	Alphanumeric	#2 Vendor - Name
4	Numeric	#2 Vendor - Purchases
5	Alphanumeric	#3 Vendor - Name
6	Numeric	#3 Vendor - Purchases
7	Alphanumeric	#4 Vendor - Name
8	Numeric	#4 Vendor - Purchases
9	Alphanumeric	#5 Vendor - Name
10	Numeric	#5 Vendor - Purchases
11	Alphanumeric	#6 Vendor - Name
12	Numeric	#6 Vendor - Purchases
13	Alphanumeric	#7 Vendor - Name
14	Numeric	#7 Vendor - Purchases
15	Alphanumeric	#8 Vendor - Name
16	Numeric	#8 Vendor - Purchases
17	Alphanumeric	#9 Vendor - Name
18	Numeric	#9 Vendor - Purchases

Sub	Type	Description
19	Alphanumeric	#10 Vendor - Name
20	Numeric	#10 Vendor - Purchases

APVTOPY: AP Top 10 Vendors YTD Purchases Totals

The APVTOPY function returns the names of the vendors, in descending order, you purchased the most product from during the year to date. The amounts paid include returns.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Vendor - Name
2	Numeric	#1 Vendor - Purchases
3	Alphanumeric	#2 Vendor - Name
4	Numeric	#2 Vendor - Purchases
5	Alphanumeric	#3 Vendor - Name
6	Numeric	#3 Vendor - Purchases
7	Alphanumeric	#4 Vendor - Name
8	Numeric	#4 Vendor - Purchases
9	Alphanumeric	#5 Vendor - Name
10	Numeric	#5 Vendor - Purchases
11	Alphanumeric	#6 Vendor - Name
12	Numeric	#6 Vendor - Purchases
13	Alphanumeric	#7 Vendor - Name
14	Numeric	#7 Vendor - Purchases

Sub	Type	Description
15	Alphanumeric	#8 Vendor - Name
16	Numeric	#8 Vendor - Purchases
17	Alphanumeric	#9 Vendor - Name
18	Numeric	#9 Vendor - Purchases
19	Alphanumeric	#10 Vendor - Name
20	Numeric	#10 Vendor - Purchases

ARAGED: AR Open Invoice File Aged Totals

The ARAGED function returns current aging totals from the customer Open Invoice file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Unpaid Finance Charges
2	Numeric	Current Due
3	Numeric	Balance 31 - 60
4	Numeric	Balance 61 - 90
5	Numeric	Balance 91 - 120
6	Numeric	Balance Over 120
7	Numeric	Unapplied Credits Total
8	Numeric	Total Due
9	Numeric	Invoice Count
10	Numeric	Customer Count

Sub	Type	Description
11	Numeric	Active Customer Count
12	Numeric	Past Due Customer Count

ARCASH: AR Cash Receipts File Totals

The ARCASH function returns totals from the Cash Receipts file, broken down by payment type.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Receipts Total
2	Numeric	Discounts Total
3	Numeric	Payment Type 1 Total (Cash)
4	Numeric	Payment Type 1 Total (Cash)
5	Numeric	Payment Type 2 Total (Check)
6	Numeric	Payment Type 2 Total (Check)
7	Numeric	Payment Type 3 Total (Credit Card)
8	Numeric	Payment Type 3 Total (Credit Card)
9	Numeric	Payment Type 4 Total (Write-off)
10	Numeric	Payment Type 4 Total (Write-off)
11	Numeric	Payment Type 5 Total (Other)
12	Numeric	Payment Type 5 Total (Other)

ARCTOPPL: AR Top 10 Customers L/Y Profit Totals

The ARCTOPPL function returns the customers that provided the most profit last year, in descending order; the profit; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPPP: AR Top 10 Customers PTD Profit Totals

The ARCTOPPP function returns the customers that provided the most profit for the period to date, in descending order; the profit; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPPY: AR Top 10 Customers YTD Profit Totals

The ARCTOPPY function returns the customers that provided the most profit for the year to date, in descending order; the profit; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPSL: AR Top 10 Customers L/Y Sales Totals

The ARCTOPSL function returns the customers that provided the most sales last year, in descending order; the amount from the sales; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPSP: AR top 10 Customers PTD Sales Totals

The ARCTOPSP function returns the customers that provided the most sales for the period to date, in descending order; the amount from the sales; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCTOPSY: AR Top 10 Customers YTD Sales Totals

The ARCTOPSY function returns the customers that provided the most sales for the year to date, in descending order; the amount from the sales; the customer representative; and the territory associated with the customer.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Customer - Name
2	Numeric	#1 Customer - Profit
3	Alphanumeric	#1 Customer - Rep
4	Alphanumeric	#1 Customer - Territory
5	Alphanumeric	#2 Customer - Name
6	Numeric	#2 Customer - Profit
7	Alphanumeric	#2 Customer - Rep
8	Alphanumeric	#2 Customer - Territory
9	Alphanumeric	#3 Customer - Name
10	Numeric	#3 Customer - Profit
11	Alphanumeric	#3 Customer - Rep
12	Alphanumeric	#3 Customer - Territory
13	Alphanumeric	#4 Customer - Name
14	Numeric	#4 Customer - Profit
15	Alphanumeric	#4 Customer - Rep
16	Alphanumeric	#4 Customer - Territory
17	Alphanumeric	#5 Customer - Name
18	Numeric	#5 Customer - Profit

Sub	Type	Description
19	Alphanumeric	#5 Customer - Rep
20	Alphanumeric	#5 Customer - Territory
21	Alphanumeric	#6 Customer - Name
22	Numeric	#6 Customer - Profit
23	Alphanumeric	#6 Customer - Rep
24	Alphanumeric	#6 Customer - Territory
25	Alphanumeric	#7 Customer - Name
26	Numeric	#7 Customer - Profit
27	Alphanumeric	#7 Customer - Rep
28	Alphanumeric	#7 Customer - Territory
29	Alphanumeric	#8 Customer - Name
30	Numeric	#8 Customer - Profit
31	Alphanumeric	#8 Customer - Rep
32	Alphanumeric	#8 Customer - Territory
33	Alphanumeric	#9 Customer - Name
34	Numeric	#9 Customer - Profit
35	Alphanumeric	#9 Customer - Rep
36	Alphanumeric	#9 Customer - Territory
37	Alphanumeric	#10 Customer - Name
38	Numeric	#10 Customer - Profit
39	Alphanumeric	#10 Customer - Rep
40	Alphanumeric	#10 Customer - Territory

ARCUTOT: AR Customer File Totals

The ARCUTOT function returns the number of customers you have on file and the number of customers on credit hold.

Setup types: Company ID)

Sub	Type	Description
1	Numeric	Customer Count
2	Numeric	Customers on Hold Count

ARHIDAY: AR Detail History File Daily Totals

The ARHIDAY function returns the amount you received for a particular day from invoices, credit memos, payments, finance charges, sales tax, freight, and miscellaneous charges.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total
5	Numeric	Sales Tax Total
6	Numeric	Freight Charges Total
7	Numeric	Miscellaneous Total

ARHIPTD: AR Detail History File PTD Totals

The ARHIPTD function returns the amount you received for the period to date from invoices, credit memos, payments, finance charges, sales tax, freight, and miscellaneous charges.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total
5	Numeric	Sales Tax Total
6	Numeric	Freight Charges Total
7	Numeric	Miscellaneous Total

ARHIYTD: AR Detail History File YTD Totals

The ARHIYTD function returns the amount you received for the year to date from invoices, credit memos, payments, finance charges, sales tax, freight, and miscellaneous charges.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total

Sub	Type	Description
5	Numeric	Sales Tax Total
6	Numeric	Freight Charges Total
7	Numeric	Miscellaneous Total

AROPEN: AR Open Invoice File Totals

The AROPEN function returns totals from the Open Invoice file, including the total from invoices and finance charges and the net due total.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoices Total
2	Numeric	Credit Memos Total
3	Numeric	Payments Total
4	Numeric	Finance Charges Total
5	Numeric	Open Invoice Grand Total
6	Numeric	Discounts Total

ARRTOPSP: AR Top 10 Sales Reps PTD Sales Totals

The ARRTOPSP function returns the names of the sales representatives with the most sales, in descending order, for the period to date. The function also returns the total amount received from sales for each sales representative.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Sales Rep - Name
2	Numeric	#1 Sales Rep - Sales
3	Alphanumeric	#2 Sales Rep - Name
4	Numeric	#2 Sales Rep - Sales
5	Alphanumeric	#3 Sales Rep - Name
6	Numeric	#3 Sales Rep - Sales
7	Alphanumeric	#4 Sales Rep - Name
8	Numeric	#4 Sales Rep - Sales
9	Alphanumeric	#5 Sales Rep - Name
10	Numeric	#5 Sales Rep - Sales
11	Alphanumeric	#6 Sales Rep - Name
12	Numeric	#6 Sales Rep - Sales
13	Alphanumeric	#7 Sales Rep - Name
14	Numeric	#7 Sales Rep - Sales
15	Alphanumeric	#8 Sales Rep - Name
16	Numeric	#8 Sales Rep - Sales
17	Alphanumeric	#9 Sales Rep - Name
18	Numeric	#9 Sales Rep - Sales

Sub	Type	Description
19	Alphanumeric	#10 Sales Rep - Name
20	Numeric	#10 Sales Rep - Sales

ARRTOPSY: AR Top 10 Sales Reps YTD Sales Totals

The ARRTOPSY function returns the names of the sales representatives with the most sales, in descending order, for the year to date. The function also returns the total amount received from sales for each sales representative.

Setup types: Company ID

Sub	Type	Description
1	Alphanumeric	#1 Sales Rep - Name
2	Numeric	#1 Sales Rep - Sales
3	Alphanumeric	#2 Sales Rep - Name
4	Numeric	#2 Sales Rep - Sales
5	Alphanumeric	#3 Sales Rep - Name
6	Numeric	#3 Sales Rep - Sales
7	Alphanumeric	#4 Sales Rep - Name
8	Numeric	#4 Sales Rep - Sales
9	Alphanumeric	#5 Sales Rep - Name
10	Numeric	#5 Sales Rep - Sales
11	Alphanumeric	#6 Sales Rep - Name
12	Numeric	#6 Sales Rep - Sales
13	Alphanumeric	#7 Sales Rep - Name
14	Numeric	#7 Sales Rep - Sales

Sub	Type	Description
15	Alphanumeric	#8 Sales Rep - Name
16	Numeric	#8 Sales Rep - Sales
17	Alphanumeric	#9 Sales Rep - Name
18	Numeric	#9 Sales Rep - Sales
19	Alphanumeric	#10 Sales Rep - Name
20	Numeric	#10 Sales Rep - Sales

ARSALE: Accounts Receivable Transaction File Sales Totals

The ARSALE function returns the amount from sales transactions and the costs of the transactions.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoice Totals
2	Numeric	Credit Memo Totals
3	Numeric	Invoice Cost Totals
4	Numeric	Credit Memo Cost Totals

ARTRAN: AR Transaction File Invoice Totals

The ARTRAN function returns the totals from unposted invoices and miscellaneous credits in the Transaction file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Invoice Totals
2	Numeric	Credit Memo Totals
3	Numeric	Invoice Cost Totals
4	Numeric	Credit Memo Cost Totals

BRBANK: BR Bank Accounts File Totals

The BRBANK function returns the bank balance.

Setup types: Company ID, Bank Accts

Sub	Type	Description
1	Numeric	Bank Balance

BRJDAY: BR Journal File Daily Totals

The BRJDAY function returns for a particular day the amount of money you deposited in the bank accounts, the amount you withdrew, adjustments made to the accounts, and the amount you transferred from one account to another.

Setup types: Company ID, Bank Accts

Sub	Type	Description
1	Numeric	Deposit Total
2	Numeric	Disbursement Total
3	Numeric	Adjustment Total
4	Numeric	Transfer Total

BRJMTD: BR Journal File MTD Totals

The BRJMTD function returns for the month to date the amount of money you deposited in the bank accounts, the amount you withdrew, adjustments made to the accounts, and the amount you transferred from one account to another.

Setup types: Company ID, Bank Accts

Sub	Type	Description
1	Numeric	Deposit Total
2	Numeric	Disbursement Total
3	Numeric	Adjustment Total
4	Numeric	Transfer Total

GLJDAY: GL Journal File Daily Totals

The GLJDAY function returns the amount of money from unposted journal entries for today.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Unposted Journal Entries

GLJPTD: GL Journal File PTD Totals

The GLJPTD function returns the amount of money from unposted journal entries for the period to date.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Unposted Journal Entries

GLJYTD: GL Journal File YTD Totals

The GLJPTD function returns the amount of money from unposted journal entries for the year to date.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Unposted Journal Entries

GLMPTD: GL Master File PTD Totals

The GLMPTD function returns the general ledger balances for the period: actual, budgeted, last year's, and forecast.

Setup types: Company ID, GL Account

Sub	Type	Description
1	Numeric	Actual Balance
2	Numeric	Budget Balance
3	Numeric	Last-Year Balance
4	Numeric	Forecast Balance

GLMYTD: GL Master File YTD Totals

The GLMYTD function returns the general ledger balances for the period: actual, budgeted, last year's, and forecast.

Setup types: Company ID, GL Accounts

Sub	Type	Description
1	Numeric	Actual Balance
2	Numeric	Budget Balance
3	Numeric	Last-Year Balance
4	Numeric	Forecast Balance

INVALUE: Inventory Valuation Totals

The INVALUE function returns the amount of product you have in inventory, the total cost, the amount of product you have on order, the amount you have committed, and the amount in use.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Numeric	Total Cost
2	Numeric	Total Quantity
3	Numeric	On-Order Quantity
4	Numeric	Committed Quantity
5	Numeric	In-Use Quantity

INVTOPPP: Inventory Top 10 Items - PTD Profit Totals

The INVTOPPP function returns the 10 most profitable items from inventory for the period: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description

Sub	Type	Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity

Sub	Type	Description
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

INVTOPPY: Inventory Top 10 Items - YTD Profit Totals

The INVTOPPY function returns the 10 most profitable items from inventory for the year: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity

Sub	Type	Description
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description

Sub	Type	Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

INVTOPSP: Inventory Top 10 Items - PTD Sales Totals

The INVTOPSP function returns the 10 highest selling items from inventory for the period: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description

Sub	Type	Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

INVTOPSY: Inventory Top 10 Items - YTD Sales Totals

The INVTOPSY function returns the 10 highest selling items from inventory for the year: the ID and description, the amount taken in from sales, and the quantity sold.

Setup types: Company ID, Warehouse ID, Item Number

Sub	Type	Description
1	Alphanumeric	#1 Item - ID
2	Alphanumeric	#1 Item - Description
3	Numeric	#1 Item - Sales
4	Numeric	#1 Item - Quantity
5	Alphanumeric	#2 Item - ID
6	Alphanumeric	#2 Item - Description
7	Numeric	#2 Item - Sales
8	Numeric	#2 Item - Quantity
9	Alphanumeric	#3 Item - ID
10	Alphanumeric	#3 Item - Description
11	Numeric	#3 Item - Sales
12	Numeric	#3 Item - Quantity
13	Alphanumeric	#4 Item - ID
14	Alphanumeric	#4 Item - Description
15	Numeric	#4 Item - Sales
16	Numeric	#4 Item - Quantity
17	Alphanumeric	#5 Item - ID
18	Alphanumeric	#5 Item - Description

Sub	Type	Description
19	Numeric	#5 Item - Sales
20	Numeric	#5 Item - Quantity
21	Alphanumeric	#6 Item - ID
22	Alphanumeric	#6 Item - Description
23	Numeric	#6 Item - Sales
24	Numeric	#6 Item - Quantity
25	Alphanumeric	#7 Item - ID
26	Alphanumeric	#7 Item - Description
27	Numeric	#7 Item - Sales
28	Numeric	#7 Item - Quantity
29	Alphanumeric	#8 Item - ID
30	Alphanumeric	#8 Item - Description
31	Numeric	#8 Item - Sales
32	Numeric	#8 Item - Quantity
33	Alphanumeric	#9 Item - ID
34	Alphanumeric	#9 Item - Description
35	Numeric	#9 Item - Sales
36	Numeric	#9 Item - Quantity
37	Alphanumeric	#10 Item - ID
38	Alphanumeric	#10 Item - Description
39	Numeric	#10 Item - Sales
40	Numeric	#10 Item - Quantity

JOBSACT: JO Jobs/Phases Actual Totals

The JOBSACT function returns the actual amount you billed the customer, the pieces that have been completed (for an indication of how much of the job has been done), the amount of labor hours, the miscellaneous costs from the NAMESxxx table (see the *Job Cost User's Guide*), and the sum of the miscellaneous costs.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Bill Amount
2	Numeric	Pieces
3	Numeric	Labor Hours
4	Numeric	Cost #1
5	Numeric	Cost #2
6	Numeric	Cost #3
7	Numeric	Cost #4
8	Numeric	Cost #5
9	Numeric	Total Cost

JOBSEST: JO Jobs/Phases Estimated Totals

The JOBSEST function returns the estimated amount to bill the customer, the pieces to be completed (for an indication of how much of the job has been done), the amount of labor hours, the miscellaneous costs from the NAMESxxx table (see the *Job Cost User's Guide*), and the sum of the miscellaneous costs.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Bill Amount
2	Numeric	Pieces
3	Numeric	Labor Hours
4	Numeric	Cost #1
5	Numeric	Cost #2
6	Numeric	Cost #3
7	Numeric	Cost #4
8	Numeric	Cost #5
9	Numeric	Total Cost

PACHECK: PA Checks File Totals

The PACHECK function returns the total from the Checks file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Checks Total

PATIMETK: PA Time Tickets File Total

The PATIMETK function returns the total amount in the time tickets entered in Payroll.

Setup types: Company ID)

Sub	Type	Description
1	Numeric	Total Time Tickets

POORDERS: PO Orders File Totals

The POORDERS function returns the transaction counts and totals, by order status, from the Purchase Order Transaction file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	New Orders Count
2	Numeric	New Orders Total
3	Numeric	Printed Orders Count
4	Numeric	Printed Orders Total

Sub	Type	Description
5	Numeric	Goods Received Orders Count
6	Numeric	Goods Received Orders Total
7	Numeric	Invoiced Orders Count
8	Numeric	Invoiced Orders Total
9	Numeric	Returned Orders Count
10	Numeric	Returned Orders Total
11	Numeric	Returned w/Debit Memo Orders Count
12	Numeric	Returned w/Debit Memo Orders Total
13	Numeric	Cancelled Orders Count
14	Numeric	Cancelled Orders Total
15	Numeric	All Orders Count
16	Numeric	All Orders Total

PORECINV: PO Receipts and Invoices File Totals

The PORECINV function returns the posted and unposted total from receipts and invoices.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Current Subtotal
2	Numeric	Current Sales Tax
3	Numeric	Current Freight
4	Numeric	Current Miscellaneous

Sub	Type	Description
5	Numeric	Current Discount
6	Numeric	Current Prepaid
7	Numeric	Current Total
8	Numeric	Posted Subtotal
9	Numeric	Posted Sales Tax
10	Numeric	Posted Freight
11	Numeric	Posted Miscellaneous
12	Numeric	Posted Discount
13	Numeric	Posted Prepaid
14	Numeric	Posted Total

SOORDERS: SO Orders File Totals

The SOORDERS function returns counts and total by order status from the Sales Order Transaction file.

Setup types: Company ID

Sub	Type	Description
1	Numeric	New Orders Total
2	Numeric	New Orders Count
3	Numeric	Picked Orders Total
4	Numeric	Picked Orders Count
5	Numeric	Verified Orders Total
6	Numeric	Verified Orders Count

Sub	Type	Description
7	Numeric	Invoiced Orders Total
8	Numeric	Invoiced Orders Count
9	Numeric	Backordered Orders Total
10	Numeric	Backordered Orders Count
11	Numeric	Quoted Orders Total
12	Numeric	Quoted Orders Count
13	Numeric	Returned Orders Total
14	Numeric	Returned Orders Count
15	Numeric	All Orders Total
16	Numeric	All Orders Count
17	Numeric	Unshipped (New and Picked) Cost Total
18	Numeric	Shipped (Verified and Invoiced) Cost Total
19	Numeric	Backordered Cost Total
20	Numeric	Quoted Cost Total
21	Numeric	Returned Cost Total
22	Numeric	Total Cost

TDAYS-PD: Total Days in Current Period

The TDAYS-PD function returns the number of calendar days and working days in the current period.

Setup types: Company ID

Sub	Type	Description
1	Numeric	Total Days in Current Period
2	Numeric	Working Days in Current Period

Building Functions

H

When you define a field in EIS, you must use functions that have already been built or coded. Although the list of functions that EIS provides is extensive, you might want to build your own functions. For example, you might want a field that returns the number of employees from the Payroll application.

To build a function, you must program it in Business BASIC code. You should know how to read code, use Business BASIC verbs, and make Business BASIC manipulate data and handle files. (If you do not know how to program in Business BASIC but want to create a function, contact your OPEN SYSTEMS Accounting Software reseller.) You also need a copy of the OPEN SYSTEMS Developer Kit for file descriptions and dimension lengths for arrays.

A sample function, `GENERIC.FNC`, is included with the software. The functions that EIS provides follow the format of `GENERIC.FNC`; use it as a base for creating new functions. If you are familiar with word processors or spreadsheets, this function is like a template: the format is set, but you must fill in the blanks.

By looking at other functions already coded for specific tasks (for example, `ARTRAN.FNC` and `GLJYTD.FNC`), you should be able to create your own functions. You might notice that the line numbers are not necessarily continuous. For example, line 899 is listed after line 699. Do not change line numbers that are not listed; they either are not used or should not need to be modified when you build a function.

Planning the function

Before you use the GENERIC.FNC function to customize a function, plan the attributes that you want the function to have:

- What do you want the function to do?
- Which values (and how many) do you want the function to return?
- Which files (and applications) does the function need to access?

Consult the file descriptions of the applications involved to answer these questions.

Make a backup copy of GENERIC.FNC—or any function—before you modify it.

Modifying GENERIC.FNC

Precoded EIS functions use the following standard:

Lines 200–299

Set the following variables:

VALUES = The total number of values returned by the function. A value is anything that the function returns: number, date, code, literal value.

RTN\$ = The ID of the function. It must be 8 characters long. (If it has fewer than 8 characters, pad with spaces.)

Lines 300–399

This area is used to dimension application-specific variables used in the function (with the DIM verb). Check the IOLists used in the function (in lines 899–989) for arrays.

Lines 400–499

Set the following variables:

FILES = The total number of application files opened for each company.

FILENAMES\$[1 - FILES] = Each filename excluding the company ID.

Lines 600–699

This area is used to check that each application you need for the function is installed. Otherwise, the function returns an error in the EIVAL file.

Lines 899–989

This area holds the EIS IOLists. Do not change the code unless you really want to modify how EIS works.

Lines 990–999

This area is used to place the IOLists the function needs from applications other than EIS.

Lines 1000–1399

This area is used to read through the company ranges in the setup record and place a list of valid companies in the variable CO\$. This variable calls lines 5000–5199 to cycle through each company, open its files, and run a particular routine. When the routine is done, the company IDs are cycled through until all the company IDs have been used. The function (lines 4000–4199) then writes its results to the EIVAL file and exits. Do not modify this area.

Lines 2000–3999

This area holds the code that uses a From/Thru range from the setup file and calculates data from records in that range. For example, if the function is designed to total a range of GL accounts, this section of code would read the GLMAxxx or GLJRxxx file for each From/Thru range given. It would then keep a running total in the array TOT\$(VALUES).

Each element in the array can contain different types of totals, BUDGETED, ACTUAL, and so forth. When the From/Thru range has been completed, this section ends and returns to the area of code that gets another From/Thru range.

Lines 4000–4199

This area is used to write each calculated value received from lines 2000–3999 to the EIVAL file. Each value is placed in the array TOT\$[VALUES] during calculation. Do not modify this area.

Lines 4200–4599

This area is used to return error codes to the EIVAL file when a problem occurs in the function. Do not modify this area.

Line 5000–5199

This area is called by lines 1000–1399 to read a setup record of type 1 (company IDs) and add the ID to the variable CO\$. It continues adding IDs to CO\$ as long as it finds a valid type 1 setup record. Do not modify this area.

Line 5200–5399

This area reads a setup record for a particular type. The type is specified by the variable TYPE. The last valid record found for this type is stored in the variable SEQ\$[TYPE]. This variable is needed to allow the next setup record read to point to the correct starting location for this type. After a setup record is read, the From and Thru values are placed in the variables FR\$[TYPE] and TH\$[TYPE], respectively. If no more setup records for this type are found, the Boolean variable DONE is set to 1. Do not modify this area.

Line 9300–9399

GENLOCK (General Record Lock Routine). See the *Development Standards* manual for an explanation of this routine.

Compatibility Matrix



Compatibility helps keep OPEN SYSTEMS Accounting Software files fully compatible across platforms and cooperative on a network.

On the following page is a compatibility matrix of OSAS 6.1 applications. Use the matrix to set up your system with the right version of each application

	R M	A P	A R	B K	B R	D D	F A	G L	G N	I N	J O	O D	O W	P A	P O	S O	
RM 6.1	X	R	R	S	R	R	R	R	S	R	R	S	S	R	R	R	RM 6.1
AP 6.1		X			O										R		AP 6.1
AR 6.1			X	1									R			R	AR 6.1
BK 6.1			1	X												O	BK 6.1
BR 6.1		O	O		X									O	O	O	BR 6.1
DD 6.1						X								O			DD 6.1
FA 6.1							X										FA 6.1
GL 6.1		O	O	O	O	O	O	X		O	O			O	O	O	GL 6.1
GN 6.1									X								GN 6.1
IN 6.1		O	O	R						X					O	O	IN 6.1
JO 6.1		O	O								X			O	O	O	JO 6.1
OD 6.1												X					OD 6.1
OW 6.1													X				OW 6.1
PA 6.1					O	R								X			PA 6.1
PO 6.1										O					X	O	PO 6.1
SO 6.1				1									O			X	SO 6.1
	R M	A P	A R	B K	B R	D D	F A	G L	G N	I N	J O	O D	O W	P A	P O	S O	

R = Application on top requires application on side.

S = Application requires side application and has no predefined functions within EIS

O = Application on top optionally writes data to application on side.

Blank = No interface.

1 = To utilize kitting feature, SO is required.

2 = EIS has no predefined functions for this application.

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