TRUELINE SYSTEMS

Using TrueLine

Reference Manual

Version 1.0, Release 4.5.0

Trueline Systems

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Introduction: Using True**Line**

The "Using **TRUE**LINE" guide is designed to introduce you to important concepts and techniques you need to begin using your **TRUE**LINE system. For more detailed information on IBM AS/400 operations, please refer to your IBM AS/400 User Manual. For detailed information on using the **TRUE**LINE applications, please refer to the Reference Manuals for each of the specific applications. This manual acquaints you with both the EasyView 2000 environment and the character based environment of the system.

The "Using **TRUE**LINE" manual is divided into two parts (EasyView 2000 and Character Based) and each includes three sections:

Chapter 1: Using TRUELINE EasyView 2000

    Section 1: Getting Started

    Section 2: Submitted Jobs and Spooled Files

    Section 3: Using Reference Manuals

Chapter 2: Using Character Based TRUELINE

    Section 1: Getting Started

    Section 2: Submitted Jobs and Spooled Files

    Section 3: Using Reference Manuals

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Chapter 1: Using TRUELINE EasyView 2000

The new EasyView 2000 environment has an updated look and feel. For those familiar with the latest technological developments, the system looks similar to a browser. The design continues to allow for the use of a mouse, drop down menus, and on-screen buttons to move throughout the system. Although the EasyView 2000 environment overlays the character based **TRUE**LINE environment, the screen should be familiar to those who work with internet applications.

The EasyView chapter is divided into three sections:

Section 1: Getting Started

The first chapter reviews basic instructions on the use of your system, including sign-on and sign-off procedures, using menus and options, and dealing with the keyboard and function keys. It reveiws working with pop-up windows, handling error messages and resolving scheduling locks. Also included is a description of the new desktop look of the EasyView 2000 screen.

Section 2: Submitted Jobs and Spooled Files

The second chapter reviews some fundamental concepts and procedures for working with jobs and spooled files.

Section 3: Using Reference Manuals

The last chapter reviews the conventions used in the **TRUE**LINE Application Reference Manuals.

Section 1: Getting Started

This section shows you some of the basic tools used in the EasyView 2000 environment. For detailed information, refer to the specific application manual.

The topics presented here include:

- Signing On And Off The System
- Moving Through Menus And Screens
- Basic Functions Of Your Mouse And Keyboard
- Using Function Keys
- Using Pop-up Windows
- Error Messages
- Resolving Scheduling Locks
- Standard Report Request Screen

Signing On to TRUELINE EasyView 2000

Before you sign on to the **TRUE**LINE system, your System Administrator or Security Officer must create a user profile for you on the IBM AS/400. The User Profile specifies your User ID and password, the space you are allowed on the system, and the type of job you perform. You need to know your User ID and password in order to sign on.

Follow the steps below to sign on to **TRUE**LINE from the AS/400 Sign On screen.

Note: The steps for your sign-on procedures may differ according to your company's set up.

Step 1:   Place your cursor over the orange plumb bob. Notice the cursor becomes a pointer and a dotted box surrounds the plumb bob. Click the picture and the Host Computer Sign-On box displays:

Step 2:   Type your User ID in the User field. Use your Mouse or Tab key to move to the Password field.

Step 3: Type your unique password in the Password field. Your password displays as asterisks (*). Press Enter.

The system briefly displays a logo screen. If your company allows access to multiple environments, the "Group Jobs Menu Selection" screen may display. Select the correct environment and the system displays your customized Main System Menu.

If you access a screen at this point that is not a **TRUE**LINE screen, see your System Security Administrator.

> **Note:** Your system may be set up to lock the terminal and prevent you from signing on after a predetermined number of unsuccessful attempts. This is an optional security feature. If your terminal locks you out, contact your System Security Administrator.

Signing Off **TRUE**LINE

When you have completed your work on **TRUE**LINE, we recommend that you sign off the system. The steps for your sign off procedures may differ according to your company's set up.

Step 1: Press Exit (F3) to exit the screen you are using and return to a menu.

Step 2: At any menu, choose Signoff (F11) from the left window pane. The system displays the Signoff Verification screen.
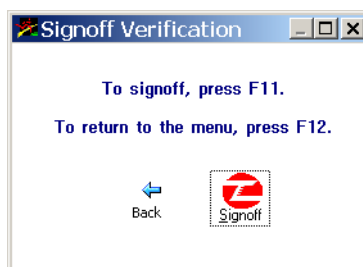
Press F11 again to confirm your request to sign-off.

OR

Step 2: When the system displays any menu, continue to press Exit (F3) until the TRUELine System Millennium Edition screen displays. You path through all the screens you went through when you initially signed-on.

Step 3: If you are using a PC, follow standard procedures for shutting down.

> **Notes**: If you are using a terminal, turn off your terminal. If your AS/400 is on-site, you can turn off all your terminals.
>
> If an AS/400 system menu is displayed instead of a warning, type "90" (Sign Off command) on the command line and press Enter. The system shows the Sign On screen, ready for your next session or you can turn off your terminal.

Using Menus and Options

When you sign on to the **TRUE**LINE system, the first screen displayed is usually the Main System Menu. The sample Main System Menu below lists all of the **TRUE**LINE applications. The Main Menu for your company is customized to display only those applications that you have installed. Your company may set up your system to display a different menu when you sign on.
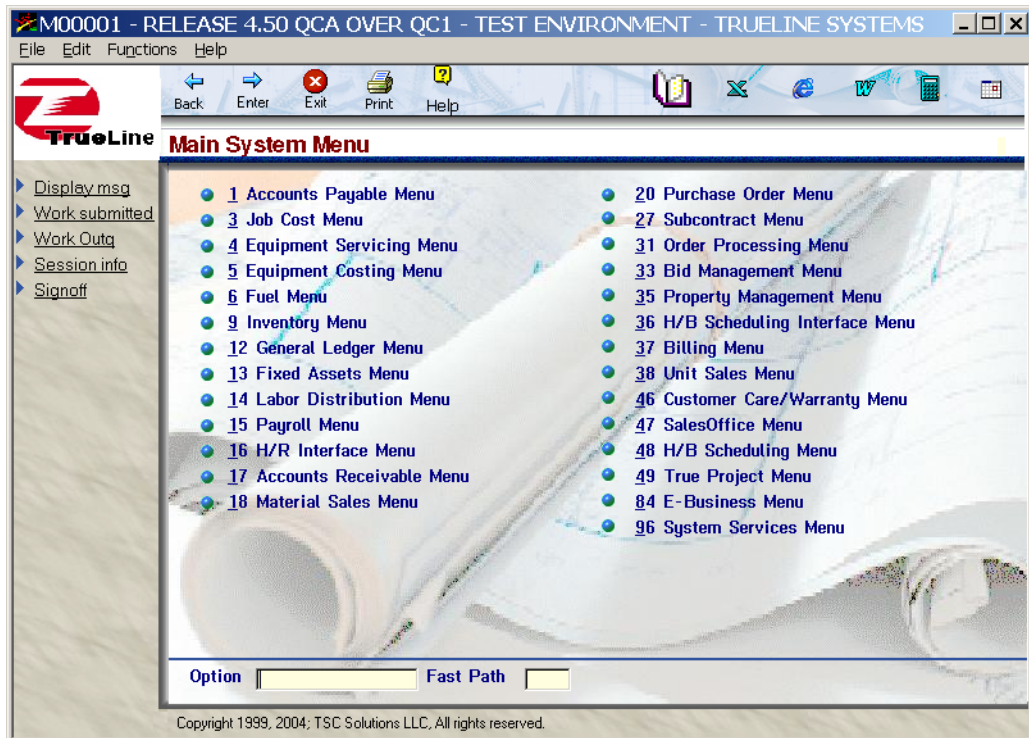
> **Note**: To move about in the EasyView 2000 environment, you can select either the buttons that appear on the screen or use the corresponding keystrokes.

Selecting Options

Every menu contains a list of numbered options. Each numbered option represents either another menu or a screen where you can perform a task such as entering data, running a process, or generating a report.

At the screen sample below, Option 1 is for the Accounts Payable Menu.

To select an option from a menu, click the button, click anywhere on the name, or type the option number in the "Option" field and press Enter. The system displays the first screen for the option you selected.

M00001 - RELEASE 4.50 QCA OVER QC1 - TEST ENVIRONMENT - TRUELINE SYSTEMS

File Edit Functions Help

Back Enter Exit Print Help

TrueLine Main System Menu

- Display msg
- Work submitted
- Work Outq
- Session info
- Signoff

1 Accounts Payable Menu
3 Job Cost Menu
4 Equipment Servicing Menu
5 Equipment Costing Menu
6 Fuel Menu
9 Inventory Menu
12 General Ledger Menu
13 Fixed Assets Menu
14 Labor Distribution Menu
15 Payroll Menu
16 H/R Interface Menu
17 Accounts Receivable Menu
18 Material Sales Menu

20 Purchase Order Menu
27 Subcontract Menu
31 Order Processing Menu
33 Bid Management Menu
35 Property Management Menu
36 H/B Scheduling Interface Menu
37 Billing Menu
38 Unit Sales Menu
46 Customer Care/Warranty Menu
47 SalesOffice Menu
48 H/B Scheduling Menu
49 True Project Menu
84 E-Business Menu
96 System Services Menu

Option [   ]   Fast Path [   ]

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Parts of the new desktop look:

Title Bar   The title bar contains the window title and basic window control

buttons. The numbers in the left corner are the menu numbers. The sizing buttons in the right corner allow you to reduce, maximize or close the window.

M00001 - CONSTRUCTION 4.31 DOC - TRUELINE SYSTEMS

Menu Bar   The menu bar contains the titles of menus, available for your use.

File   Edit   Functions   Help

Tool Bar   The tool bar contains icons that provide you with shortcuts. On the right side of the tool bar are icons to various programs: Acrobat Reader, Excel, Internet Explorer, Word, and access to the calculator and calendar. These 4 icons are going to be looking for the programs in a specific place on your harddrive.

Back	Back	F12. Return to the previous screen.
Enter	Enter	Save the information or access the next screen.
Exit	Exit	F3. Return to the previous menu.
Print	Print	Print the current panel.
Help	Help	Where available, access Help.
	Acrobat Reader	Access Acrobat Reader to view documentation. Verify that your program is located here: C:\Program Files\ Adobe\ Acrobat 4.0\Reader\AcroRd32.exe
	Excel	Access your Excel spreadsheet. Verify that your program is located here: C:\Program Files\ Microsoft Office\ Office\ excel.exe

	Internet Explorer	Access the World Wide Web. Verify that your program is located here: C:\Program Files\ Internet Explorer\ Iexplore.exe
	Word	Access your Word processor. Verify that your program is located here: C:\Program Files\Microsoft Office\Office\ winword.exe
	Calculator	Access the calculator.
	Calendar	View the current calendar month.

Note: If your programs are not installed in the access paths described above, you can create a shortcut to it in the specific folder.

Left Pane

> ▶ Display msg
> ▶ Work submitted
> ▶ Work Outq
> ▶ Session info
> ▶ Signoff
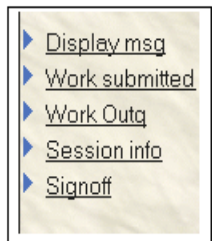
The left pane extends down the left side of your screen. It lists the functions available on each window.

Status Bar Line or Message Line/Error Line   This line is located along the bottom of the window and is where any error messages display.

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Right Pane   The right pane is the area where you process your information, i.e. perform a task such as entering data, run a process or generate a report.

Main System Menu

● 1 Accounts Payable Menu	● 20 Purchase Order Menu
● 3 Job Cost Menu	● 27 Subcontract Menu
● 4 Equipment Servicing Menu	● 31 Order Processing Menu
● 5 Equipment Costing Menu	● 33 Bid Management Menu
● 6 Fuel Menu	● 35 Property Management Menu
● 9 Inventory Menu	● 36 H/B Scheduling Interface Menu
● 12 General Ledger Menu	● 37 Billing Menu
● 13 Fixed Assets Menu	● 38 Unit Sales Menu
● 14 Labor Distribution Menu	● 46 Customer Care/Warranty Menu
● 15 Payroll Menu	● 47 Sales Link Menu
● 16 H/R Interface Menu	● 48 H/B Scheduling Menu
● 17 Accounts Receivable Menu	● 49 True Project Menu
● 18 Material Sales Menu	● 96 System Services Menu

Option [   ]   Fast Path [   ]

Using Fast Path

Every **TRUE**LINE Menu has a menu number. Menu numbers are displayed in the upper left corner of the title bar preceded by an "M" and two or three leading zeros. In general, menu numbers are standard, but your company may have customized menus with unique menu numbers. E.G.

Fast Path allows you to use these menu numbers to go from one menu to another in a single step.

> **Note:** You may want to make a list of the menu numbers you use frequently to refer to when using Fast Path.

To use Fast Path to move directly from one menu to another, type the menu number in the Fast Path field (omit the M and the leading zeros) and press Enter. (See "Using Your Keyboard" later in this chapter.)

Working with Screens

From a menu, you select options that either take you to another menu or to a screen where you can perform a task such as entering data, running a process or generating a report. At the task screens, you can enter data into fields or use Function Keys to perform selected operations.

Some menu options include multiple screens. There are several different ways to move from screen to screen within a menu option. Not all methods are active on all screens.

To access different screens within a menu option, the methods used include:

◆ Press Enter to move from one screen to the next.

Example: A/P Definition Setup (144/1).

> **Notes**: On some screens, pressing Enter the first time edits the data entered. You need to press Enter again to move to the next screen.
>
> In a few cases, before new data is updated, you must move through subsequent screens to complete the change. (See specific application manual.)

◆ Use the Function Key indicated to access a different screen within the option. (See "Using Function Keys" for more information.)

Example: On the A/P Vendor Master screen (114,1), press F17 to access the One-Time Vendor Master screen.

◆ Select a record and choose the action you want.

Example: On the A/P System Codes Screen (144/2), select the record and choose an action.

◆ With your cursor on the record, quickly double click the mouse.

To page up or down within a screen, use the blue arrows located on the right side of the screen.

To return to the previous screen, press Back (F12) (in most options).

To return to the menu, press Exit (F3) (in most options).

Refer to the Application Reference Manuals for instructions on specific screens.

Making Multiple Selections

Some screens allow you to select records from a list so that you can work with the records.

> **Note:** Certain screens allow you to select only one record, while others allow you to make multiple selections from the list of records.

- ◆ **Single Record Selection** appears as a single line beneath the header in the subfile. The record you want can be selected by highlighting the record and choosing the Action you want.

◆ **Multiple Record Selection** appears as a double line beneath the header in the subfile. The records you want can be selected by holding the CTRL key and selecting each record you want. Each record can then be selected independently.
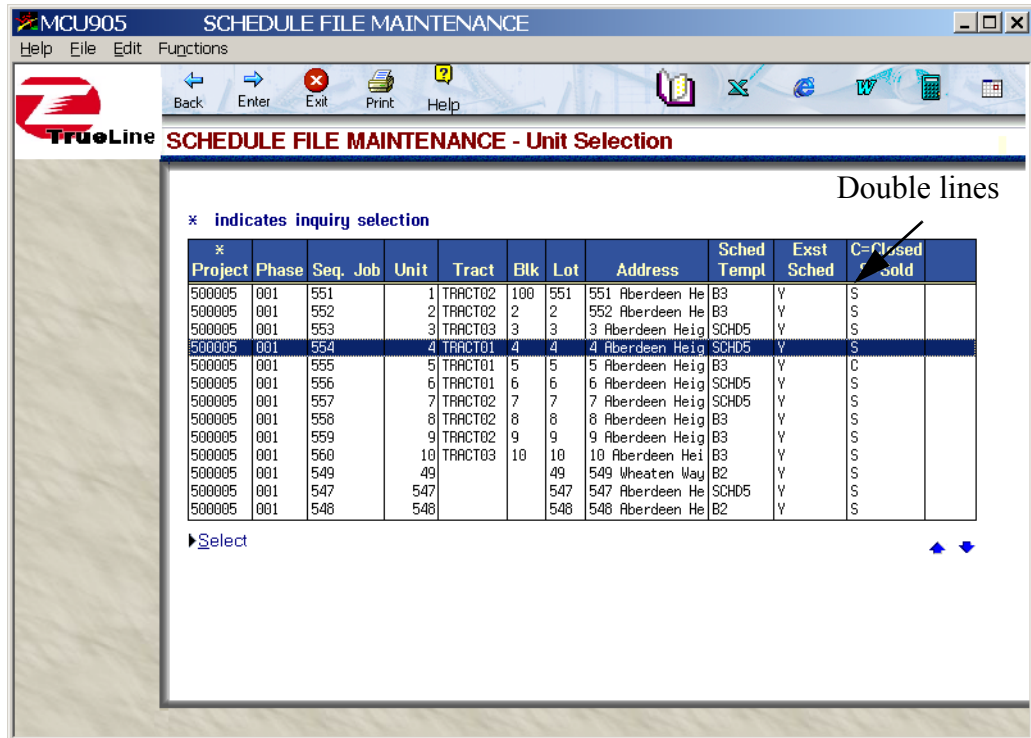
> **Note**: Some screens allow you to select a record only once. Records that are still available for selection are color coded darker and those records that have already been selected are color coded lighter.

To choose records that appear sequentially, you can select one record and drag the selection down through the records you want or hold the Shift key and click on the outside records to select the entire range between them.

Button Descriptions

In the EasyView 2000 environment, you may see various buttons throughout the menus and screens you access.

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- ◆ **Menu Buttons** give you all the options available within that screen. Click the button, or click anywhere on the name to select the option.

.

●	1 Accounts Payable Menu	●	20 Purchase Order Menu
●	3 Job Cost Menu	●	27 Subcontract Menu
●	4 Equipment Servicing Menu	●	31 Order Processing Menu
●	5 Equipment Costing Menu	●	33 Bid Management Menu
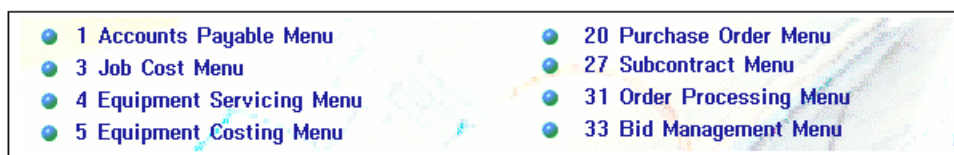
- ◆ **Function Lists** allow you to perform specific tasks. These lists are located in the left window pane. Place your cursor over the task to be performed and click.

▶ InfoWindow
▶ List
▶ Express Comple
▶ Previous
▶ Next
▶ Calculate
▶ Print
▶ Delay Analysis
▶ Fast Key
▶ Show Base
▶ Only Milestone
▶ Sort by Date
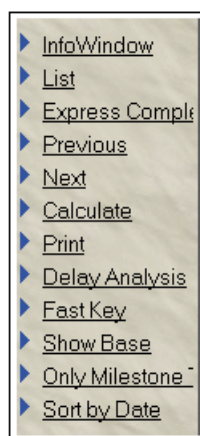
- ◆ **Check Boxes** turn a selection on or off. Click the box or anywhere in the wording to turn the check mark on or off.

☑ Should base POs update JC budget?   ☑ Should change orders update JC budget?

◆ **Radio Buttons** make a single selection from multiple choices. Click either the blank circle or click anywhere on the selection.

```
┌─Select type of maintenance──────────────────┐
│                                              │
│    ⊙ Purchase order entry                    │
│    ○ Requisition based purchase order        │
│    ○ Purchase order based purchase order     │
│    ○ Change order for a purchase order       │
│    ○ Purchase order express entry            │
│                                              │
└──────────────────────────────────────────────┘
```

◆ **Actions** allow you to apply an action to a record.

```
┌────────────────────────────────────────────────┐
│ ▶Delete          ▶Notes          ▶Predecessors │
└────────────────────────────────────────────────┘
```

◆ **Error Messages and Buttons** display in the Status Bar line. You can roll through multiple error messages that may be affecting data entry. The arrows to view multiple errors are always located in the bottom right corner of your screen.

```
┌────────────────────────────────────────────────────────────┐
│ 3021 Must enter either J/C coding or Expense G/L account.  ♠♦? │
└────────────────────────────────────────────────────────────┘
```

Using Your Mouse

Cursor Movement

Your mouse may be used to move through the fields on a screen, to choose a record for selection, or to select an action or function.

Single Click

- To select an option, hold the cursor arrow over the button and click once.

- To place the cursor in an empty field, place the cursor bar in the field and click.

- To place the cursor in a filled field, place the cursor bar in the field and click. The system highlights the entire field.

> **Notes:** If you begin typing immediately, the system deletes the selected text and replaces it with the text you type.
> If you click the cursor again, the system removes the highlighting from the existing text and put the insertion point at the location you click.

- To move the insertion point within a field, hold the cursor bar over where you want to move the insertion point and click.

Double Click

- To fetch a record or to select from a list with radio buttons, hold the cursor arrow over the record and double click. This acts as though you had selected with one click then pressed Enter.

- At the option number entry or fast path field on a menu, if you type something in error, you can highlight it for replacement. To highlight the entire field, hold the cursor bar over the filled field and double click.

Using Your Keyboard

Cursor Movement

Your keyboard has several keys for moving the cursor around on the screen. These keys enable you to move the cursor on the screen without changing the information shown. Terminal Display Stations and PCs may use different keys for some cursor movements. See your keyboard mapping for your system and keyboard.

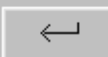|		
< >	**Left/ Right Arrow Keys**	Moves the cursor one space in the direction indicated within a field after text is entered. Will move cursor to next field for buttons aligned in a row.
^ v	**Up/ Down Arrow Keys**	Moves the cursor to the next or previous field, selecting the entire field.
←	**Character Backspace**	Deletes characters back one space or moves back one space within a field, depending on your keyboard mapping.
->|	**Field Advance (Tab)**	Moves the cursor to the next field, selecting the entire field, or to the next button.
->|	**Field Backspace (Shift-Tab)**	Moves the cursor to the first position of the field. If the cursor is at the first position, it moves to the first position of the previous field.
←	**Enter**	Sends information from a screen to the system, or tells the system to perform a function.
← Shift	**New Line (Shift-Return)** (On Terminal Display Station, use New Line key.)	Moves the cursor to the first position of the next line on the screen or to the next field.
Up Dn	**Roll** (On Terminal Display Station, use Shift/Roll key. On PC, use Page Up, Page Down Keys).	Moves information up or down, allowing you to view additional records. Availability of additional records is indicated by a plus (+) in the lower right corner. (You may also use the up or down arrows from the roll bar on the right side of the screen to move information.)

Numeric Fields

When you type a number in a numeric (digit) field and press Enter, the system edits the field. Numeric fields are right-justified, so the system moves your entry to the right of the field as far as possible when you press Enter. The system also adds the necessary commas, slashes, or other symbols.

Decimal points: Some fields allow you to enter decimal numbers. When typing a number that requires a decimal, you must type the actual value, including the decimal point. If you do not enter the decimal point, the system assumes you entered a whole number -- "1250" becomes 1,250, not 12.50; "12.50" is accepted as 12.50.

Negative numbers: For fields that allow negative numbers, type a minus sign *after* the number, for example, "12.50-." Some numeric fields do not accept negative numbers.

Commas: Do not enter commas in a numeric field. Example: type 1425*;* not 1,425.

Percentages: In a percentage field, enter the whole number for the percent. Example: Type "5" in a percentage field for 5%. To get 5.25%, enter 5.25.

Dates: Enter date fields as indicated in the field definitions. Most dates are MMDDYY, where MM is month, DD is day, and YY is the last two digits of the year. Other occasional formats are MMDDCCYY (where MM is month, DD is day, CC is century, and YY is year) and MMCCYY (where MM is month, CC is century, and YY is the last two digits of the year). Do not enter slashes, dashes or other characters in date fields. The system inserts slashes for you.

Where the calendar icon is present, click on the calendar.

A miniature calendar opens. The current day is highlighted. You can change days within the current month, change months or change years. Make your selection and press OK.

Alphanumeric Fields

Alphanumeric (character) fields accept numbers, letters, and symbols. Often, alphanumeric fields are used for descriptions or labels. The system checks the entry against the file where such records are stored. Example: The Vendor Number field can accept "ABC1", or "pq-1".

Note: In an alphanumeric field, numbers are not right-justified. The position of the cursor changes the position of the number. For example, characters typed as _ _1 are not the same as 1_ _.

Using Function Keys

Function keys are keys that are programmed to perform specific tasks. The Function Keys are the one or two rows of keys usually located along the top of your keyboard, above the row of number keys. They may be labelled "F," "Cmd," or "PF."

The **TRUE**LINE System uses 24 function keys. The terminal-type display station has 24 numbered function keys (F1 through F24) while the PC has only 12. To select keys F13 through F24, hold Shift while simultaneously pressing the function key that when added to 12 results in the correct key. For example, to use F13, press Shift F1; to use F19, press Shift F7.

In EasyView 2000, the function keys are listed in the left hand window pane. To access a specific task, place your cursor on the task wording and click. By holding the cursor over the task name, the Function key number also displays.   Function keys can also be accessed by using the drop down menu "Functions" and clicking the function you want.

The Standard Report Request screen now displays a Send button in the bottom left corner. This is the same as F6 - Submit. Function keys with standard uses are described in the chart on the next page.

> **Note**:You can also access the drop down menu with key strokes by pressing and holding Alt and then pressing the letter "N." Function keys can then be selected by choosing the underlined character on the menu.

Standard Function Keys

F1	Menu Driver Help Display	At a **TRUE**LINE menu, press F1 to see a list of the function keys that are active at **TRUE**LINE menus.
	Scheduling Lock Help	At a scheduling lock screen, press F1 to display the reason for the scheduling restriction.
F2	Menu Master Inquiry	To access the **Menu Master Inquiry** screen for a specific menu option, type the option number in the Select Option or Menu field and press F2.
F3	Exit the current process	Press F3 to exit the current process and return to the menu or previous screen. If you have not pressed Enter before exiting an option, any information you typed will be lost.
F4	Window List	Press F4 to access the Window List (if available) for the field your cursor is in.
F5	Refresh	Update your screen with current values. To see values that have changed since the initial display, press F5 to refresh the screen.
F6	Send	At a **TRUE**LINE processing or report request screen, press F6 to submit a request to process information or to print a report. The submitted job waits in the job queue until the system processes it. (See "Working with Submitted Jobs.")
	Display messages	At a **TRUE**LINE menu, press F6 to display messages sent to your work station.
F8	Work with submitted jobs	Press F8 at any **TRUE**LINE menu to access a list of jobs submitted for processing by your User ID.
F9	Access add mode	When you press F9 at specific data entry screens, you access ADD mode.
	Display output queue	When you press F9 at a **TRUE**LINE menu, the system displays the output queue.
F10	Access change mode	When you press F10 at specific data entry screens, you access CHANGE mode.
	Display Session info	When you press F10 at a **TRUE**LINE menu, the Session Information window pops up on your screen.
F11	Access Delete mode	When you press this key at specific data entry screens, you access DELETE mode or confirm a delete request.
	Sign Off the system.	Press F11 at a **TRUE**LINE menu to display the Sign-off Verification screen. Press F11 again to sign off, or press F12 to return to the menu.
F12	Return to previous screen	Returns to the previous screen or menu.

Using Pop-up Windows

The Pop-up Window feature allows you to access a window showing a list of possible entries for a field or other information. It appears or pops up on top of a portion of your current screen. Window size and position vary, depending on the cursor's location and the size of the fields in the window. Use the Window to view information and to select valid entries.

Not all pop-up windows work the same way. Some immediately list information; others request that you identify the information that you want listed.   Others display information relevant to the screen.

A field that has a pop-up window is recognized by a blue left arrow.

To access the Window for a field where it is available, place your cursor on the blue arrow and click the mouse. The system displays a pop-up window on top of a portion of your current application screen.

To select information from the Window:

- double click on the line you want to select, or

- click once to select the record, then choose Select, or

- select the record and press Enter. The system copies the information into the field where you left the cursor and the window disappears. The system may also fill other fields, based on the selection you made.

To exit a Window without making a selection, choose Back (F12). The system removes the window from the screen.

To begin your selection list with a specific code, type the code in the "Search on" field and press Enter.

> **Note**: "Search on" fields may be numeric or alphanumeric and justify differently. (See "Alphanumeric Fields" earlier in this section.)

Press the Roll key (usually mapped to Page Up/Page Down) or click the up and down arrows to view additional choices in the Window.

Other Functions may be available for specific windows. For example, in the Window above, "By Prod Number" allows you to re-sort the items that appear in the window numerically by project instead of by Description. The window displays the function and its description whenever such a function is available.

On-Line Error Messages

The system warns you if you have made an invalid entry into a field. The invalid fields are highlighted in red and a message appears at the bottom of the screen describing the error. Some examples of errors that cause an on-line error message are:

◆ You have failed to enter data into a required field.

◆ You have selected more than one option when only one option is allowed.

◆ You have entered invalid data. For example, you have entered an invalid job number (does not exist in the Job Master file) in a job number field.

Viewing Multiple Errors: To check for multiple errors, use the arrow buttons at the bottom of the screen to roll through any number of messages. Multiple errors might occur when multiple fields are highlighted in red.

Note: When you receive an error message, the system highlights the information for you. To correct the information, place the cursor is in the correct field, then type the new information and the system automatically deletes the highlighted information.

IBM Error Messages: If you enter data in an invalid format (example: alpha characters in a field that only accepts numbers), you receive an IBM Error Message

that tells you the error. Press OK to return to the screen and change the information.
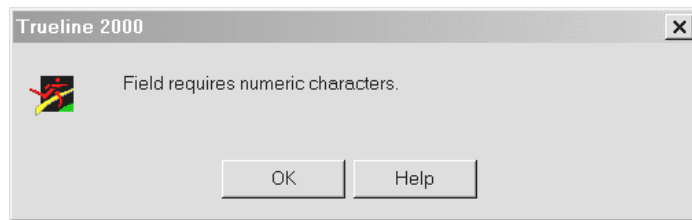
Scheduling Locks

When you are using certain processing functions, scheduling locks prevent you from using certain other functions. These temporary scheduling locks ensure that you do not perform tasks that change information at the same time the system is trying to process it. You see a scheduling lock screen that displays two possible causes. The cause currently affecting you is highlighted and emphasized by a series of arrows.
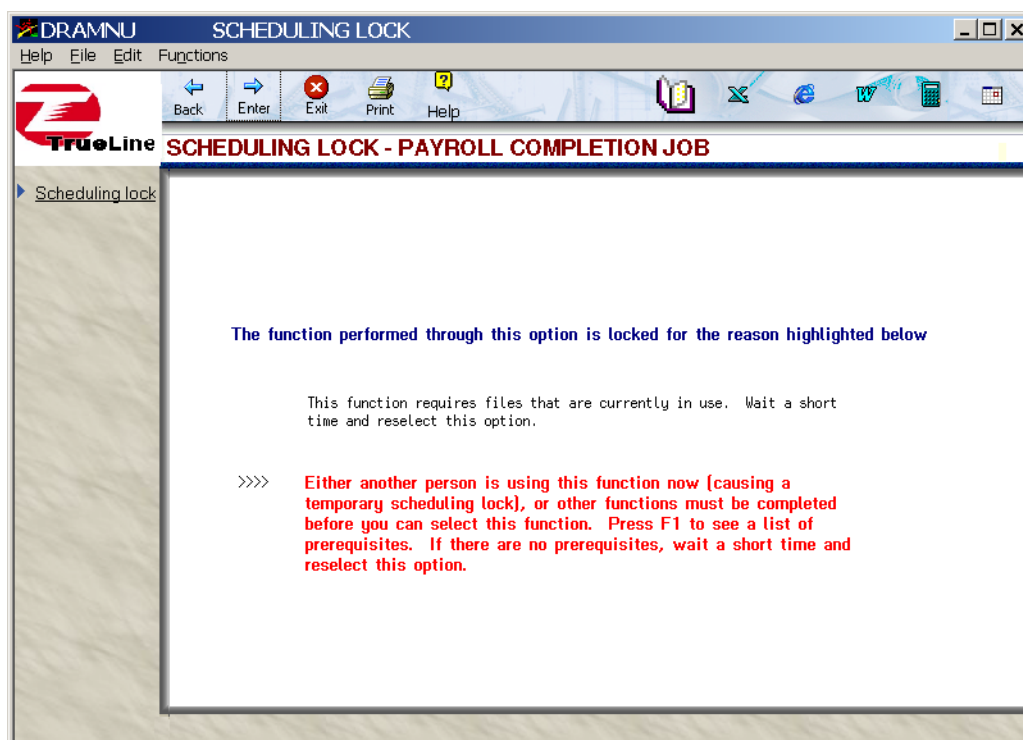
>>>>*This function requires*. . .The first lock indicates that the function you have selected requires files that are currently in use. Check to see if another worker has taken an option that requires the file.

> **Note**: If you are signed on to more than one session, you may have locked the file yourself. Once the file is no longer in use, try the task again. For example, in A/P you cannot access Check Void (117/51) while you run a Check Void process.

>>>>*Either another person*. . .The second lock indicates that either another person is using the function or other functions must be completed before you can select the option. Press F1 to see a list of prerequisites to remove the lock.

For example, in A/P once you run a Payable Register (117/2), you cannot close A/P for the accounting period until you run the A/P Pay Cycle Completion (117/41).

Reading F1:

When you press F1, the system may list the option you are trying to take, other options that do not apply in your particular circumstance, and option(s) that do apply to you. How can you tell which option applies in your case?

Step 1:   Check the type of restriction that applies, displayed in bold on the top section of the Scheduling Lock Help screen:

Regular--scheduling flag (indicated by an "R" in the list)

Temporary--scheduling flag (indicated by a "T" in the list)

Step 2:   Scan the list of jobs. Ignore the line that lists the same job as you are trying (unless it's the only one listed). Ignore lines with the wrong kind of lock flag (T or R). For the remaining lines, check to see if any of them have active jobs. If so, wait until the job completes and try again.

Step 3:   If none of the remaining lines have active jobs, check to see which task should be completed before the task you are trying to perform. Complete the task, then try again.

Standard Report Request Screen

Each application offers a variety of optional management reports. For the majority of the selections, a standard request screen displays when you want a report.

The title bar reflects the name of the specific report. You can optimally change the report date. Press Send (F6) to submit the report. See the section on "Submitted Jobs and Spooled Files" for obtaining report output.

Section 2: Submitted Jobs and Spooled Files

This section provides a basic introduction to working with jobs and spooled files. For more detailed information, refer to your IBM AS/400 Users Manual.

The topics presented here include:

- Jobs And Queues
- Working With Submitted Jobs
- Working With Spooled Files

    Displaying Spooled Files

    Printing Spooled Files

    Deleting Spooled Files

    Viewing All Spooled Files

- Working With Messages

Jobs and Queues

When you direct the system to perform a process, the system creates a job. There are two kinds of job used in the **TRUE**LINE systems: interactive jobs and batch jobs.

Interactive Jobs: An interactive job is a real-time job performed at a workstation. An interactive job holds your terminal or PC until your request is completed. An example of an interactive job is selecting a menu option. You cannot perform another process until after the menu option appears.

Batch Jobs: A batch job is a job that runs in the background. A batch job frees up your terminal or PC for other processing while your requested batch job runs.

Job Queues (JOBQ): When a batch job is submitted for processing, the job enters a waiting status, called a job queue. The job is held in the job queue until the system has space to process the job. The job then becomes active, which means that the system is processing the job. Interactive jobs are not submitted to a job queue.

Output Queues (OUTQ): Any job on the AS/400 that produces printed output places that output into a holding area called an output queue. Unless your system is set up to automatically send files in the OUTQ to the printer, the output stays in the output queue until you send it to a printer or delete it.

Spooled Files: The output waiting on the output queue to be printed is called a spooled file. Spooled files can be displayed on-screen or sent to a printer.

Working with Submitted Jobs

When you ask the system to perform a process or generate a report, you are submitting a job. The job enters the job queue where it is held until the system has space to process the job. Use "Work with Submitted Jobs" to display submitted jobs and their processing statuses.

> **Note**: Some companies limit access to submitted jobs.

To work with submitted jobs, choose Work Submitted Jobs (F8) from any menu screen. The "Work with Submitted Jobs" screen displays.
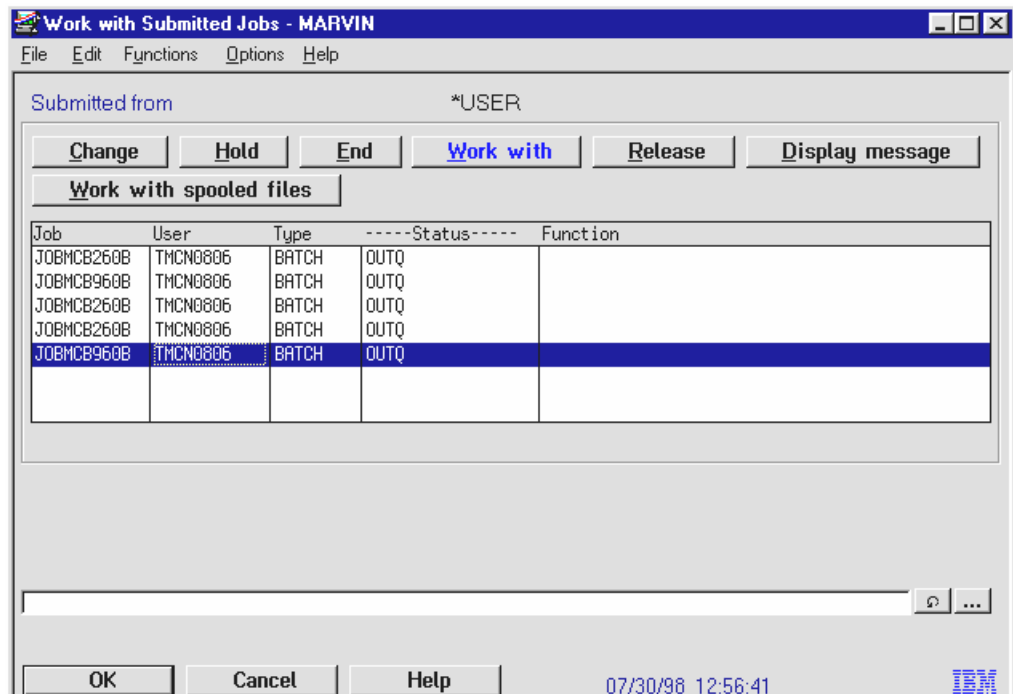
The first job often shows your active sign-on to the AS/400 if you are signed on through a PC. The most recently submitted job is the last entry on the list.

> **Note**: Some requests do not submit a job, but go directly to a spooled file instead. In this case, type WRKSPLF on the command line to access work with All Spooled Files.

The status column indicates the status of the job:

- JOBQ indicates that the job is in the job queue, waiting to run.
- ACTIVE indicates that the job is processing.
- EOJ indicates the end of job, but the job log is still active.
- OUTQ indicates that the job has completed and is in the output queue.
- MSG indicates that the job has halted. See the "Caution" on the next page.

Your job has not completed when the status shows JOBQ or ACTIVE. Before you

begin a process that is dependent on the completion of a previous job, be sure that the previous job status shows OUTQ. For example, if you want to run an A/P Aging report, be sure that any A/P Voucher Batches submitted for update have completed.

> **Caution**: If a job is interrupted before it has completed successfully (e.g. deleted or held by the user or interrupted by a power failure), you may encounter problems such as incomplete data or improper scheduling locks.
>
> DO NOT RESPOND TO ERROR MESSAGES until you have discussed the issue with your system administrator or, if you are on maintenance, with the **TRUE**Line Product Support personnel.

About JOBQs

Your system is set up to send jobs to specific JOBQs. Some JOBQs are "single-threaded," that is, they can process only one job at a time. Other JOBQS are "multi threaded" and can process several jobs at a time.

If you have a job that has halted, it takes up one of the slots and may block subsequent jobs from being processed. Thus, if you submit a job for a report, for example, and wait a reasonable amount of time but do not get the report printed, you can use the submitted job screen to determine whether there is a problem (a job with MSG) or you just need to wait a little longer (a job with JOBQ or ACTIVE).

You can also choose Display Msg (F6) at a TrueLine menu to check your messages.

For more information on working with submitted jobs, refer to your IBM Users Manual.

Working with Spooled Files

When a submitted job creates output to be printed, the output is called a spooled file. Print jobs are spooled so they can be released to a printer at the time that is most convenient for the user. Spooled files wait in the output queue until the user sends it to the printer.

> **Note:** Some systems are set up to send spooled files directly to a printer from the output queue.

To work with spooled files for a job, highlight the job you want to use and choose "Work With Spooled Files" on the "Work with Submitted Jobs" screen. The "Work with Job Spooled Files" screen displays.
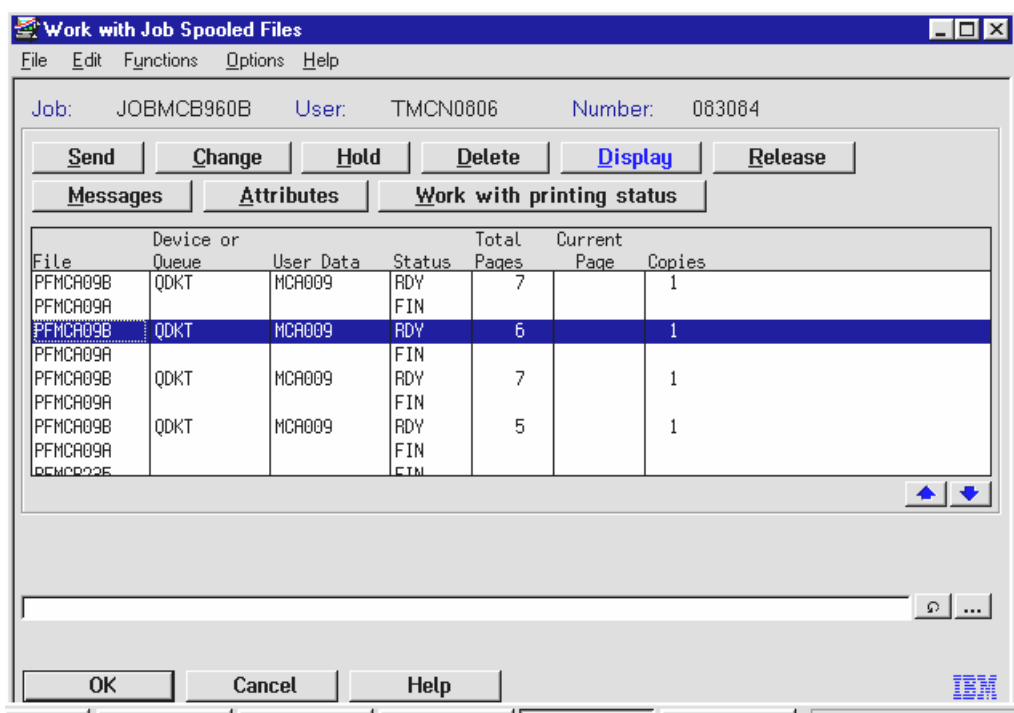
The Job Spooled Files lists the output files generated by the job. For more information on working with the spooled files, refer to your IBM Users Manual. See below for brief instructions on printing, displaying, and deleting the spooled files.

On the "Work with Job Spooled Files" screen there is a **Job Log** for every job you run. Job Logs provide helpful information to refer to if the job does not complete properly.

If the job status on the "Work with Job Spooled Jobs" screen changes to "MSG", the system has sent a message in response to your request and does not complete the job until you respond to the message. To view the message, highlight the line that has the message waiting and choose "Messages." The system displays the message text and reply options.

> **Caution:** Before responding to a job with a status of MSG, contact you system administrator or TRUELine Product Support for assistance.

To Display A Spooled File On Screen

Any spooled file can be displayed on the screen if it has a status READY. On the "Work with Job Spooled Files" screen, highlight the file you want to display and choose "Display." The system shows the "Display Spooled File" screen.
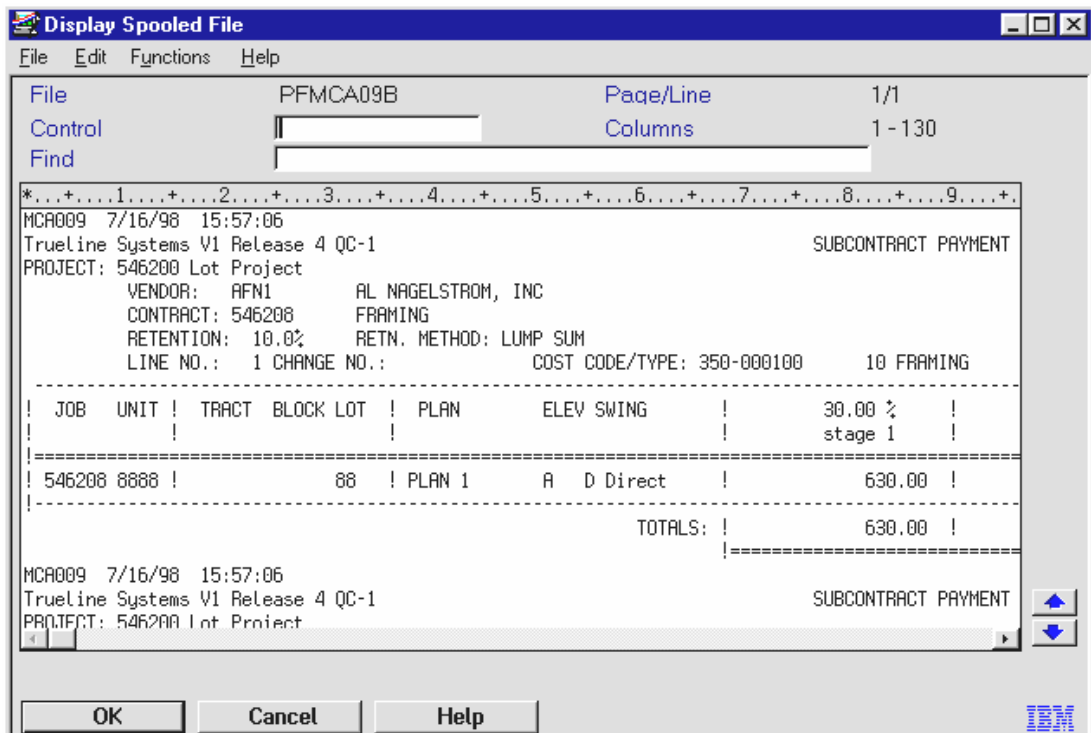
To view different sections of the spooled file, you can use Roll, your function keys or the Control and Find fields:

- **Roll Buttons:** To move up or down, use Roll if it is longer than one screen.

- **Roll Bar:** To move right or left through the material, use the roll bar.

- **F20:** To move to the right edge of the report, press F20.

- **F19:** To return to the left edge of the report, press F19.

- **Control Line:** The commands typed in the Control field measure from the current location of the cursor.

  To advance one page, type "p+1".

  To go back one page, type "p-1".

  To display the last page of the file type "b" for bottom and press OK (Enter).

  To return to the first page of the file, type "t" for top and press OK (Enter).

  To advance across the report horizonitaly, type "w25" and press OK (Enter). The system moves the screen 25 characters to the right. To go back to the left, type "w-25".

Note: For more command options, place your cursor in the "Control" field and press Help.

◆ **Find:** To find occurrences of specific text in the document, position the cursor on the Find field, type the word you are searching for and press F16. Since Find is case sensitive, be sure to type the word you are searching for using the correct case.

> **Note:** For additional Find options, place the cursor on the Find field and press Help.

To return to the Spooled Files screen, press Cancel (F12).

For more information on viewing spooled files on-screen, refer to your IBM AS/400 Users Manual.

To Print A Spooled File

When the spooled file is generated, the spooled file is sent to the out queue (OUTQ). If your system is not set up to send the OUTQ directly to the printer, you need to change the file attributes to print the file.

There are two ways to print a spooled file from the OUTQ. The first option below can be used when you want to print the complete file, and you do not want to save the file after it is printed. If you want to print only a selected page range or to save the file after it is printed, use the second option.

1. **To print a complete spooled file without saving it:**

   On the "Work with Job Spooled Files" screen, select the file. On the command line at the bottom of the screen, type: outq(prt01), replacing (prt01) with the name of the printer you are using. Choose "Change" to apply the action.

   The spooled file status changes to "*CHG." The system prints all the pages in the spooled file and then changes the status to "FIN." (Press F5 to refresh the status codes.) The report is no longer in the system.
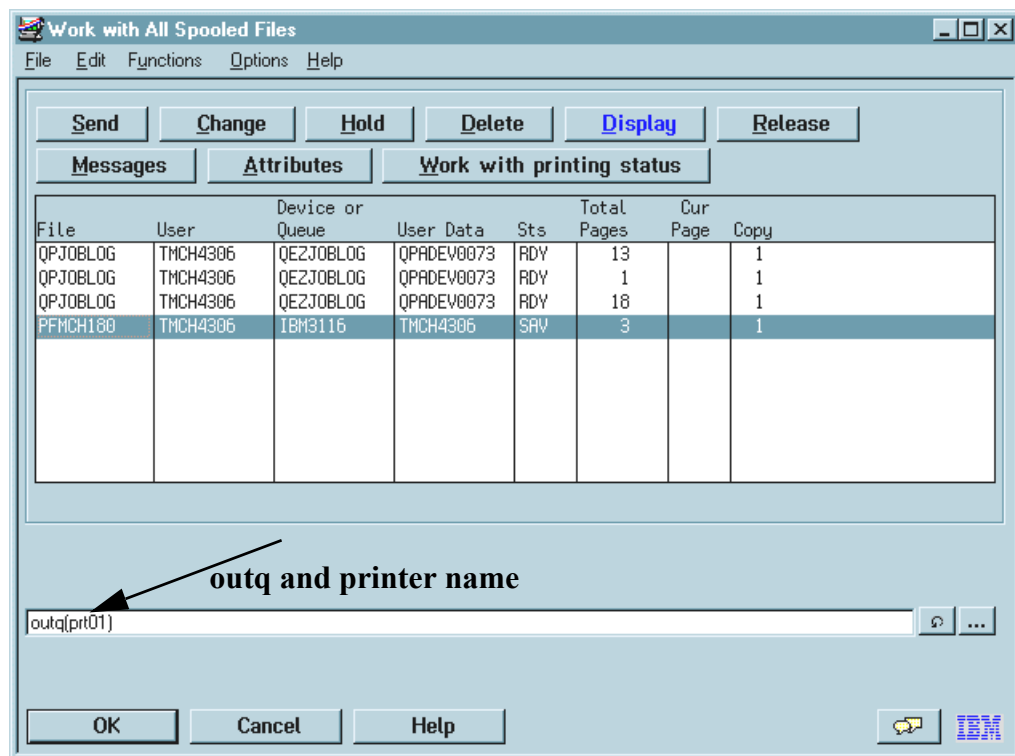
2. To print a spooled file with the option to select pages or to save the file:

On the "Work with Job Spooled Files" screen, select the file to print. Choose Change to apply the action.

In the Output Queue field (under Additional Parameters) type the name of the printer you want to print your report (example: PRT01).

In the Library field, type the name of the library for your spooled file (example: *LIBL).

Choose "Advanced" to view the remaining parameters. Press Page Down (Roll) to access additional options.

To Print A Selected Page Range:

After choosing "Advanced," page down to the field "Page range to print" and type the first page number you want to print in the "Starting page" field. Type the last page number you want to print in the "Ending page" field.

Press OK to submit the report. The system returns to the "Work with Job Spooled Files" screen. The spooled file status changes to "*CHG." When the system has printed all the pages in the spooled file, the status changes to "FIN." (Press F5 to refresh the status codes.) The report is no longer in the system.

If you want to save the file after printing, follow the instructions below *before* pressing OK.

To Save The Spooled File After Printing:

In the "Save File" field, choose "*YES" and press Enter. You return to the "Work with Spooled Files" screen. The status changes to "CHG." When the report has completed printing and you refresh the screen (press F5), the status changes to "SAV." The report is saved report until you delete it.

To Delete A Spooled File

To delete a spooled file, select the file and choose Delete ("4").
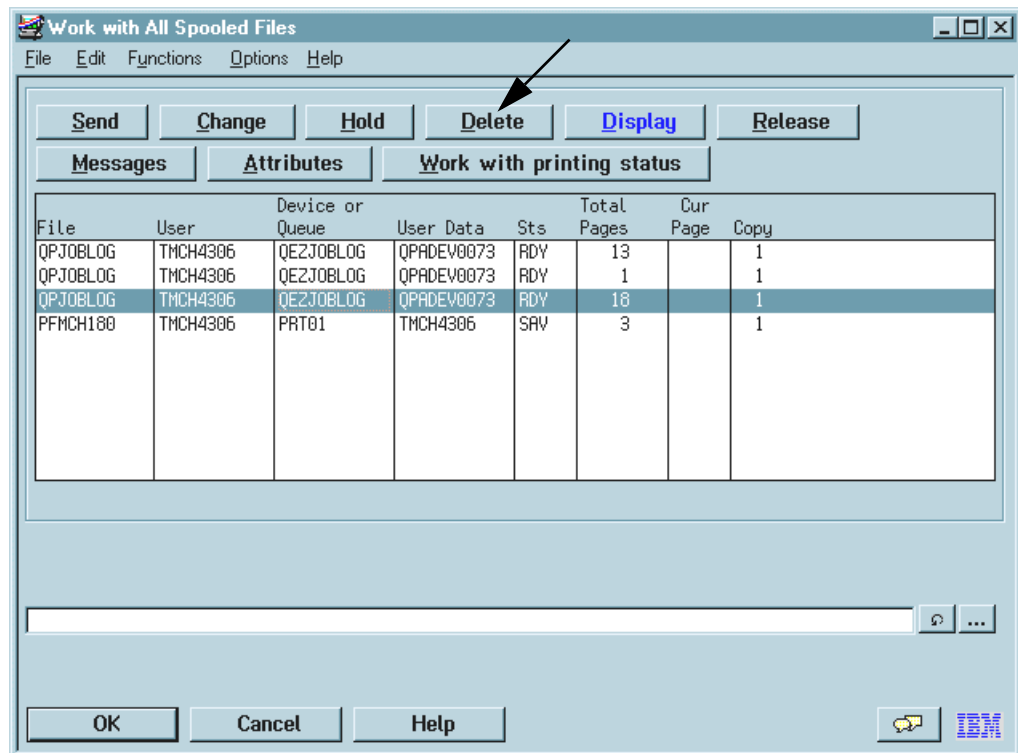
The system displays the "Confirm Delete of Spooled Files" screen. To confirm the delete request for the files shown, press OK.
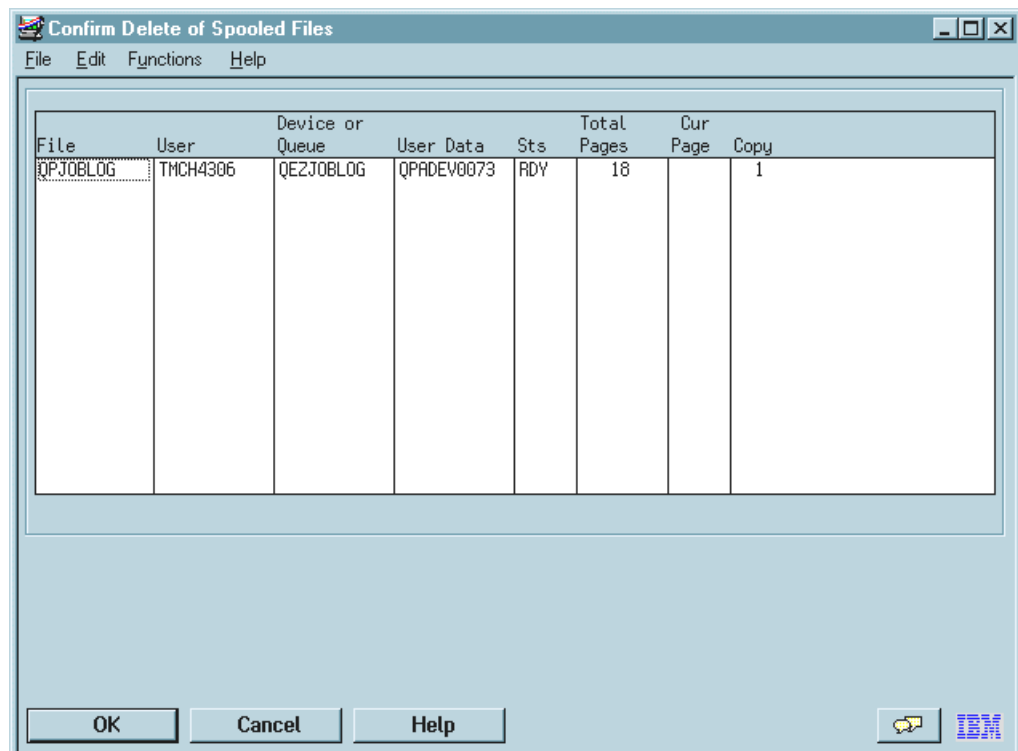
The status of the spooled file changes to *DLT. The spooled file is no longer in the system.

> **Note**: If you try to delete a spooled file that has already been printed (FIN status), the system displays an error message that the file is "no longer in the system."

As long as **any** spooled files are still in the system for a job, **all** of the files for that job appear on the list of spooled files (regardless of their status), and the job remains on the list of submitted jobs. To remove the job from the list of submitted jobs, you need to delete **all** of the spooled files for the job, including the job log.

To View All Spooled Files

You can view all the spooled files for your User ID instead of viewing spooled files on a job by job basis. Reports that go directly to a spooled file out queue without going through a job can be seen when you view all spooled files.

To view all spooled files for your User ID, choose Work Submitted Jobs (F8) from any menu. The system displays the "Work with Submitted Jobs" screen. On the command line at the bottom of the screen, type: WRKSPLF and press OK (Enter). The system displays the "Work with All Spooled Files" screen.
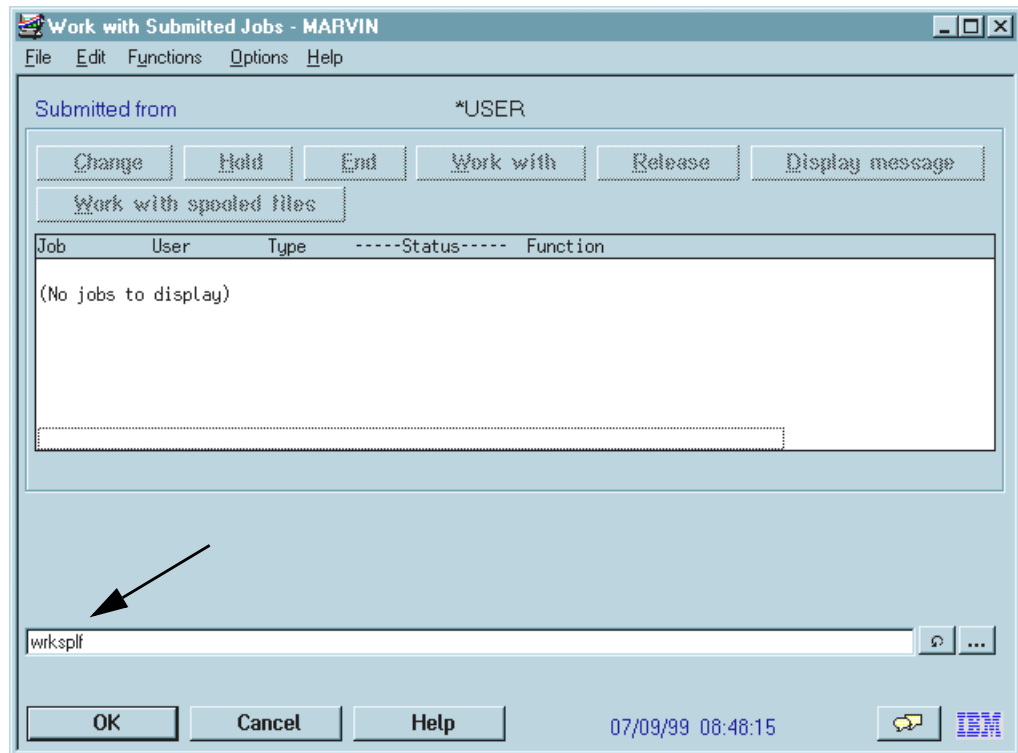
From the "Work with All Spooled Files" screen, you can display, print and delete spooled files using the same instructions as above for the "Work with Jobs Spooled Files" screen.
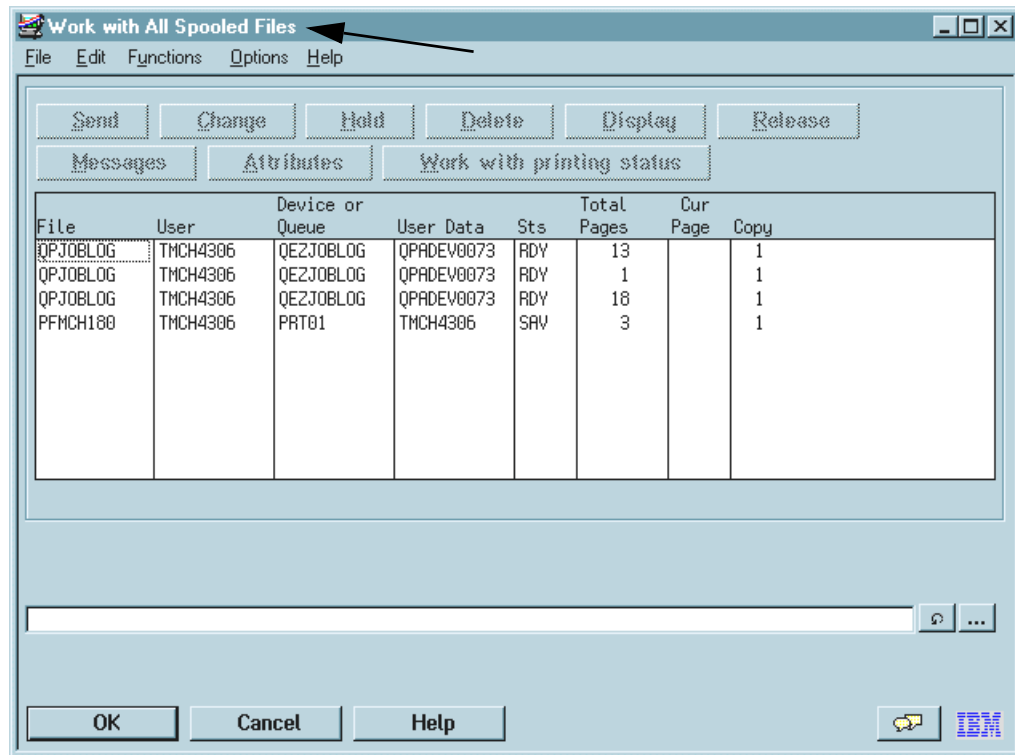
Working with Messages

A message queue is a mail box for messages. A user may receive system messages, job messages, or messages from other users. The system writes a message when every job has been completed or if the job halts abnormally.

To display messages:

To display your message queue, choose Desplay msg (F6) from any menu.

```
Display Messages - MARVIN                                    _□×
File   Edit   Functions   Help

Queue              TMCH4306            Program           *DSPMSG
  Library            QUSRSYS             Library
Severity           00                  Delivery          *NOTIFY
Type reply (if required), press Enter.
    Spooled file QSYSPRT received and placed on output queue QPRINT in library
       QGPL.
    Job 316492/TMCH4306/JOBMCE941B completed normally on 07/08/99 at 08:36:22.
    Job 316829/TMCH4306/JOBMCB260B completed normally on 07/08/99 at 12:17:12.
    Spooled file PFMCB236 received and placed on output queue QPRINT in
       library QGPL.
    Spooled file PFMCB260 received and placed on output queue QPRINT in
       library QGPL.
    Spooled file PFMCB235 received and placed on output queue QPRINT in
       library QGPL.
    Job 316989/TMCH4306/JOBMCB917B completed normally on 07/08/99 at 15:06:32.
    Spooled file PFMCH180 received and placed on output queue QPRINT in
       library QGPL.

                                                              ▲

      OK          Cancel          Help                        IBM
```

Note: Use the drop down menu to access all functions for this screen.

To delete messages:

To remove all messages, except messages that are waiting for a reply, press F16.

To remove all messages, press F13.

To remove a selected message, position your cursor on the line for the message and press F11.

To break for messages:

Choose Session Info (F10) at a **TRUE**LINE menu to view the Session Information window. The Session Information window allows you to choose whether messages to you from the system should interrupt your session. If you check the "Messages to Break" field, the system interrupts your session with a message each time it completes a job submitted from your work station. When you want to proceed with a task that is dependent upon the job's completion, Message Break is a useful feature to alert you when the job has completed.

Section 3: Using Reference Manuals

The **TRUE**LINE System consists of separate related applications. General Ledger, Job Cost, System Services, and Accounts Payable are examples of applications. Every application has an Application Reference Manual which includes detailed reference information about that application.

The Reference Manuals assume that you are familiar with basic accounting principles and data entry on the IBM AS/400. If you are not familiar with how to enter data in the **TRUE**LINE System, we recommend that you review the earlier sections in this "Using **TRUE**LINE" guide.

The **TRUE**LINE Application Reference Manuals follow certain conventions to emphasize and organize information. Becoming familiar with these conventions will help you use these guides.

Manual Organization

The information in the Application Reference Manual is divided into six chapters and an Appendix:

- **Chapter 1, Introduction**, describes the organization of the manual, reviews the conventions used in the manual, and provides an overview of the application.

- **Chapter 2, Setup**, explains important decisions that determine how your company will use the application. Setup also includes codes that must be defined to the system before you can use certain functions of the application.

- **Chapter 3, Master Files**, covers adding, changing and deleting records in the master files that store basic data for each application.

- **Chapter 4, Processing**, describes the processes performed by the application.

- **Chapter 5, Inquiry**, tells you how to view information online.

- **Chapter 6, Reports**, presents the optional management reports. File listings are located with the associated files in Chapter 2 (Setup) and Chapter 3 (Master Files). Automatically generated reports follow the processes that generate them in Chapter 4 (Processing).

- The **Appendix** describes each file specific to the application, how journaling is performed, and other technical information, such as default schemes for the application.

Menu Options

Most of the information in the reference manuals is presented by menu and option. Menu options allow you to perform tasks. The kinds of tasks you perform with menu options include:

- Entering Data

  Example: On the A/P Master Maintenance Menu (114), Option 1 is Vendor Master. Vendor Master allows you to record vendor information into the Vendor Master.

- Running a Process

Example: On the A/P Payment Menu (117), Option 1 is Payfile Generation. Payfile Generation allows you to create a file of open items to be paid.

◆ Generating a Report

Example: On the A/P Master Files Menu (114), Option 11 is Vendor by Number Listing. The Vendor by Number Listing allows you to generate a detailed report listing of the vendors in your Vendor Master files.

◆ Viewing Information

Example: On the A/P Reports and Inquiry Menu (185), Option 31 is Vendor History by Voucher Inquiry. This option allows you to view a detailed history of vouchers received by vendor.

Each menu/option includes step-by-step instructions that lead you through the option. The steps explain how to access the screens from the menu, what functions to perform with the screens, and how to return to the menu when you are finished. A sample of each screen is provided with field and function key descriptions. For reports, each column and row is described along with a sample report.

When a group of options is necessary to perform an entire function, a section about that function ("About...") provides information important to the entire group of options. For example, the A/P Reference Manual includes an "About Payments" section.

Screen Samples

Screen samples are designed to resemble the screens as they appear on your display as closely as possible. Data Entry fields may be filled with sample data.

Your screens may display different field labels depending on what is installed on your system and how your company has customized your system. Even though not all field labels are displayed on the screen sample, all possible fields are included in the Field Descriptions.

Field Descriptions

Each field on a screen is described following the screen on which it appears. Some fields are user-defined. These can be unique labels or fields defined for a unique use. They are commonly listed in parentheses. (An example is Cost Code. Cost code is used to idnetify a set of costs within a job and can be a maximum of 9 digits grouped according to user needs.)

After the field name is a **field type** label, indicating the field entry capability:

◆ **Required** - These fields are needed to identify the record when it is retrieved, or to tie it to other records in the system. You *must* put valid information in this field before you press Enter.

◆ **Optional** - These fields can be bypassed without causing *immediate* errors. However, some of these fields may be needed for reference or to use certain

system features.

> **Note**: In some cases, if you fill one optional field, you must leave another optional field blank. For example: You may be required to fill one of three optional fields and leave the other two blank.

◆ **Display Only** - These fields contain information that you cannot change on the screen at which you view it. These fields are protected in order to preserve the validity of information. The information displayed in these fields is either entered at another screen or calculated by the system.

> **Note**: For fields that accept data entry, the white field box is displayed. If the field is display only, no entry box appears.

Data Types

Within each field description, the kind of information accepted by the field is specified in one of the following ways:

◆ **Alphanumeric Characters** - All alphanumeric fields, those that allow you to type letters and numbers in them, are described as *character* fields. These fields accept letters A - Z, numbers 0 - 9, and symbols (%, $, #, etc.). A field that accepts up to 30 alphanumeric characters is described as *Maximum 30 characters*.

◆ **Literals** - Some fields accept only specific numbers or alphabetic characters. For

example, a field may accept literally the word *YES*, and not accept *Y, N,* or *NO*. Such a field is described as *three characters* because the maximum and minimum length entry are the same.

- ◆ **Digits** - Fields that allow you to type numerals only are labelled *digit* fields. For example, a field that accepts up to ten numerals is described as *Maximum 10 digits*.

- ◆ **Decimal Places** - For numeric fields with decimal places, the field description gives the maximum number of digits, then the number of those digits behind the decimal point. A field that accepts ten numerals with two of them behind the decimal point (e.g., 12345678.90) is described as *Maximum 10 digits, 2 decimals*.

- ◆ **Variables** - Some fields are user-defined and vary in length depending on how your company has set them up. These fields are described as *variable length characters* for alphanumeric fields, or *variable length digits* for numeric fields.

This page left blank intentionally.

Chapter 2: Using Character Based **TRUE**LINE

The character based environment allows you to work in an application that uses keystrokes for menu options. You can also move about quickly through the screens without ever lifting your hands from the keyboard. Character based **TRUE**LINE shows many options available on a single screen.

The Character Based chapter is divided into three sections:

Section 1: Getting Started

The first section reviews basic instructions on the use of your system, including sign-on and sign-off procedures, using menus and options, and using the keyboard and function keys. It reviews working with pop-up window lists, handling error messages and resolving scheduling locks.

Section 2: Submitted Jobs and Spooled Files

The second section reviews some fundamental concepts and procedures for working with jobs and spooled files.

Section 3: Using Reference Manuals

The last section reviews the conventions used in the **TRUE**LINE Application Reference Manuals.

Section 1: Getting Started

This section shows you some of the basic tools used in the character based environment.   For more information, refer to specific application manuals.

The topics presented here include:

- Signing On And Off The System
- Moving Through Menus And Screens
- Basic Functions Of Your Keyboard
- Using Function Keys
- Using Pop-up Window Lists
- Error Messages
- Resolving Scheduling Locks
- Standard Report Request Screen

Signing On to Character Based **TRUE**LINE

Before you sign on to the **TRUE**LINE system, your System Administrator or Security Officer must create a user profile for you on the IBM AS/400. The User Profile specifies your User ID and password, the space you are allowed on the system, and the type of job you perform. You need to know your User ID and password to sign on.

Follow the steps below to sign on to **TRUE**LINE from the AS/400 Sign On screen.

> **Note**: The steps for your sign-on procedures may differ according to your company's set up.

```
                         Sign On
                                   System  . . . . . :   MARVIN
                                   Subsystem . . . . :   QINTER
                                   Display . . . . . :   PCMCS85B


         User  . . . . . . . . . . . . . _____
         Password  . . . . . . . . . . . _____
         Program/procedure . . . . . . . _____
         Menu  . . . . . . . . . . . . . _____
         Current library . . . . . . . . _____






                              (C) COPYRIGHT IBM CORP. 1980, 1995.
```

Step 1: Type the User ID assigned to you in the User field. Press Field Exit to move to the Password field.

Step 2: Type your unique password in the Password field. Your password displays as asterisks (*). Press Enter.

The system briefly displays a logo screen. If your company allows access to multiple environments, the "Group Jobs Menu Selection" screen displays. Select the correct environment and the system displays your customized Main System Menu.

If you access a screen at this point that is not a **TRUE**LINE screen, see your System Security Administrator.

> **Notes**: Most User IDs are set up to skip the Program/Procedure field, and the menu and current library fields are not used to run **TRUE**LINE applications. If required by your company, type the program code in the Program/Procedure field before pressing Enter.
>
> Your system may be set up to lock the terminal and prevent you from signing on after a predetermined number of unsuccessful attempts. This is an optional security feature. If your terminal locks you out, contact your System Security Administrator.

Signing Off **TRUE**LINE

When you have completed your work with **TRUE**LINE, we recommend that you sign off the system. The steps for your sign-off procedures may differ according to your company's set up.

To sign off from any menu:

Step 1: Press F3 to exit the screen you are using and return to a menu.

Step 2: At any menu, press F11. The system shows the Signoff Verification screen.

```
 06:43:00    MCS906                QPADEV000F TMCZ1106   321425       6/20/00


                          Signoff Verification




                          To signoff, press F11.
                      To return to the menu, press F12.
```
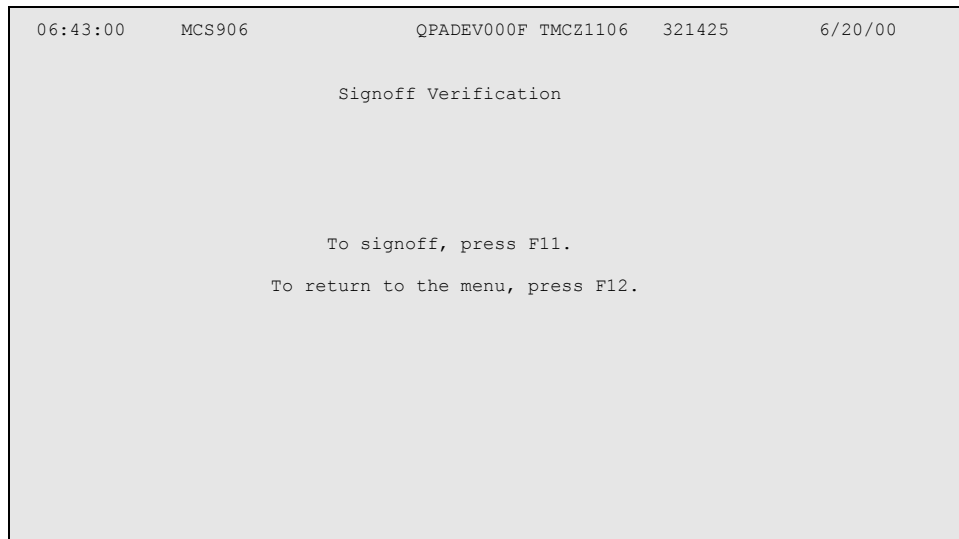
Press F11 again to confirm your request to sign off. The system shows the Sign On screen, ready for your next session.

OR

Step 2: When the system displays any menu, continue to press F3 until the Sign On screen displays. You path through all the screens you went through when you initially signed-on.

Step 3: If you are using a PC, follow standard procedures for shutting down.

> **Notes:** If you are using a terminal, turn off your terminal. If your AS/400 is on-site, you can turn off all your terminals.
>
> If an AS/400 system menu is displayed instead of a warning, type "90" (Sign Off command) on the command line and press Enter. The system shows the Sign On screen, ready for your next session.

Using Menus and Options

When you sign on to the **TRUE**LINE system, the first screen displayed is usually the Main System Menu. The sample Main System Menu below lists all of the **TRUE**LINE applications. The Main Menu for your company is customized to display only those applications that you have installed. Your company may set up your system to display a different menu when you sign on.

```
M00001              HOMEBUILDER RELEASE 4.31 - DOCUMENTATION

                         MAIN SYSTEM MENU

 1. Accounts Payable Menu         20. Purchase Order Menu
 3. Job Cost Menu                 27. Subcontract Menu
 4. Equipment Servicing Menu      31. Order Processing Menu
 5. Equipment Costing Menu        33. Bid Management Menu
 6. Fuel Menu                     35. Property Management Menu
 9. Inventory Menu                36. H/B Scheduling Interface Menu
12. General Ledger Menu           37. Billing Menu
13. Fixed Assets Menu             38. Unit Sales Menu
14. Labor Distribution Menu       46. Customer Care/Warranty Menu
15. Payroll Menu                  47. Sales Link Menu
16. H/R Interface Menu            48. H/B Scheduling Menu
17. Accounts Receivable Menu      49. True Project Menu
18. Material Sales Menu           96. System Services Menu

                                    Type Option Number Here


Select Option or Menu:                           Fast Path:
F6=Display msg F8=Work submitted jobs F9=Work Outq F10=Session info F11=Signoff
Copyright 1999, 2004; TSC Solutions LLC, All rights reserved.
```

Selecting Options

Every menu contains a list of numbered options. Each numbered option represents either another menu or a screen where you can perform a task such as entering data, running a process, or generating a report.

For example, on the screen sample above, Option 1 is for the Accounts Payable Menu.

To select an option from a menu, type the option number in the "Select Option or Menu" field and press Enter. The system displays the first screen for the option you selected.

Using Fast Path

Every **TRUE**LINE Menu has a menu number. Menu numbers are displayed in the upper left corner of each menu preceded by an "M" and two or three leading zeros. In general, menu numbers are standard, but your company may have customized menus with unique menu numbers.

M00230
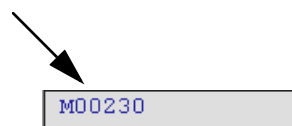
Fast Path allows you to use menu numbers to go from one menu to another in a single

step.

> **Note**: You may want to make a list of the menu numbers you use frequently to refer to when using Fast Path.

To use Fast Path to move directly from one menu to another, type the menu number in the Fast Path field (omit the M and the leading zeros) and press "Field Exit." (See "Using Your Keyboard" later in this chapter.)

Working with Screens

From a menu, you select options that either take you to another menu or to a screen where you can perform a task such as entering data, running a process, or generating a report. At the task screens, you can enter data into fields or use Function Keys to perform selected operations.

Some menu options include multiple screens. There are several ways to move from screen to screen within a menu option. Not all methods are active on all screens.

To access different screens within a menu option, the methods used include:

◆ Press Enter to move from one screen to the next.

Example: A/P Definition Setup (144/1).

> **Note**: On some screens, pressing Enter the first time edits the data entered. You need to press Enter again to move to the next screen.
>
> In a few cases, before new data is updated, you must move through subsequent screens to complete the change. (See specific application reference manual.)

◆ Use the Function Key indicated to access a different screen within the option.

Example: on the A/P Vendor Master screen (114/1), press F17 to access the One-Time Vendor Master screen.

◆ Type the letter indicated in the Action field to move to the selected screen.

Example: on the A/P System Codes Screen (144/2), type "F" in the Action Field to access the screen for the selected system code.

To return to the previous screen, press F12 (in most options).

To return to the menu, press F3 (in most options).

Refer to the Application Reference Manuals for instructions on specific screens.

Making Multiple Selections

Some screens allow you to select records from a list so that you can work with the records.

Note: Certain screens allow you to select only one record, while others allow you to make multiple selections from the list of records.

◆ **Single Record Selection** can be made by moving the cursor to the record you want and typing the action you want to take in the Action field.

```
 10:08:16   MCO934          REQUISITION DETAIL INQUIRY              7/22/98

 Requisition no: 222221      20              Revision number.....:   0

 At least one purchase order has been prepared for this requisition.


Action:  F=Fetch  P=Purchase Order  R=Requisition Tracking  T=Unique Text

Act  Line    Quantity    Uom  Commodity description      Commodity number
       Estimated cost  Expedite  Expedite reason          BGT   Override  Text
 F     1       100.0000  EA   LUMBER
               .0000
       2         2.0000  MBR  YAHHOO
               .0000                                               Y

          Action Field



 F17=Repetitive clause
  0000 End of list.  No more to display.
```

◆ **Multiple Record Selection** allows you to select the records you want by moving your cursor and placing an "X" in the Action field. Each record can then be selected independently.

Note: Some screens allow you to select a record only once. Records that are still available for selection show a line in the Action field; those not available have no line.

```
 10:22:47    MCK90S           OPTIONS- COMPANY MASTER             7/22/98
                            Options Selection

   Multiple Selection

Begin list with option.:
Action.: X=Select
 Action  Opt           Description           Tsk    Sale price
         BATH  Bathroom upgrade               003     2,000.00
    X    BAY01 BAY WINDOW: FRONT GREAT ROOM    000     2,500.00
         BAY02 BAY WINDOW: REAR KITCHEN        000     1,500.00
         BONUS Bonus Room                      000    25,000.00
    X    CARP  Carpet upgrade                  000        12.00
         CLFAN Ceiling Fan                     004       175.00
    X    ENTRY UPGRADE ENTRY WAY: EXTERIO      000     2,000.00
         EXTDR Exterior Door                   004       135.00
   F10=Company Options Maintenance
```
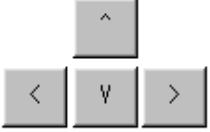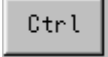
Using Your Keyboard

Cursor Movement

Your keyboard has several keys for moving the cursor around on the screen. These keys enable you to move the cursor on the screen without changing the information shown. Terminal Display Stations and PCs may use different keys for some cursor movements. See your keyboard mapping for your system and keyboard.

	Arrow Keys	Moves the cursor one space in the direction indicated.
	Character Backspace	Deletes characters back one space or moves back one space, depending on your keyboard mapping.
	Field Advance (Tab)	Moves the cursor to the first position of the next field.
	Field Backspace (Shift-Tab)	Moves the cursor to the first position of the field. If the cursor is at the first position, it moves to the first position of the previous field.
	Field Exit (On Terminal Display Station, use the Field Exit key.) **Reset** (On Terminal Display Station, use the Reset key.)	Field Exit exits an input field and deletes all information in the field to the right of the cursor. To clear a field, put the cursor on the first position of the field and press Field Exit. If you receive an IBM error message, press Control/Reset to release the screen.
	Enter	Sends information from a screen to the system, or tells the system to perform a function.
	New Line (Shift-Return) (On Terminal Display Station, use New Line key.)	Moves the cursor to the first position of the next line on the screen or to the next field.
	Roll (On Terminal Display Station, use Shift/Roll key. On PC, use Page Up, Page Down Keys.)	Moves information up or down, allowing you to view additional records. Availability of additional records is indicated by a plus (+) in the lower right corner.

Numeric Fields

When you type a number in a numeric (digit) field and press Enter, the system edits the field. Numeric fields are right-justified, so the system moves your entry to the right of the field as far as possible when you press Enter. The system also adds the necessary commas, slashes, or other symbols.

Decimal points: Some fields allow you to enter decimal numbers. When typing a number that requires a decimal, you must type the actual value, including the decimal point. If you do not enter the decimal point, the system assumes you entered a whole number -- "1250" becomes 1,250, not 12.50; "12.50" is accepted as 12.50.

Negative numbers: For fields that allow negative numbers, type a minus sign *after* the number, for example, "12.50-." Some numeric fields do not accept negative numbers.

Commas: Do not enter commas in a numeric field. Example: type 1425*;* not 1,425.

Percentages: In a percentage field, enter the whole number for the percent. Example: Type "5" in a percentage field for 5%. For 5.25 %, type 5.25.

Dates: Enter date fields as indicated in the field definitions. Most dates are MMDDYY, where MM is month, DD is day, and YY is the last two digits of the year. Other occasional formats are MMDDCCYY (where MM is month, DD is day, CC is century, and YY is year) and MMCCYY (where MM is month, CC is century, and YY is the last two digits of the year). Do not enter slashes, dashes or other characters in date fields. The system inserts slashes for you.

Alphanumeric Fields

Alphanumeric (character) fields accept numbers, letters, and symbols. Often, alphanumeric fields are used for descriptions or labels. The system checks the entry against the file where such records are stored. Example: The Vendor Number field can accept "ABC1", or "pq-1".

> **Note**: In an alphanumeric field, numbers are not right-justified. The position of the cursor changes the position of the number. For example, characters typed as _ _1 are not the same as 1_ _.

Using Function Keys

Function keys are keys that are programmed to perform specific tasks. The Function Keys are the one or two rows of keys usually located along the top of your keyboard, above the row of number keys. They may be labelled "F," "Cmd," or "PF."

The **TRUE**LINE System uses 24 function keys. The terminal-type display station has 24 numbered function keys (F1 through F24) while the PC has only 12. Keys F13 through F24 can be accessed on a 12-key board by using the Shift key: press and hold the Shift key and press the function key that when added to 12 will result in the correct key. For example, to use F13, press Shift F1; to use F19, press Shift F7.

Function keys may have different usages depending on the screen. The active function keys for the screen you are on are listed at the bottom of the screen. Those keys are described at the screens at which they are active in the appropriate **TRUE**LINE Application Reference Manual. Function keys with standard uses are described in the chart on the next page.

If "F24=More keys" is displayed on a screen, there are more keys active than the screen has room to display. When you press F24, you see additional function keys and their actions. F24 is a toggle key: when it is pressed again, the original selection of function keys is displayed.

> **Note**: The **F9** and **F10** keys access ADD and CHANGE mode only at screens that display a three-character mode symbol (ADD or CHG) in the upper right corner. If records already exist in a file, the system first displays the screen in CHANGE mode. If there are no records, the system first displays the screen in ADD mode.

Standard Function Keys

F1	Menu Driver Help Display	At a **TRUE**LINE menu, press F1 to see a list of the function keys that are active at **TRUE**LINE menus.
	Scheduling Lock Help	At a scheduling lock screen, press F1 to display the reason for the scheduling restriction.
F2	Menu Master Inquiry	To access the **Menu Master Inquiry** screen for a specific menu option, type the option number in the Select Option or Menu field and press F2.
F3	Exit the current process	Press F3 to exit the current process and return to the menu or previous screen. If you have not pressed Enter before exiting an option, any information you typed will be lost.
F4	Window List	Press F4 to access the Window List (if available) for the field your cursor is in.
F5	Refresh	Update your screen with current values. To see values that have changed since the initial display, press F5 to refresh the screen.
F6	Submit a process	At a **TRUE**LINE processing or report request screen, press F6 to submit a request to process information or to print a report. The submitted job waits in the job queue until the system processes it. (See "Working with Submitted Jobs.")
	Display messages	At a **TRUE**LINE menu, press F6 to display messages sent to your work station.
F8	Work with submitted jobs	Press F8 at any **TRUE**LINE menu to access a list of jobs submitted for processing by your User ID.
F9	Access add mode	When you press F9 at specific data entry screens, you access ADD mode.
	Display output queue	When you press F9 at a **TRUE**LINE menu, the system displays the output queue.
F10	Access change mode	When you press F10 at specific data entry screens, you access CHANGE mode.
	Display Session info	When you press F10 at a **TRUE**LINE menu, the Session Information window pops up on your screen.
F11	Access Delete mode	When you press this key at specific data entry screens, you access DELETE mode or confirm a delete request.
	Sign Off the system.	Press F11 at a **TRUE**LINE menu to display the Sign-off Verification screen. Press F11 again to sign off, or press F12 to return to the menu.
F12	Return to previous screen	Returns to the previous screen or menu.

Using Pop-up Window Lists

The Pop-up Window List feature allows you to access a window showing a list of possible entries for a field of your choice. A window is a highlighted box that appears or pops up on top of a portion of your current screen. Window size and position vary, depending on the cursor's location and the size of the fields in the window. Use Window Lists to view information and to select valid entries.

Not all pop-up windows work the same way. Some immediately list information; others request that you identify the information that you want listed. Others display information relevant to the screen.

To access the Window List for a field where it is available, position the cursor in any part of the field and press F4. The system displays a pop-up window on top of a portion of your current application screen.

```
 11:24:28    MCG910      VENDOR MASTER MAINTENANCE        CHG    2/23/98

Vendor no..: _____

 Name.......: _____  Vendor type....:_____
 Legal name.: _____  Vendor sub-type:_____
 Address 1..: _____  Customer ref no:_____
 Address 2..: _____  Control vendor.:_____
 City/State.: _____  P/O pay vendor.:_____
 Postal code: _____  Alpha sort.: _____  Name control...:_____
 Contact....: _____       Title.............:
 Phone no...: _____          Fax no............:

Locatio ┌──────────────────────────────────────────────────────────────┐
City..  │                      BY ALPHA SORT                             │
County  │    << Begin list with:                                    >>   │
State.  │       _____                                              │
Bank..  │    __ AFN04     A F FOUR   A F FOUR; THISTLEY, CA              │
Vendor  │    __ AFNV      A F N BIDD A F N BIDDER; THISTLEY, CA          │
Minori  │    __ AFN53     A F N VEND A F N VENDOR; WESTON, ESSEX, 34E45X12,│
Dunsn   │    __ AFN03     A F THREE  A F THREE; THISTLEY, CA             │
Hauler  │    __ 10141     A R ORN    AR ORNAMENTAL IRON; HENDERSON, NV   │
Close   │    __ 10106 2   A-ABLE     A-ABLE LOCK & KEY; LAS VEGAS, NV    │
        │       F13=By Vendor No.                                        │
F4=List └──────────────────────────────────────────────────────────────┘
```

To select information from the Window List, type "X" on the line beside the item and press Enter. When you make a selection, the system copies the information into the field where you left the cursor and the window disappears. The system may also fill other fields, based on the selection you made.

To exit a Window List without making a selection, press F12. The system removes the window from the screen.

To begin your selection list with a specific code, type the code in the **"Begin List With"** field and press Enter.

> **Note**: "Begin List With" fields may be numeric or alphanumeric and justify differently. (See "Alphanumeric Fields" earlier in this section.)

Press Roll (usually mapped to Page Up/Page Down) to view additional choices in the Window List.

Other Function Keys may be available for specific windows. For example, in the

Window List above, F13 allows you to re-sort the items that appear in the window by Vendor Number instead of by Vendor Alpha Sort. The window displays the function key and its description whenever such a function key is available.

On-Line Error Messages

The system warns you if you have made an invalid entry into a field. The invalid fields are highlighted in red and a message appears at the bottom of the screen describing the error. Some examples of errors that cause an on-line error message are:

- You have failed to enter data into a required field.

- You have selected more than one option when only one option is allowed.

- You have entered invalid data. For example, you have entered an invalid vendor number (does not exist in Vendor Master file) in a vendor number field.

```
14:49:22    MCG910      VENDOR MASTER MAINTENANCE          CHG      2/23/98

Vendor no..:  Smith

Name.......:  _____    Vendor type....:_____
Legal name.:  _____    Vendor sub-type:___
Address 1..:  _____    Customer ref no:_____
Address 2..:  _____    Control vendor.:_____
City/State.:  _____    P/O pay vendor.:_____
Postal code: _____     Alpha sort.: _____  Name control...:_____
Contact....: _____   Title.............:_____
Phone no...: _____    Fax no............:_____
Location.........: ____           Contractor license:_____
City.............: ____           License expiration:_____
County...........: ____           W/C expiration....:_____
State............: __             PD/PL expiration..:_____
Bank.............: __             Federal ID........:_____
Vendor terms.....: ____           State ID..........:_____
Minority vendor..: ____           Sales permit no...:_____
Duns number......: _____     Suppress 1099.....:__  (' ',F,Y)
Hauler code......: __             Sales tax rate....:_____
Close code/reason: __ ___         Reference vendor..:_____
F4=List   F17=One Time Vendor Maintenance




    CC03   MASTER RECORD HAS NOT BEEN FOUND.         ◄──  Error Message
```

Viewing Additional Error Information: To view extended error message information (if available), position your cursor within the error message box and press HELP (commonly mapped to F1).

Viewing Multiple Errors: If there is a plus sign (+) following the message, there is more than one error message for the screen. To view additional error messages, position your cursor within the message box and press Roll (Page Up/Page Down) to view additional error messages.

IBM Error Messages: If you enter data in an invalid format (example: alpha characters in a field that only accepts numbers), you receive an IBM Error Message and your screen locks. Press the Reset Key (usually mapped to the Control key on a PC) to release the screen so you can correct the error.

Scheduling Locks

When you are using certain processing functions, scheduling locks prevent you from using certain other functions. These temporary scheduling locks ensure that you do not perform tasks that change information at the same time the system is trying to process it. You see a scheduling lock screen which displays two possible causes. The cause currently affecting you is highlighted and emphasized with a series of arrows.

```
  8:28:58     DRAMNU              SCHEDULING LOCK                    7/20/98
                              PRINT A/P CHECKS

     The function performed through this option is locked for the reason
     highlighted below:


        1. This function requires files that are currently in use.  Wait a
           short time and reselect this option.

   >>>> 2. Either another person is using this function now (causing a
           temporary scheduling lock), or other functions must be
           completed before you can select this function.  Press F1
           to see a list of prerequisites.  If there are no
           prerequisites, wait a short time and reselect this option.



 F1=Scheduling lock help
```

>>>>*This function requires* . . .The first lock indicates that the function you have selected requires files that are currently in use. Check to see if another worker has taken an option that requires the file.

> **Note**: If you are signed on to more than one session, you may have locked the file yourself. Once the file is no longer in use, try the task again. For example, in A/P you cannot access Check Void (Menu 117, Option 51) while you run a Check Void process.

>>>>*Either another person* . . .The second lock indicates that either another person is using the function or other functions must be completed before you can select the option. Press F1 to see a list of prerequisites to remove the lock.

For example, in A/P once you run a Payable Register (Menu 117, Option 2), you cannot close A/P for the accounting period until you run the A/P Pay Cycle Completion (Menu 117, Option 41).

Reading F1:

When you press F1, the system may list the option you are trying to take, other options that do not apply in your particular circumstance, and option(s) that do apply to you. How can you tell which option applies in your case?

Step 1: Check the type of restriction that applies, displayed in bold on the top section of the Scheduling Lock Help screen:

Regular--scheduling flag (indicated by an "R" in the list)

Temporary--scheduling flag (indicated by a "T" in the list)

Step 2: Scan the list of jobs. Ignore the line that lists the same job as you are trying

(unless it's the only one listed). Ignore lines with the wrong kind of lock flag (T or R). For the remaining lines, check to see if any of them have active jobs. If so, wait until the job completes and try again.

Step 3:   If none of the remaining lines have active jobs, check to see which task should be completed before the task you are trying to perform. Complete the task, then try again.

Standard Report Request Screen

Each application offers a variety of optional management reports. For the majority of the selections, a standard request screen displays when you want a report.

The specific report name is reflected on the top of the screen. You can optimally change the report date. Press F6 to submit the report. See the section on "Submitted Jobs and Spooled Files" for obtaining report output.

```
06:47:53     DRAMNU        ALLOCATED STOCK ON ORDER                6/20/00




                                    Mo Dy Yr
            Change job date (optional):  0/00/00






 F6=Submit
```

This page is left blank intentionally.

Section 2: Submitted Jobs and Spooled Files

This section provides a basic introduction to working with jobs and spooled files. For more detailed information, refer to your IBM AS/400 Users Manual.

The topics presented here include:

- Jobs And Queues
- Working With Submitted Jobs
- Working With Spooled Files

> Displaying Spooled Files
>
> Printing Spooled Files
>
> Deleting Spooled Files
>
> Viewing All Spooled Files

- Working With Messages

Jobs and Queues

When you direct the system to perform a process, the system creates a job. There are two kinds of job used in the **TRUE**LINE systems: interactive jobs and batch jobs.

Interactive Jobs: An interactive job is a real-time job performed at a workstation. An interactive job holds your terminal or PC until your request is completed. An example of an interactive job is selecting a menu option. You cannot perform another process until after the menu option appears.

Batch Jobs: A batch job is a job that runs in the background. A batch job frees up your terminal or PC for other processing while your requested batch job runs.

Job Queues (JOBQ): When a batch job is submitted for processing, the job enters a waiting status, called a job queue. The job is held in the job queue until the system has space to process the job. The job then becomes active, which means that the system is processing the job. Interactive jobs are not submitted to a job queue.

Output Queues (OUTQ): Any job on the AS/400 that produces printed output places that output into a holding area called an output queue. Unless your system is set up to automatically send files in the OUTQ to the printer, the output stays in the output queue until you send it to a printer or delete it.

Spooled Files: The output waiting on the output queue to be printed is called a spooled file. Spooled files can be displayed on-screen or sent to a printer.

Working with Submitted Jobs

When you ask the system to perform a process or generate a report, you are submitting a job. The job enters the job queue where it is held until the system has space to process the job. Use "Work with Submitted Jobs" to display submitted jobs and their processing statuses.

> **Note**: Some companies limit access to submitted jobs.

To work with submitted jobs, press F8 from any menu screen. You will see the "Work with Submitted Jobs" screen.

```
                          Work with Submitted Jobs                  TMC3A
                                                       09/24/97  10:13:05
Submitted from . . . . . . . . :    *USER

Type options, press Enter.
  2=Change   3=Hold   4=End   5=Work with   6=Release   7=Display message
  8=Work with spooled files


Opt  Job          User          Type     -----Status-----   Function
____ QPWFSERV     TMCB4106      BATCH    ACTIVE
____ JOBMCSCB01   TMCB4106      BATCH    OUTQ




                                                                  Bottom
Parameters or command
===> _____
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display schedule data
F12=Cancel
```

The first job often shows your active sign-on to the AS/400 if you are signed on through a PC. The most recently submitted job will be the last on the list.

> **Note**: Some requests do not submit a job, but go directly to a spooled file instead. In this case, type WRKSPLF on the command line to access work with All Spooled Files.

The status column indicates the status of the job:

- JOBQ indicates that the job is in the job queue, waiting to run.
- ACTIVE indicates that the job is processing.
- EOJ indicates the end of job, but the job log is still active.
- OUTQ indicates that the job has completed and is in the output queue.
- MSG indicates that the job has halted. See the "Caution" on the next page.

Your job has not completed when the status shows JOBQ or ACTIVE. Before you begin a process that is dependent on the completion of a previous job, be sure that the previous job status shows OUTQ. For example, if you want to run an A/P Aging

report, be sure that any A/P Voucher Batches submitted for update have completed.

> **Caution**: If a job is interrupted before it has completed successfully (e.g. deleted or held by the user or interrupted by a power failure), you may encounter problems such as incomplete data or improper scheduling locks.
>
> DO NOT RESPOND TO ERROR MESSAGES until you have discussed the issue with your system administrator or, if you are on maintenance, with the **TRUE**Line Product Support personnel.

About JOBQs

Your system is set up to send jobs to specific jobqs. Some JOBQs are "single-threaded," that is, they can process only one job at a time. Other JOBQs are "multi threaded" and can process several jobs at a time.

If you have a job that has halted, it takes up one of the slots and may block subsequent jobs from being processed. Thus, if you submit a job for a report, for example, and wait a reasonable amount of time but do not get the report printed, you can use the submitted job screen to determine whether there is a problem (a job with MSG) or you just need to wait a little longer (a job with JOBQ or ACTIVE).

You can also press F6 at a TrueLine menu to check your messages.

For more information on working with submitted jobs, refer to your IBM Users Manual.

Working with Spooled Files

When a submitted job creates output to be printed, the output is called a spooled file. Print jobs are spooled so they can be released to a printer at the time that is most convenient for the user. Spooled files wait in the output queue until the user sends it to the printer.

Note: Some systems are set up to send spooled files directly to a printer from the output queue.

To work with spooled files for a job, type "8" in front of the job you want to work with on the "Work with Submitted Jobs" screen. The "Work with Job Spooled Files" screen displays.

```
                     Work with Job Spooled Files

Job:   JOBMCSCB01     User:   TMCB4106       Number:   117428

Type options, press Enter.
  1=Send   2=Change   3=Hold   4=Delete   5=Display   6=Release   7=Messages
  8=Attributes          9=Work with printing status

                  Device or                   Total    Current
Opt File          Queue        User Data    Status  Pages     Page    Copies
     QSYSPRT       QDKT         MCL001        RDY       2                 1
     QPJOBLOG      QEZJOBLOG    JOBMCSCB01    RDY       2                 1


                                 Job Log
                                                                Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit   F10=View 3   F11=View 2   F12=Cancel   F22=Printers   F24=More keys
                                                                          .
```

The Job Spooled Files lists the output files generated by the job. For more information on working with the spooled files, refer to your IBM Users Manual. See below for brief instructions on printing, displaying, and deleting the spooled files.

On the "Work with Job Spooled Files" screen there is a **Job Log** for every job you run. Job Logs provide helpful information to refer to if the job does not complete properly.

If the job status on the "Work with Job Spooled Files" screen changes to "MSG," the system has sent a message in reponse to your request and does not complete the job until you have responded to the message. To view the message, type "7" on the line that has the message waiting and press Enter. The system displays the message text and reply options.

Caution: Before responding to a job with a status of MSG, contact you system administrator or TRUELine Product Support for assistance.

To Display a Spooled File On Screen

Any spooled file can be displayed on the screen if it has a status of READY. On the "Work with Job Spooled Files" screen, type "5" in front of the spooled file you want to display and press Enter. The system shows the "Display Spooled File" screen.

```
                         Display Spooled File
File  . . . . . :   QSYSPRT                         Page/Line   1/1
Control . . . . .  _____                 Columns     1 - 78
Find  . . . . . .  _____
*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+...
MCL001       10:12:17       9/24/97
PQC TEST LIB - 13 PER. - ALL APPLS.                     ACCOUNTS PAYABLE
                                                          Code Listing

                            Code                       Description
                     --------------------      -----------------------
                     A/P Liability Type
                       M                        MOVING/RELOCATION
                     Hauler Code
                       1                        Internal Truck - Use Equ
                       2                        External Truck
                       3                        Internal Truck
                       4                        External Truck - Use Equ
                     LOCATION
                                                DEFAULT
                       A                        test 2
                                                              More...
  F3=Exit   F12=Cancel   F19=Left   F20=Right   F24=More keys
```

To view different sections of the spooled file, you can use your function keys or the Control and Find fields:

- **Roll:** You can use the Roll keys to scroll though the file if it is longer than one screen.

- **F20:** To see material that is on the right edge of the report, press F20.

- **F19:** To return to the left edge of the report, press F19.

- **Control Line:** The commands typed in the Control field measure from the current location of the cursor.

  To advance one page, type p+1.

  To go back one page, type p-1.

  To display the last page of the file type "b" for bottom and press OK.

  To return to the first page of the file, type "t" for top and press OK.

  To advance across the report horizonitaly, type "w25" and press OK. The system moves the screen 25 characters to the right. To go back to the left, type "w-25". .

> **Note**: For more command options, place your cursor on the control line and press Help.

- **Find:** To find occurrences of specific text in the document, position the cursor on the Find field, type the word you are searching for and press F16. Since Find is case sensitive, be sure to type the word you are searching for using the correct

case.

> **Note**: For additional Find options, place the cursor on the Find field and press Help.

To return to the Spooled Files screen, press F12.

For more information on viewing spooled files on-screen, refer to your IBM AS/400 User's Manual.

To Print a Spooled File

When the spooled file is generated, the spooled file is sent to the out queue (OUTQ). If your system is not set up to send the OUTQ directly to the printer, you need to change the file attributes to print the file.

There are two ways to print a spooled file from the OUTQ. The first option below can be used when you want to print the complete file, and you do not want to save the file after it is printed. If you want to print only a selected page range or to save the file after it is printed, you need to use the second option.

1. **To print a complete spooled file without saving it:**

    On the "Work with Job Spooled Files" screen, type "2" in front of the files you want to print. On the command line at the bottom of the screen, type: outq(prt01), replacing (prt01) with the name of the printer you are using.

    The spooled file status changes to "*CHG." The system prints all the pages in the spooled file and then changes the status to "FIN." (Press F5 to refresh the status codes.) The report is no longer in the system.

2. **To print a spooled file with the option to select pages or to save:**

    Type "2" on the line for the file you want to print on the "Work with Job Spooled Files" screen and press Enter. The system displays the "Change Spooled File Attributes" screen. Press F10 to access additional parameters.

    In the Output Queue field (under Additional Parameters) type the name of the printer you want to print your report (example: PRT01).

    In the Library field, type the name of the library for your spooled file (example: *LIBL). Use Roll to view the rest of the additional parameters.

```
                   Change Spooled File Attributes (CHGSPLFA)

 Type choices, press Enter.

 Spooled file . . . . . . . . . > QSYSPRT      Name, *SELECT
 Job name . . . . . . . . . . . > JOBMCSCB01   Name, *
   User . . . . . . . . . . . >   TMCB4106     Name
   Number . . . . . . . . . . >   117428       000000-999999
 Spooled file number  . . . . . > 1            1-9999, *ONLY, *LAST
 Printer  . . . . .             *OUTQ          Name, *SAME, *OUTQ
 Print sequence . . . . . . . .  *SAME         *SAME, *NEXT
 Form type  . . . . . . . . . .  *STD          Form type, *SAME, *STD
 Copies . . . . . . . . . . . .  1             1-255, *SAME
 Restart printing . . . . . . .  *STRPAGE      Number, *SAME, *STRPAGE...

                      Additional Parameters

 Output queue . . . . . . . . .  PRT01         Name, *SAME, *DEV
   Library  . . .                *LIBL         Name, *LIBL, *CURLIB
 File separators  . . . . . . .  0             0-9, *SAME

                                                             Bottom
   F3=Exit   F4=Prompt   F5=Refresh   F10=Additional parameters   F12=Cancel
 F13=How to use this display        F24=More keys
```

After you have changed the name of the output queue and the library and pressed Roll, the rest of the Additional Parameters are displayed.

```
                   Change Spooled File Attributes (CHGSPLFA)

 Type choices, press Enter.

 Page range to print:


                                  1
   Starting page  . . . . . . . .                    Number, *SAME, *ENDPAGE
   Ending page  . . . . . . . . .  5                  Number, *SAME, *END
 File becomes available . . . . .  *FILEEND     *SAME, *JOBEND, *FILEEND...
 Save file  . . . . . . . . . .   *YES          *SAME, *NO, *YES
 Output priority  . . . . . . . .  5             1-9, *SAME, *JOB
 User data  . . . . . . . . . . .  'MCL001    '  User data, *SAME
 Align page . . . . . . . . . . .  *NO           *SAME, *NO, *YES
 Print quality  . . . . . . . . .  *STD          *SAME, *STD, *DEVD, *DRAFT...
 Form feed  . . . . . . . . . . .  *DEVD         *SAME, *DEVD, *CONT, *CUT...
 Source drawer  . . . . . . . . .  1             1-255, *SAME, *E1, *FORMDF
 Print fidelity . . . . . . . . .  *CONTENT      *SAME, *ABSOLUTE, *CONTENT
 Print on both sides  . . . . . .  *NO           *SAME, *NO, *YES, *TUMBLE...
 Pages per side . . . . . . . . .  1             1-4, *SAME
 Form definition  . . . . . . . .  *NONE         Name, *SAME, *NONE, *DEVD...
   Library  . . . . . . . . . . .                Name, *LIBL, *CURLIB
                                                                      More...
 F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
 F24=More keys


 F6 to display messages.
```

To Print A Selected Page Range:

Under "Page range to print," type the first page number you want to print in the "Starting page" field. Type the last page number you want to print in the "Ending page" field.

Press Enter to submit the report. The system returns to the "Work with Job Spooled Files" screen. The spooled file status changes to "*CHG." When the system has printed all the pages in the spooled file, the status changes to "FIN." (Press F5 to refresh the status codes.) The report is no longer in the system.

If you want to save the file after printing, follow the instructions below *before* pressing Enter.

To Save The Spooled File After Printing:

In the "Save File" field, type "*YES" and press Enter. You return to the "Work with Spooled Files" screen. The status changes to "CHG." When the report has completed printing and you refresh the screen (press F5), the status changes to "SAV." The report is saved until you delete it.

To Delete A Spooled File

To delete a spooled file, type "4" in front of the file to delete on the "Work with Job Spooled Files" screen and press Enter.

```
                       Work with Job Spooled Files

 Job:   JOBMC3G190    User:   TMCB4106      Number:   216039

 Type options, press Enter.
   1=Send   2=Change   3=Hold   4=Delete   5=Display   6=Release   7=Messages
   8=Attributes        9=Work with printing status

                     Device or                      Total   Current
 Opt   File          Queue        User Data   Status Pages     Page   Copies
  _    QSYSPRT                                 FIN
  4    QPJOBLOG      QEZJOBLOG    JOBMC3G190   RDY      2                 1




                                                                  Bottom
 Parameters for options 1, 2, 3 or command
 ===>
 F3=Exit   F10=View 3   F11=View 2   F12=Cancel   F22=Printers   F24=More keys
```

The system displays the "Confirm Delete of Spooled Files" screen. To confirm the delete request for the files shown, press Enter again.

```
                     Confirm Delete of Spooled Files
 Press Enter to confirm your choices for 4=Delete.
 Press F12 to return to change your choices.

                             Device or                    Total    Cur
 Opt   File        User       Queue       User Data   Sts Pages    Page  Copy
  4    QPJOBLOG    TMCB4106   QEZJOBLOG   JOBMC3G190  RDY    2                1



                                                                  Bottom
 F10=View 3   F11=View 2   F12=Cancel
```

The status of the spooled file changes to "*DLT." The spooled file is no longer in the system.

> **Note**: If you type "4" for a spooled file that has already been printed (FIN status), the system displays an error message that the "file is no longer in the system."

As long as **any** spooled files are still in the system for a job, **all** of the files for that job appear on the list of spooled files (regardless of their status), and the job remains on the list of submitted jobs. To remove the job from the list of submitted jobs, you need to delete **all** of the spooled files for the job, including the job log.

To View All Spooled Files

You can view all the spooled files for your User ID instead of viewing spooled files on a job by job basis. Reports that go directly to a spooled file out queue without going through a job can be seen when you view all spooled files.

To view all the spooled files for your User ID, press F8 from any menu. The system displays the "Work with Submitted Jobs" screen. On the command line at the bottom of the screen, type: WRKSPLF and press Enter.

```
                         Work with Submitted Jobs                    TMC3A
                                                       02/25/98  14:28:02
Submitted from . . . . . . . . :     *USER

Type options, press Enter.
  2=Change   3=Hold   4=End   5=Work with   6=Release   7=Display message
  8=Work with spooled files


Opt  Job          User         Type      -----Status-----   Function
     JOBMC3G190   TMCB4106     BATCH     ACTIVE             PGM-ACCTING
     JOBMC3G191   TMCB4106     BATCH     ACTIVE             PGM-ACCTING

                                                                    Bottom




Parameters or command
===>_wrksplf
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display schedule data
F12=Cancel
```

The system displays the "Work with All Spooled Files" screen. From the "Work with All Spooled Files" screen, you can display, print and delete spooled files using the same instructions as above for the "Work with Jobs Spooled Files" screen.

```
                      Work with All Spooled Files

 Type options, press Enter.
   1=Send   2=Change   3=Hold   4=Delete   5=Display   6=Release   7=Messages
   8=Attributes        9=Work with printing status

                                Device or            Total    Cur
 Opt  File        User          Queue      User Data  Sts   Pages   Page  Copy
      QSYSPRT     TMCB4106      QDKT       MCL901     RDY     1             1
      QSYSPRT     TMCB4106      QDKT       MCL001     RDY     2             1
      QPJOBLOG    TMCB4106      QEZJOBLOG  JOBMCSCB01 RDY     2             1


                                                                    Bottom
 Parameters for options 1, 2, 3 or command
 ===>
 F3=Exit   F10=View 3   F11=View 2   F12=Cancel   F22=Printers   F24=More keys
```

Working with Messages

A message queue is a mail box for messages. A user may receive system messages, job messages, or messages from other users. The system writes a message when every job has been completed.

To display messages:

When there is a message in your message queue, the system gives a message waiting notice. On a terminal-type display station, the symbol for a message waiting is a "torn corner" graphic on the bottom of the screen. On a PC, the letters MW appear.

To access your message queue, press F6 from any menu.

```
                         Display Messages
                                              System:    TMC3A
Queue . . . . . :    TMCB4106              Program . . . . :    *DSPMSG
  Library . . . :     QUSRSYS                Library . . . :
Severity  . . . :    00                    Delivery  . . . :    *NOTIFY

Type reply (if required), press Enter.
  Job 117331/TMCB4106/JOBMCSCB01 completed normally on 09/24/97 at 09:25:36.
  Job 117356/TMCB4106/JOBMCSCB01 completed normally on 09/24/97 at 09:34:34.
  Job 117428/TMCB4106/JOBMCSCB01 completed normally on 09/24/97 at 10:12:18.


                                                                   Bottom
F3=Exit             F11=Remove a message                F12=Cancel
F13=Remove all      F16=Remove all except unanswered    F24=More keys
```

To delete messages:

To remove all messages, except messages that are waiting for a reply, press F16.

To remove all messages, press F13.

To remove a selected message, position your cursor on the line for the message and press F11.

To break for messages:

Press F10 at a **TRUE**LINE menu to view the Session Information window. The Session Information window allows you to choose whether messages from the system should interrupt your session. If you enter "Y" in the "Messages to Break" field, the system interrupts your session with a message each time it completes a job submitted from your work station. When you want to proceed with a task that is dependent upon the job's completion, Message Break is a useful feature to alert you when the job has completed.

```
        Session Information
   2/25/98          14:49:07
System......: TMC3A
TMC soft ver: 1.0 3.0 F
Install date:  5/10/96
Work station: PCMCS85A
User I.D....: TMCB4106
Job number..: 215519
Default jobq: QPGMR
Default outq: QDKT

Messages to BREAK? Y   ◄──────
```

Section 3: Using Reference Manuals

The **TRUE**LINE System consists of separate related applications. General Ledger, Job Cost, System Services, and Accounts Payable are examples of applications. Every application has an Application Reference Manual which includes detailed reference information about that application.

The Reference Manuals assume that you are familiar with basic accounting principles and data entry on the IBM AS/400. If you are not familiar with how to enter data in the **TRUE**LINE System, we recommend that you review the earlier sections in this "Using **TRUE**LINE" guide.

The **TRUE**LINE Application Reference Manuals follow certain conventions to emphasize and organize information. Becoming familiar with these conventions will help you use these guides.

Manual Organization

The information in the Application Reference Manual is divided into six chapters and an Appendix:

◆ **Chapter 1, Introduction**, describes the organization of the manual, reviews the conventions used in the manual, and provides an overview of the application.

◆ **Chapter 2, Setup**, explains important decisions that determine how your company will use the application. Setup also includes codes that must be defined to the system before you can use certain functions of the application.

◆ **Chapter 3, Master Files**, covers adding, changing, and deleting records in the master files that store basic data for each application.

◆ **Chapter 4, Processing**, describes the processes performed by the application.

◆ **Chapter 5, Inquiry**, tells you how to view information online.

◆ **Chapter 6, Reports**, presents the optional management reports. File listings are located with the associated files in Chapter 2 (Setup) and Chapter 3 (Master Files). Automatically generated reports follow the processes that generate them in Chapter 4 (Processing).

◆ The **Appendix** describes each file specific to the application, how journaling is performed, and other technical information, such as default schemes for the application.

Menu Options

Most of the information in the reference manuals is presented by menu and option. Menu options allow you to perform tasks. The kinds of tasks you perform with menu options include:

◆ Entering Data

Example: On the A/P Master Maintenance Menu (114), Option 1 is Vendor Master. Vendor Master allows you to record vendor information into the Vendor Master.

◆ Running a Process

Example: On the A/P Payment Menu (117), Option 1 is Payfile Generation. Payfile Generation allows you to create a file of open items to be paid.

◆ Generating a Report

Example: On the A/P Master Files Menu (114), Option 11 is Vendor by Number Listing. The Vendor by Number Listing allows you to generate a detailed report listing of the vendors in your Vendor Master files.

◆ Viewing Information

Example: On the A/P Reports and Inquiry Menu (185), Option 31 is Vendor History by Voucher Inquiry. This option allows you to view a detailed history of vouchers received by vendor.

Each menu/option includes step-by-step instructions that lead you through the option. The steps explain how to access the screens from the menu, what functions to perform with the screens, and how to return to the menu when you are finished. A sample of each screen is provided with field and function key descriptions. For reports, each column and row is described and a sample report is included.

When a group of options is necessary to perform an entire function, a section about that function ("About...") provides information important to the entire group of options. For example, the A/P Reference Manual includes an "About Payments" section.

Screen Samples

Screen samples are designed to resemble the screens as they appear on your display as closely as possible. Data Entry fields are filled with Xs.

Your screens may display different field labels depending on what is installed on your system and how your company has customized your system. Even though not all field labels are displayed on the screen sample, all possible fields are included in the Field Descriptions.

Field Descriptions

Each field on a screen is described following the screen on which it appears. Some fields are user-defined. These can be unique labels or fileds defined for your special use. They are commonly listed in parentheses. (An example is Cost Code. Cost code is used to idnetify a set of costs within a job and can be a maximum of 9 digits grouped according to user needs.)

After the field name is a **field type** label, indicating the field entry capability:

◆ **Required** - These fields are needed to identify the record when it is retrieved, or to tie it to other records in the system. You *must* put valid information in this field before you press Enter.

◆ **Optional** - These fields can be bypassed without causing *immediate* errors. However, some of these fields may be needed for reference or to use certain

system features.

> **Note**: In some cases, if you fill one optional field, you must leave another optional field blank. For example: You may be required to fill one of three optional fields and leave the other two blank.

◆ **Display Only** - These fields contain information that you cannot change on the screen at which you view it. These fields are protected in order to preserve the validity of information. The information displayed in these fields is either entered at another screen or calculated by the system.

```
06:51:11   MCC915           SUBCONTRACT MAINTENANCE                    6/20/00

Vendor.........: 4500  Anderson Materials            Display only
Contract number: 222100       Desc: CARPET AND AD
Status.........: A Approved/Committed      Dist. type: S Standard
Contract date..:  3/01/00                  Completion:  4/30/00
Contact........:                           Telephone.: 555-555-5555
Project manager:                           Buyer ID..:
                                                       Optional
Contract retention.....: 10.0
Lump sum or % retention: L   (L=Lump Sum,  P=Percentage)
Include sales tax......: Y   (Y/' ')
W/C expiration date....:              BI/PD expiration date:
Bond contract..........:     (Y/' ')  Bond due date........:

Contract amount........:      15,000.00

                             Comments



 F4=List    F14=Submittals   F15=Subcontract distribution   F16=Change orders
 F17=Next subcontract        F18=Change vendor               F20=Print
 0012 Master record updated successfully.
```

Required → (points to Contract date)

Data Types

Within each field description, the kind of information accepted by the field is specified in one of the following ways:

◆ **Alphanumeric Characters** - All alphanumeric fields, those that allow you to type letters and numbers in them, are described as *character* fields. These fields accept letters A - Z, numbers 0 - 9, and symbols (%, $, #, etc.). A field that accepts up to 30 alphanumeric characters is described as *Maximum 30 characters*.

◆ **Literals** - Some fields accept only specific numbers or alphabetic characters. For example, a field may accept literally the word *YES*, and not accept *Y, N,* or *NO*. Such a field is described as *three characters* because the maximum and minimum length entry are the same.

◆ **Digits** - Fields that allow you to type numerals only are labelled *digit* fields. For example, a field that accepts up to ten numerals is described as *Maximum 10 digits*.

◆ **Decimal Places** - For numeric fields with decimal places, the field description gives the maximum number of digits, then the number of those digits behind the decimal point. A field that accepts ten numerals with two of them behind the decimal point (e.g., 12345678.90) is described as *Maximum 10 digits, 2 decimals*.

◆ **Variables** - Some fields are user-defined and vary in length depending on how your company has set them up. These fields are described as *variable length*

characters for alphanumeric fields, or *variable length digits* for numeric fields.

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Reader Comments

Your views about this Reference Manual can help us improve its quality. Please answer the questions below, and return this form to:

T.S.C. Solutions, LLC
2430 Camino Ramon, Suite 240
San Ramon, CA 94583
(925) 790-1000
Attn: TrueLine Systems Documentation

Please refer to specific page numbers in your comments, where appropriate.

1. How difficult/easy was it for you to find the information you were looking for in this manual?

2. Did you feel that some category of information was missing or in the wrong place?
    If so, what is it, and where in the manual do you feel it belongs?

3. What is your opinion of the design of the manual?
    (Example: binder, tabs, page layout and organization?)

4. How helpful was the Table Of Contents?
    How helpful was the index?

5. How can we make this manual more useful to you?

6. Additional comments:

Thank you for your feedback.

Reader Comments (continued)

Use this space for additional comments, if needed.