



SHSI Series V

Accounting Systems

Miscellaneous Invoicing

Version 1.0



SENTINEL HILL
SOFTWARE INC.

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Series 5 Miscellaneous Invoicing- User Help

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Part



1 Welcome to Series 5 Miscellaneous Invoicing



The Series 5 Miscellaneous Invoicing system, formerly referred to as "Quick Invoicing", is one segment of a fully integrated set of Financial Applications. It provides a rich set of reporting and inquiry functions to your company's Receivables.

The Miscellaneous Invoicing system runs in conjunction with the Series 5 Accounts Receivable system, and optionally with the General Ledger system.

This help is designed both as a course in using the Series 5 Miscellaneous Invoicing and as an ongoing reference while you are working with the program.

Getting started – new users

- Study the [Introduction](#) ^[8] and Quick Start Tutorials sections to familiarize yourself with the basics of the application.
- Check out all the links in the **Help** tab – plenty of help is available!

Getting started – users upgrading from prior revisions

- See the [History of Enhancements](#) ^[10] for a quick summary of the major changes and where to find the functions you are looking for.
- Even if you are an experienced Miscellaneous Invoicing user, please run through the [Introduction](#) ^[8] and Quick Start Tutorials sections quickly to get up to speed with what has changed in the latest version of the program.

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Part



2 Introduction

The topics in this section provide some basic information about the Miscellaneous Invoicing system, what it is for and what you can do with it.

2.1 Product Overview

The Miscellaneous Invoicing system, (also referred to as the Q/I system), basically allows you to automatically generate invoices. These might be ones that are for standard services you provide to many of your customers, and need to be issued repetitively at regular intervals. Or, you may select a particular pre-defined invoice, and generate it for only one selected customer. An unlimited number of pre-defined Invoices may be created, and an unlimited number of Customer Merge sets may be created. (Merge Sets are lists of customers that would receive the same invoice).

Invoices once generated, are printed and interfaced to the Series 5 Accounts Receivable system. Any revenue distributions that were set up for the invoices are also moved to the A/R, and subsequently on to the General Ledger system. It is the application that offers the following functions:

- Building Merge sets of Customers that will receive a common Invoice**
- Building Invoice Templates, that define layout, content, charges and Revenue distributions**
- Generates sets of Invoices to pre-defined Merge Sets**
- Provides for Entry of a single Invoice**
- Allows for Generated Invoices to be edited**
- Prints Customer Invoices**
- Posts Invoices to the Accounts Receivable applications**
- Offers Historic Invoice Inquiry and Invoice Reprinting functions**



The Miscellaneous Invoicing system handles the generation of Invoices for a single company. If you have more than one company, then you need only to set up additional Series 5 company systems, one for each. Each Q/I company may be interfaced into it's own G/L, or into a corporate G/L system.

The Miscellaneous Invoicing system is used in conjunction with the Series 5 Accounts Receivable making used of the Customer Master file. and General Ledger systems to record revenue to the P&L accounts.

2.2 Miscellaneous Invoicing Features

A brief summary of some of the major features of the Series 5 Miscellaneous Invoicing system!



Automatic Invoice Generation and Entry

Sets of a particular pre-defined Invoice may be generated for sets of pre-defined Customers. As well, Invoices may be generated for a single Customer. Either way, before being printed, invoices may be edited both for its content, its charges, and the revenue distributions that are to be generated. The types of transactions that can be generated include the following:

- Invoices
- Prepaid Invoices (ie., Credit Card, Debit Card, or Checks)
- Credits
- Debits

Additionally, for those customers flagged accordingly, their invoices may be automatically emailed.



Ad-Hoc Historic Invoice Inquiry

For a selected Customer, you can Inquire and display lists of Invoices that have already been printed and posted to A/R. Invoices may also be easily re-printed and optionally emailed to your customers.



Defining Invoice Templates

The Miscellaneous Invoicing system provides for you to build standard pre-defined Invoices. You can select which fields are to be printed, the line and column on the invoice where they are printed, and the size of the body of the invoice. You can enter free-formatted text within the body of the invoice, and enter any amounts along with their respective revenue distributions. You may also choose to apply the total value of the invoice to sets of revenue accounts either directly as dollar amounts, or as fixed percentages. When generating either a single invoice or a set of invoices, you always first need to select one of the Invoice Templates.



Defining Customer Merge Sets

A Merge Set is just a list of your customers. You would typically generate the same invoice to all customers defined in the Merge Set. For each Customer in the merge set, you can specify a contact name, and email address, a Customer Billing Code, Start and Ending Contract Invoicing periods, and if applicable, a Prepayment code. When generating a set of invoices, you always first need to select one of the Customer Merge Sets.



User Defined G/L Account # ie., 9999-99-9999999 - 999

The G/L Account number is divided into two parts. The Main Account #, and the Profit Center. The Main Account can have up to 18 digits and can be segmented into up to four segments. The Profit Center may be 3, 4 or 5 digits in size. You get to define the size as required.



Using the Series 5 Miscellaneous Invoicing can be fun

Don't believe it? Give it a try.

2.3 History of Enhancements

Over the lifespan of the Miscellaneous Invoicing system a number of major enhancements and minor fixes have been applied. Following is a brief summary.

New and Different – Enhancements and Fixes in Q/I

For 2011

Customer Merge Set Maintenance

A new function has been introduced to the pop-up menu that is displayed when position on the Customer Set grid tab screen. The new function "**Move to Another Merge Set**", when invoked will move the customer associated to the current row to another Customer Merge Set. A window is displayed for the operator to select the target Merge set for the customer to be moved to. (June-07-2011)

Customer Merge Set Customer Records

A number of new fields have been introduced for each Customer that is defined within a Merge Set as follows:

- Invoicing Status - this field may be set to indicate that the Customer is OK to be Invoiced, On-Hold, or Deferred from being Invoiced. If deferred, then an Until Date may be also entered.
- Contract/Invoicing Period - to be able to specify a date range period for which invoices will be generated.
- Amount to Invoice - Normally, amounts to be invoiced are defined by the Invoice Templates. If the occasion arises where one or more customers should be invoiced an amount that is different from that defined by the Template, an Override Amount to be Invoiced may be entered. (This amount will be used only if the amount field in the template has been flagged to allow override amounts).
- For each Customer associated to the Merge Set, the Last Invoice Number, Date and Amount will not be recorded, and displayed.

The Customer Merge Set Maintenance function has been revised accordingly. (June-06-2011)

Customer Merge Set Maintenance

A number of new fields have been introduced to the Customer Merge Set master record. When Invoices are generated for the given set, details including the Date which the Template was used, the Starting & Ending Invoice #s, the # of invoices, and the Total \$ value are recorded. Up to 15 historical instances of invoices being generated will be kept.

Also, for each Customer Merge Set, a Default Invoice Template may be specified. When Invoices are generated, the Default Template will be presented to the operator. (June-06-2011)

▣ **8 Digit Invoice Numbers**

The Miscellaneous Invoicing system has been enhanced to provide support for 8 digit Invoice numbers. *(April-11-2011)*

▣ **Option to Automatically email Invoices**

The Miscellaneous Invoicing Invoice generation and printing function has been enhanced to have invoices for designated customer's automatically emailed as PDF or MS Word documents. (One of the properties associated to each A/R Customer is the option to have emails sent to them or not. As long as it customer is so selected, and an email address is provided, the invoices will be emailed to them). *(March-01-2011)*

▣ **Q/I Control Preferences**

The Miscellaneous Invoicing Invoice generation and printing function has been enhanced to have invoices for designated customer's automatically emailed as PDF or MS Word documents. To turn on this feature, a new property has been introduced to the Invoicing Control Preferences screen. Also, the Invoice document sent as an attachment will be named **XXXXX-QI-Invoice-99999999.docx**, where **XXXXX** is a user defined prefix that is entered as a field in the Control Preferences screen, and 99999999 is the invoice number. *(March-01-2011)*

For 2010

▣ **On-Line Help**

The Miscellaneous Invoicing system was first introduced in February of 2009. At this time On-Line Help was developed. *(Feb/2009)*

New and Different – Enhancements and Fixes in all Series 5 Systems

For 2014

▣ **Support for Office 365**

The printing routines, and the import/export routines have been enhanced to provide support for MS Word and MS Excel in Office 365. *(Oct-01-2014)*

▣ **Series 5 User Logon Profile Maintenance**

A new property has been introduced to the Series 5 Logon User's profile. You may now specify the Default Import/Export File type for each user. When Importing or Exporting data the selected default will now be automatically set. The Import/Export routines has been revised to use the specified default. *(Mar-26-2014)*

For 2013

▣ **Generating Documents and Reports as MS Word Documents**

When output is generated as an MS Word Document, an entry in the runtime configuration file is used to define the output orientation, font name, font size, and where applicable, a Template. The system has been enhanced to now provide for 40 character font names and template filenames. (Increased from 25 characters) (July-03-2013)

☐ **Attach Supporting Documents function**

The ability to attach documents to different Series 5 Transactions Master Code records has been enhanced. You may now attach an HTML file or a link to a Web Page. Also, when displaying JPEG or Bit-Map files, the Microsoft Office Picture Viewer Utility will be employed.

Also, when adding a new attachment, the system will default the path to a folder that should exist in the directory designated to be the "Temporary" directory associated to each Company System. You should create a directory named "Attachments" in that directory, (if it's not already there). (Jun-27-2013)

☐ **Series 5 Outlook Email Reading**

Series 5 applications may now make use of a new routine that provides the ability to read email from MS Outlook. Currently used by the A/P and O/P Manager Approval functions, emails are read that were sent from designated approval managers. The internal driver used to read emails using calls to Microsoft Office Outlook. The following capabilities associated to reading emails are now possible:

- Emails are read from program selected in-boxes
- Filters may be set to read only emails from selected Senders or emails with a specified character string within the Subject line
- Up to 3 attachments may be read and passed to the S5 application
- Sub-folders withing a designated In-Box may be created by the system
- Emails may be deleted or moved to different sub-folders

(May-26-2013)

For 2012

☐ **Series 5 Import/Export Functions**

When importing or exporting data fields from/to MS Excel, after the process has been completed, the EXCEL.EXE process was not being terminated, (due to a problem with Windows, or there is some secret function to do so). The problem has been fixed. Now, when Excel is launched from Series 5, it's Process Id is detected, and once the import/export is completed, the process is "Killed" using a system call using the TASKKILL DOS command. (Nov-12-2012)

☐ **Series 5 Import/Export Functions**

When importing or exporting data fields from MS Excel, tab-delimited, or CSV data files, the system will now handle text fields up to 200 characters in length. (Sept-18-2012)

☐ **Series 5 Launching Microsoft Calendar**

The Series 5 Applications make calls to the Microsoft Calendar routine to display a calendar, and accept the operator's selection of a date. In order to make use of this feature, the Microsoft Calendar must be registered on all client computers executing Series 5. MSCAL.OCX may be found in **mslocx** on the AcuGT, (Extend 9.xx),

installation CD for Windows. If you cannot locate it on the release CD, a copy is included in the Series 5 release directory in **S5UTIL** . (June 25-2012)

This is accomplished by executing the following command from the designated DOS Command Prompt:

REGSVR32.EXE S5UTILMSCAL.OCX

where:

For System	From Directory	Comments
Windows Server 2003 & 2008 - 64 bit	C:\Windows \SysWOW64	Right click on the Command Prompt and select "Run as Administrator"
Windows XP and 7	C:\Windows \System32	Right click on the Command Prompt and select "Run as Administrator"
earlier Windows	C:\Windows\System	

▣ **Reports and Forms generated as MS Word Documents**

All reports and forms that are generated as MS Word Documents may now have an assorted formatting properties applied to the text that is generated. The following formatting capabilities may be applied:

- "Formatting Regions", defined as ranges of lines, for a page may be formatted with a particular font type and size and be set as Bold, Italic, Underlined, Shaded, or as Reverse Video. Up to 5 different regions may be defined and activated under program control as the page is being populated with text.
- "Tab Sets" may be defined consisting of up to 10 tab settings per line. The types of tabs include Left-Tab, Right-Tab, Center-Tab, and Decimal-Aligned-Tab. Up to 20 different Tab Sets may be defined and activated under program control as the page is being populated with text. As the line of reporting text is output, the tabs are inserted and any preceding spaces are removed. (This basically now allows the use of variable pitch fonts, when outputting columns of data, ensuring proper alignment).
- Individual words or sub-strings, within a print line, may now be output as Bold, Italic, Underlined, Shaded, or as Reverse Video. On a given page, up to 50 sub-strings may be formatted in this manner. On a given line, up to 6 sub-strings may be formatted in this manner.
- Single, (thick or thin), and Double Lines may now be inserted at any position within a page. As the page is being populated with text, the lines are defined to the printing routines with position and sizing set under program control. Up to 40 line may be output per page.

These types of formatting controls could be implemented for Invoices, Purchase Orders, Customer Statements, A/P Checks or Customer Quotes. In order to take advantage of these features, the appropriate applications' program must be programmatically customized. Contact Sentinel Hill Software Inc., for more information. further details. (Apr-24-2012) *HS5_Enhancements_to_ALL_Systems-2011-2013.xml*

▣ **All Series 5 Applications offering Export Functions**

When entering export selection options, if the operator was to click on the "About

Exporting" information tab, an error was being reported that the "File did not exits". This problem has been fixed. Now you may freely select any filtering or output options tab when they are presented without any problems. (March-09-2012)

▣ **Using Windows' Logon Usernames**

New functionality has been introduced to the Series 5 Main menu Signon process. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. **(If the given Series 5 User Logon profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)**

For systems that are set to use the Windows User Logon code, user's will ONLY be able to log in to Series 5 using the Windows Logon Code. The function to "**Repeat User's Logon**", found under the Main Menu's File drop-down menu will be disabled. **Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.**

For systems that do not wish to use the Windows logon, the default will still be set to that defined by the PC Client user's **SHSI_USER_NAME** environment variable. (Feb-28-2012)

▣ **Bitmapped Images in Series 5**

All Series 5 applications that load bitmapped images have been revised to expect the image filenames to be in upper case. (Feb-28-2012)

Upper Case Bitmap Files

On UNIX systems, please make sure that all bitmap files in the bin/images folder have uppercase file names.

▣ **Series 5 File Error Handling Routine**

The logic used to report serious file I/O errors has been enhanced to correctly identify the full folder path for any sequential text files that might be generated. Previously in some cases, the error message displayed incorrectly showed the path that was assigned as the Data Files Directory assigned to the Company System. This problem has been fixed. (Jan-30-2012)

▣ **Series 5 Directory /Folder Selection "Browse" Feature**

For any application that requires entry or selection of a directory path, a "Browse" push button is presented. The operator could click this button, and the Windows Folder browse dialogue window would be presented. Previously, only descendants of the user's default working folder are shown. The system has been revised to now display only those folders which are descendants of the root directory of the Directory Path field associated to the "Browse" button. So now, if you were to enter C:\ in the Directory Path, when the "Browse" button is clicked, you would be able to browse any directory on your computer's "C" drive. Setting the Directory Path blank, or to something other than a drive letter designation, would result in only being able to browse descendants of the user's default working directory. (Jan-18-2012)

▣ "Series 5 File Error Handling Routine

The logic used to report serious file I/O errors has been enhanced to identify errors associated to the use of AcuServer. Previously, 9D-104 errors were reported as an "AcuServer Connection Failure". Now, all 9D-XX errors are identified, and the applicable message displayed. (Jan-10-2012)

▣ Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents are now created protected as "Read-Only" documents. A password may be used to un-lock them. Refer to the applicable documentation for further details. (Jan-10-2012)

➔ For 2011

▣ Series 5 Import/Export Routine

The generic routine to handle importing and exporting of data, (to spreadsheet or character delimited files), has been enhanced to provide for CSV files that do not have/allow quotes around character strings. (Dec-12-2011)

▣ "CALLEREQ" Program

The CALLEREQ program has been revised to call either the W/M's E-Request Service routine or the new P/I's On-Demand Billing Service routine. It no longer resides as a program belonging to the W/M system, rather, it has been moved into the S/M, (System's Management) directory and library. Please ensure the correct compile script files are installed. (Nov-11-2011)

▣ Interfacing with MS Office Excel and Word

The logic provided to launch MS Excel or MS Word has been expanded to handle the case where MS Office was installed in **C:\Program Files (x86)\Microsoft Office Office**. (Previously the system only looked in in **C:\Program Files\Microsoft Office Office** . (Oct-03-2011)

▣ Series 5 Email Generation

A number of different application functions offer the ability to automatically generate and send emails. This includes the emailing of invoices, purchase orders, statements, customer quotes, reports and other messages.

The internal driver used to send emails has been enhanced to generated and send emails using calls to Microsoft Office Outlook, (rather than to the MAPI library). As a result, the following capabilities associated to sending emails are now possible:

- Emails may be sent as Plain Text, Rich Text, or as HTML
- Emails may be generated when executing as either a thin-client or FAT client
- Emails may now be sent with copies going to Cc users and Bcc
- The text message associated to emails are now loaded from user created/ maintained data files, rather than being coded from within the application software. These text files may be either plain ASCII text, or HTML files and contain up to 8192 characters. Except for specific types of emails, these files **MUST BE LOCATED** in the directory named **Email-Templates** located in each Company System's designated reports directory.
- Provides support for 120 character email addresses, and 140 character subject line

(Sept-20-2011)

☐ **Importing \$ Numeric Cells from Spreadsheet**

A problem has been identified and fixed when importing \$ formatted columns of data from spreadsheet. If any headings were specified, and they exceeded 22 characters in length, the number being input and recorded was ZERO. The problem has been fixed.
(July-25-2011)

☐ **Generating Reports as MS Word Documents**

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2010 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007/2010 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. (June-14-2011)

☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2010 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007/2010 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format.
(June-14-2011)

☐ **Generic Search Function**

In all Series Series 5 applications where a grid screen is presented for the entry of transactions, or the maintenance of master codes, a "Search" function is provided. This function has been enhanced in the cases where the operator has chosen to search for a given record where a Date is chosen as the search criteria. Now the following literal label is displayed, "mm/dd/yy", indicating the desired format that the date should be entered as. As well, the date entered may now be as "*mmddyy*", "*mmddyyyy*", "*mm/dd/yy*", or "*mm/dd/yyyy*", depending on the mood of the operator.
(May-02-2011)

☐ **New Feature to Attach Supporting Documents to assorted Master Code Records and Transactions**

You may now attach a variety of different documents to assorted Master Code records, and Transactions. Up to 15 separate documents may be selected, and attached and viewed from the applicable functions in assorted Series 5 systems. These documents may also be viewed where applicable. The different types of documents supported are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

☐ **Printing to Windows Spooler**

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. If the Printer Queue does not have a "Captured Printer" defined, then a Windows "Printer Select" dialogue box window is displayed. Previously, the the Series 5 system made a call to have the "Printer Select" window displayed which was an older style, compatible with older versions of Windows. Now a new call is made displaying a modern Windows XP/7 "Printer Select" Window. (Feb-09-2011)

▣ **System Captured Windows Maintenance**

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. The routine used to capture a Windows printer was not working correctly under Windows 7. This problem has been fixed. (Feb-09-2011)

➔ For 2010

▣ **Default Reporting Output Destination**

In all Series 5 applications that generate reports that might normally be printed, a Print Options screen is presented. From this screen, the operator may choose to have the output directed to a printer; to be "Archived", to be just displayed to the screen to "Browse"; or output as an MS Word or PDF file. The default output has been changed to be just displayed to the screen to be "Browsed". (Previously it was defaulted to be output to a printer).

Additionally, should you desire to set the default output, you may do so by inserting a variable in the runtime Configuration file. The variable SHSI_RPT_DESTINATION with a single numeric argument, will provide the default target for generated reports, where you would set the argument as follows:

1 - To the Printer	17 - To Disk as an MS Word 2003 document
2 - Archived	26 - To Disk as an MS Word 2007 document
3 - Both the Printer and Archived	35 - To Disk as a PDF document
4 - To be just Browsed	

Note that if the applicable application already determined the target output, these defaults will NOT be used. (Oct-13-2010)

▣ **Data File "Properties" function**

In all Series 5 applications that maintain master codes records, or provide for the entry or inquiry of transaction or history records, under File on the menu bar, the Properties function will display information about the related files. This function has been enhanced to now display 12 numeric digits for both the files size, and the number of records in the file. Also, now the version of the Vision file is displayed, along with the number of volumes that are used to hold the data and the index keys for the associated file(s). (Sept-01-2010)

☐ **Using the Mouse Wheel to navigate Series 5 Grid Screens**

In all Series 5 applications that use a paged grid screen, (those showing rows of master codes and/or transaction records similar to a spreadsheet), the operator may now navigate forwards and backwards through the records using the Mouse Wheel. If the Ctrl-Key is also pressed while twirling the mouse, 4 rows of data are skipped instead of just 1. (If when you spin the mouse too fast, and a "Stack Overflow" error occurs, in the runtimes Configuration file, add the variable `PERFORM_STACK 384` and it should work OK) Note that this new feature is only available for systems with at least AcuGT Rev 8.1.3 (July 27-2010)

☐ **MS Excel System Error Recovery**

The Series 5 family of applications offers the ability to import to, and export from, an MS Excel Workbook document. System error that could be generated while outputting to and/or inputting from, MS Excel documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When importing from an Excel document with a filename, selected from the application, that did not actually exist, (and the operator had forgotten to "Browse" to choose the particular file).
- When a user attempted to generate output as an MS Excel document, but they did not have MS Excel installed, or it was installed in a location other than the default, a fatal error occurred.

The import/export routines have been enhanced to now capture any system errors that were being generated from MS Excel. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the import/export will just be abandoned). (May-31-2010)

☐ **Compiling with INTEL Native mode**

A problem has been discovered when compiling with the Intel native mode. This option must be removed from the `S5_GCBL.BAT` compiler macro that can be found in the `S5 \util` directory. (Basically replace the `set NATIVE=--intel` command with `set NATIVE=` command. (May-21-2010)

☐ **Generating Standard Forms as MS Word Documents**

The Series 5 generates a number of different forms. For example, A/P Checks, Invoices, Picking Tickets, Statements and Purchase Orders. Variables within the runtime configuration file may be set up that are used to indicate how the forms are to be generated and/or printed. Arguments to these variables indicated whether the form was printed, archived, and/or saved as MS Word documents. The 2nd argument, used to define the output, may now have the following values:

- WORD2003
- PRINT&WORD2003
- ARCHIVE&WORD2003
- WORD2007
- PRINT&WORD2007
- ARCHIVE&WORD2007

Existing arguments associated to WORD will be interpreted as WORD2003.

The applications that generated these forms have been enhanced to now recognize arguments that indicate the forms are to be generated as Office 2007 Word or Office 2003 Word documents. (May-21-2010)

❑ **MS Word System Error Recovery**

The Series 5 printing routines had the ability to generate output as an MS Word document. System error that could be generated while outputting to and/or automatic printing of MS Word documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When outputting to an MS Word document that had a template defined, and the given template file was not set up for that user, a fatal error occurred.
- When outputting to an MS Word document that was supposed to be automatically printed, but the given network printer was either offline, or that segment of the network was not active, a fatal error occurred.
- When a user attempted to generate output as an MS Word document, but they did not have MS Word installed, or it was installed in a location other than the default, a fatal error occurred.

The printing routines have been enhanced to now capture any system errors that were being generated from MS Word. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the generation of the report will just be abandoned). (May-21-2010)

❑ **Generating Reports as MS Word Documents**

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2007 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. For users that have Office 2007 installed, the default File Type will be the Office 2007 Word, but they may choose either Office formats. For users that do not have Office 2007 installed, the default File Type will be the Office 2003 Word, and they will not be able to choose Word 2007 or the PDF formats. (May-20-2010)

❑ **Automatic Sending of Emails**

The Series 5 system has the capability of automatically sending emails. Emails are sent by making a call to a MAPI.Library, which in turn sends the email using Microsoft Outlook. If the receiver's email address is prefixed with "LN:" or "Ln:", (indicating that they are Lotus Notes users), then instead of using MAPI, a DOS command call is made using the command line defined by the runtime configuration variable "**DOS_MAIL_CMD**", to actually send the email. Within this command line, there are pseudo variables, that would be replaced with the Subject, Receivers Name and Address and the path to an Attachment. This capability has been enhanced to now provide for sending the email with 2 attachments. The new pseudo variable **% ATTACHMENT2%** will be replaced with the full path to a 2nd attachment, if applicable. (May-03-2010)

❑ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or

the .XLS extension, and read or write the spreadsheet using the correct file format. For users that have Office 2007 installed, the default File Type will be the Excel 2007 Workbook, but they may choose either Excel format. For users that do not have Office 2007 installed, the default File Type will be the Excel 97-2003 Workbook, and they will not be able to choose Excel 2007. *(May-03-2010)*

☐ **Import/Export Functions**

When the import/export screen is presented and a particular directory and file is selected for processing, if the operator clicks on the Back push-button, (to go back and change an option of prior screens), upon re-displaying the import/export screen, the originally selected file/directory was being reset to the program's default. This problem has been fixed. *(Mar-24-2010)*

☐ **Generating Sub-Documents as MS Word or PDF Files**

The Series 5 printing routines had the ability to generate a sub-document as an MS Word document. (A sub-document might be a single Invoice or Customer Statement, generated with a unique filename). This functionality has been enhanced to have the sub-document generated as either an MS Word document, or a PDF document. These sub-documents may be generated at the same time, totally independent from, their normal "printed" versions. When generated as Word documents or PDF documents, MS Word Templates may be used to define the properties of the resulting document with watermarks and headers and footers. *(Mar-15-2010)*

☐ **Import functions from Excel Spreadsheets**

The Series 5 import function offers the option to input from an Excel spreadsheet. In any application that loaded data in this manner, it was difficult to determine when all valid rows of data had been loaded. The Excel import function has been enhanced so that it will correctly stop once valid rows of data have been loaded. (Previously, the system would attempt to load up to 65,436 rows of data and when executing any given Import function it would appear as if the system has hanging). *(Mar-03-2010)*

☐ **Printing of Report as PDF Documents**

All reports and forms that are generated from the Series 5 applications may now be saved as PDF documents. This option is available only to users that have Microsoft's Office 2007 installed on their systems. When the Print Options screen is presented, click the **Save To** check box, and select **PDF Document** from the associated **Save As** drop list. *(Feb-23-2010)*

☐ **Browsing to Select Files and/or Directories Functions**

All routines that offer the functionality to click a "Browse" button to present the operator with a window from which a directory, or a file, can be selected have been revised. Under Windows 7, the clicking of the "Browse" caused a "nested input of events" syndrome to occur. In effect, repeatedly displaying the browse window. The logic for these routines have been revised to avoid this problem. *(Jan-28-2010)*

☐ **Encryption/Decryption Function**

The subroutine has been revised to now handle 8 digit numeric seeds. This was done to accommodate the A/R system that now has 8 digit documents numbers. All existing encrypted fields will still be able to be decrypted. *(Jan-24-2010)*

 For 2009

Printing of Reports in Series 5

The Series 5 printing function has been enhanced to offer the option of printing multiple copies of reports, forms, invoices, orders, etc. A new entry field has been added to the print options sub-screen labeled **# of Copies**. You may select to have up to 9 copies printed. These copies printed will be automatically collated.

Multiple Copies

The ability to have the system print multiple copies is a feature that is provided as a function of the Windows operating system, and the driver for your printer. If either does not support multiple copies, then setting a value other than 1, will have no effect.

This feature is available only to users executing on Windows system, either directly, or as thin clients.

As well, fields on the Print Options sub-screen have been reorganized slightly to accommodate the new field. (Fields and display prompts associated to outputting reports to a Print Queue are now enclosed within a frame.

Where applicable, in all Series 5 applications, the size of display windows and/or tab sub-screens have been adjusted accordingly. (Dec-22-2009)

Export functions to Office 2007 Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. Office 2003 Excel had allowed for 65,500 rows, and Office 2007 Excel allows for 1,000,000 rows. When exporting data, the Series 5 system would automatically start outputting to a 2nd worksheet when 65,500 rows were reached. The system will now switch to a 2nd worksheet depending on which version is being used.

As well, the Spreadsheet I/O routines have been enhanced to support up to 999,999 rows of data. (Dec-16-2009)

Exporting to Excel Spreadsheets functions

The logic used to export to Excel spreadsheets has been enhanced. In the assorted Series 5 applications, those functions that offer functions to export to an Excel spreadsheet have the ability to perform the following:

- Create multiple worksheets
- Select a specific worksheet to be populated
- Format titles, legends and headers in larger fonts, as bold, and/or as italic
- Have data columns justified left, center or right
- Have a data column formatted for "Currency", (where \$ signs will be displayed with 2 decimal places)
 - For Office 2003 Excel negative numbers are displayed with parenthesis around them
 - For Office 2007 Excel negative numbers are displayed in red with parenthesis around them

Where applicable, in most of the Series 5 applications, these new capabilities have been introduced. (Dec-10-2009)

☐ **Import and Export functions to Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If the user selected to launch Excel after exporting data, the system incorrectly assumed Office 2003 was installed, and it's Excel utility was being executed. If you only have Office 2003, then this would not have been a problem. The system now correctly detects the version of Excel to launch. *(Nov-11-2009)*

☐ **Selecting Dates from Lookup Calendars**

When executing under Windows VISTA, dates were not properly being returned. The year was loaded incorrectly as year ZERO which resolved to a date falling in the year 2000. The problem has been fixed. *(Oct-28-2009)*

☐ **Automatic Disabling of User who Fail to Correctly Logon**

As a new security feature, as an option, you may select to have users that fail to correctly log in to Series 5 after a specified number of times, automatically disabled from logging in again. Before they can use the Series 5 system again, the System's Manager, or Series 5 Gatekeeper must modify their Logon Properties record. This option may be selected with a new field found on System Control Options screen. *(Oct-22-2009)*

☐ **User Logon Passwords**

Passwords now must contain at least one numeric digit, and one alpha character, and be at least 8 characters in length. *(Oct-22-2009)*

☐ **Import and Export functions to Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If that output/input option is selected, and Excel is not installed on the user's workstation, a message will now be displayed. Previously, the system assumed it was installed, and when it attempted to call Excel to build/read the spreadsheet, the program would bomb out with an error. This will no longer happen. *(June-02-2009)*

☐ **Outputting Reports and Invoices as MS Word Documents**

Any Series 5 generated reports, invoices, statements, etc, may be output as an MS Word document. For any MS Word documents that are generated, a Template may also be specified, (as defined in a Series 5 Configuration file variable). These templates must be installed on each users workstation in the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. For users with Office 2007 these templates need an extension of **.DOTX**. For earlier versions of MS Office, the templates need an extension of **.DOT**. The system has been enhanced so that if from the Series 5 Print Options screen, MS Word output is chosen, it will test for the occurrence of the designated template file for the particular type of output being generated. If the template cannot be located, an error message is displayed. Previously, if when generating the output, the MS Word utility could not find the template, the system displayed an evil looking message, and would abort. *(June-02-2009)*

☐ **Main Menu User Logon**

When a user fails to logon after 5 attempts of entering their User Code and Password, the system exits. Now, as well, an entry will be recorded in the User Access Log file. *(April-04-2009)*

Encryption/Decryption Function

A new subroutine has been developed that provides the functionality to encrypt and decrypt data fields. The algorithm used is based on a Vigenere Cipher. This would be considered a "strong" encryption. The subroutine is made available to any Series 5 application that requires encryption of any given data record field. (March-11-2009)

Series 5 Grid Management Screens

In any of the Maintenance or Transaction Inquiry routines that listed items in a grid whereby a given item, such as a Customer Code or a G/L Account, could be selected. If there were no item on file to be listed, sometimes transactions for the next item on file were being displayed, but the entry field was not being updated. This problem has been fixed. Also, now a message will be displayed indicating that no records were found for the item entered, but the next highest item's items were being displayed. (Feb-03-2009)

For 2008

Using AcuGT Rev 8.1

With the recent release of Rev 8.1 of AcuGT, we have discovered that the INTEL native mode, on certain occasions cause Memory Access errors. The batch file used to compile programs **S5\utils5_gcbl.bat** must be edited to have the variable NATIVE set to nothing. (Nov-15-2008)

User Logon Passwords

The Series 5 system now requires all passwords to be made up of at least 8 non-space characters, at least one of which must be a numeric digit. Also, if a users password has expired, they will be offered the opportunity to assign a new password, after entering the old password. The rules for password entry will apply. (Oct-7-2008)

Import and Export and User Interface Applications

An error occurred when exporting to an Excel spreadsheet if the 1st character the output string was a "+", "=", or "-" character. In this case, Excel expected a valid formula. If this was not the case, a terminating error was displayed. The problem has been fixed. Now the Series 5 software will automatically insert a single quote"" character in front of the string before inserting to the cell. (Oct-7-2008)

User Access Maintenance

The Series 5 User Access maintenance routine has been enhanced to simplify the steps to establish new users and give/deny access rights. (Sept-24-2008)

- The Enable and Enable-Like functions have been simplified. In each case, you now just highlight the "Red" head that is to be given access rights, and click the Enable or Enable-Like push button, (or right click, and select the desired function from the pop-up menu.
- For the Enable-Like function, a drop-down list will be presented, from which you can select the user that already has access rights, whose rights are assigned to

the new user.

- The Copy function has been simplified. If you highlight a "Green" head user that is already enabled, and select Copy from the Edit menu's drop-down menu, you will be able to select one of the users that has no access rights in drop-down list that is presented. (The Copy is basically the reverse of the Enable-Like function)
- For "Green" head users that are already enabled, when right-clicked, the pop-up menu has 2 new functions - "Set All Items to Full Access" - "Set All Items to No Access". These will make it easier to set up and maintain the users' access rights.
- A pop-up window will now be displayed, when any given menu-item in the tree is right-clicked. You will be able to set the access to either "No Access", or to "Full Access" directly, without having to edit the properties sub-screen.

☐ **User Access Maintenance**

The Series 5 User Access has been enhanced to support up to 250 Logon Users. Formerly was limited to 100 users. *(Sept-10-2008)*

☐ **Print Manager and Browser**

The Series 5 reporting and printing routines have been enhanced to handle filenames of up to 30 characters long. The UPGRADSM utility must be executed to have the Report-Manager file's records rebuilt to accommodate the larger field. *(Aug-25-2008)*

☐ **Import and Export and User Interface Applications**

In all applications that offer the opportunity to load from or read a text based interface file where a **BROWSE** button had been provided, you will now be able to select files that have a "-" or a SPACE in the filename or the directory path. *(Aug-25-2008)*

☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. The system will identify Office 2007 utilities by seeing if Excel.EXE can be found in the clients's C:\Program Files\Microsoft Office\Office12 folder. For exporting, the files will be created with the ***.XLSX** extension; and if selected to be launched, Office 2007 Excel will now correctly be executed. *(Aug-25-2008)*

☐ **On-Line Help**

The Series 5 systems now have On-Line Help. You can access these help files from the application. In all functions that offer a menu bar, clicking Help will display a drop-down menu offering General Help, Help on the particular function, and Help about Grids. For menu items that don't have a menu bar, if help is available, a help icon may be clicked to display Help about the particular screen. (Note that help may not actually be available in all cases where offered in the drop down menus) *(Aug-10-2008)*

☐ **Broadcast Messages**

The Series 5 Broadcast messages have been increased in size. You may now specify 3 lines of 80 character lines of message text to be displayed. The files used to hold these messages have been renamed to be EMERGENCY.DAT and BROADCASTS.DAT. *(Aug-10-2008)*

Application User Access Analysis Export

A new function has been introduced to each applications' User Access Maintenance function. You may now Export to a spreadsheet an analysis table of users access rights. Each row of the table is a menu item, and each column is a Logon User. It provides a quick snapshot of which users have access to any particular function. (July-15-2008)

User Access Logging

As an option, your systems manager can turn on the option to log user access to all the systems' menu items. (June-15-2008)

2.4 Getting Help

There are a number of different sources of help in Series 5. In addition to this help file you can also access the Power Point tutorials and Sentinel Hill Software support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning the Miscellaneous Invoicing.

Before contacting support, please make sure that you really can't find the information you need here. Thanks!

Displaying the help

- The quickest way to display the help is to press **shift-F1**. If context-sensitive help is available it will be displayed automatically.
- Most screens will have a **Help** button that displays relevant information when clicked.



- On the Series 5 main menu screen, and each application menu screen on the menu-bar click **Help** then **On-Line Help** .

Contacting Sentinel Hill Software support

- Direct email support is available from the Sentinel Hill Software team at support@sentinel-hill.com. You can send an email to this address automatically by clicking on the **support@sentinel-hill.com** graphic on the Licensing tab screen displayed after clicking Help / About on each systems' menu.
- If you have a Support Contract, you may contact Sentinel Hill support center directly at

1-800-663-8354.

– Summary of Fixes and Enhancements

- For each application, a detailed history of the changes that have been made is available from our website at [Series 5 Fixes and Enhancements](#).

– Getting a printed user manual

You can download formatted PDF versions of the documentation for each application from our website with the following links:

Accounts Payable	Miscellaneous Invoicing
Accounts Receivable	Fixed Assets
Customer Order Processing	Web Access Management
Inventory Management	Series 5 Systems Manager
Purchase Order Processing	Professional Invoicing

Part



3 The Basic User Interface

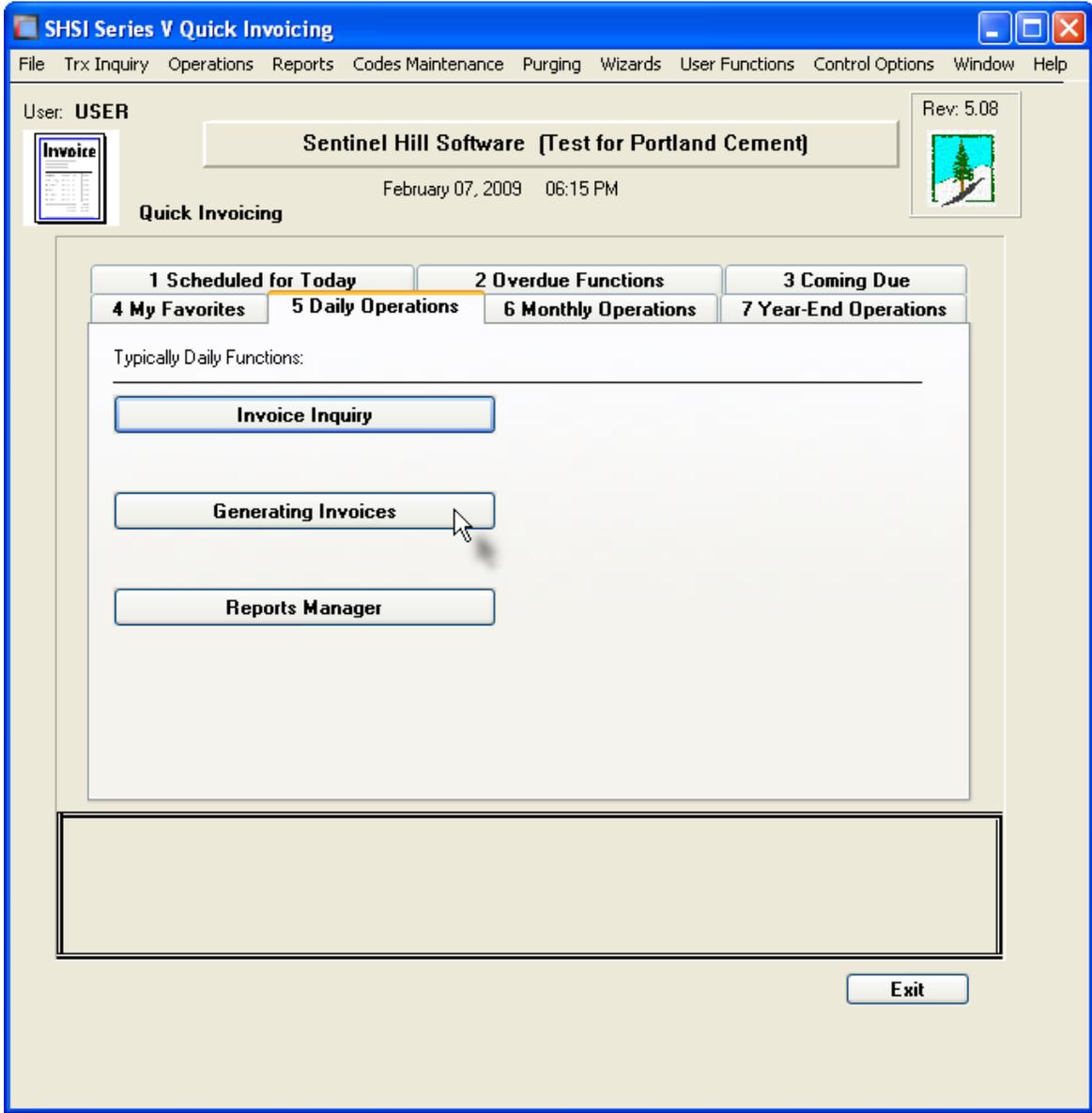
Throughout the Series 5 system applications, there are a number of basic common types of screens to provide a consistent operation. These are discussed in this chapter and it's related sub-topics.

3.1 Miscellaneous Invoicing Application Menu

Each Application has a primary menu screen. These menu programs all operator in the same manner, and basically offer the same types of functions.

The instructions below explain the features available and how to customize some of the sub-screens. For detailed instruction on the actual application, refer to the related topics in the [Miscellaneous Invoicing Menu Functions](#)¹²⁴ and [The Q/I Menu](#)¹²⁴ chapters.

Here is the Q/I menu that will be used to identify the different functions available to most other applications' menus.



Applications' Menu Bar

All functions available to a given user may be accessed from the menu bar at the top of the screen. Menu items are grouped according to the type of functions for each application.



Applications' Menu Bar

The following menu bar groups of functions are defined:

Menu Bar Group	Types of Application Functions
File	For the Reports Manager, Batch Job Processor, and other File Management functions
Trx Inquiry	For functions that offer screen Inquiry of current or archived data, or interactive analysis
Operations	For Generating Invoices, Printing them, and Interfacing them to the Accounts Receivable system
Reports	For the generations of reports
Code Maintenance	Maintenance functions for defining and updating master code files
Purging	Functions that Purge History files
Wizards	For setting up and/or launching user defined Wizards
User Functions	For launching user created programs or other Window's Utilities
Control Options	For defining controlling properties for the application, setting up the users profiles of those individuals that will have access, and defining those functions that are to be set up as scheduled functions.
Window	Functions to manage the simultaneous execution of up to 9 of the applications' functions
Help	Displays licensing information, launches Help, or executes a Monitor displaying users currently using the system

For example, to select the Customer Merge Sets Maintenance function:

1. Click Codes Maintenance in the menu bar.



2. Select **Customer Merge Sets...** from the drop-down menu and the Customer Merge Set Maintenance screen will be displayed.

– Daily Operations - Monthly Operations, Year-End Operations and Transaction Entry tabbed sub-screens

Tabbed sub-menus are provided on the application menus that offer common types of functions. Each of the applications menus offer tabbed sub-screens that have those functions that would be typically invoked a certain times, or to enter Transactions.

For example, those menu functions in the G/L system that might be executed on a daily basis:



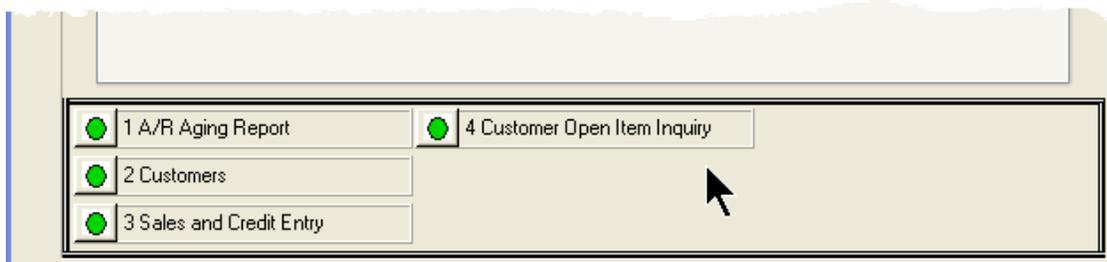
1. Click on the applications' **Daily Functions** tab.
2. Click on the desired function push button.

3.1.1 Multi-Threaded Windows

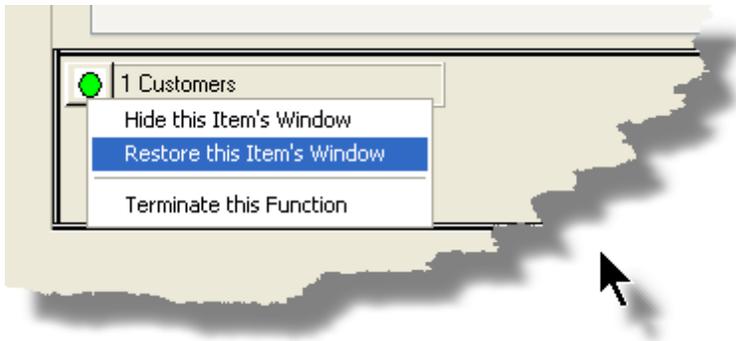
The applications menus provide the ability to select and execute up to 9 functions all at the same time. Each executes in their own window independent of one another.

➡ Execute multiple functions from the Applications' menu simultaneously

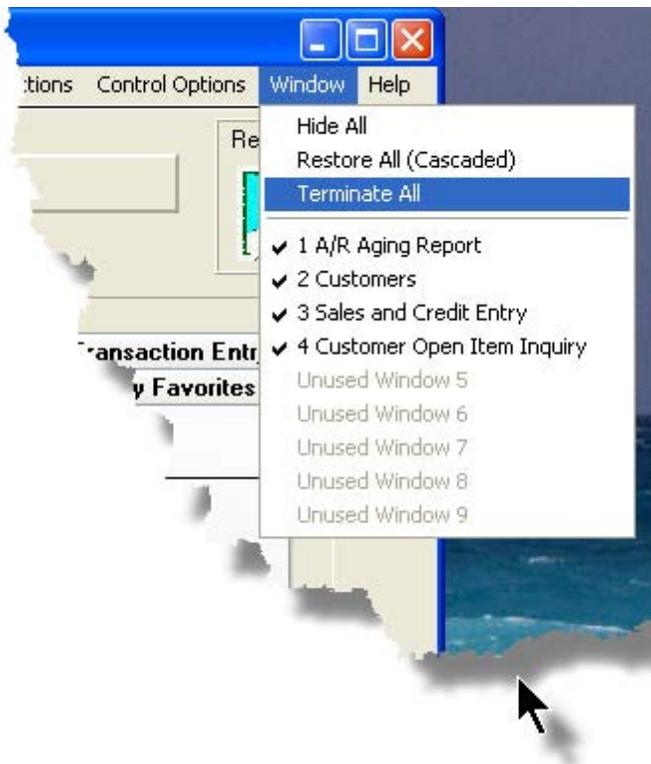
- The functions that have been launched are displayed in the frame at the bottom on the application menu



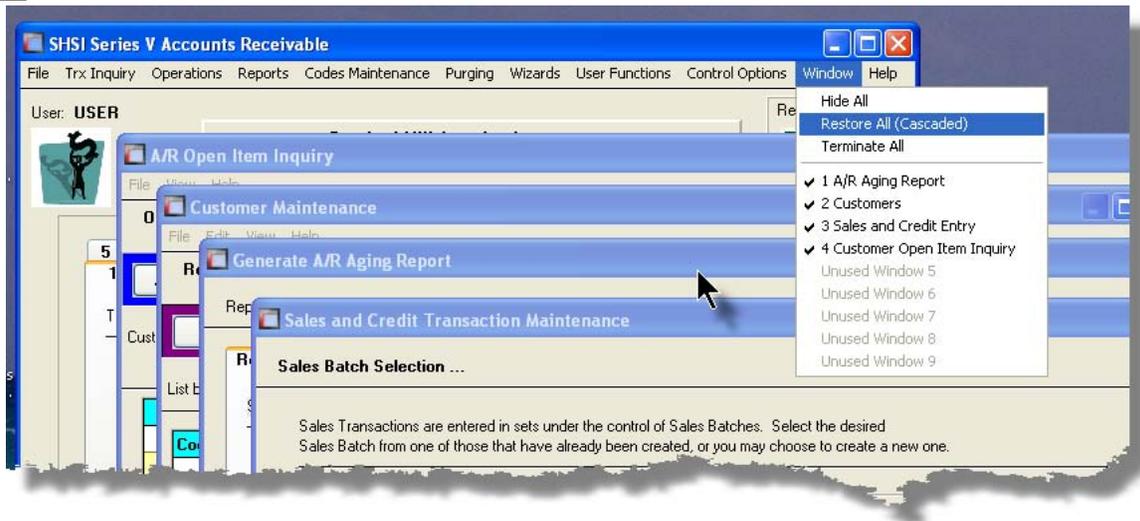
- If you right click the icon associated to an executing function, a drop-down menu will appear from which you can hide or restore it's screen, or terminate the function.



- The functions that have been launched are visible as items under the menu bar's **Window** sub-menu



- You may terminate, hide or cascade the executing functions windows by selecting the appropriate function from the menu bar's **Window** sub-menu



- You may hide, or redisplay a particular executing function by clicking on it's entry in the menu bar's Window sub-menu

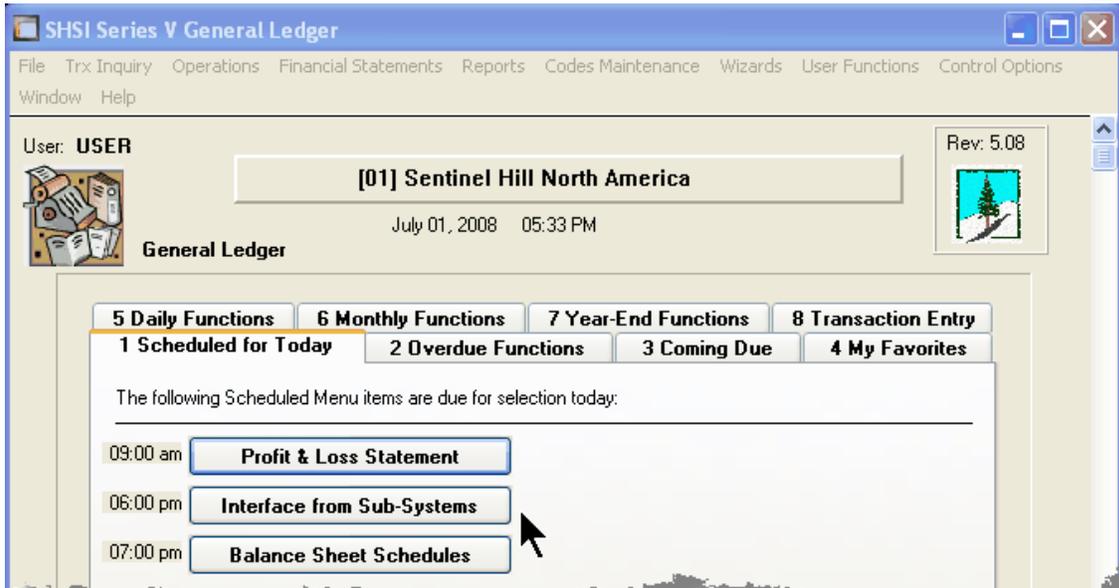
3.1.2 Scheduled Menu Functions

The Series 5 Menus offers the ability to define certain functions to be scheduled for particular times of the day at specified intervals. Tabbed sub-screens display those functions that have been scheduled and are **Overdue**, **Due for Today**, or **Coming Due**. The operator must click the push button in the sub-screen to select these functions to have them executed. Once the function is finished, the operator will be prompted to reschedule the job.

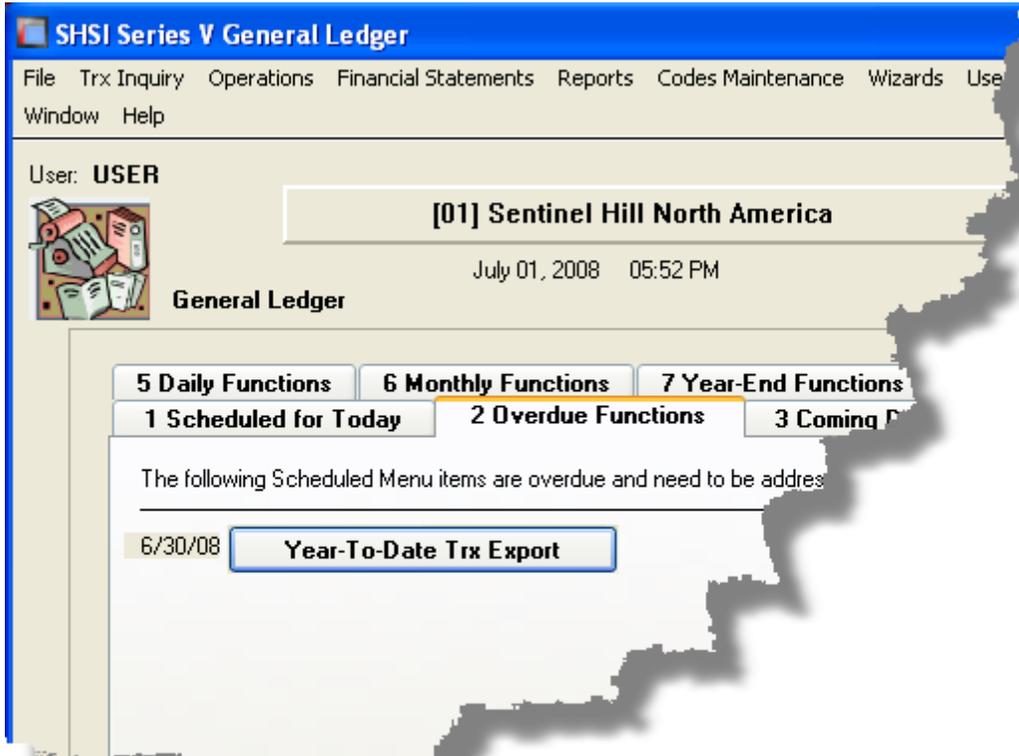
Refer to the section on [Users Scheduled Menu Functions](#)^[111] under the [User Access Management](#)^[104] Chapter for the steps to set up the Scheduled functions.

— Scheduled Menu Sub-Screen Examples

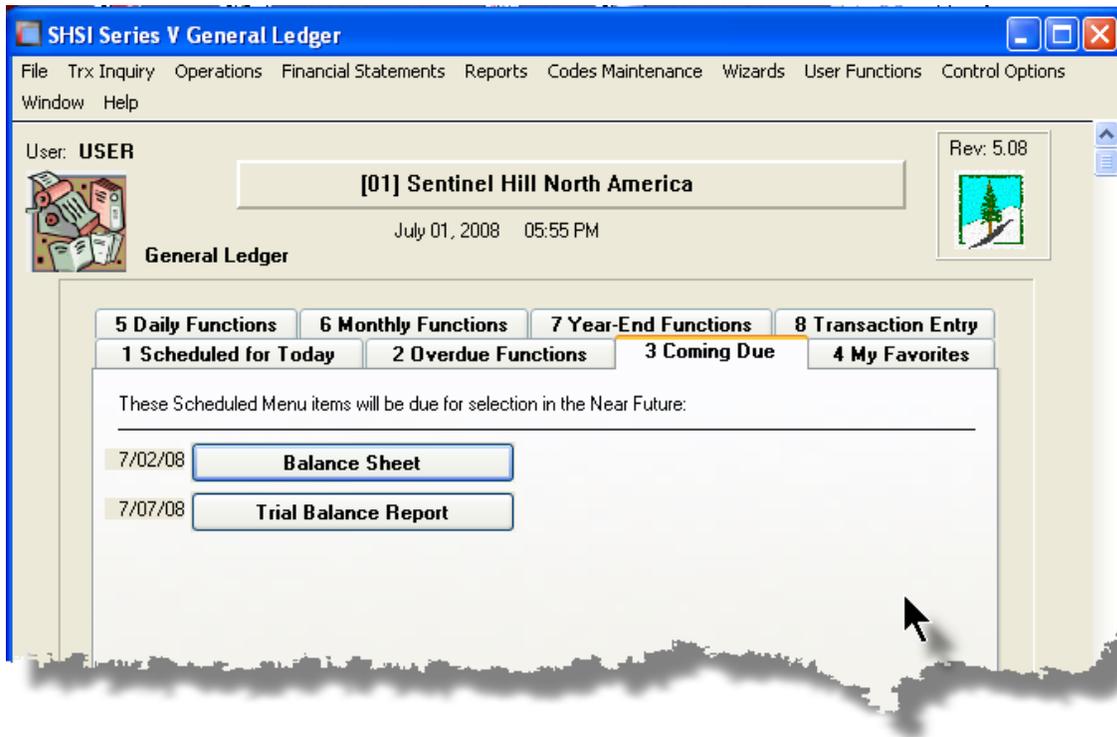
- For menu functions that are scheduled to be launched today:



- For menu functions that are scheduled, but were not launched on the day they were due. They are Overdue:

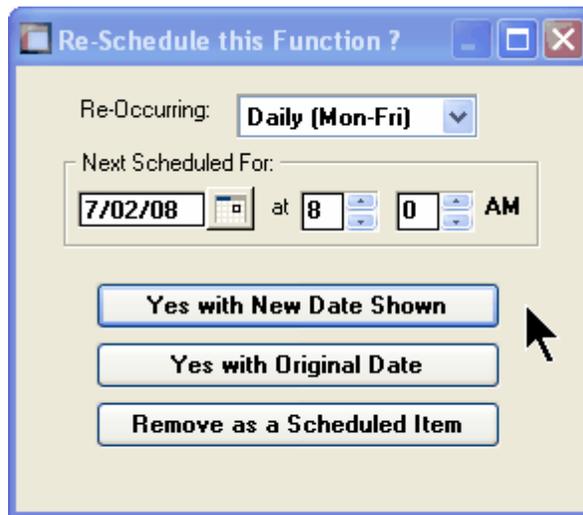


- For menu functions that are scheduled, but for a date in the future:

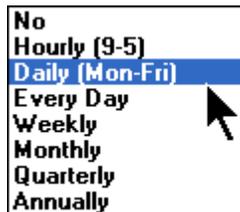


– Rescheduling Scheduled Functions

Once a scheduled menu item's process has completed, a screen is presented to the operator offering to have the menu item rescheduled.



1. The fields will default so the function will be scheduled as defined.
2. You may have the item rescheduled using one of the following intervals:



3. Click on the applicable push button as required.

3.2 Grid Processing Screens

The Series 5 applications have been developed around the concept that the operator should be able to navigate easily through the master codes data sets or batches of transactions that are being worked with. To accomplish this, the assorted accounting systems have made use of a graphical control known as a grid.

The grid control is basically a table that provides the operator with a list of the data records being worked with, and controls to navigate through the associated file. Individual fields may be edited, pop-up menus may be displayed for related functions, and the cursor up/down and Page up/down keys may be used to move around rows and columns of data.

The screens that display these grids also offer a number of functions that the operator can manage or manipulate the particular records' information. These are fairly consistent throughout the Series 5 accounting systems.

Grid screens are typically developed for the following types of menu functions:

- Master Code Maintenance routines
- Transaction Entry routines
- Data Inquiry routines
- Operations that require the operator to perform some type of function to easily set or edit properties of a specific type of data record

Here is an example of a grid based screen that offers most of the controls typical of a Transaction Entry function. *(In this case there are 2 rows in information for each data item being displayed).*

Standard Journal Transaction Entry

File Edit View Help

Standard Journal Transaction Entry Session: APACC

Menu Bar of applicable functions

Select to add, modify, delete, or print an Edit List. To have the transactions reentered, select the "Post" function.

Coloured frame of Push Buttons of major functions that can be performed

Click to Exit

Click to hide the Window

New Modify Delete Print Full Edit List Print Exception Edit List Post

List by: Journal ID # Go To Trxs with JID #: Refresh Transaction Ledger Date: 2/29/08 Transaction Document Date: 2/29/08

JID #	G/L Account #	S/L Project	Trx Date	Debit	Credit	Ref Batch	Ref Doc #	Auto	CTB
		MESSENG	2/29/08	300.00					
		ES-BULK	2/29/08				DATA & IMAGE PURCHASE		Y
15	064-3222-040		2/29/08	22,500.00			MICS CORRESPONDENT INV ACCRUAL		Y
17	064-3310-040		2/29/08	6,603.60					Y
18	064-3310-040		2/29/08	12,100.00			CHARLES JONES LLC ROYALTY ACCRUAL		Y
			2/29/08				CONSULTANT FEE-IT HOUSTON		Y
23	064-4910-060		2/29/08				CONSULTANT FEE-IT GLENDALE		Y
27	021-2690-100		2/29/08				TRADE ACCOUNTS PAYABLE ACCRUAL		Y
			2/29/08	83,759.29					

Control Totals: 8 of Transactions. Total Debits: \$ 83,759.29

WARNING: The Ledger and Document Dates assigned to these Transactions have not been updated since the last time this Standard Trx Set was Posted

Edit and Update Session and Trx Dates Now

Items are listed by JID # (order entered). Search: for:

Refresh the grid display with the record of the key that is entered here

Click to display a search window to enter a search string search

Click to Refresh the grid display to the 1st record satisfying and filters and update any applicable status fields

Grid Navigation Push Buttons to position to the next/prior Item or Screen or to the Start/End of the list

Right click a field in any given row to have a pop-up menu displayed offering applicable functions that can be executed

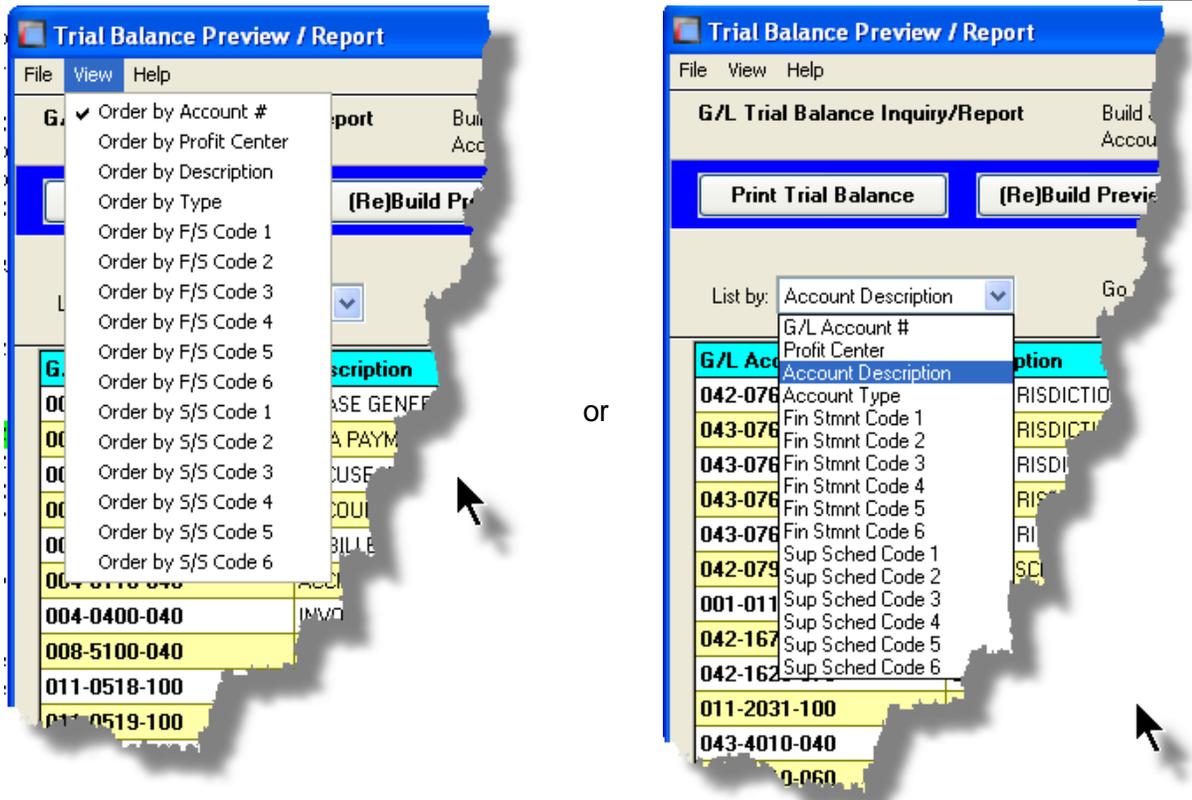
Double click any given row to have the associated record edited

Totals applicable to the items displayed in the grid

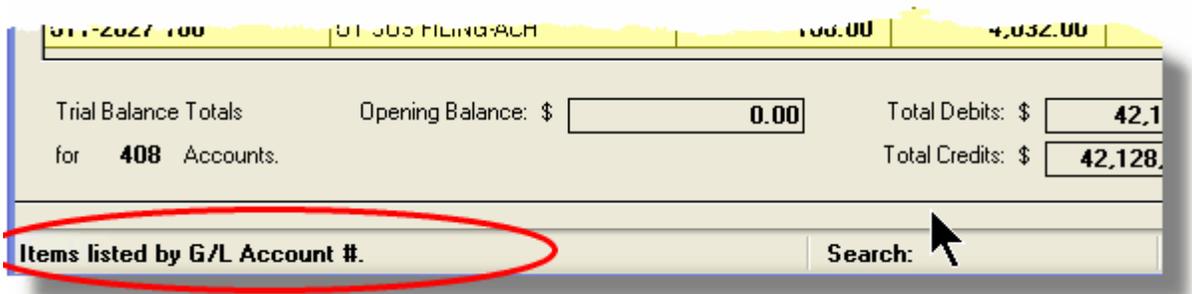
Status bar displays the Sort Option, and the current Search Field and String

List-By or View Options Menu

In those grid applications where the items may be displayed using different sort criteria, click on **View** in the menu-bar for a drop-down menu of selections; or make the selection from the **List-By** drop-down list.

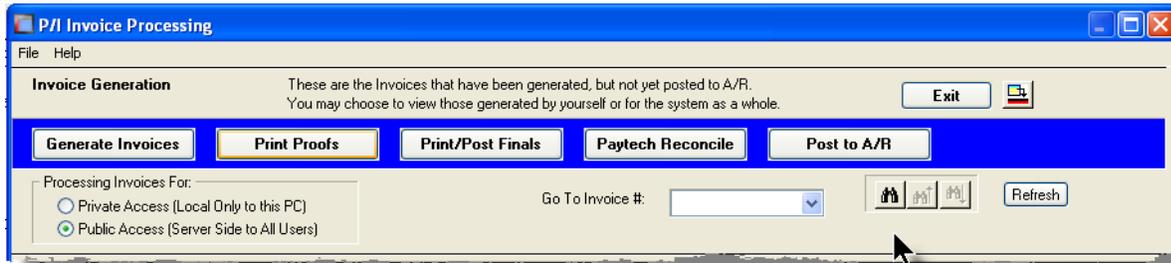


A description of the sort order is displayed in the status bar at the bottom of the screen.



- "Fast Button" Frame Tasks Push Buttons

In all the grid based screen functions, the major operations that could be performed are displayed as Push Buttons in a brightly colored frame. This is referred to as the "Fast Button" Frame.



Or for another example:



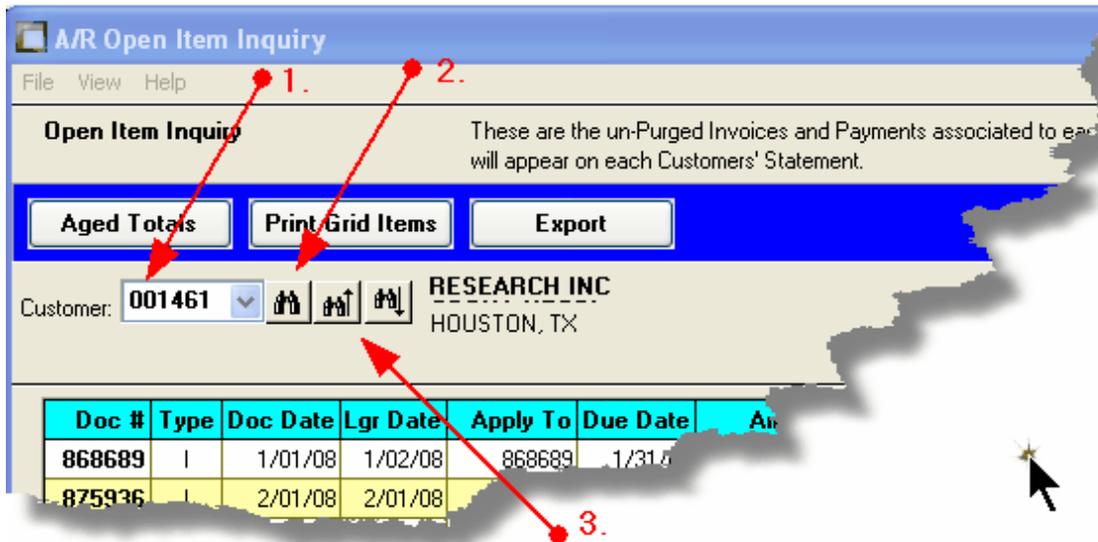
Note that different types of functions have different frame background colors.

- | | |
|---|---------------------------------|
| ■ - Blue | Active data Inquiry or Analysis |
| ■ - Burgundy | Codes Maintenance |
| ■ - Olive Green | Archived transaction Inquiry |
| ■ - Aqua-Marine Green | Transaction Entry |

— Selecting to Display Items Associated to a Particular Code

In certain grid based applications, you will be able to display only those items associated to a particular master code. There is a field in which you can enter the desired code.

In the example, the screen displays all Open Items for a selected Customer.



In this example there are three ways that a given Customer may be selected:

1. Enter the Customer Code whose items are to be displayed in the grid.
2. Click on the  icon to have the Customer "Lookup" window displayed and select the desired customer.
3. Click on the "Find Prior" or "Find Next" icons for the prior or next Customer Code on file with items to be displayed

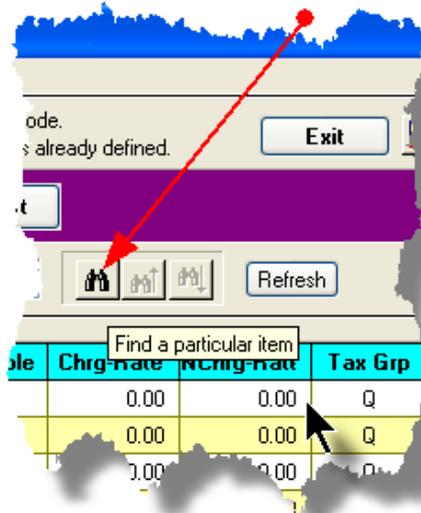
Processing Tip

When a grid application that offers a code to be selected is initially displayed, that field is normally blank. If you wish to just display items for the 1st code on file, click on the "Find Next" icon push button and the system will do the rest.

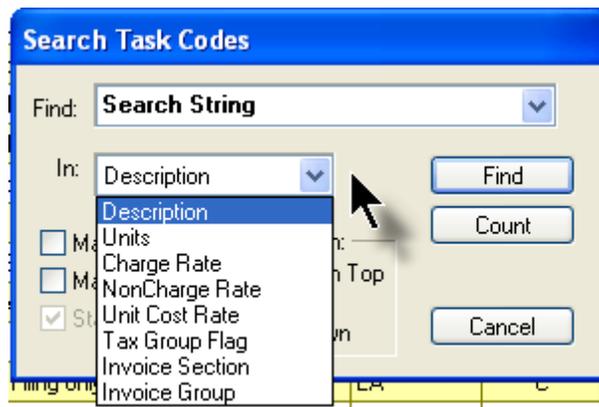
— Search Function

In all the grid based screen functions, a Search function is provided.

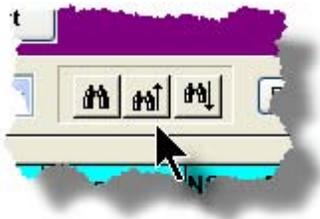
1. Click on the Search icon.



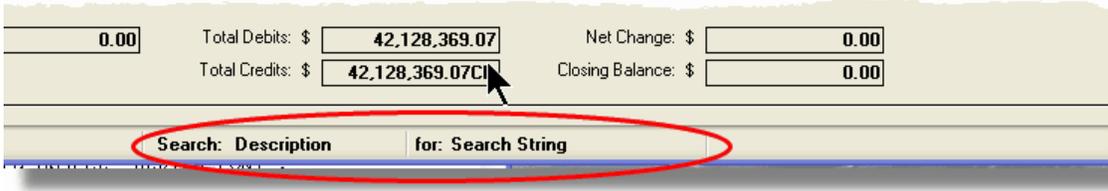
- The Search window will be displayed. Enter the string or number to be searched in the **Find** field and select the particular field of the given record to be tested.



- Set the searching options as desired and click on the **Find** push button. (If you rather just get a count of the # of records that satisfy the search, click on the **Count** push-button)
- If a record is found, then the grid will be refreshed with that item displayed. Also, the Search Backward/Forward icons will be enabled, and you could then search back or forward by clicking on the appropriate buttons.



- The current search string, and name of the field tested is displayed in the status bar at the bottom of the screen.



- Grid Navigation Buttons

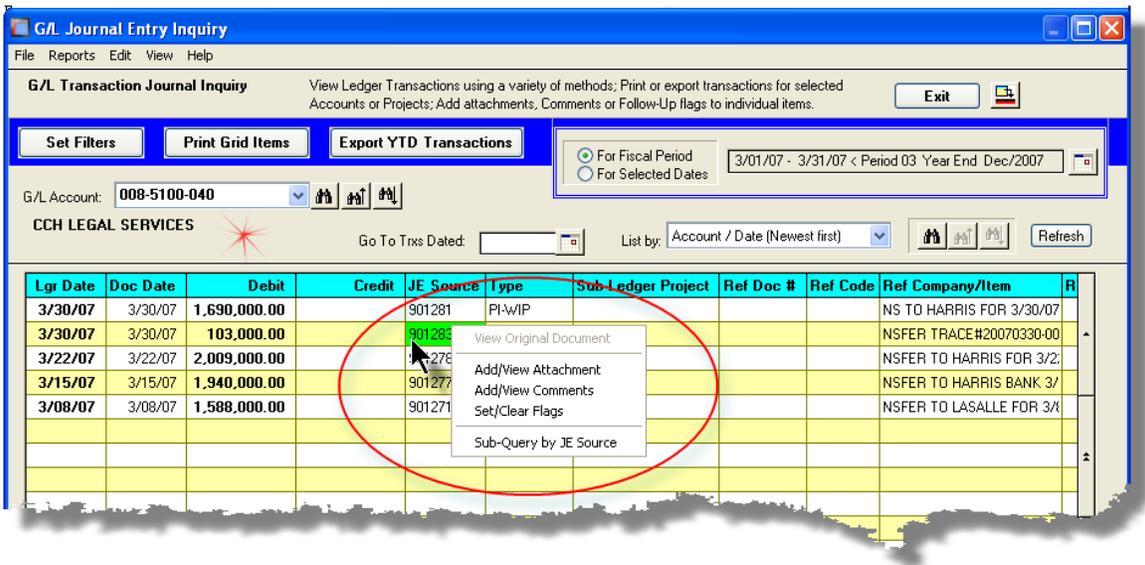
To move through a file of records that are accessed or displayed using the grid, use the Navigation Buttons found at the right side of the screen.

Navigation To	Keyboard Key or Mouse Click	Graphic
The next grid row	Cursor-Down Key or rotate the mouse wheel towards you	

Down 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel towards you		
The prior grid row	Cursor-Up Key or rotate the mouse wheel away		
Up 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel away		
The 1st row of the next screen	Click bottom down button		
The 1st row of the current screen, or the row just before the 1st row of the current screen	Click top up button		
The last row of the next screen	Page-Down key, or click the lower dbl-down button		
The 1st row of the prior screen	Page-Up key, or click the top upper dbl-down button		
The 1st record on file	Hold the shift key and click the top up button		
The last record on file	Hold the shift key and click the bottom down button		

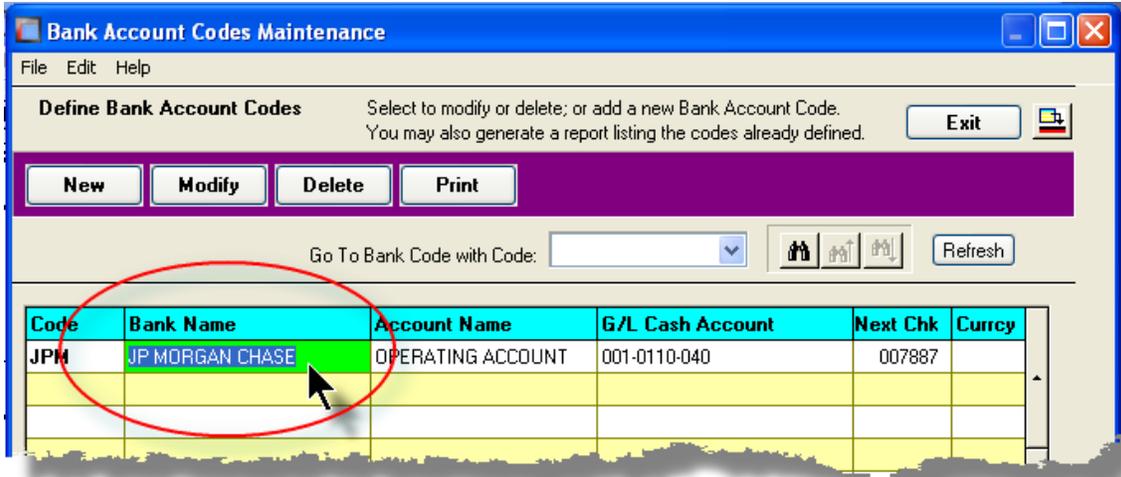
Grid Row Pop-Up Menus

For most of the grid based menu item screens, you can right-click a given row to have a pop-up menu of the functions that would be applicable to the record represented in the row.



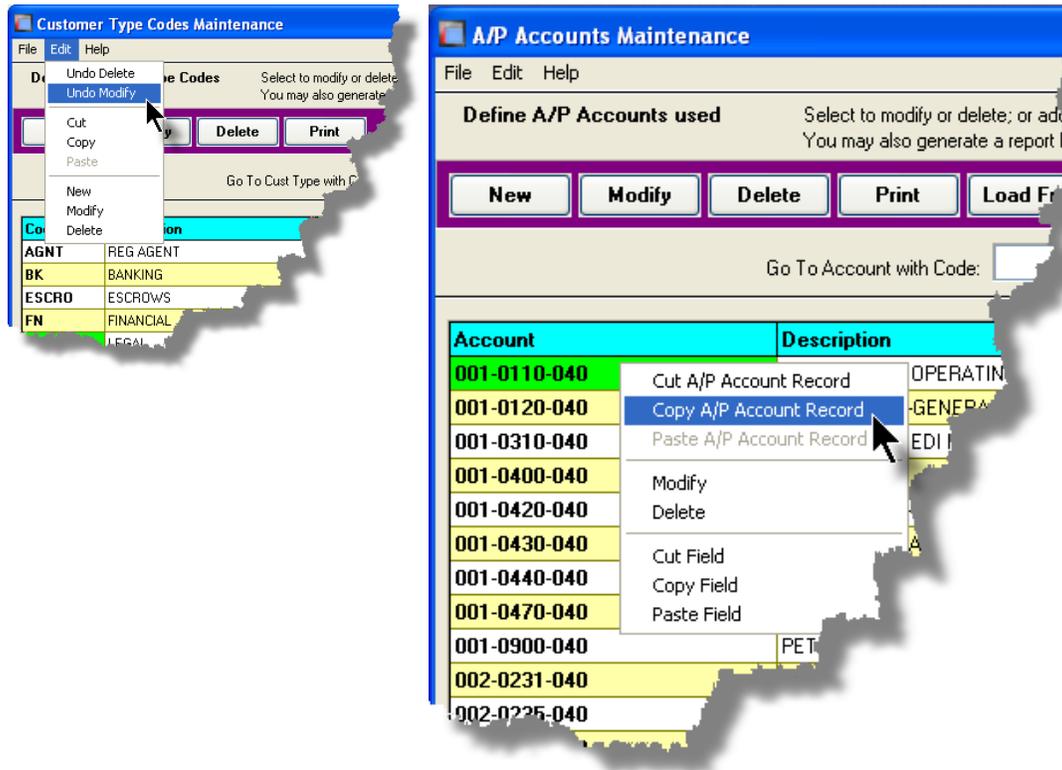
Editing Cell Contents Directly on the Grid

In a number of code maintenance applications, descriptive fields may be edited directly on the grid. If this is allowed, when those particular cells are double clicked, the contents of the cell will be highlighted. the operator may then key in the new value.



Standard Record Editing Functions

Most of the grids in the Series 5 system's applications provide an Edit drop-down menu from the menu bar. This offers functions to Cut, Copy and Paste the associated records belonging to the grid. For codes maintenance applications, there are also functions to Undo the last deleted item; and to Undo the last edited item. From the drop down menu under **Edit** in the menu-bar, click the desired function. *(In most cases, these functions are also available from the pop-up menu displayed when a row in the grid is right-clicked).*

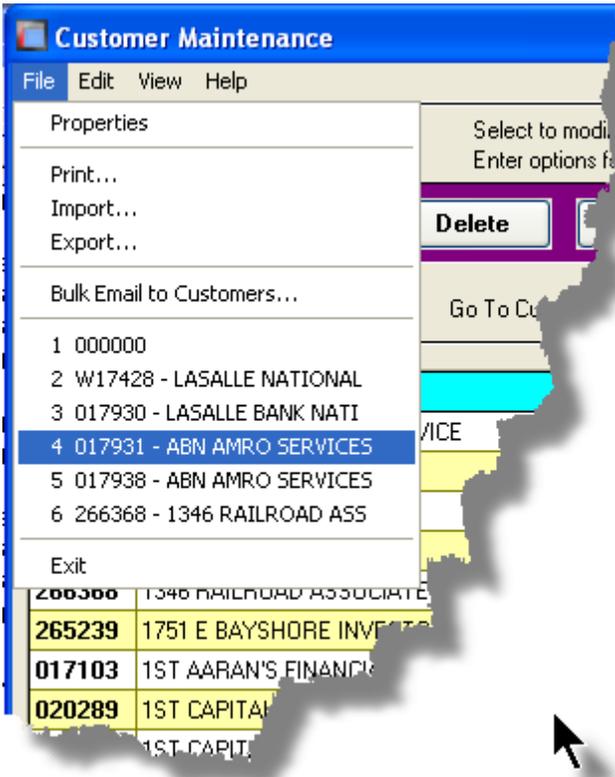


Warning

The Undo Delete, Undo Modify, Cut, Copy and Paste functions are only operable while working in the particular function. If you exit the function associated to the grid, when you return, any Cut, Modified or Deleted record may not be Pasted or Undone.

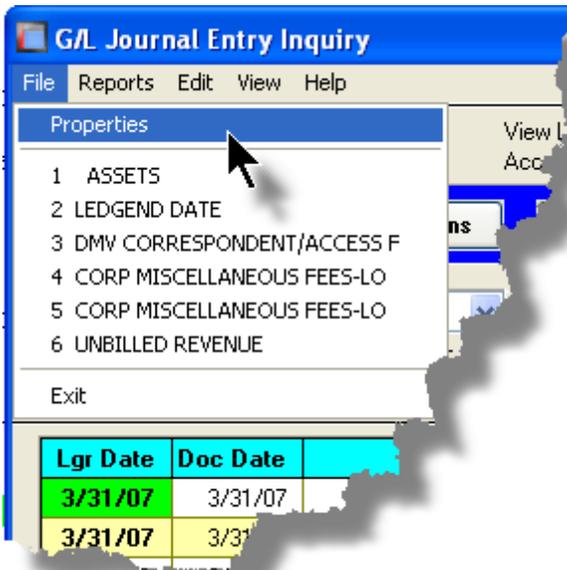
Most Recently Accessed Items Menu

In the drop down menu under **File** in the menu-bar, most grid screens will provide a list of the last 6 items that were added or edited . You can click on any one these to position to it.

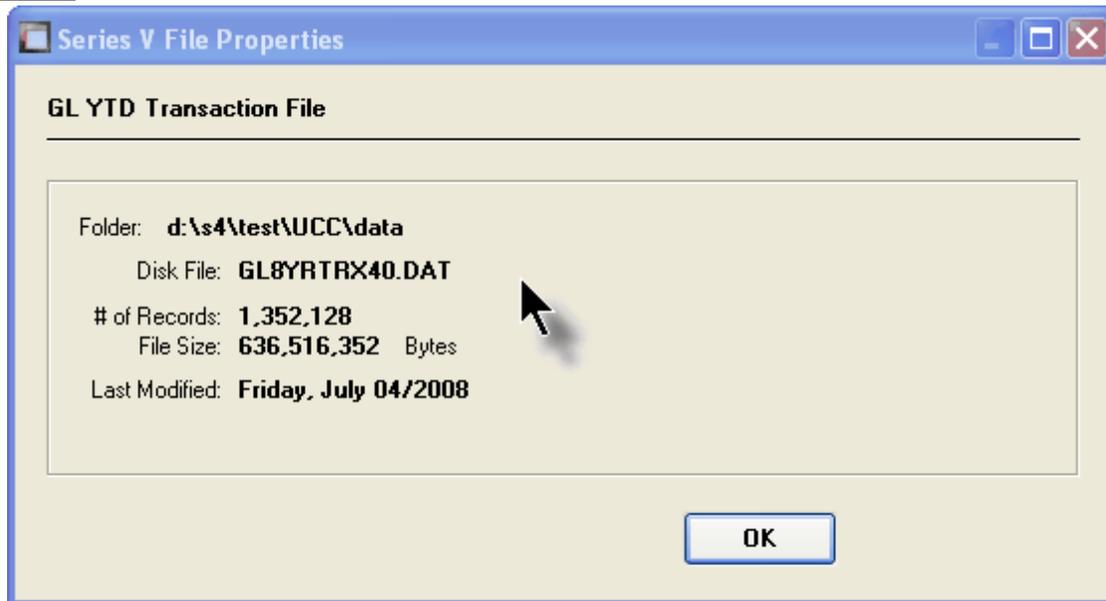


Grid File Properties Menu Function

In almost all applications using a grid screen, the rows of data displayed represent a data record in a file. The Properties function found in the drop down menu under File in the menu-bar, when clicked will display some properties about the displayed file.



The Properties Screen displayed shows the names of the files, the # of records, and the size.



— Grid Slide Bar and Full Screen Expand Push Button

In most cases, the columns of data displayed in the grid can be displayed in the screen's window. There are a few functions that have too many columns of data to fit.

If there are more columns defined that can't all fit on the screen at once, there will be a slide bar displayed at the bottom of the grid. The operator may slide it over with the mouse to view the hidden columns of data.

If there is an  icon in the lower right corner of the screen, clicking on this will expand the screen laterally to its full size. (You will need to have a wide screen for this to be effective).

A/R Period Analysis Inquiry and/or Report

Build and preview summary totals by selected Periods for Customers, A/R Accounts, Customer Types Sales Repts and Sub-Ledger Projects. From the display, generate either a report or a spreadsheet.

Print Analysis Report (Re)Build Preview Print Preview Export

Show Totals for: A/R Accounts Refresh

Go to Main Account #:

A/R Account	Type	Description	YrEnd 12/31/06	YrEnd 12/31/07	YrEnd 12/31/08	YrEnd 12/31/09	YrEnd 12/31/10	YrEnd 12/31/11
000-1010-100	CshRep	*** ACCOUNT NOT ON FILE **	0.00	0.00	140.00	0.00	0.00	0.00
000-1020-100	CshRep	*** ACCOUNT NOT ON FILE **	802.48	1,405.56	242.98	0.00	0.00	0.00
001-0110-040	CshRep	CHASE BANK GENERAL ACCO	1,065.00	4,029.95	140.00	0.00	0.00	0.00
001-0110-040	NonARC	CHASE BANK GENERAL ACCO	152,594.86	221,305.21	346,083.58	0.00	0.00	0.00
001-0200-040	PPayPm	VISA Paymentech Clearing Acc	0.00	0.00	101.00	0.00	0.00	0.00
003-0100-040	Invoice	ACCOUNTS RECEIVABLE	0.00	0.00	11,250.88	0.00	0.00	0.00
003-0100-040	Prepay	ACCOUNTS RECEIVABLE	0.00	0.00	101.00	0.00	0.00	0.00
003-0100-040	CshRep	ACCOUNTS RECEIVABLE	44,436.00	6,972.00	0.00	0.00	0.00	0.00
003-0100-040	PPayPm	ACCOUNTS RECEIVABLE	9,996.00	0.00	101.00	0.00	0.00	0.00
004-0400-040	AR-Rev	INVOICED REVENUE CONTRC	9,996.00	0.00	11,250.88	0.00	0.00	0.00
011-0661-060	CshRep	FIRST UNION BANK - DFS	93,701.10	61,305.14	256,576.59	0.00	0.00	0.00
011-0698-040	NonARC	DEPOSITS - iLien	1,000.00	0.00	0.00	0.00	0.00	0.00
011-2042-100	NonARC	WA FIL e-FILING DISB	1,065.00	0.00	0.00	0.00	0.00	0.00
011-2057-100	NonARC	PA-SOS FILING-DEPOSIT	44,436.00	6,972.00	0.00	0.00	0.00	0.00
013-1524-040	NonARC	iLien CL DEPOSITS ON ACCO	500.00	0.00	0.00	0.00	0.00	0.00
013-2002-040	NonARC	ALLOWANCE - BAD DEBT	145.00	3,920.42	6,662.07	0.00	0.00	0.00
015-1090-100	NonARC	REAL PROPERTY DISBURSEM	0.00	40.00	0.00	0.00	0.00	0.00
015-1091-060	NonARC	DFS DISBURSEMENTS	61,594.67	63,837.91	32,366.30	0.00	0.00	0.00

Period Totals used for display last accumulated 3/31/08 based on Ledger Date.

Items listed by A/R Account. Search: for:

3.3 Code "Lookup" Window

Throughout each of the Series 5 applications there may be master codes that must be entered into a field on a screen. In most cases there will be an icon  of a pair of binoculars located to the right of the field. If you click on the binoculars, a "Codes Lookup" window will be displayed, from which you can browse for and select a code.

Here is an example of fields with the binoculars icon for entering master codes in the Professional Invoicing system.

Project Maintenance

Project: **10086 CITY BANK - FORNEY**

Description Notes Billing G/L Accounts Deposits

Enter the Project Code, Description
(This project belongs to the Location)

Project Code:

Client Code:  CITY BANK - FORNEY
PO BOX 5
FORNEY, TX

PO Number:

Project Type:

Regular Master Sub-Ordinate M...

Partner-In-Charge:  R G THOMSON

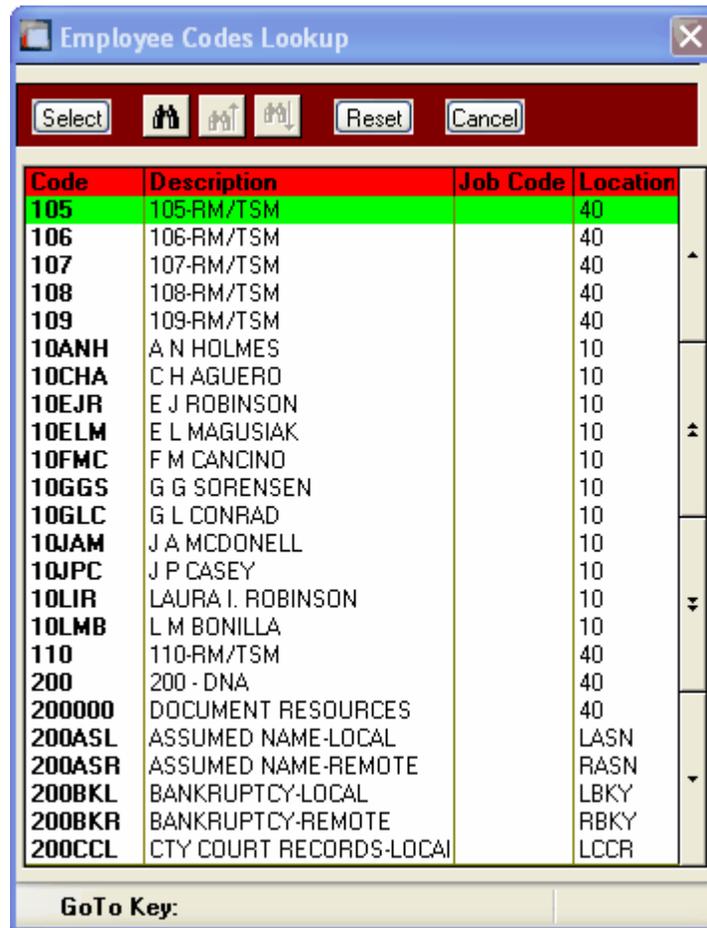
Project Leader:  006-TSM

Required Fields

Print

Code "Lookup" Window

All "Lookup" windows basically have the same characteristics and controls.



- ❖ Select a particular code by navigating to it in the window and double clicking the row, or clicking the **Select** push button
- ❖ To exit the Lookup window without selecting an item, click on the **Cancel** push button
- ❖ A Search window may be activated by clicking on the  binoculars icon
- ❖ Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.
- ❖ If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, or click the **Reset** pushbutton).

108	108-RM/TSM	40
109	109-RM/TSM	40
10ANH	A N HOLMES	10
10CHA	C H AGUERO	10
10EJR	E J ROBINSON	10
10ELM	E L MAGUSIAK	10
10FMC	F M CANCINO	10
10GGS	G G SORENSEN	10
10GLC	G L CONRAD	10
10JAM	J A MCDONELL	10
10JPC	J P CASEY	10
10LIR	LAURA I. ROBINSON	10
10LMB	L M BONILLA	10
110	110-RM/TSM	40
200	200 DNA	40

GoTo Key: 10G

- G/L Account "Lookup" Window

For "Lookup" windows offering a G/L Account to be selected, a similar window with the same characteristics and controls is displayed.

F/A Accounts Lookup	
Account	Description
0725-95-001700-00-900	Project Expense-R & D
0725-99-000355-00-100	Travel & Entertainment
0725-99-000355-00-200	Travel & Entertainment
0725-99-000355-00-300	Travel & Entertainment-168
0725-99-000355-00-400	Travel & Entertainment
0725-99-000355-00-900	Travel & Entertainment
0725-99-000360-00-100	Utilities
0725-99-000360-00-200	Utilities
0725-99-000360-00-300	Utilities
0725-99-000360-00-400	Utilities
0725-99-000360-00-900	Utilities-Corp O/H
0725-99-000365-00-300	Utilities-168
0730-90-000010-00-900	Payroll-Eng Admin
0730-90-303020-00-400	Payroll-Cahuenga-Syndication
0730-95-101012-00-100	Payroll-TV-Guest Svcs
0730-95-101014-00-100	Payroll-TV-Op's Admin
0730-95-101016-00-100	Payroll-TV-Post Coordinators
0730-95-101017-00-100	Payroll-TV-Account Managers
0730-95-101018-00-100	Payroll-TV-Reception
0730-95-202012-00-200	Payroll-Studio-Guest Svcs
0730-95-202014-00-200	Payroll-Studio-Op's Admin
0730-95-202015-00-200	Use 710-80-202193-00-200 only
0730-95-202022-00-200	Payroll-Studio-Client Svcs
0730-95-202023-00-200	Payroll-Stu-Client Ser Rep-WB

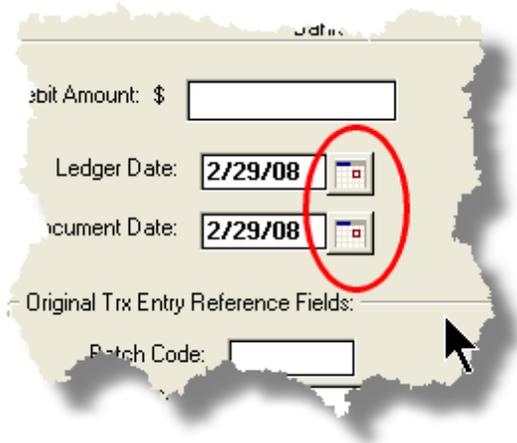
GoTo Key: 0730-00-900000-00-***

The main difference is the entry of the GoTo Key:

- ❖ As each numeric digit is entered, the system will attempt to redisplay showing the closest **Goto Key** account
- ❖ For systems with more than one G/L Account Main segment, enter either the Space-Bar, or the "-" character to indicate entry of the next Account Bank segment
- ❖ Only the G/L Account Main number is recognized. Don't bother trying to enter the Profit Center portion
- ❖ In the above screen example, you could have entered **730-** or **073090** to have the system position itself in the grid as shown
- ❖ Once the number of digits in the G/L Account's Main number has been entered, the GoTo Key fields is cleared, and a different number may be started

3.4 Date "Lookup" Window

Throughout the Series 5 applications there is the need to enter dates. With each date entry field there will be an icon  of a calendar located to the right of the field.



If you click on the calendar, a "Date Lookup" window will be displayed, from which you can choose a date.

— Date entry "Lookup" Window

Here is the "Date Lookup" window.



- ❖ Select a particular date by double-clicking it on the calendar
- ❖ Select a particular **Month** or **Year** by selecting it from the given drop down list fields
- ❖ Move to the next or previous Years and Months by clicking on the navigate buttons at the bottom
- ❖ Exit without selecting a date by clicking on the **Cancel** push button

3.5 Date Range "Lookup" Window

Throughout each of the Series 5 applications there may be a need to enter a range of dates. In most cases there will be an icon  of a small calendar located to the right of the fields.

Here is an example of selecting a range of Ledger dates in one of the G/L system's functions.

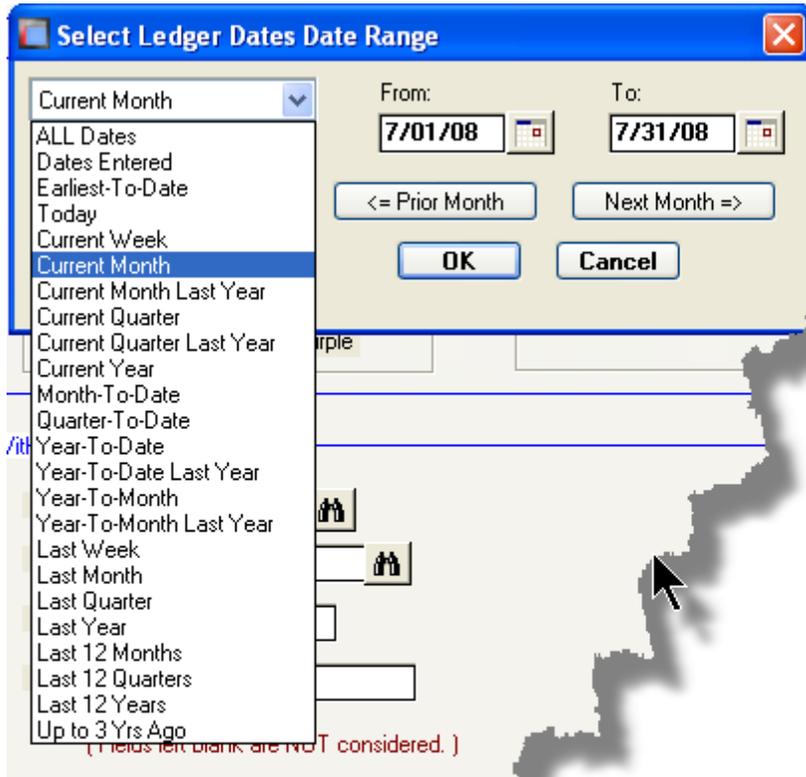
If you click on the calendar, a "Date Range Lookup" window will be displayed, from which you can enter the starting/ending dates, or choose from a variety of different date range possibilities from a drop down select field.

– Date Range "Lookup" Window

The window for entering a range of dates, (or selecting one from a drop down list).

You may choose, or set, a given date range using a variety of methods:

- ❖ Enter the dates in the **From** and **To** fields
- ❖ Click on the little calendar icons to have a calendar displayed from which a data can be chosen
- ❖ Click on the **Prior ...** or **Next ...** push buttons to adjust the dates accordingly
- ❖ Choose a particular date range from the drop down list



Part



4 Starting and Using the Q/I System

In order to use any of the Series 5 system applications, each user must go through a sign-on process.

The following steps are required.

1. Signon using the users assigned User Code and Password.
1. Select the Company System that is to be processed. (If only one Company system is defined, then this step is not required).
1. From the Main Menu screen, click the Accounts Receivable icon.



4.1 User Logon

Each user must first log in to use any of the Series 5 applications.

Key Information

Your Systems Manager, or designated "Gate Keeper" must first create a User Profile before any user can sign on to the system.

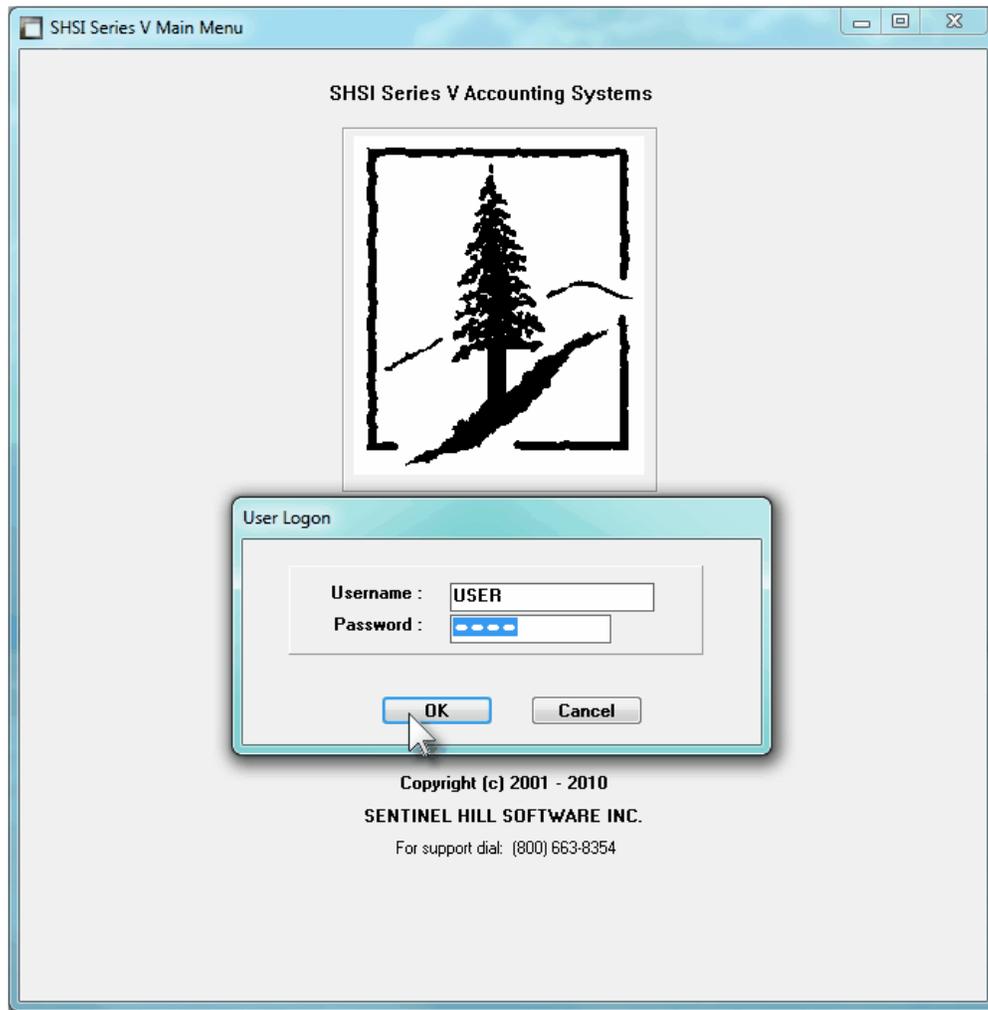


User Logon Screens

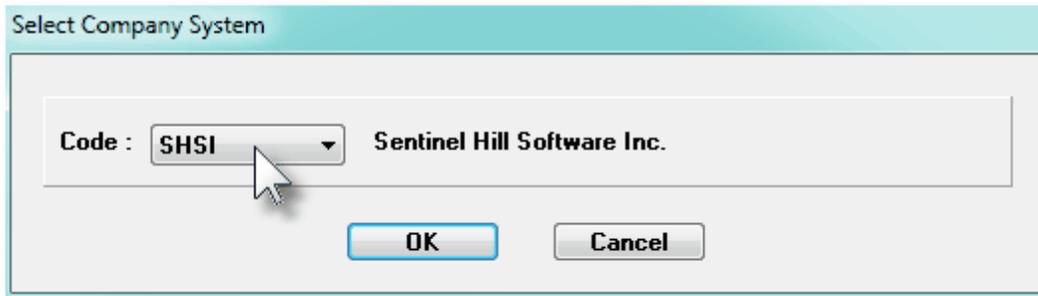
1. Click on the Series 5 application icon that has been set up on your desktop.



2. Enter your User Code and Password. If setup by your Systems manager, the Username Code will default to that defined by the **SHSI_USER_NAME** DOS Environment Variable.



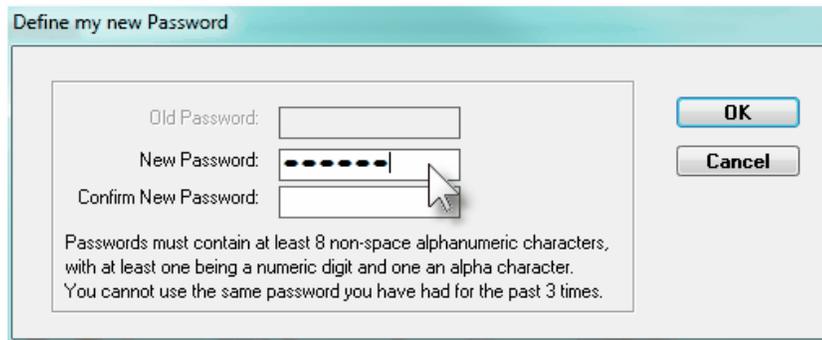
- You must enter the correct password to get into the system.
 - You will have five attempts at entering the correct Username and Password combination
 - Your Systems Manager may have established the rule that passwords must be renewed at some interval of time. (ie., every 3 months). If this is the case, the system will warn you 21 days ahead of time, that you will need to change the password. If it has expired, you will have to contact your System Administrator, or your Gatekeeper to set up a new password for you.
3. If you have defined more than one Company System, select the company to be worked with:



— Defining a New Password

On occasion, you may be required to define a new password. You can have your Systems Manager, or the designated Gate Keeper assign you a new password, or you can do that yourself.

1. From the Main Menu's menu bar, click on **My Own Setup**, and from the drop down menu, click on **Change My Password**. The following screen will be displayed:



2. Enter your old password
3. Enter your new password in both fields presented. There are a few rules about the password you are allowed to use:
 - ✓ The password must contain at least 8 non-space characters
 - ✓ The password must contain at least 1 numeric digit and 1 alpha character
 - ✓ You cannot use the same password that you have used for the last 3 times
 - ✓ The password will time-out after a pre-determined period of time. (As setup by your Systems Manager)
 - ✓ If you fail to enter the password correctly after a number of tries, (as setup by your Systems Manger), you will be disabled from logging in. You will have to contact your System Manager to have your profile re-enabled.
4. Click **OK** to proceed.

4.2 Series 5 Main Menu

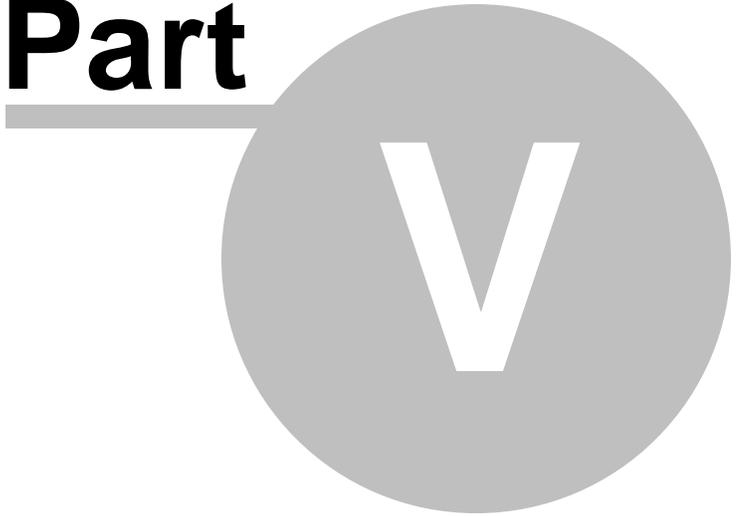
The Series 5 Main Menu screen provides each of the bitmap buttons for each application that has been defined on your system.

Series 5 Main Menu



Launch the Q/I application by clicking it's associated graphic.

Part



5 Basic Processing Procedures

Throughout the Series 5 system applications, a variety of functions provide standard processing options screens. These are documented in this chapter and its related sub-topics.

5.1 Background or Night Processing

Many of the Series 5 applications provide the ability to execute a number of their reporting and processing functions in the background as a batch job. You might choose to execute an application as a Batch Job so that your terminal may be free to be used for other activity, or so that a report could be delayed to be executed in the evening when the demands on your computer system are less. In order to process jobs in the background a PC terminal, running Windows, must be dedicated to executing the Batch Job Processor utility.

Some of the features of Batch processing:

- **Jobs may be queued to one of 5 different Job Queues**
- **Jobs may be queued with different Priorities**
- **Jobs may be queued to execute after a specified time of day (for Night Processing)**
- **Jobs may be defined as "Re-Occurring" at a variety of time intervals**
- **A Batch Job Manager can control and/or change individual jobs waiting to be executed**
- **Each Job has a Parameter Control file that can be edited**
- **Each completed Job has an Execute Audit Log file that may be viewed**
- **Multiple Batch Job Processor may execute simultaneously**

The ability to submit jobs to execute in the Background Job Processor is a privilege granted to individual users for each application's menu functions. It is also possible to define the option that a given operation **MUST** be executed by the Job Processor; and alternatively, that the job must execute after 6:00 PM in the evening.

5.1.1 Selecting Jobs for Background Processing

Only certain jobs have been set up to optionally execute using the Batch Job Processor. These are mainly functions that generate reports, or functions that need to be executed every night, or those functions requiring extensive CPU processing.

Processing Note

Batch Processing is a feature that carried over from the days when processors were relatively slow compared to today. As such, only a limited number of functions have been set up to execute in this manner. If there are any functions that you feel should be revised to execute in the Batch, please make your request to the development team at Sentinel Hill Software Inc.

If an application has been set up for Batch Processing, then typically on the last screen used to enter processing options, there will be a prompt at the bottom. Set the check box if you wish to execute the job in Batch. *If the user's access for the given menu item is set such that the job must be executed as a batch job, the check-box will be set, and disabled.*

Report: **ARAGING.RPT** Print an A/R Aging Report ...

Report Options **Good/Bad Customers** **Customer Selects** **Demographic Selects** **Print Options**

Select where to have this report printed to. You may choose any combination of the possible destinations. Reports that are 'Archived' to the Reports Manager can be browsed or reprinted at a later date.

Direct Generated Document(s) to:

Screen Browser **Archive to Reports Manager**

Print Queue: WPRINT1 **Lines/Page** 60

Save to: C:\Documents and Settings\My Documents\SHS\UCC

Save as: MS WORD Document

Send a copy to E-Mail Recipient

Report Header User Note:

(This text will appear at the top of the 1st page and may be used so you can personalize your report).

Execute as a Batched Background Job

If you set the **Execute as Batched Background Job** check-box, the following options screen is displayed:

You may select to have the job executed in a different job queue

You also can designate to have this job execute on a re-occurring basis, or delayed until a specific time.

Once the **OK** push button is clicked, then the job will be submitted to the Job Batch Queue to wait for it's time to be executed. In the meantime, you may continue with other functions, or exit the Series 5 application totally. Notice that every job is assigned a unique number. This may be used to track the job using the Batch Job Manager.

Batch Execute Setup Field Definitions

Job Name	X(30)
By default, is the name of the Report or Operation. The job may easily be tracked by the Batch Job Manager using this name.	
Batch Queue	drop-list
The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	
Program	
This field defines the name of the Series 5 program this is executed. It may not be changed.	
Priority	radio-buttons
The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	

Delayed Processing	<i>check-box</i>
<p>Should you wish to have this job execute at some designated time of the day, set this check-box. You will then be able to set the Delay Hours and Minutes. The delay will default such that the job would be executed after 6:00 pm today.</p>	
Re-Occurring	<i>drop-list</i>
<p>When a job is initially queued, you may set this option to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.</p>	

5.1.2 Batch Job Management

The Batch Job Manager is available to each of the Series 5 applications. Whenever an application's function is queued to be executed by the Batch processor, an entry is recorded in the Batch Job file. The Batch Manager allows you to view the status of the job, put it on Hold, have it re-queued, or even delete it.

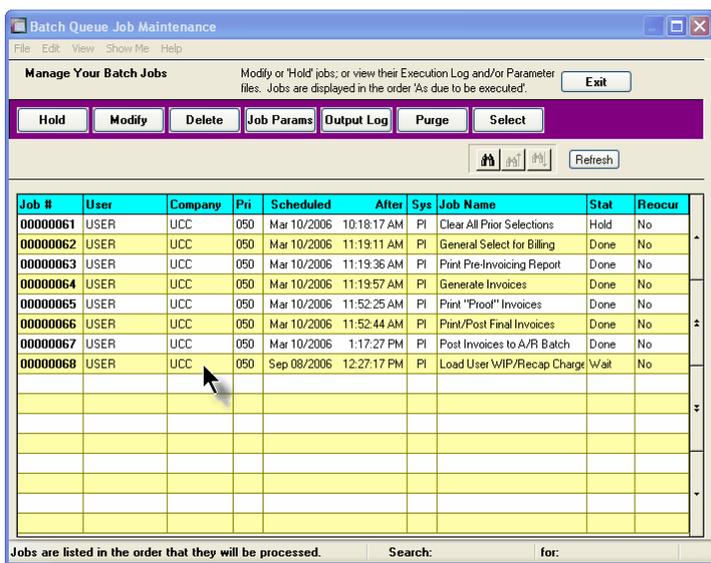
+ Accessing the Q/I Batch Job Manager

From either the Q/I Main menu, or any application, select **Batch Job Processing** from the **File** drop-down menu.



➔ Batch Job Queue Manager Grid Screen

Maintenance and monitoring of the Batch Jobs is done with a Series 5 grid screen.



"Fast Buttons"	
Hold	Put a Hold on the the selected Job
Modify	Modify the properties of the selected job
Delete	Delete the selected Job
Job Params	Display and edit the Job's execution parameters with Notepad
Output Log	View the output log generated when the selected job was executed.
Purge	Have those jobs satisfying a number of filters deleted from the system
Select	Set filters for the items that are displayed in the grid

— Modifying a Job in the Batch Queue

1. In the grid, navigate to the row listing the job that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or just click on the **Modify** button in the "Fast Button" frame. The Job's properties screen will be displayed.

The screenshot shows a window titled "Batch Queue Job Maintenance" with a subtitle "Job #: 00000062 - Modify the Properties of". The window has two tabs: "Properties" (selected) and "Command Line".

Below the tabs, there is a text box stating: "Jobs may be rescheduled to be executed at a different time and priority; And they may also be marked as Re-Occurring."

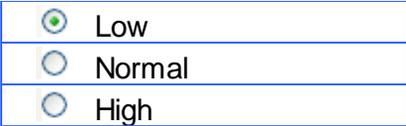
The main form contains the following fields:

- Job Name: **General Select for Billing**
- Submitted By: **USER**
- System: **PI**
- Company: **UCC**
- Program: **BILLSELECT**
- Batch Queue: **BATCH_INPUT** (dropdown menu)
- Re-Occurring: **No** (dropdown menu)
- Priority: Low Normal High
- Queued for Execution: On: **3/10/06** at: **11:19 AM** Reset Status to 'WAITING'
- Last Executed: On: **Friday, March 10/2006** at: **1:22:37 PM**

At the bottom of the window, there are two buttons: "Update" and "Cancel". A mouse cursor is pointing at the "Update" button.

3. Edit any given field as required. Note in particular, that if a job has been placed on "Hold", or if it has completed, you can click on the Reset Status to "WAITING" check box, and the job will be executed at the next opportunity after the specified execution time.
4. You can also view and edit the system command line that is used to launch the particular job. This is the shell or Command Prompt command that is issued. **YOU SHOULD NOT NORMALLY EVER NEED TO EDIT THIS COMMAND LINE.**
5. Click the **Update** push button at the bottom of the screen.

Batch Job Properties Screen Field Definitions

Batch Queue	<i>drop-list</i>
<p>The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.</p>	
Re-Occurring	<i>drop-list</i>
<p>A job that has already completed, may be set up to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.</p>	
Priority	<i>radio-buttons</i>
<p>The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.</p>	
Queued for Execution - Date and Time	<i>(mm/dd/yy)</i>
<p>You can set to have this job execute at some designated time of a particular date.</p>	
Reset Status to "WAITING"	<i>check-box</i>
<p>If a job has completed, or if it has been placed "On-Hold", then you can reactivate it and have it execute again. <i>(Depending on the function, you may have to re-edit the Job Parameters to set up correct dates of report options).</i></p>	

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.



Click on the Search icon.

A search string may be entered for the following fields:

- Job Name
- Job Number

Grid Display and Purge Filters Screen

If your company makes use of Batched Jobs, over a period of time you may have a great number of Job History records. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

2. Set the applicable filters
3. Click the **OK** push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems	radio-buttons & drop down list
Click the All button, or the Selected button with a specific application from the drop down list. Only those jobs generated from the selected system will be listed.	
Company System	radio-buttons & drop down list
Click the All button, or the Selected button with a specific Company for which job	

records are to displayed or processed.

Batch Execute Queue

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs generated and processed by by the selected queue will be listed.

Execute Date

radio-buttons & (mm/dd/yy) entry fields

Click the **All** button, or the **Selected** button with a date range. Only those jobs that executed within the range of dates entered will be listed.

— Putting a Job "On-Hold"

If a job has not yet executed, and for whatever reason, you want to put it on hold, you can do so. (Perhaps to change a parameter or priority).

1. In the grid, navigate to the row listing the Job to be put on-hold.
2. Right-click the row to have a drop-down menu displayed, then click **Hold**, or just click on the **Hold** button in the "Fast Button" frame.
3. A hold verification screen will be displayed. Click the **Put On Hold** button to proceed.
4. The Job's status will be set accordingly.
5. To re-activate the Job, you will have Modify it, and click the **Rest Status to "WAITING"** check-box.

— Purging old "Completed" Job Control Records

Over a period of time, your users may have generated a great number of Job records. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the **OK** push-button. The system will remove all those jobs satisfying the selected filters.

5.1.3 The Batch Job Processor

In order to process any Miscellaneous Invoicing function jobs that might have been queued to be run in the background, or at night, a PC terminal running Windows must be dedicated to

executing the Batch Job Processor utility. This is basically another Series 5 program that gets launched from the Batch Job Management function.

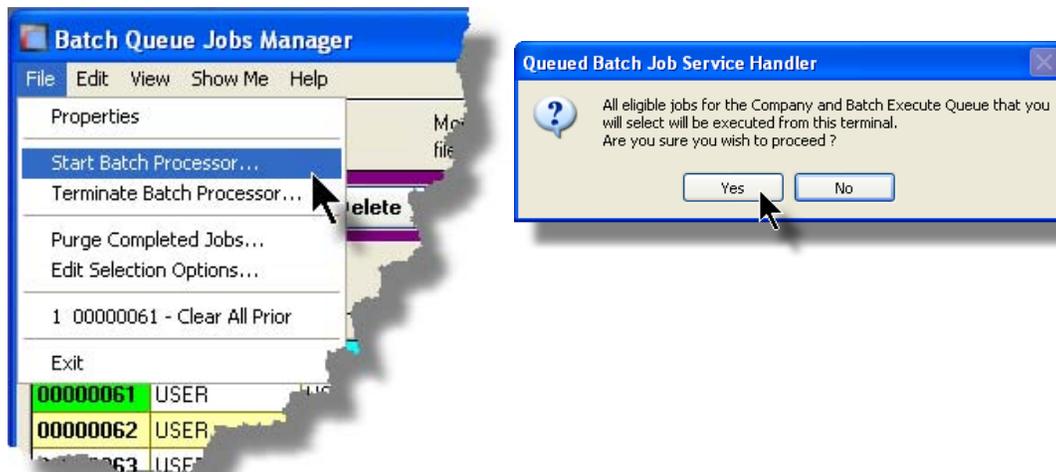
Some of the features of Batch Processor Utility:

- **The Processor Utility is launched from the File drop-down menu from the Batch Job Manager**
- **Multiple instances of the Processor Utility may execute at the same time on different client terminals**
- **Each Processor Utility may be set up to service jobs sent to a particular Batch Execute Queue**
- **Each Processor Utility may be set up to service jobs generated for a particular Company Systems**
- **Each Processor Utility may be set up to service jobs generated for a particular application**
- **An Execution Log screen is available that displays the last 10 jobs that have executed**
- **The window within which the Job Processor executes can be toggled between two sizes. In Expanded mode it shows the details and log of executing jobs; In Brief mode, it just shows a small general status screen**

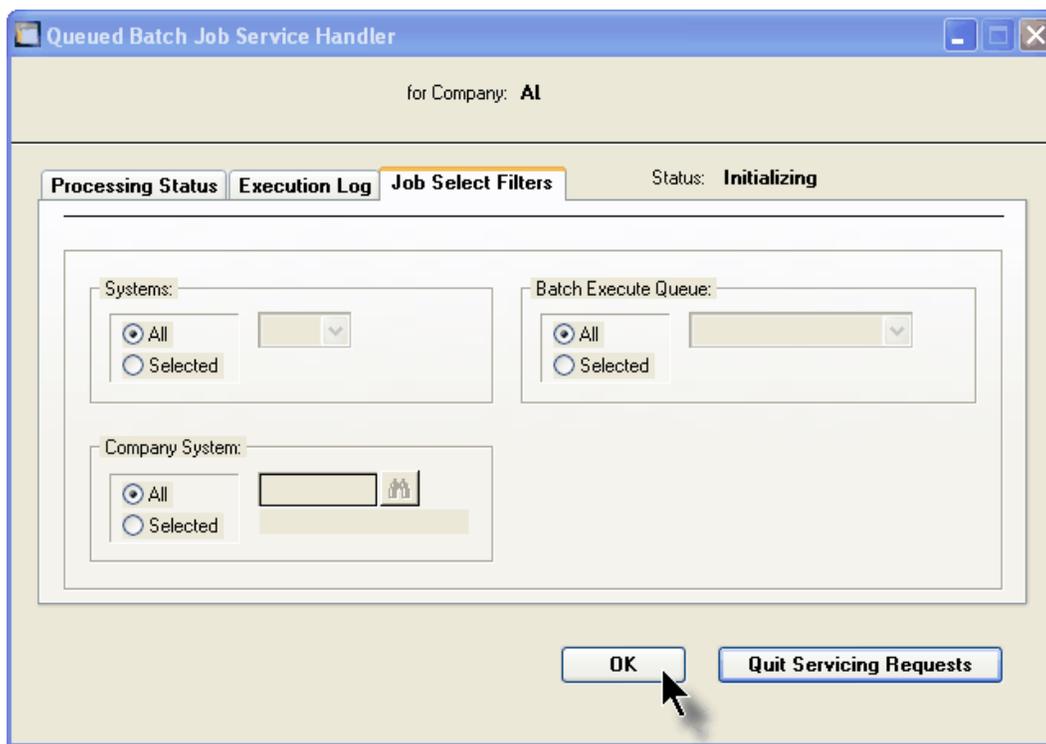
— Launching the Series 5 Batch Job Processor Utility

From the Batch Job Manager screen:

1. Click on **Start Batch Processor** from the **File** drop-down menu. A prompt will be displayed confirming the launch of the Job Processor.



2. Click the **Yes** button, then the Job Service Handler screen will be displayed and you will be able to set a number of filters that are used to select particular jobs that are to be accepted. *(By default All jobs will be processed).*



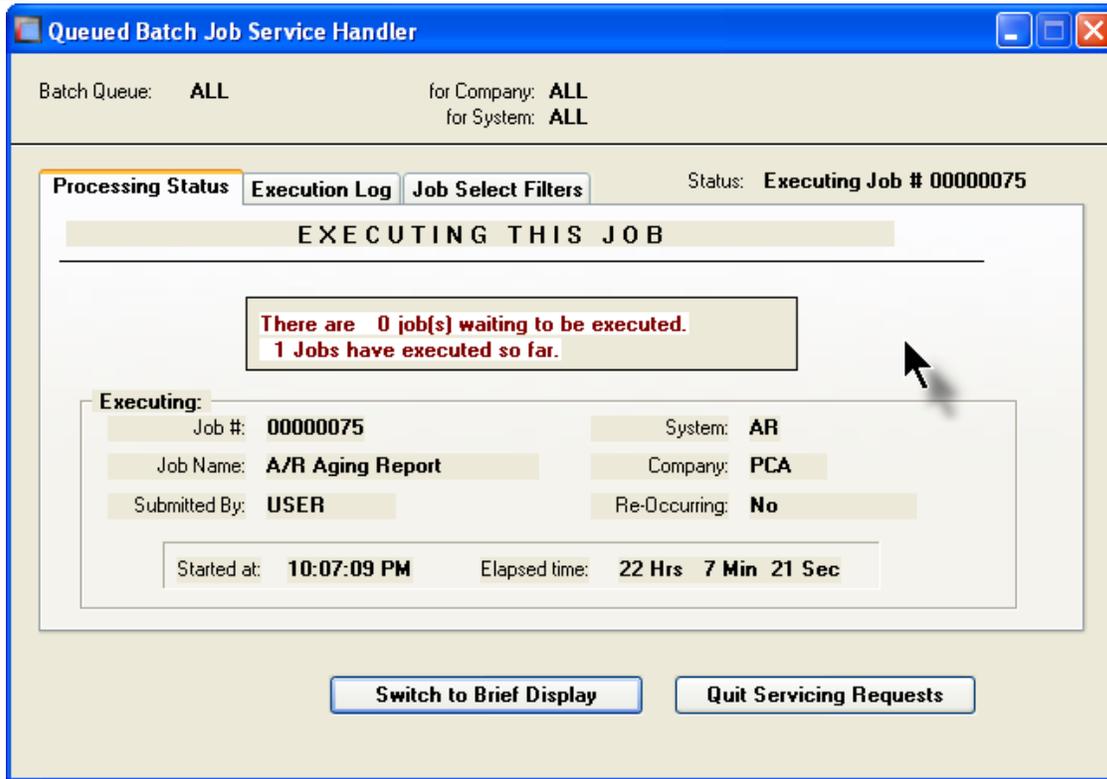
3. Click **OK** and the Job Processor will trundle off and wait for a job that it can execute.

Processing Note

The Batch Job Processor, when launched, is executed as an entirely new task in its own window. You can switch back to the Batch Job Manager window, exit that, and do whatever you please without disturbing the Job Processor.

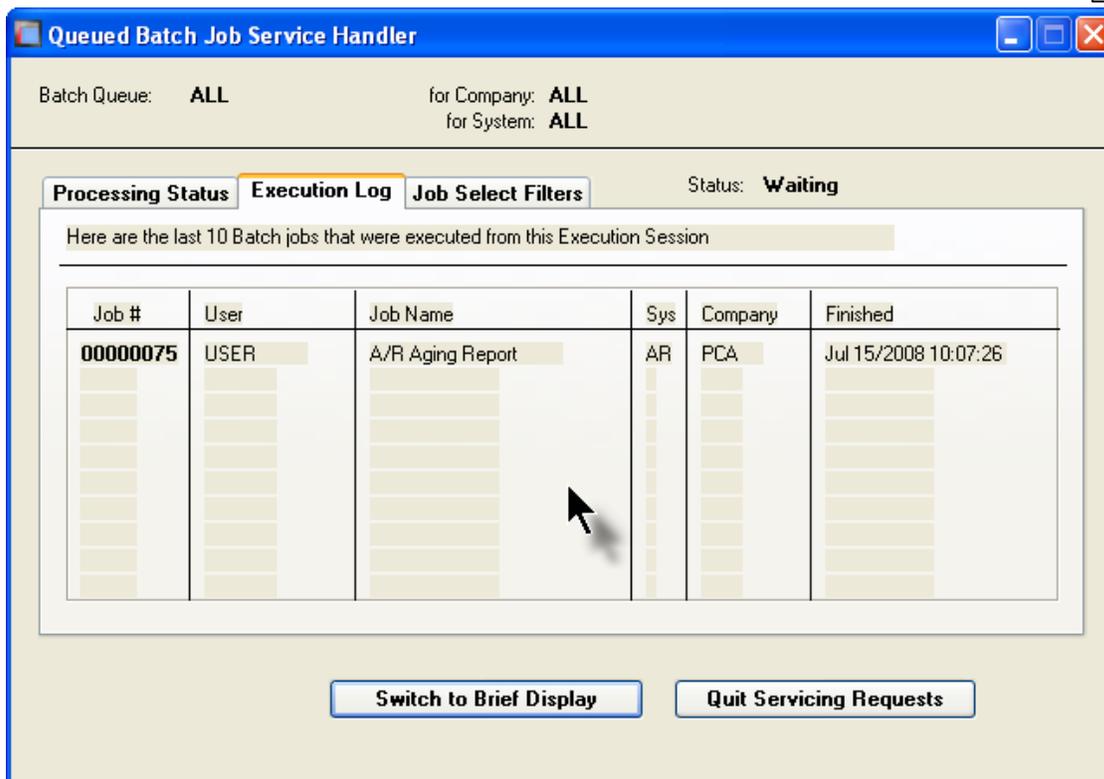
— Processing Status Tab Screen

As jobs are executing, you can view their status on the Processing Status tab screen. It displays the jobs that is currently executing, or the last job that was executed.



— Execution Log Tab Screen

A table is kept displaying the last ten jobs that have executed since the Job Processor has started.



Job Processor "Brief" Window

If you are not interested in view the progress of the batched jobs, you can switch the window to a "Brief" display. From which you can switch back to an "Expanded" display.



Job Select Filters Screen Field Definitions

Systems

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be executed.

Company System	radio-buttons & drop down list
Click the All button, or the Selected button with a specific Company for which job records are to be executed.	
Batch Execute Queue	radio-buttons & drop down list
Click the All button, or the Selected button with a specific Batch Queue. Only those jobs submitted to the selected queue will be executed.	

5.2 Data Importing and Exporting

In several Series 5 applications, the ability to import or export data from/to external sources has been implemented. There are standard import/export data screens that are displayed.

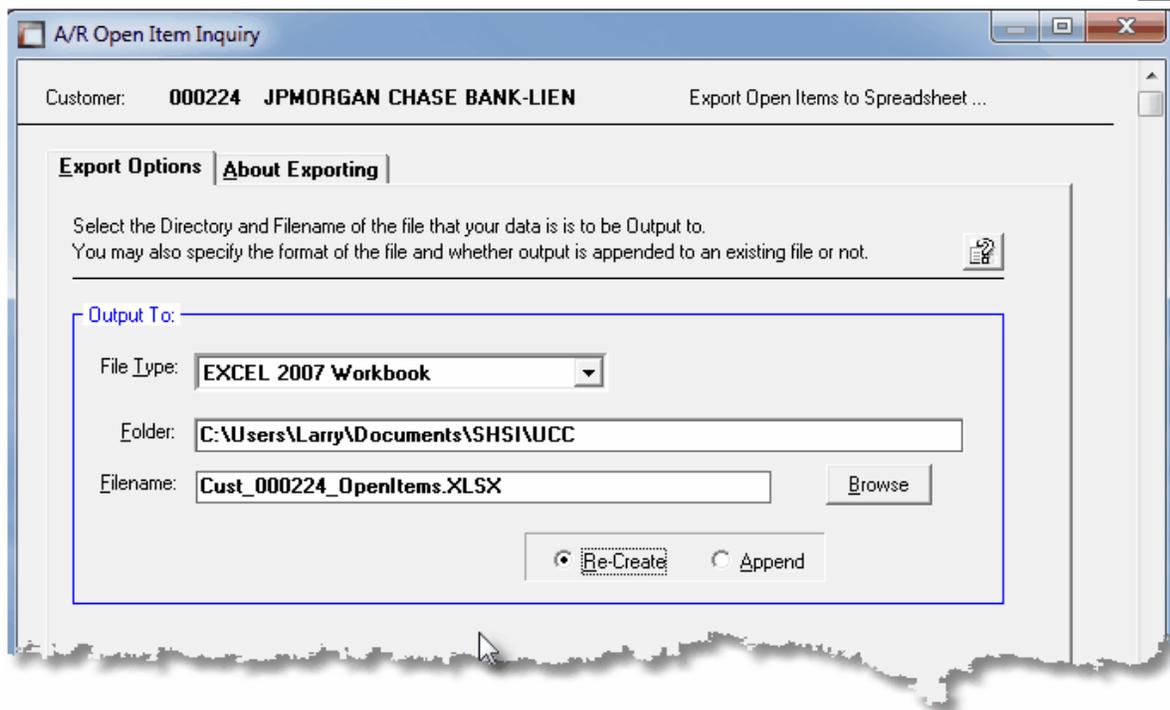
A number of different data formats are supported. These include:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

5.2.1 Data Export Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to export data.

When selected, the following options screen is presented:



— Selecting Export Format Options

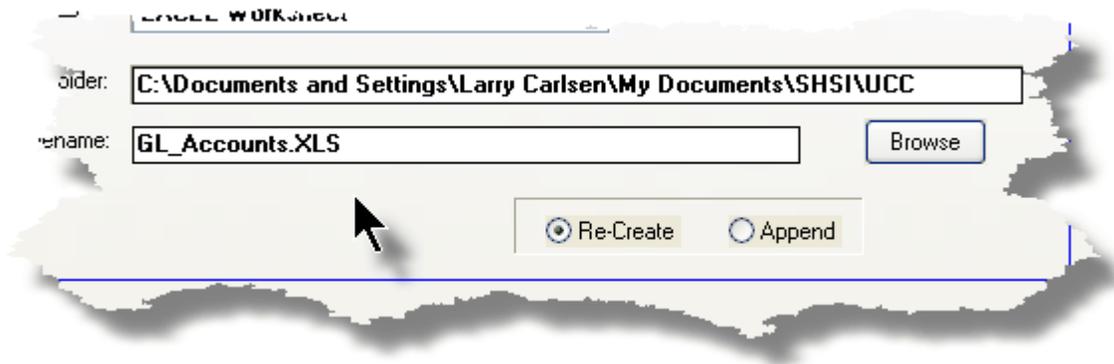
Normally, the Export Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the output data and where it is to be generated. The following steps may be taken:

1. Determine the format of the data to be output. From the drop down list select from the following:

Data Input Format	Comments
→ EXCEL 2007/2010 Workbook	An Office 2007 or 2010 MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 950,000 rows may be output to each sheet.
→ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be output.
→ Tab Delimited Text	The output columns of data are separated with the <tab> character. A maximum of 65,530 rows may be output.
→ CSV Comma Delimited Text	The columns of data are output separated with a comma <,> character. Strings are output within the double quote, <">, character. A maximum of 99,999 rows may be processed.
→ 20/20 Text	Formatted for an older spreadsheet utility.

→ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
→ Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder to which the file is created and the name of the file. You can click the **Browse** push button to locate or change the location.



Thin Client Processing Tip

If executing as a Thin Client user you should select output as Tab Delimited Text. Over a slow network, output to an Excel Spreadsheet is disgustingly slow. If you want the output to be on your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st created on the UNIX server, then copied to the PC client).

Field Definitions

File Type:

drop-down list

Select the file type that is to be generated. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other than an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder:

X(90)

Enter the name of the directory folder to which the exported data is to be written to. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Folder field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:** in the Folder field before clicking the "Browse" button. Setting the Folder field blank, or to a path

that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

Filename: *X(50)*

The filename will default to a name applicable to the type of data. You may change if you so desired.

— About Exporting Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).

A/P Distributions Inquiry

Export A/P Distributions to Spreadsheet & Optionally email to recipient ...

Export Filters | Export Options | **About Exporting**

For your information **The following Spreadsheet Output fields are generated**

Column	Field	Format
A	Acct Main 1	9(3)
B	Acct Main 2	9(4)
E	Acct PfCtr	9(5)
F	Lgr-Date	MM/DD/YY
G	Doc-Date	MM/DD/YY
H	Amount	-99,999,999.99
I	Type	X(4)
J	Project	X(10)
K	Narrative	X(30)
L	Ref-Batch	X(6)
M	Ref-Doc#	9(10)
N	Ref-Code	X(6)
O	Vendor-Name	-99,999,999.99
P	Currency	X(4)
Q	Exch Rate	99.99999
R	Foreign Amt	-99,999,999.99

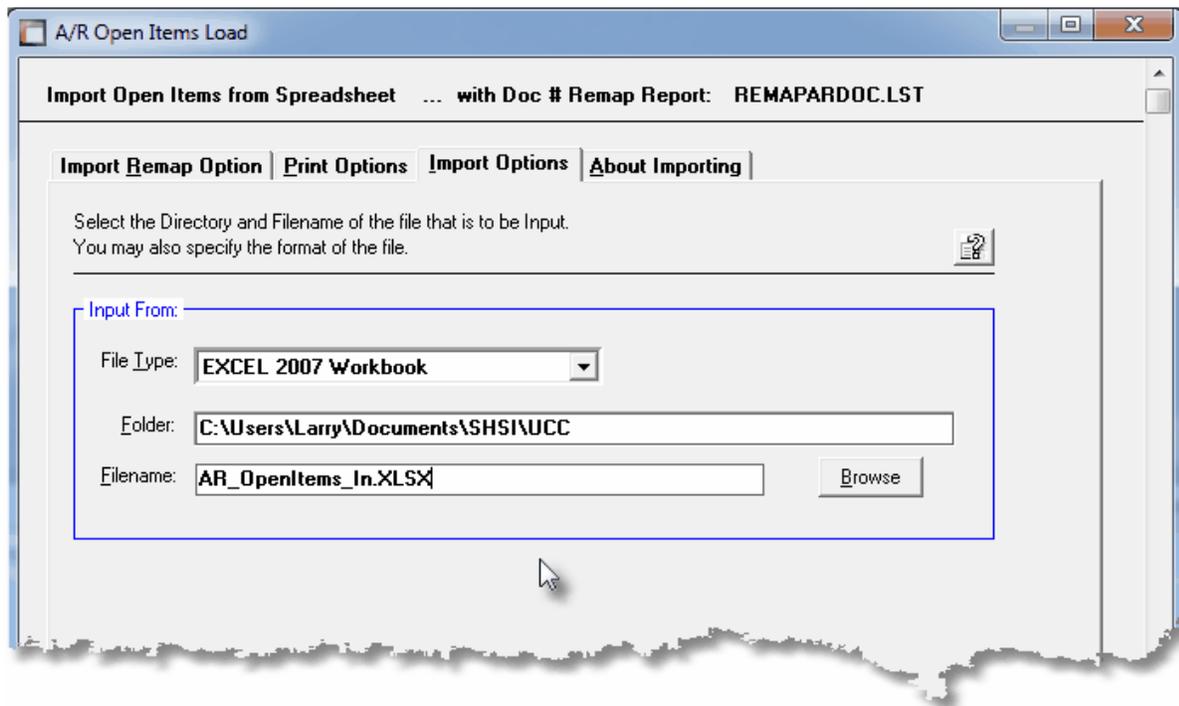
The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	Comments
→ X(30)	30 character alphanumeric
→ 9(6)	6 digit numeric integer
→ MM/DD/YY	6 digit date in mm/dd/yy order
→ -9,999,999.99	signed numeric amount with 2 decimal places
→ 9(8)-9(5)	G/L Account # 9999999999999999-99999
→ S9(9)	signed 9 digit integer

5.2.2 Data Import Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to import data.

When selected, the following options screen is presented:



— Selecting Import Format Options

Normally, the Import Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the input data and where it is to be loaded from. The following steps may be taken:

1. Determine the format of the data to be input. From the drop down list select from the following:

Data Input Format	Comments
→ EXCEL 2007/2010 Workbook	An Office 2007 or 2010 MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated rows and columns. A maximum of 950,000 rows may be processed.
→ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be processed.
→ Tab Delimited Text	The input columns of data must be separated with the <tab> character. A maximum of 65,530 rows may be

	processed.
→ CSV Comma Delimited Text	The columns of data must be separated with a comma <,> character. Strings must begin and end with the double quote, <">, character. A maximum of 99,999 rows may be processed.
→ 20/20 Text	Formatted for an older spreadsheet utility.
→ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
→ Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder from which the file is to be loaded from and the name of the file. You can click the push button to locate or change the location.

Thin Client Processing Tip

If executing as a Thin Client user you will appreciate considerably faster processing of large data files when you process input as Tab Delimited Text. Over a slow network, input to an Excel Spreadsheet is disgustingly slow. If loading the input from your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st copied to the UNIX server, then read into the system).

Field Definitions

File Type: *drop-down list*

Select the type of data that is to be loaded. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other than an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder: *X(90)*

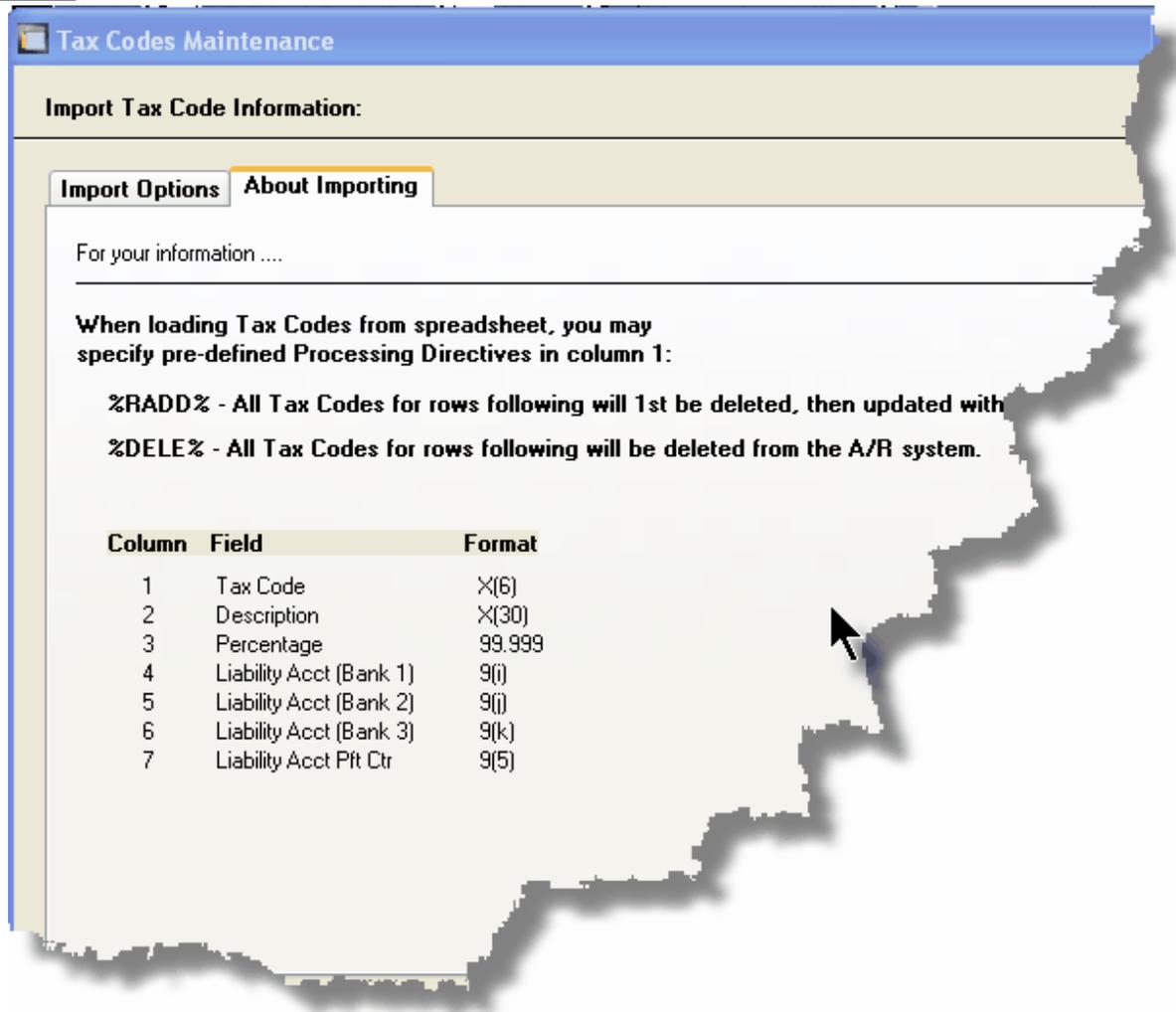
Enter the name of the directory folder from which the imported data is to be read from. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

Filename: *X(50)*

The filename will default to a name applicable to the type of data. You may change if you so desired.

- About Importing Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).



The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

<i>Data Format</i>	<i>Comments</i>
→ X(30)	30 character alphanumeric
→ 9(6)	6 digit numeric integer
→ MM/DD/YY	6 digit date in mm/dd/yy order
→ -9,999,999.99	signed numeric amount with 2 decimal places
→ 9(8)-9(5)	G/L Account # 9999999999999999-99999
→ S9(9)	signed 9 digit integer

In some of the import functions, you can specify a Processing Directive in column 1 of your input data file. These are basically commands that direct the system to process the rows of data following in a special way. These commands are typically only provided for the input of Master Code records.

<i>Pseudo Command</i>	<i>Comments</i>
→ %RADD%	If the data record being input is already defined on file, it is 1st deleted. Then a new record is written with the data loaded. (In some cases, the record being written may have other fields that would be initialized when the new record is written.
→ %DELE%	Once a Master Code is identified, the associated record on file is deleted. No data is subsequently input.

5.3 Record Processing Filters

In each Series 5 application, there is normally a primary Master Code or Transaction that is typical to most reporting and query activities. As such, in these functions, there is usually a screen that displays a number of fields associated to the Master Code or Transaction that may be set in order to limit the records or transactions being processed.

These filtering or selection screens provide the ability to select all codes, ranges of codes, or selected codes of the assorted Master Codes.

5.3.1 Customer Filters

Most reporting and inquiry functions available in the Miscellaneous Invoicing application, are based on the A/R Customer Master record. These routines provide the operator an opportunity to set filters such that only selected customer are reported or inquired. The following screen is presented where applicable:

Report: Print a report listing the Customers currently on file using assorted selection criteria.

Report Options **Customer Select Filters** Demographic Selects Print Options

Customers for this report will be included based on whether their respective fields match the selections made below.

Customer(s):
 All
 Selected
 A Range

Customer Type(s):
 All
 Selected
 A Range

Sales Representative(s):
 All
 Selected
 A Range

Include Customers Based On:

Customer Status:
 All
 Only Active
 Only Cancelled

Credit Rating Code:
 All
 On HOLD
 On STOP
 Other

Email Status:
 All
 Only Enabled
 Only NOT Enabled

Include Customers Matching:

City: State/Prov:
 Country:
 Primary Phone Area Code:
 Tax Codes:
 Tax 1: Tax 2:
 Sales Territory:

[Fields left blank are NOT considered in the selection process.]

< Back Next Cancel

In particular, for Customers, Customer Types and Sales Reps, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Customer(s) *radio-buttons*

Click to include all, selected or a range of Customers that are to be processed.

<input checked="" type="radio"/> All	All Customers are considered
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Customer Code for a range of items to be processed

Customer Type(s) *radio-buttons*

To consider only those Customers that have been assigned as being a particular Customer Type, click to include all, a selected or a range of Types.

<input checked="" type="radio"/> All	All Customers are considered regardless of Type
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Customer Type for a range of items to be processed

Sales Representative(s) *radio-buttons*

To consider only those Customers that have been assigned to particular Sales Representatives, click to include all, a selected or a range of Sales Reps.

<input checked="" type="radio"/> All	All Customers are considered regardless of Sales Rep
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Sales Rep Code for a range of items to be processed

Customer Status *radio-buttons*

To consider only those Customers that have been flagged as having a given Status, click the appropriate radio button.

<input checked="" type="radio"/> All	All Customers are considered regardless of status
<input type="radio"/> Only Active	Only those Customers whose status is Active.
<input type="radio"/> Only Canceled	Only those Customers marked as being Canceled will be processed.

Credit Rating Code *radio-buttons*

Each Customer may have a Credit Rating status assigned to them. Consider only those Customers with the status as clicked.

<input checked="" type="radio"/> All	All Customers are considered regardless of Rating
<input type="radio"/> Different Name	Only those Customers whose Remit-To Company Name is different from it's own name will be processed.
<input type="radio"/> Different Address	Only those Customers whose Remit-To address is different from it's own address will be processed.
<input type="radio"/> Either	Only those Customers whose Remit-To name or address is different from it's own I be processed

Email-Status *radio-buttons*

To consider only those Customers that have or have not been enabled to have their Customer Statements emailed to them.

<input checked="" type="radio"/> All	All Customer are considered regardless of status
<input type="radio"/> Only Enabled	Only Customers enabled for emailed statements are processed
<input type="radio"/> Only NOT Enabled	Only Customers NOT enabled for emailed statements are processed

with Matching - City **X(25)**

Select only those vendors whose City matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Country X(20)

Select only those vendors whose Country matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - State/Province X(5)

Select only those vendors whose State or Province matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Primary Phone Area Code 9(3)

Customers have phone numbers. Select only those customers whose Area Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Tax Code 1 X(6)

Customers are assigned a primary Tax Code. Select only those customers whose Tax Code 1 matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Tax Code 2 X(6)

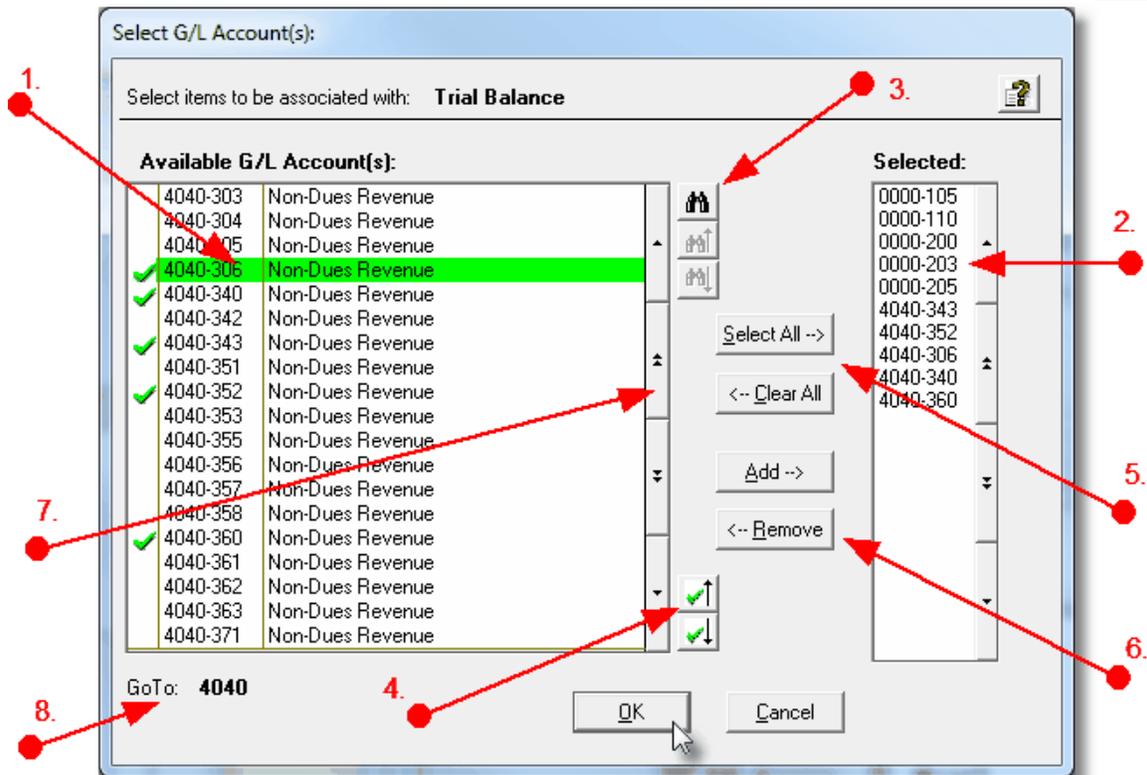
Customers are assigned a secondary Tax Code. Select only those customers whose Tax Code 2 matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Sales Territory X(5)

Customers may be assigned to a particular Territory. Select only those customers whose Territory Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

— Selecting Specific Customers, Customer Types or Sale Reps for Reporting

If you clicked to have **Selected** Customers, Customer Types, or Sales Reps from the **Customer Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those Items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.
4. Click on the  push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.2 Customer Demographics Filters

As well as being able to set filters associated to the Customer Master records, you may also set filters for the Customer Demographic codes that have been assigned to your Customer Master records. These routines provide the operator an opportunity to set filters such that only selected customers, based on whichever Customer Demographics have been assigned to them, are reported or inquired. The following screen is presented where applicable:

Customer Maintenance

Report: Print a report listing the Customers currently on file using assorted selection criteria.

Report Options Customer Select Filters **Demographic Selects** Print Options

For a Customer to be included in this application, they must match each of the Selections Criteria that you specify below.

Company Size(s):
 All
 Selected

Geograph Region(s):
 All
 Selected

Industry Code(s):
 All
 Selected

Mascot(s):
 CAT, FISH, PANDA.

SAS Level(s):
 All
 Selected

< Back Next Cancel

For each Demographic Code, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Point of Interest

Please note that the Demographic Codes are dreamed up by you, the user. The screen here shows some creative, or maybe not so creative, examples.

Field Definitions

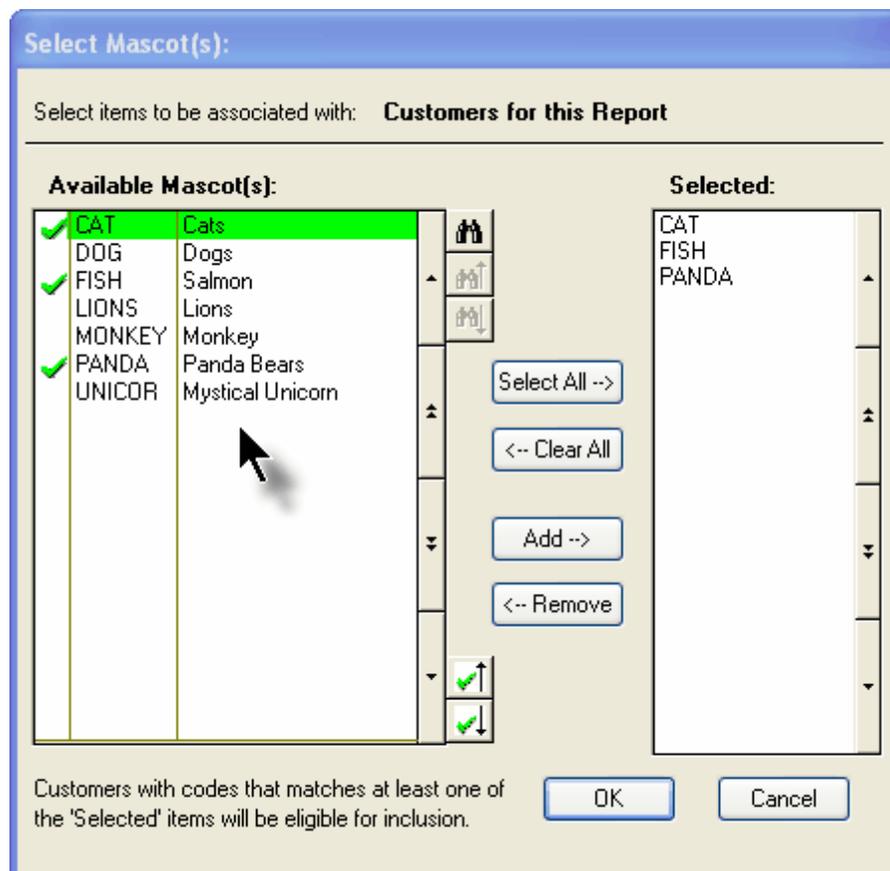
Xxxxxx Code(s) *radio-buttons*

To consider only those Customers that have been assigned a particular Demographic Code, click to include all, or selected codes.

<input checked="" type="radio"/> All	All Customers are considered
<input type="radio"/> Selected	A widow is displayed from which specific items may be chosen

Selecting Specific Demographic Codes

If you clicked to have **Selected** a code from then **Demographic Selects** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those Items that have been chosen are displayed in the right pane.

3. Search for a particular code by clicking on the  binoculars icon.
4. Click on the  push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.4 Report Generation and Printing

Most of the Series 5 applications generate reports or forms that need to be printed. The system offers a variety of options for selecting the format in which reports are generated and how they are actually to be printed. Reports may be generated as follows:

- **Viewed by the Series 5 Report Browser**
- **Printed to a selected printer**
- **"Archived" for later reference**
- **Saved as an ASCII text file or MS Word file**
- **Emailed to specified recipients**
- **Any combination of the above**

When a report is to be actually printed, any of the Series 5 defined Print Queues may be selected. An unlimited number of Printer Queues may be set up by your System Administrator. Each Queue has a variety of properties associated that means you can pretty well print to any of your network defined printers using different fonts or margin settings. (Refer to the chapter on **Defining Series 5 Print Queues** in the Systems Management Help or manuals).

5.4.1 Report Options Screen

When any kind of report or form output is to be generated, the following window screen is displayed:

Vendor Type Codes Maintenance

Report: **VENDTYPE.LST** Print a list of the Vendor Type Codes currently on file

Print Options

Select where to have this report printed to. You may choose any combination of the possible destinations. Reports that are 'Archived' to the Reports Manager can be browsed or reprinted at a later date.

Direct Generated Document(s) to:

Screen Browser **A**rchive to Reports **M**anager

Print Queue: **WPRINT3** WinPrint (Courier-10 Compress)
Standard Courier 10 pt (Compressed)
PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6 # of Copies: **1**

Save to: **C:\Users\Larry\Documents\SHSI\PCA**

Save as: **MS WORD (Printed)** To Captured Printer: **CanonPortrait** **B**rowse
hp LaserJet 1300 PCL 6

Send a copy to **E**-Mail Recipient:

Report Header User Note:

A list codes for Rembrandt
(This text will appear at the top of the 1st page and may be used so you can personalize your report).

Create Report **C**ancel

Selecting Report Generation Options

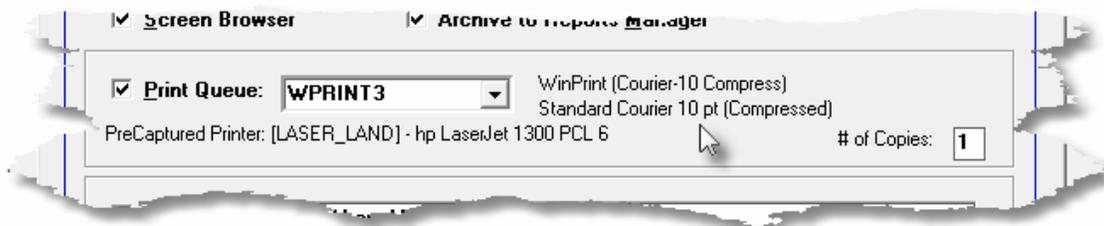
Normally, the Print Options screen will be presented with all fields defaulted for typical report handling. However, you may want to revise how and where the report is to be generated. The following steps may be taken:

1. Determine where the generated report is to be directed. Click the appropriate check-box. You may choose one or more from the following:

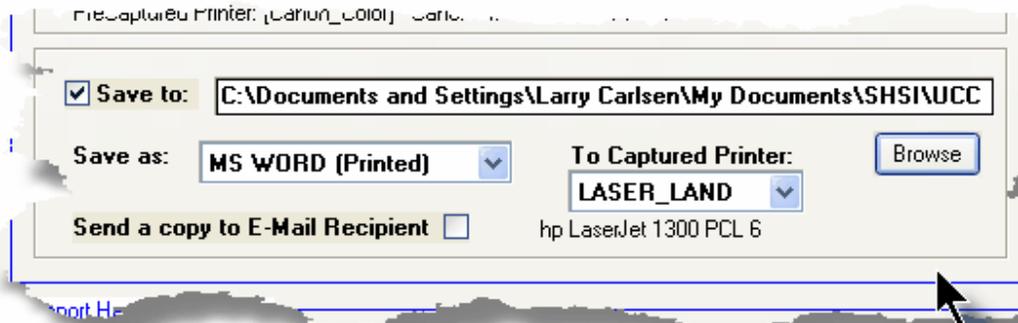
Output To	Comments
<input checked="" type="checkbox"/> Screen Browser	Output is displayed to the screen using the

	Series 5 Report Browser [98].
<input checked="" type="checkbox"/> Archived to Report Manager	Output is saved as an "Archived" report. It may be viewed and reprinted using the Series 5 Report Manager [99]. It will remain on the system until purged.
<input checked="" type="checkbox"/> Print Queue	Output will be directed to the selected Series 5 Printer Queue. This may be any printer that has been defined on your network. When selecting to output to a Printer Queue, you may select to have up to 9 copies printed, (as long as that feature is supported by your operating system, and printer).
<input checked="" type="checkbox"/> Saved to Disk as an MS Word Document	The output is written to an MS Word Document in the specified folder.
<input checked="" type="checkbox"/> Saved to Disk as an MS Word Document and printed	The output is written to an MS Word Document in the specified folder. It is also printed to the designated Captured Printer from within Word.
<input checked="" type="checkbox"/> Saved to Disk as an ASCII Text file	The output is written as a text file to the specified folder. This would be useful only if you needed to parse the file with some 3rd party utility.
<input checked="" type="checkbox"/> Saved to Disk as a PDF Document	The output is written to a PDF Document in the specified folder.

2. When selected to direct the report output to a Printer Queue, you may select a Series 5 Printer Queue from the drop down list. (***The list will contain each of the printers that has been assigned to the particular Company System that you are working in.***) When the Print Queue has been selected, the system will echo the Description, the Font, and if applicable, the network assigned printer name of the Captured printer.



3. When selected to direct the report **Saved To Disk** you must select to save it as an MS Word Document, an MS Word Document Printed, a PDF Document, or an ASCII Text File. In either case you need to have specified the folder to which the file is saved. The default is the directory that is defined in the Series 5 User's Logon Profile field labeled as the **User's "My Documents" folder Pathname**. You can click the push button to locate or change the folder where the file is to be stored.



4. If saving to an **MS Word Document Printed**, then after generated, the document will be printed from within Word. You will need to select a specific Captured Printer. Captured Printers are defined by your Systems Manager using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on **Defining Series 5 Captured Windows Printers** in the Systems Management Help or manuals).

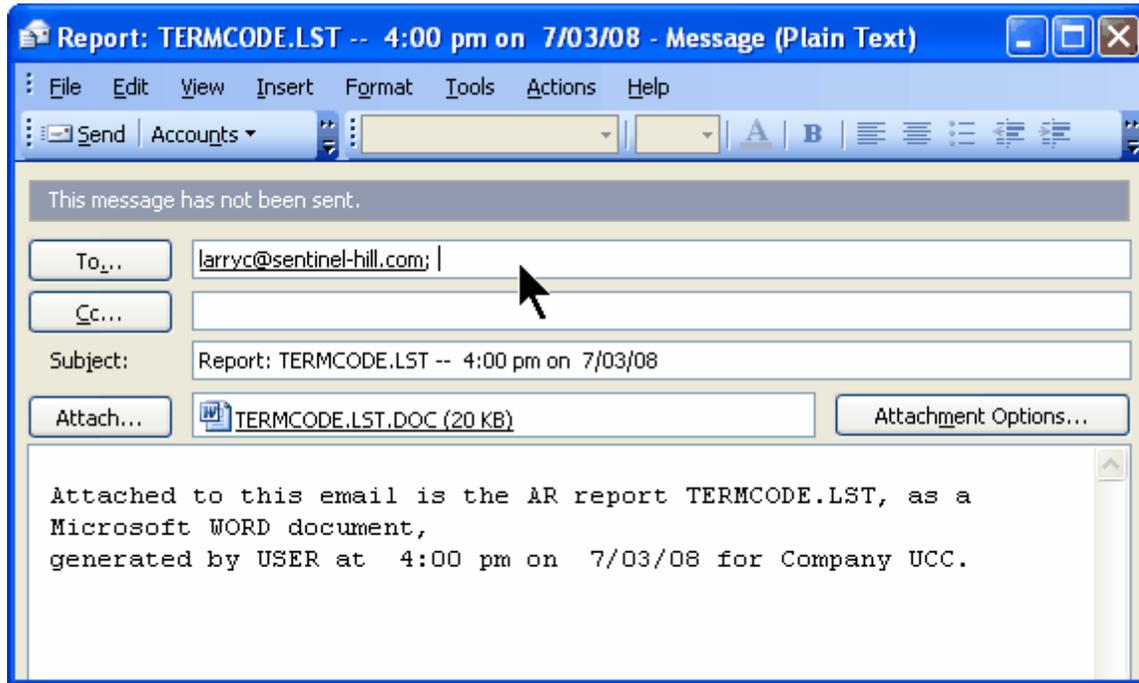
Setup Tip

If you wish to be able to generate your reports as Word or PDF documents, your Systems Manager must have defined pertinent variables in the AcuGT runtime configuration file. For simple reports you specifically need to have set up the variable **MSWORD-DEFAULT-SPECS**. This defines whether the document is generated as Portrait or Landscape, the Font Name and Font Size and an optional Template that might be applied to the document when it is created. (Refer to the chapter **Setting up for MS Word** in the Systems Management Help or manuals.)

If templates are used to format the output to MS Word or PDF documents, they must be installed on each user's individual client PC. On Windows XP clients, these must be saved to the **C:\Documents and Settings \<PC UserName>\Application Data\Microsoft\Templates** folder. On Windows VISTA and Windows 7 clients, these must be saved to the **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates** folder.

For users of Office 2003 the file must be named with a xxxx.dot extension. For users of Office 2007 or later, the file must be named with a xxxx.dotx extension.

5. When a report is saved to disk, you may also select to have the generated disk file email to a given recipient. Set the check-box accordingly. After the report is generated, the window to send an email will be displayed. You can select the recipient(s), and edit the text of the message and click the Send button to send the email.



Protected MS Word Documents

When reports of forms are output as MS Word Documents, they are generated in protected "Read-Only" mode. If you really need to un-protect it, the password is **SENTINELHILL**.

Field Definitions

Screen Browser:	<i>check-box</i>
Set the check mark to have the report displayed to the screen using the Screen Browser utility.	
Archive to Reports Manager:	<i>check-box</i>
Set the check mark to have the report output as an "Archived Report". This may later be viewed and/or reprinted from the Reports Manager.	
Print Queue:	<i>check-box</i>
Set the check mark to have the report output to a printer.	
Print Queue:	<i>drop-down list</i>

Select the the Series 5 Printer Queue to which the report is to be output to.

of Copies:**9**

When outputting to a Printer Queue, you may specify how many copies are to be printed. You can print up to 9 copies. This is a feature that is offered only on WIndows XP, VISTA and Windows 7, and is dependant on the type of printer and it's drivers. When multiple copies are chosen, they are printed collated.

Save To:**check-box**

Set the check mark to have the report output to a disk file, or folder, on your system as either an MS Word Document, a PDF Document, or a simple ASCII text file.

Save To:**X(90)**

Enter the name of the directory folder to which the saved-to-disk report is to be written. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager.

You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Save-To field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:** in the Save-To field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

Save As:**drop-down list**

Select to have the output saved as an Office Word document, an Office Word document that is printed from Word, as a PDF document, or as an ASCII text file. If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed.

To Captured Printer:**X(12)**

If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed. This must be a valid network printer that was captured using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (*Refer to the Systems Management Help if required*).

Send a copy to E-Mail Recipient:**check-box**

If chosen to save the report to a disk file, you may also select to have an email sent with the generated disk file as an attachment. Set the check mark to have the report emailed.

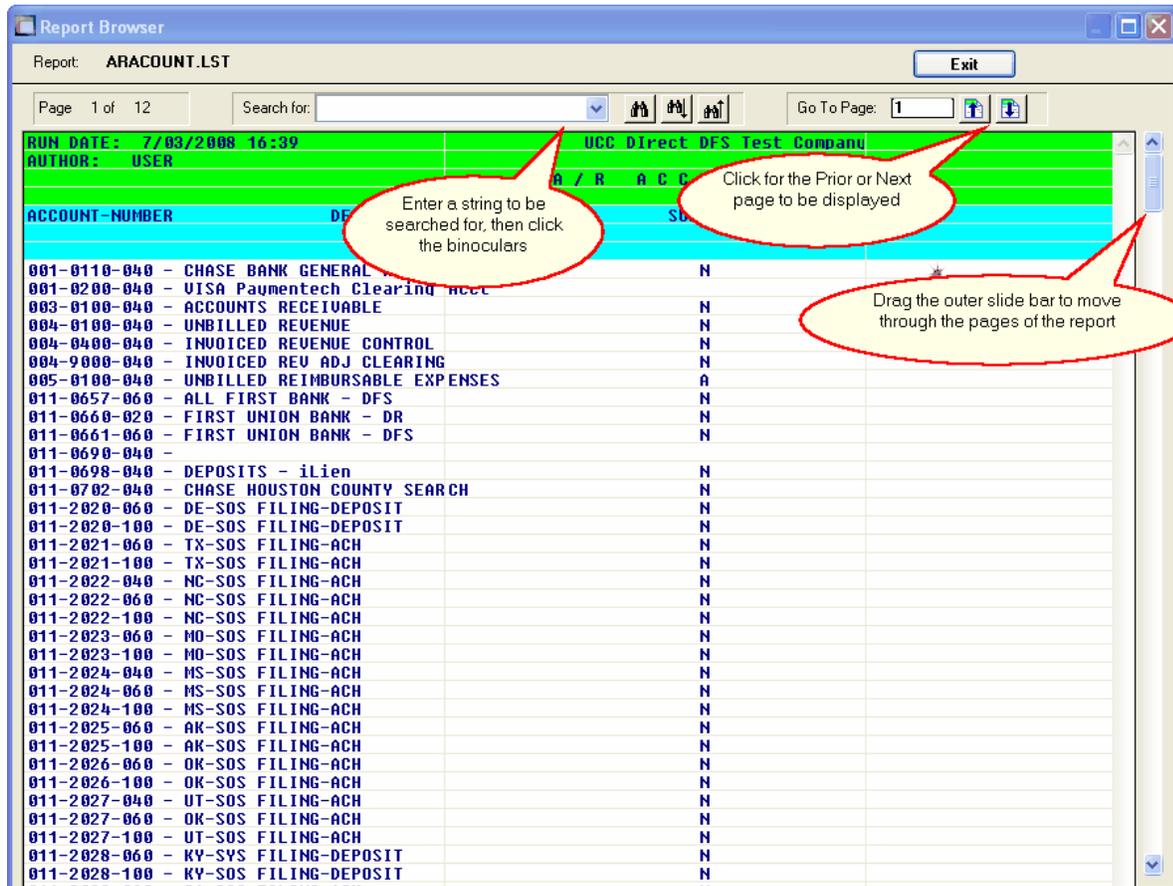
Report Header User Note:

X(100)

If you need to personalize the report, the text you enter here will be printed at the top of the 1st page.

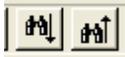
5.4.2 Report Browser

When selected to direct a report output to the Screen Browser, or from the Reports Manager you have selected a particular report, the Series 5 Report Browser screen window will be shown.



You may navigate around the report in number of ways:

Graphic or Control to click	Action
Slide bar to the right	Position to up or down through the pages of the report. As you drag the slide bar, the 1st data line of each page is displayed at the bottom of the screen.
	Enter a search string. This may be text, or a number as it would be printed in the report. The drop down list contains

	previously entered search strings.
	Search for the entered search string. The page where the string is found will be displayed, and the line containing the text will be displayed in red.
	Search Forward or Backward for the entered search string.
	Display the select Page.
	Display the Prior or Next page of the report.

5.4.3 Archived Reports Management

The Reports Manager is available to each of the Series 5 applications. Whenever a report is generated, the operator may have chosen to direct the output to be "Archived". These archived reports may be viewed and printed using the Reports Manager.

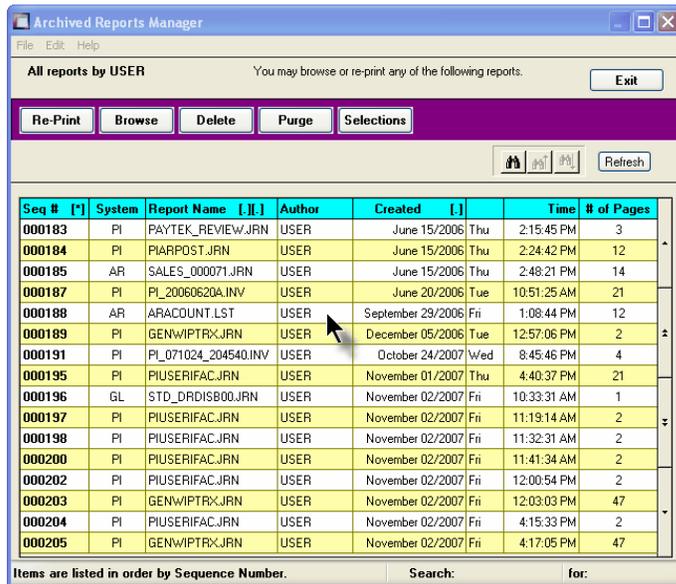
+ Accessing the Q/I Reports Manager

From either the Q/I Main menu, or any application, select **Reports Manager** from the **File** drop-down menu.



Reports Manager Grid Screen

Maintenance of the Archived reports is done with a Series 5 grid screen.



"Fast Buttons"

Re-Print	Print the selected report
Browse	Browse the selected report
Delete	Delete the selected Archived report
Purge	Have reports satisfying a number of filters deleted from the system
Selections	Set filters for the items that are displayed in the grid

Viewing an Archived Report

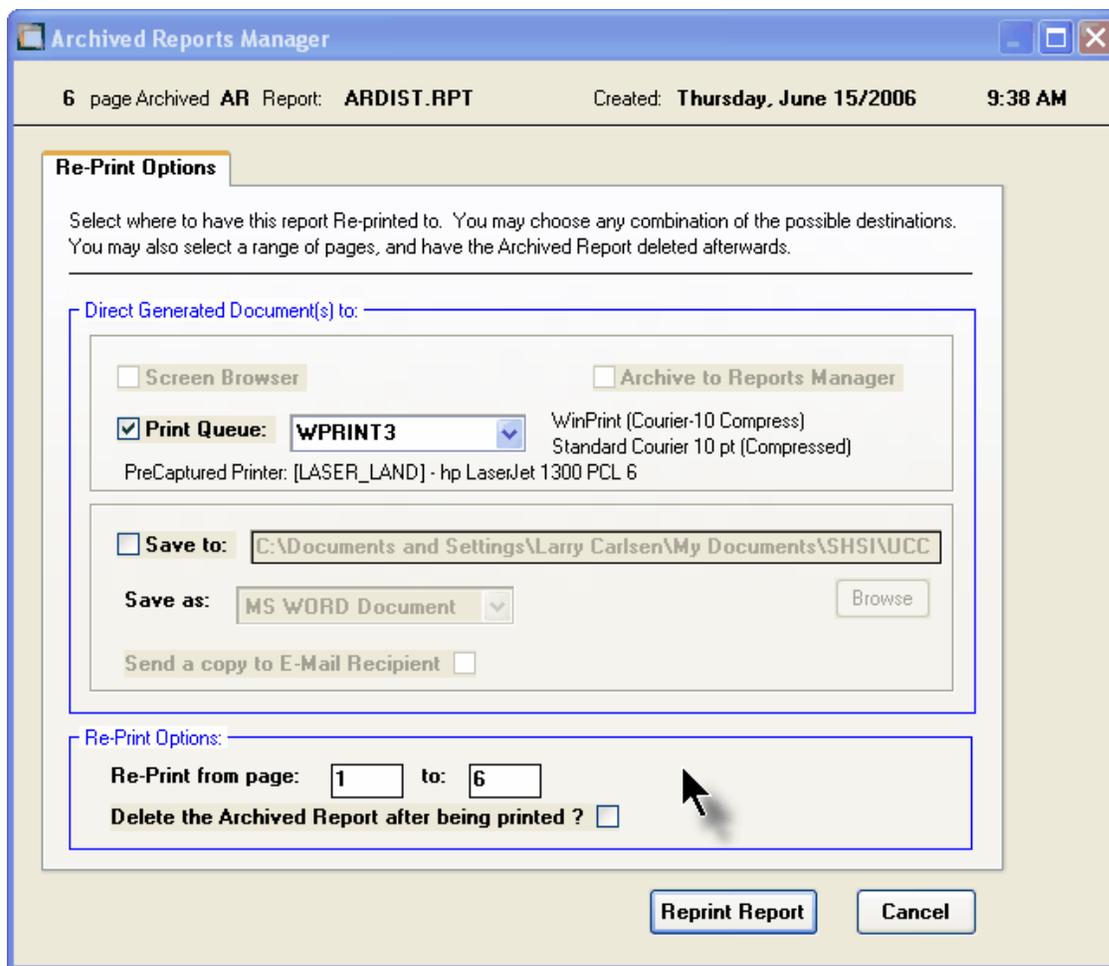
1. In the grid, navigate to the row listing the report that is to be viewed.
2. Double-click the row.
3. The [Report Browser](#) window will be displayed.

Process Warning

The "archive" report files are stored in a sub-directory under the folder specified to be used for the company's data files. These files are not in any type of format that can be used, other than directly from the Reports Manager utility.

Re-Printing an "Archived" Report

1. In the grid, Navigate to the row listing the report that is to be printed.
2. Right-click the row to have a drop-down menu displayed, then click **Re-Print**, or just click on the **Re-Print** button in the "Fast Button" frame. The Re-Print options screen will be displayed.



3. Enter the reprint options. Basically you can either print the report, or save it to disk as an MS Word or ASCII text file. Notice that you can also specify a range of pages that are to be printed.
4. Click the **Reprint Report** push button at the bottom of the screen.

— Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the  Search icon.

A search string may be entered for the following fields:

- Sequence #
- Report Name

Grid Display Sort options

You may choose to have the items in the grid displayed using a number of sorts. These include:

- By Sequence #
- By System then Report Name
- By Report Name Extension, then System, then most recent date
- By the date created (with the most recent ones listed first)

To change the displayed sort order:

1. Click on the heading of the column of data which is to be used for the sort. Only those columns with a **[.]** can be used. The column that is currently used for the sort has **[*]** displayed.

Seq # [.]	System	Report Name [.]	Author	Created [*]	Time	# of Pages
000515	AR	STATEMENT.STAT	USER	May 21/2008 Sat	2:15:49 PM	2,174
000486	AR	SALES_000086.JRN	USER	April 02/2008 Wed	2:38:55 PM	5
000		SS_000043.JRN		April 02/2008 Wed	1:53:53 PM	2

Grid Display and Purge Filters Screen

Over a period of time, your users will probably be generating a great number of "Archived" reports. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

2. Set the applicable filters
3. Click the OK push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

— Filters Screen Field Definitions

Systems	radio-buttons & drop down list
Click the All button, or the Selected button with a specific application from the drop down list. Only those reports generated from the selected system will be listed.	
Report Types	radio-buttons & drop down list
Click the All button, or the Selected button with a specific report name extension from the drop down list. Only those reports with their report name extension matching that which was selected will be listed.	
Users	radio-buttons & drop down list
Click the All button, or the Selected button with a specific user from the drop down list. Only those reports generated by the selected user will be listed.	

Date Generated	radio-buttons & (mm/dd/yy) entry fields
Click the All button, or the Selected button with a date range. Only those reports generated within the range of dates entered will be listed.	
Report Name Template	X(20)
Enter a template to be used to match the report names to be listed. The "\$" will match any single character. Use the "*" character immediately before or after the ".", or as the 1st character, to match a string of characters.	

– Delete an "Archived" Report

1. In the grid, navigate to the row listing the report that is to be deleted.
2. Right-click the row to have a drop-down menu displayed, then click **Delete**, or just click on the **Delete** button in the "Fast Button" frame.
3. A delete verification screen will be displayed. Click the **Remove-It** button to proceed.
4. Both the entry in the tables, and it's corresponding "Archive" file will be deleted.

– Purging old "Archived" Reports

Over a period of time, your users will probably be generating a great number of "Archived" reports. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the OK push-button. The system will remove all reports satisfying the selected filters.

5.5 User Access Management

The Series 5 system provides for User Access security at the menu item level for each application, based on a users' sign-on code.

There are two user access records that must be established before any given user can access the system.

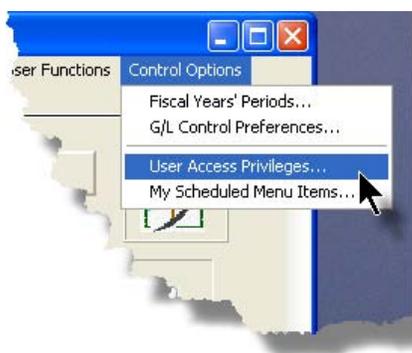
Data	Accessed From	Comments
-------------	----------------------	-----------------

1.	User Logon Profile Record	The main menu's System Maintenance drop-down menu	Each user must have a Logon Profile record before they can be set up with any Application's Access rights. The user's sign-on code, password, email address, and default documents pathname are defined. Only users with full system Management access rights can maintain the Logon Profile records.
2.	User Application Access Record	The Q/I menu's Control Options drop-down menu	A separate Access record must be established in each application that the user needs to execute. In those Miscellaneous Invoicing systems with multiple companies, a separate Access record must be defined for each company. The user's default printer and each individual menu items access rights are defined.

Once the User Access for a user is established, they may define specific menu items to be scheduled. That is, an icon will appear in a tabbed sub-screen in the applications menu on the date that it has been scheduled. Refer to the section on [Scheduled Menu Functions](#)^[34] under the [Miscellaneous Invoicing Application Menu](#)^[28] Chapter for further information and the topic following.

— Accessing Q/I Users' Access Maintenance Function

From the Q/I menu, select **User Access Privileges** from the **Control Options** drop-down menu.



Processing Tip

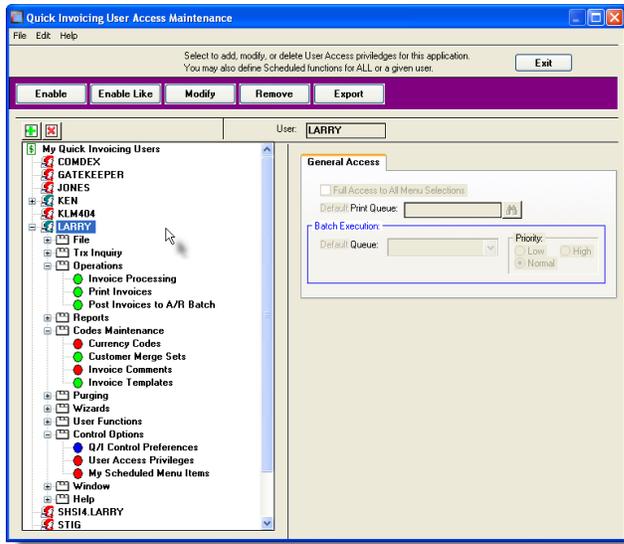
If your company requires strict controls as to which individual is entitled to set up User Access rights, then a Gate Keeper may have been established. (See the topic on System Control Options found in the Systems Manager's Help for further information). If this is the case, then the designated Gate Keeper will be the only individual that will be able to select the User Access Privileges maintenance function.

5.5.1 Defining Users' Access Rights

The Users' Access Rights record holds information about the users' privileges - ie., which menu items they can access.

Q/I User Access Maintenance Tree Screen

Maintenance of the User Access properties is done in a tree structure. Following is the screen that is displayed listing each user that has been defined with a Logon Access record.



"Fast Buttons"

Enable	Setup to give the h "Red Head" user a
Enable Like	Select a "Red Head" enabled just like on already enabled "G user's access righ down list will prese those users that al been enabled)
Modify	Modify the General properties of the hi "Green Head" user
Remove	Remove all access highlighted "Green
Export	Generate a spread users' menu acces showing Users in € and the application in each row.

Characteristics of the screen to note:

- Each user defined with a Logon Access record is shown. Those users with a green head have a User Access record set up for this application. Those with red heads have no access.
- Click on the **+** next to the green heads to expand the tree to display the applications' menu bar topics.
- Click on the **+** next to the topic to expand the tree to display each of the associated drop-down menu functions. You can easily identify the access rights by the graphic next to the menu name.

-  - All users always have access
-  - Full access
-  - Restricted access
-  - No access

- The top right pane of the screen is used to edit the properties associated to the user.
- The bottom right pane of the screen is used to assign the access rights to the selected

menu item

- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.

- Expand or collapse the sub-trees of all Users with access by clicking the



icons.

— Establishing Access for a User

1. First make sure that the user's User Code is visible in the tree as a  red head. If a User Code has not been set up, this needs to be done. User Logon Profiles are defined by your Systems Manager using the User Logon Profiles maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on **Defining Series 5 User Logon Profiles** in the Systems Management Help or manuals).

2. You can Enable the User using one of four methods:

- I. Double click the  red head, or
- II. Highlight the node of the user to be set up, and click **Enable** in the "Fast Button" frame,..... or
- III. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable This User**, or
- IV. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable User Like Another**

In each case, the General Access tab sub-screen on the top of the right pane of the window will be activated.

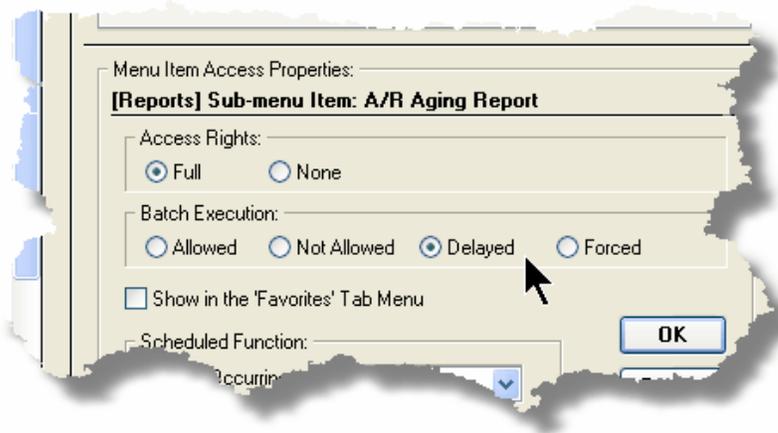
- If the user is to have access to all menu items, set the **Full-Access** check-box
 - Select, if any, the **Print Queue** that this user is most likely to be using. This will be displayed as the default when they generate a report.
 - Click on the **Add It** push button
3. At this point, the user is established, but if you had not given them Full Access, you need to set the Access Rights of each of the menu items that they are allowed to access.
 - Expand the tree of the newly added user by clicking on the  icon next to his now  green head
 - Expand the tree of each of the application's menu bar topics
 - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.

- Click the applicable **Access Rights** radio-button
 - If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
 - If this menu item is to be scheduled, select the desired **Re-Occurring** frequency and set an initial scheduled date
 - Click the **OK** push button
 - Repeat for the next menu item
4. This potentially could be a lot of effort to set up all your users. If you have a number of users that will each have the same access rights, you can build the table for the 1st user, then copy it. Perform the following steps:
- Highlight the read head of the User that you wish to enable access for
 - Click on **Enable Like** in the "Fast Button" frame or in the pop-up menu
 - Select the User Code of the currently enabled user that you want the new user to have the same access privileges.
 - Click on the **Select User** push button
 - Keep the same access rights values, or change them as required.
 - Click on the **Add It** push button again
 - The new user is now set up with the copied user's access rights
 - You may now go ahead and change any of the Access Rights of the menu items as needed

— Batch Job Execution Access

If the particular menu item has been set up to provide the option to be executed in the Series 5 Batch Job Processor, then in order for the user to make use of this, the appropriate access rights must be assigned. Four variations are offered:

- ❖ Allowed - The user can decide when the menu item is executed, whether or not to submit it to the Job Processor
- ❖ Not Allowed - The user may not select to execute the job using the Job Processor
- ❖ Forced - When the menu item is chosen, and after any processing options or filters are entered, the job will be automatically submitted to the Job Processor to be executed
- ❖ Delayed - The job will be automatically submitted to the Job Processor to be executed after 6:00 pm the same day.



— Modifying Access for a User

1. Highlight the  green head of the User to modified
2. If you wish to modify the General Access properties
 - Click **Modify** in the "Fast Button" frame, or right-click and click on **Modify** in the pop-up-menu
 - The right pane of the window will be activated
 - Make the necessary changes and click the **Update** push-button
3. If you wish to change the Access properties of a particular menu item
 - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
 - The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window
 - Make the necessary changes and click the **OK** push-button.
4. If you wish to change the Access properties of a particular menu item in a slightly more elegant manner
 - Highlight the menu item of interest, and right-click to display the pop-up menu.
 - You can either give full access, or remove access totally, depending on the already assigned access
 - Make the necessary changes and click the **OK** push-button.

– Removing Access for a User

1. Highlight the  green head of the User to removed.
2. Click **Remove** in the "Fast Button" frame, ... or right-click and click on **Remove** in the pop-up-menu:
3. Click the Yes push-button in the prompt.

– General Access tab sub-screen Field Definitions

Full Access to All Menu Selections	check-box
For the user if checked, then he/she will have full access to all menu items.	
Default Print Queue	X(20)
Select the Series 5 Printer Queue that this user would typically by using. When any of the reporting functions are executed, this printer will be displayed as the default. Print Queues are defined by a System Maintenance function. <i>(Refer to the Systems Management Help if required).</i>	
Batch Execution - Default Queue	drop down list
Jobs submitted by this user to the Series 5 Batch Job Processor will use the selected Queue	
Batch Execution - Priority	radio-buttons
Jobs submitted by this user to the Series 5 Batch Job Processor will have the selected priority	

– Menu Item Access Property sub-screen Field Definitions

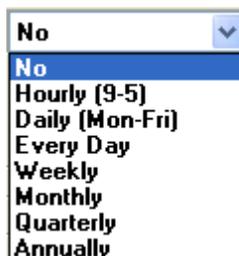
Access Rights	radio-buttons
Click Full, Semi-Restricted, Restricted, or None. Those menu items that offer Semi-Restricted or Restricted as options generally have multiple functions, some of which will not be granted to the user.	
Show in the 'Favorites' Tab Menu	check-box

If checked, the corresponding menu item will be displayed as a push-button on the Miscellaneous Invoicing application's menu on the **My Favorites** tabbed sub-screen.

Scheduled Function - Re-Occurring

drop down list

To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Miscellaneous Invoicing application's menu.



Scheduled Function - Next Scheduled For

(mm/dd/yy)

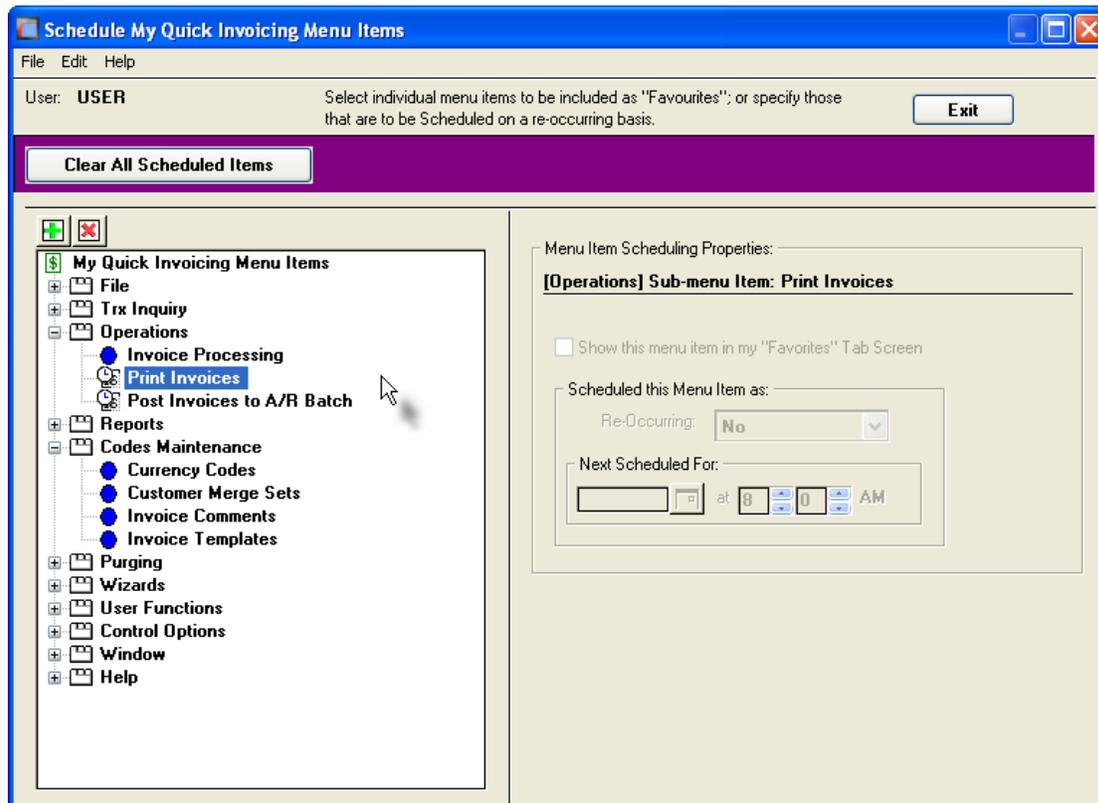
Enter the date and time at which this particular scheduled function is to be executed.

5.5.2 Users Scheduled Menu Functions

Users may choose to select specific menu items to appear on the **Favorites** or **Scheduled** sub-screens when the Miscellaneous Invoicing menu is displayed. (Refer to the Scheduled Menu Functions topic in the chapter on The Basic User Interface for a description of these menu sub-screens).

My Scheduled Menu Items Screen

Users set up the scheduled functions in a tree structure. Following is the screen that is displayed listing each menu-set and sub-functions.



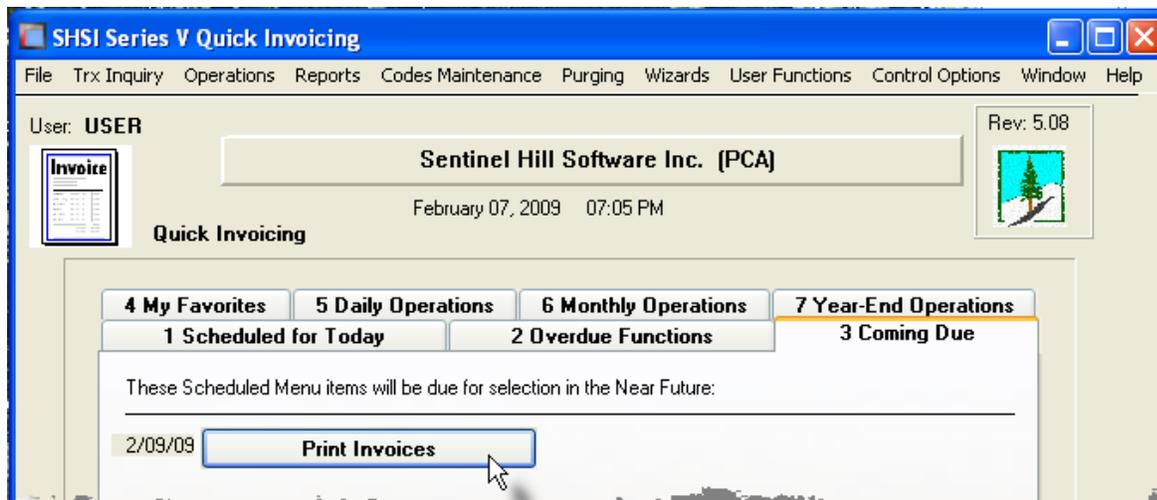
Characteristics of the screen to note:

- Click on the  next to each of the primary menu topics to expand the tree to display each of the associated drop-down menu functions. Only those items with the  icon can be scheduled.
- The right pane of the screen is used to edit the properties associated to the scheduled item.
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.
- Expand or collapse the sub-trees of all Users with access by clicking the  icons

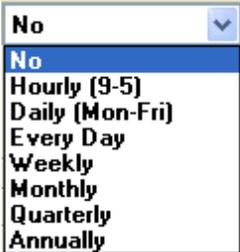
— Defining a Scheduled Menu Item

1. When the screen is displayed, click on the green "Plus-sign" of the  icons to expand the tree structure to show each menu item.
2. Double-click the clock icon next to the menu item to be scheduled. The right pane of the window will be activated.

- If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
 - Select the desired **Re-Occurring** frequency and set an initial scheduled date
 - Click the **OK** push button
 - Repeat for the next menu item
3. The menu item will appear on the applicable Miscellaneous Invoicing tabbed sub-screen when next refreshed displayed.



— Menu Item Access Property sub-screen Field Definitions

<p>Show in the 'Favorites' Tab Menu</p>	<p><i>check-box</i></p>
<p>If checked, the corresponding menu item will be displayed as a push-button on the Miscellaneous Invoicing application's menu on the My Favorites tabbed sub-screen.</p>	
<p>Scheduled Function - Re-Occurring</p>	<p><i>drop down list</i></p>
<p>To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Miscellaneous Invoicing application's menu.</p>	

Scheduled Function - Next Scheduled For	(mm/dd/yy)
Enter the date and time at which this particular scheduled function is to be executed.	

5.6 Wizard Management

Each of the Series 5 system provides for the opportunity to define a number of Wizards. A wizard is a program that automatically performs a series of steps. Each step is a menu item that is associated to the application.

Basic properties and features of a Wizard:

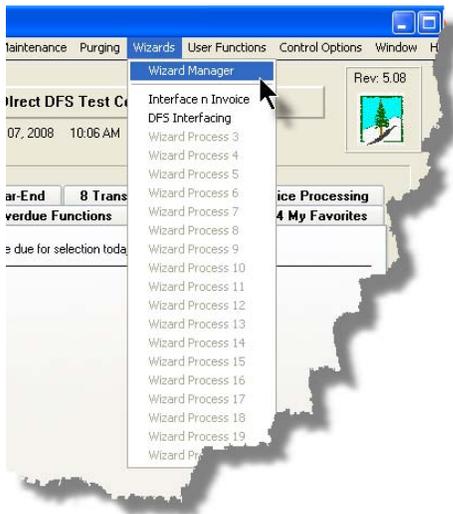
- ❖ Wizards are user defined
- ❖ Define up to 20 Wizards for each application
- ❖ Each Wizard can be created with up to 10 menu functions
- ❖ Wizards can be launched from the applications' menu
- ❖ As Wizards are executed, each step is displayed on the screen and it can be aborted at any time

— Accessing the Q/I Wizard Functions

From the Q/I menu, click on **Wizards** to display the drop-down menu. Select **Wizard Manager** to maintain your Wizards, or if any are defined, click to launch.

Processing Tip

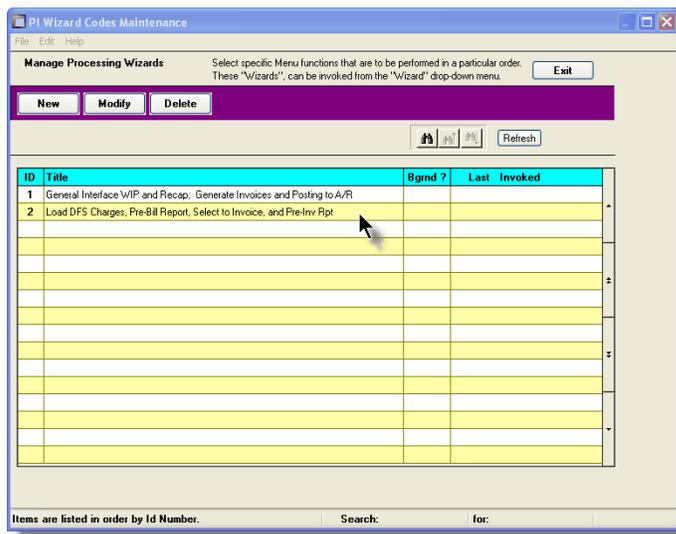
If in a given application there are a series of menu items that are always performed, a Wizard may be created that will automatically launch each of these steps.



5.6.1 Maintaining Your Wizards

Wizard Manager Grid Screen

Maintenance of the Wizards is done with a Series 5 grid screen.



"Fast Buttons"

New	Add a new Wizard
Modify	Modify the Wizard highlighted in the grid
Delete	Delete the Wizard highlighted in the grid

Building a New Wizard

Setting up a Wizard consists of two basic parts. First, enter its properties, then secondly, define each of the application's menu items that are to be executed by the wizard.

1. In the grid, click on the **New** button in the "Fast Button" frame.
2. The **Properties** screen will be displayed.
3. Enter a Wizard #, description, and any instructions to be displayed when it executes.

4. Click the **Next >** button at the bottom of the screen to proceed to the next tabbed sub-screen to define each step to be performed.
5. The **Processing Steps** grid screen will be displayed.
6. Click the New button to display a screen listing each of the possible menu items that can be used by the Wizard.
7. Select the item from the list and click the **OK** button. Each item selected will be displayed in the **Processing Steps** grid.

— Modify an existing Wizard

1. In the grid, navigate to the row displaying the wizard that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or click on the **Modify** button in the "Fast Button" frame.
3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

— Delete an existing Wizard

1. In the grid, navigate to the row displaying the wizard that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or click on the **Modify** button in the "Fast Button" frame.
3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

— Wizard Properties tab Screen

The Properties screen displays those fields used to identify it, and displayed when used.

— Wizard Properties Screen Field Definitions

Wizard # **9(2)**

This is a unique # used to identify the wizard.

Menu Bar Description **X(25)**

This is the description that will be displayed on the applications menu.

Title **X(70)**

This is a title that is displayed on the Wizard's execution screen.

Launch Instructions **4 lines of X(90)**

These instructions are displayed on the Wizard's execution screen

Background Execution **check-box**

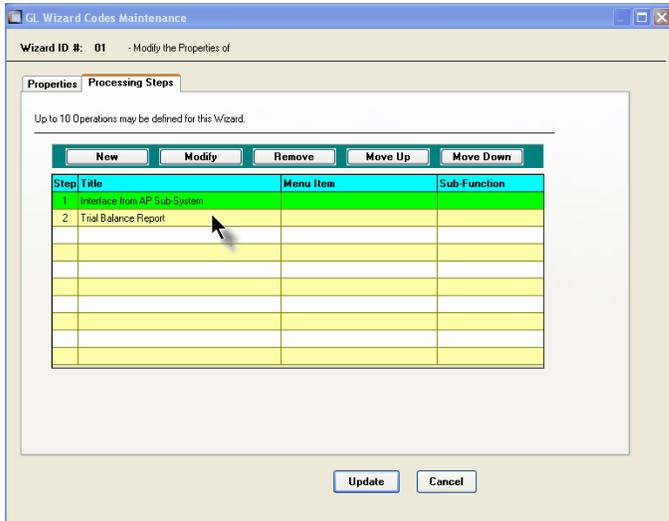
Set to determine whether or not the Wizard can be executed in the Series 5 Background processor. *(The feature associated to this field has not yet been implemented).*

Confirmation Email***check-box and X(40)***

Set to have an email sent when the wizard is finished processing. *(The feature associated to these fields has not yet been implemented).*

Wizard Processing Steps tab Screens

The Processing Steps screen is a grid that displays each of the the menu items that are executed by the Wizard.

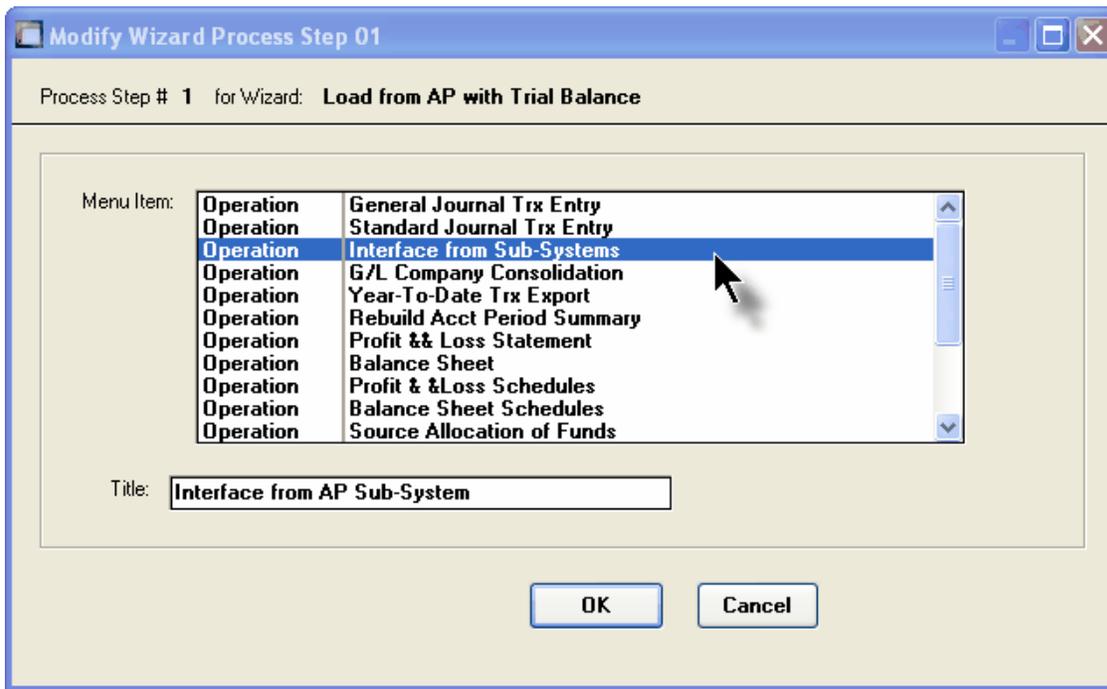


"Fast Buttons"	
New	Add a new Process Step
Modify	Modify the Process Step highlighted in the grid
Remove	Delete the Process Step highlighted in the grid
Move Up	Shift the highlighted Process Step up 1 row in the grid
Move Down	Shift the highlighted Process Step down 1 row in the grid

The following functions are provided for using the push-buttons:

- New - To add a new step to the table
- Modify - To change the currently selected grid item
- Remove - To delete the currently selected grid item
- Move Up - To move the currently selected grid item up in the table
- Move Down - To move the currently selected grid item down in the table

The following screen is provided for selection of each step. The items listed are those Q/I system menu items that have been configured to be executed using the Wizard.



Wizard Steps Screen Field Definitions

Menu Item

list-box

The list is made up of those menu items that may be selected as a step by the Wizard.

Title

X(40)

This is the title of the processing step. This field defaults to the name used in the applications' menu. It may be changed.

Grid Display Search Options

You may search for specific records displayed in the grid using a number of relevant fields.



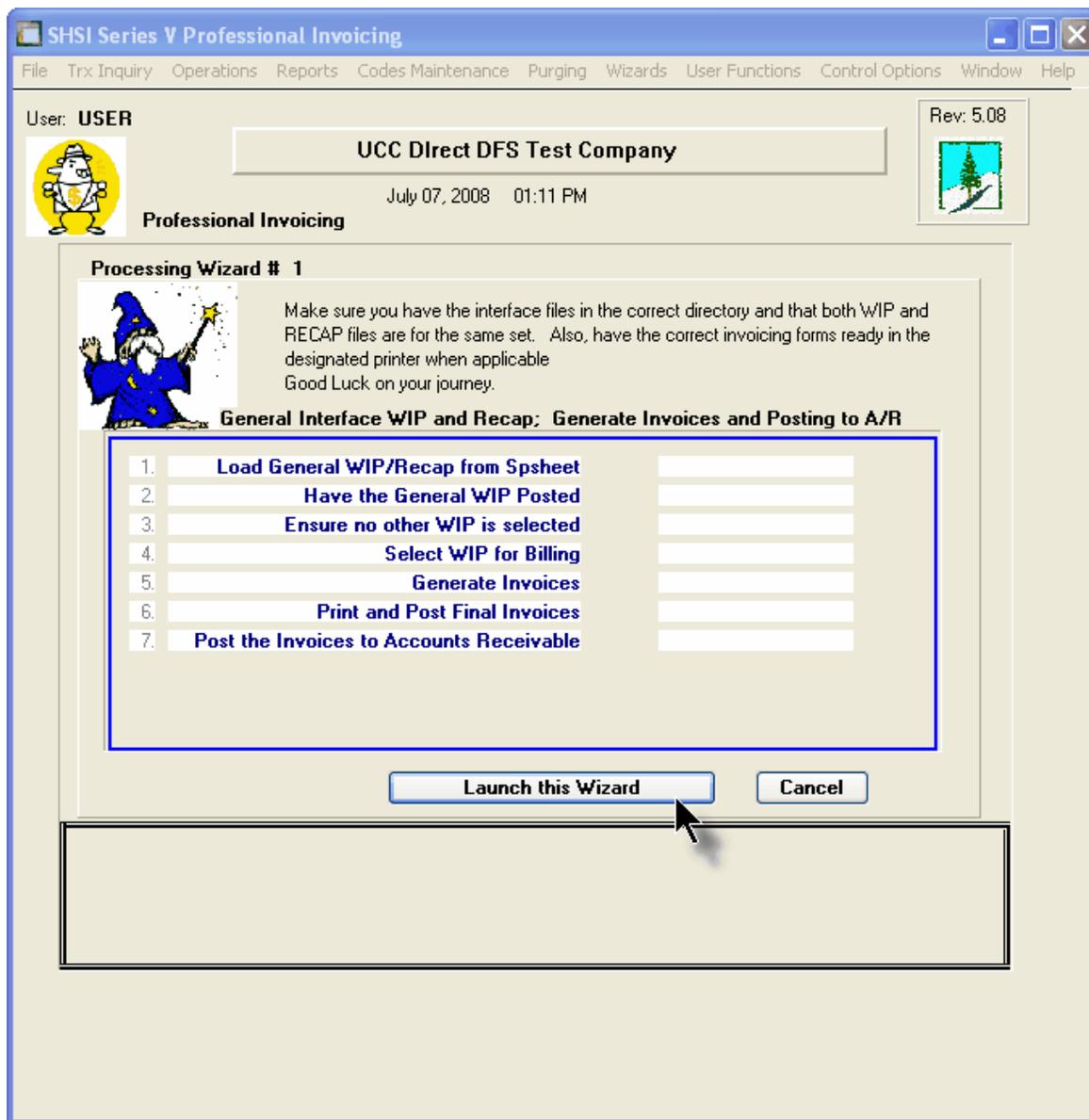
Click on the Search icon.

A search string may be entered for the following fields:

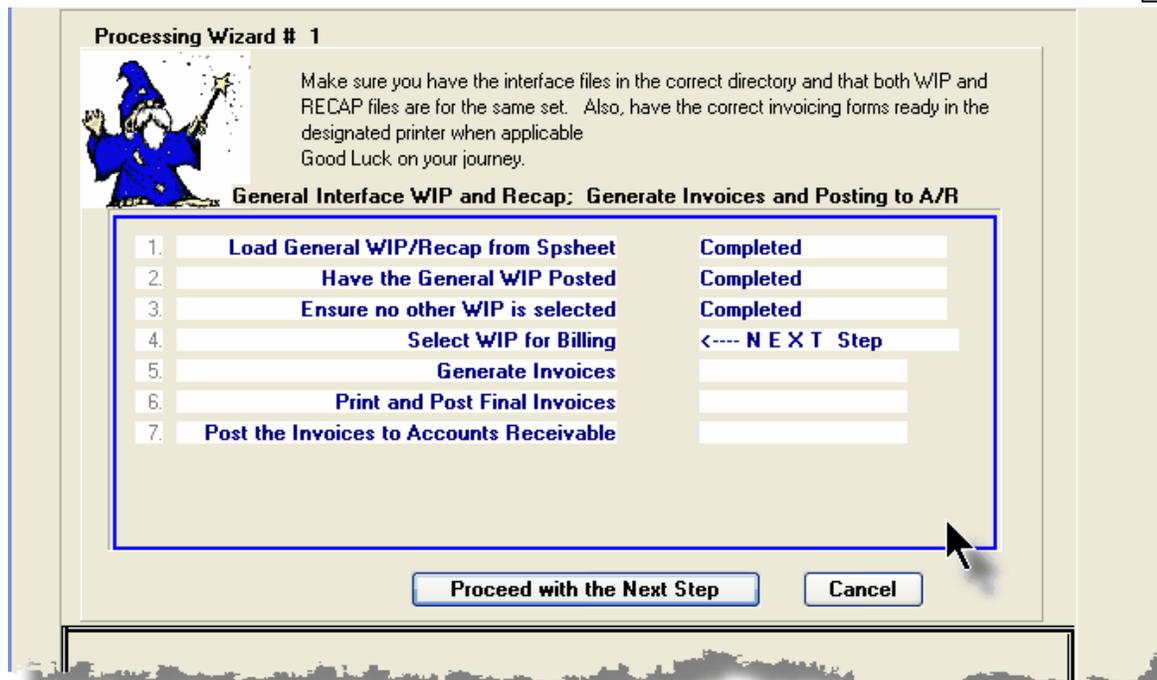
- Title
- Wizard ID #

5.6.2 Wizard Execution Screen

When a Wizard is launched from a given applications' menu, the following screen is displayed.



Click on the **Launch this Wizard** push-button to have it started. As each step is executed it's status is displayed in the table.

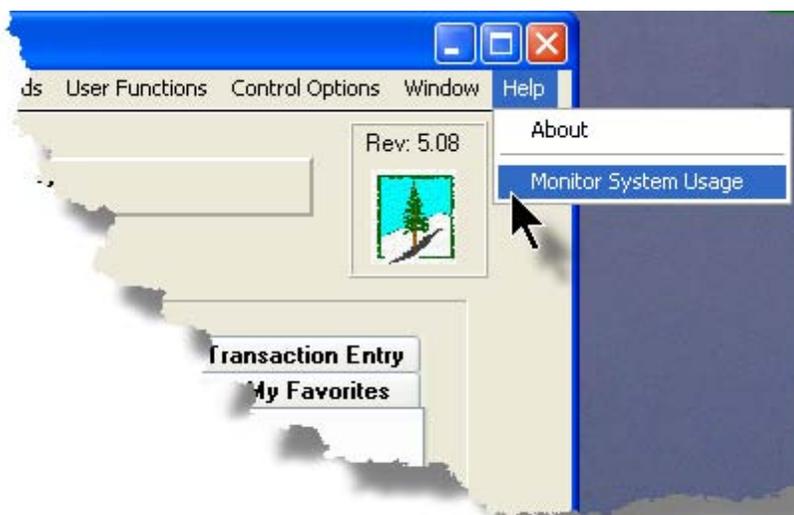


As each step is finished, you must click on the **Proceed with the Next Step** button, or you can abandon the Wizard by clicking on the **Cancel** push-button.

5.7 Monitor System Usage

TheSeries 5 keeps track of which users are currently logged into the system, and what menu function they are executing.

This screen may be displayed by selecting Monitor System Usage from the drop-down menu under any applications' menu bar that contains Help as a topic.



The following is an example of the Monitor display screen:

System Access Monitor

These are the users currently accessing the system as of **10:35:08 am**

PID	Username	Company System	Sys	Function	GL Company	Started	Elapsed Time	Access Code
101-0	SHS14.LARRY	PCA	IM	IM Menu		10:33:42 7/04/08	0:01:26	0
101-1	SHS14.LARRY	PCA	IM	Inventory Item Master		10:33:45 7/04/08	0:01:23	1
251-0	USER	UCC	AR	Monitor System Usage		10:34:38 7/04/08	0:00:30	1
251-1	USER	UCC	AR	Customers		10:33:01 7/04/08	0:02:07	1
251-2	USER	UCC	AR	Customer Open Item Inquiry		10:33:06 7/04/08	0:02:02	1
351-0	SHS14.LARRY	UCC	GL	GL Menu	40	10:34:21 7/04/08	0:00:47	0
351-1	SHS14.LARRY	UCC	GL	Trial Balance Report	40	10:34:26 7/04/08	0:00:42	1
351-2	SHS14.LARRY	UCC	GL	G/L Account Trx Inquiry	40	10:34:31 7/04/08	0:00:37	1

Processing Tip

Should you discover that there are items listed, but you know that there are no users in the system, ask your Systems Manager to purge these records. (There is a System Maintenance function that will delete all the records used in displaying the items on this screen).

Part



6 Miscellaneous Invoicing Menu Functions

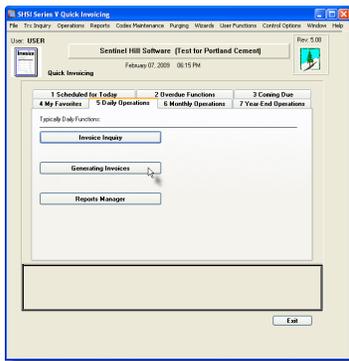
All functions for the Q/I system can be accessed from the menu bar at the top of the menu screen.

They are divided into types of functions. Each section following describes each set of common types of functions.

6.1 The Q/I Menu

The Miscellaneous Invoicing Menu screen provides your access to all functions offered in the Q/I system.

Miscellaneous Invoicing Main Menu



- All functions associated to the Series 5 Miscellaneous Invoicing system are available from this screen
- Each function can be found within the sub-menu displayed under the menu-bar associated to the type of the function
- A number of tab sub-screens are available from which associated functions may be selected
- If menu functions have been set up to be scheduled, they may appear within tabbed sub-screens labeled **Scheduled for Today**, **Overdue Functions**, or **Coming Due**
- The **My Favorites** tab sub-screen will have any menu-functions that have been so define by the User Access Privileges function that may have been set up by your Systems Manager or Gate Keeper
- You can select up to 9 menu item functions at a time, each executing in their own window
- Access to specific menu items may be granted or denied from the User Access privileges function. **(Those functions that you are denied access to will be displayed in the drop-down menus as dimmed items)**

– Menu Bar Headings

The menu bar is divided into major categories of functions. *(Follow the link in each item below for further information on each function).*

File	For accessing the Archived Reports Manager, and the Batch Job Processor utilities.
Trx Inquiry <small>126</small>	For those functions that provide inquiry to assorted historic transactions and/or analysis.
Operations <small>130</small>	For those menu items that provide basic operational functions.
Reports <small>151</small>	For generating all the reports associated to the Miscellaneous Invoicing system.
Codes Maintenance <small>153</small>	Those menu items for maintaining the assorted master codes used in the Miscellaneous Invoicing system.
Purging <small>181</small>	Those menu items for Purging outdated historical transaction records used in the Miscellaneous Invoicing system.
Wizards <small>114</small>	For user defined Wizards.
User Functions	For menu items to launch user defined programs or Windows utilities. (Refer to the Systems Management Help for details on setting up)
Control Options <small>181</small>	For setting up control preferences and User Access rights to the Miscellaneous Invoicing system.
Window <small>32</small>	For managing the multi-threaded windows that might have been activated by the user.
Help	Basic help, and a function to display those users currently in the Series 5 system.

6.2 File Management

The topics in this chapter describe functions and procedures that are available under the **File** drop down menu on the Miscellaneous Invoicing menu. These menu items are used to perform assorted File Processing type functions. In particular, the function to access and view Archived Reports is found here.

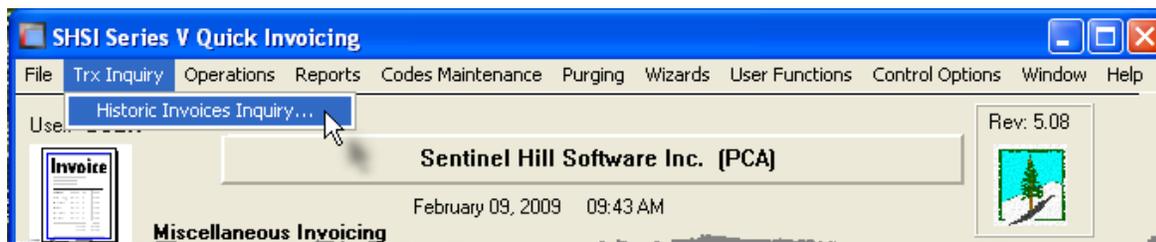
These functions are available from the Q/I Menu Bar as shown:



6.3 Inquiry Functions

The topics in this chapter describe functions and procedures that are available under the **Trx Inquiry Options** drop down menu on the Miscellaneous Invoicing menu. These menu items are used to perform assorted screen inquiry functions. In particular, the function to query the Historic Invoices is found here.

These functions are available from the Q/I Menu Bar as shown:



6.3.1 Historic Invoices Inquiry

The Historic Invoices Inquiry function provides easy access and display of the Invoices that have been generated and printed from the Miscellaneous Invoices application. It offers a variety of different ways of selecting and displaying the transactions. Some of the features of the Inquiry function are as follows:

- Invoices may be displayed for a selected Customer, Invoice Template, or just listed sorted by Invoice Number
- The Properties of the Invoice may be displayed
- The actual body of the Invoice, with related charges, and assigned Revenue Accounts are displayed
- If Revenue Distributions were generated based on Auto-Distributions, those accounts and amount are displayed
- Invoices may be reprinted
- A number of different filters may be set to limit the list of Invoices that are displayed.
- A function is provided that computes totals for selected intervals of Months, Quarters or Years, over a given date range.
- History Invoice records may be purged from the system

- An Historic Invoice Journal may be printed, using assorted selection filters, sorted and/or grouped by Invoice #, Customer, or Invoice Template

When generating the Totals summary, printing an Invoice History Journal report, or Purging transactions, the operator is presented with the standard [A/R Customer Select Filters](#)^[85]. This allows you to select specific and/or ranges of Customers, Customer Types, and Sales Representatives, as well as other types of filters to be applied to the customer.

The Invoice History Inquiry function is launched from the Miscellaneous Menu's **Trx Inquiry** drop-down menu.



The Historic Invoices, as transactions, are offered for display using a Series 5 grid processing screen. All Invoices that have been posted to Accounts Receivable, are moved to history files and are listed in the grid screen.

Historic Invoices Inquiry Grid

Inv #	Type	Date	Customer	Company	PD #	Reference	Amount	Template
608898	I	2/12/09	132011	Cemex			15,050.00	REMY2
608910	I	2/12/09	107100	Lafarge North America Inc.			75.00	039
608911	I	2/12/09	114000	Holcom US			75.00	039
608912	I	2/12/09	132000	St Mary's Cement - DUES ONLY			75.00	039
608913	I	2/12/09	132000	Maniarch Cement Company			75.00	039
608914	I	2/12/09	210404	RMC Lone Star			75.00	039
608915	I	2/12/09	212874	Essoic Cement Corp-USE 211832			75.00	039
608916	I	2/12/09	213284	RMC CEMEX			75.00	039
608917	I	2/15/09	132011	Cemex			1,400.00	054
608920	I	2/15/09	102000	Alaska Basic Ind - Cement Div			75.00	039
608921	I	2/15/09	115000	Hawaiian Cement			75.00	039
608922	I	2/15/09	147000	St. Marys Cement			75.00	039
608923	I	2/15/09	201548	Rinker Materials			75.00	039
608924	I	2/15/09	205337	Lehigh Cement Company		For the Month of January, 2009	75.00	039
608925	I	2/15/09	211025	Lehigh Northwest Cement Limited			75.00	039
608926	I	2/15/09	213571	Ash Grove Cement Company			75.00	039
608927	I	2/15/09	213573	LaFarge North America Inc.			75.00	039
608928	I	2/15/09	213945	North Star Cement			75.00	039
608929	I	2/15/09	213964	Sunbelt			75.00	039
608930	I	2/15/09	214900	IMCVC			75.00	039

"Fast Buttons"

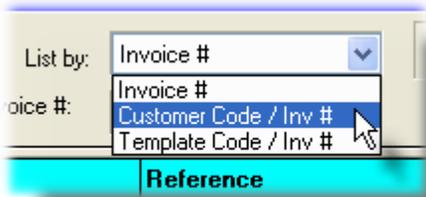
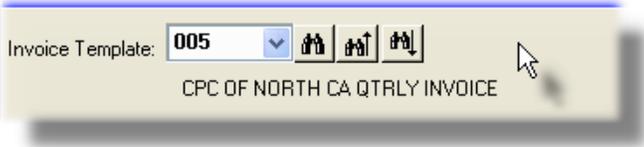
Reprint an Invoice	Have the Invoice highlighted in the grid and reprinted.
Set Filters	Set a number of filters that will limit the Invoices displayed.
Purge Historic Invoices	Purge Historic Invoices removing them from the system.
Compute Totals	Using a number of selection filters, Invoice number, date range, compute totals for selected intervals, and display to the screen.

Information for any selected Invoice may be displayed by double-clicking its associated row. Standard Series 5 grid controls apply.

Some points to note about the grid screen are as follows:

- Right click any row with an invoice to have a pop-up menu displayed, offering a number of relevant functions
- A given Invoice may be deleted from history. Once deleted, there is no way that it can be re-instated.

Some of the special features of this grid are as follows:

<p>➤ You may navigate to the Next or Previous Invoice on file by clicking the applicable icon found at the top of the window.</p>	
<p>➤ Click on the List By drop-down list to have invoices listed either by Invoice Number, or for a selected Customer or Invoice Template Code</p>	
<p>➤ If listing by Customer, enter the Customer for whose Invoices are to be listed, or click the binocular icons to Lookup a Customer Code, or to display invoices for the Next or Prior Customer with invoices on file</p>	
<p>➤ If listing by Invoice Templates, enter the Template Code matching the invoices to be listed, or click the binocular icons to Lookup a Template Code, or to display invoices for the Next or Prior Template Code with invoices on file</p>	

➔ Display, Purge and Totalling Filters - Options Screen

The following screen is presented when the either the Set Filters, the Purge History or the Totals functions are selected:

(The Tax Codes, and the Customer Code select fields are included only for the Set Display function that filters the invoices being listed)

— Display, Purge and Totalling Filters Screen - Field Definitions

Historic Invoices Numbered	radio-buttons and/or 9(6)
Select to have All, or a Selected Range of Invoices in the selection process to be displayed or processed in the selected function. If the Selected radio button is clicked, enter the starting and ending range of Invoice Numbers to be selected.	
Invoices Dated	radio-buttons and/or 9(6)
Select to have All, or a Selected Range of Invoices with a given date displayed or processed in the selected function. If the Inclusive radio button is clicked, enter the starting and ending date range of Invoice to be selected. <i>(Clicking on the calendar, will offer a screen from which a defined range of periods can be chosen).</i>	
Invoice Layout Template Code	X(6)
Select the Invoice Template for which Invoices are to be generated for. Only these invoices will be listed, or included in the report.	

Customer Merge Set Code	X(6)
Select the Customer Merge Set for which Invoices are to be generated for. Only these invoices will be listed, or included in the report.	
Customer	X(6)
Enter a given customer Code to have only those invoices for that customer displayed or processed.	
Tax Codes 1 and 2	X(6)
Select a Tax Code, to have only those invoices with a designated matching Tax code displayed or processed.	

6.4 Operational Functions

The topics in this chapter describe functions and procedures that are available under the **Operations** drop down menu on the Miscellaneous Invoicing menu. These menu items are used to perform the major processing functions in the Miscellaneous Invoicing system. In particular, the functions for generating and editing sets of Invoices are found here.

These functions are available from the Q/I Menu Bar as shown:



6.4.1 Invoice Processing

Invoices may be generated, edited, printed and posted to the Accounts Receivable system using functions provided from the Invoice Processing function. Once you have established the Invoice Templates, you may then generated invoices.

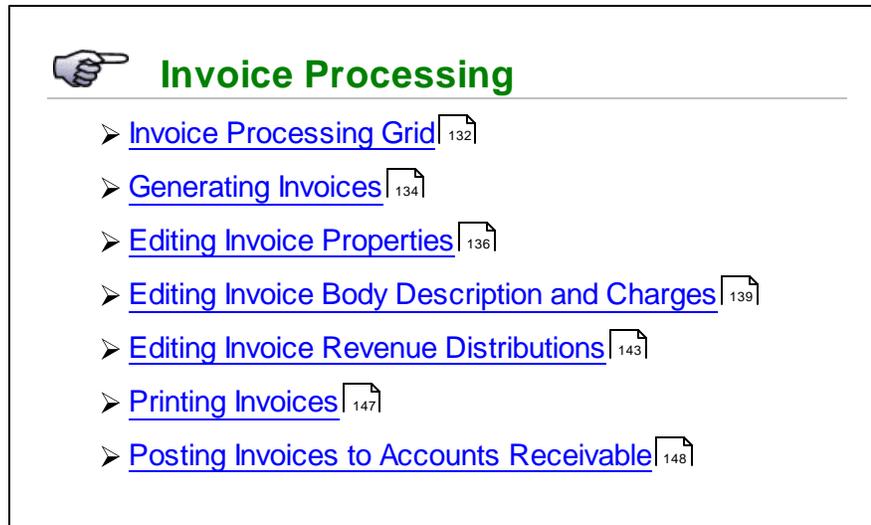
Prior to generating any invoices, there are a number of steps that must have been taken: The processing steps required to generate invoices are as follows:

- The format and content of invoices are defined by creating an [Invoice Template](#)¹⁶³. The template defines what fields are to be printed, the descriptive text and dollar amounts that are charged to your customers, and the G/L accounts to which revenue distributions are recorded to. (You must have your templates defined before any invoices can be generated).
- The A/R Customer(s) for which invoices are generated must be defined in the A/R system. For those that wish to have their invoices emailed, the appropriate property must be set in their properties record.
- If the same invoice is to be generated for a number of customers, they must be defined in a [Customer Merge Set](#)¹⁵⁶. This consists of a list of A/R Customers, along with specific billing information.
- Invoice Numbers are automatically assigned, based on the Next Available Invoice Number field that is defined in the Q/I Invoicing Preferences screen. Also, should invoices require Remit-To instructions, these are also defined under the preferences. Your [Control Preferences](#)¹⁸² must be correctly set up.

The processing steps required to generate invoices are as follows:

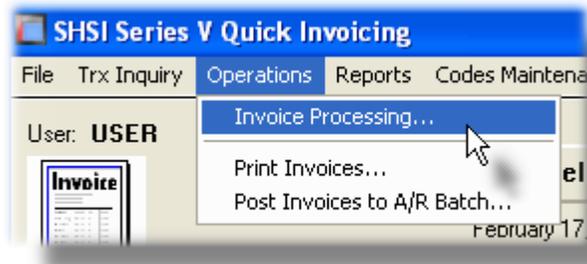
- You may choose to build just a single Invoice for one Customer, or a set of Invoices for each Customer defined in a particular Merge Set. Either way, you also must choose the Invoice Template that defined the content, and the charges associated to the invoices.
- You must specify the date of the Invoices.
- The system will automatically assign the Invoice Numbers; compute any applicable taxes and determine the Due Date.
- Revenue Distributions are automatically assigned. These would have been defined by the Template as either fixed dollar amounts, or as Auto-Distributed percentages.
- In some cases, the Invoice Template may have been created as a shell, that really only provided "Boilerplate" descriptions and distributions. In these cases, you may then edit the invoices, to enter applicable charge rates and/or additional descriptions. You may also enter Freight Charges, Miscellaneous Charges and adjust any Revenue Distributions as required. If the Invoices are prepaid, you can also specify the method of payment. (In the case of Prepaid Invoices, when posted to the A/R system, both the Invoice and Payment open items will automatically be generated).
- Once all invoices have been generated and edited, they may then be printed, and posted to the Accounts Receivable system. When posted to the A/R, they are copied to an A/R Sales Batch, which in turn will be ready to be posted.
- If prior to executing the step to post to A/R, you realize that the wrong Merge Set, or Template was used, or if the wrong date was entered, you can also Degenerate the

invoices. Degenerating invoices basically deletes them from the system.



+ Accessing the Q/I Invoice Processing Function

From the Q/I Main menu, select **Invoice Processing** from the **Operations** drop-down menu.



6.4.1.1 Invoice Processing Grid Screen

Invoices, as transactions, are maintained using a Series 5 grid processing screen. All Invoices that have been generated, but not yet posted to Accounts Receivable, are kept in an Invoice file and are listed in the grid screen. Once they are printed, they will be eligible to be posted to Accounts Receivable. After posted to A/R, they are moved to the Invoice History file, and will be available only from the Invoice History Inquiry function.

 Invoice Transaction Processing Grid

Q/I Invoice Processing

File Edit View Help

Invoice Generation Generate Invoices for defined Customer Merge Sets. Select from the Templates for the desired Invoices. Once generated, Print them, and Post them to A/R. Exit

Add One Invoice Modify Invoice Generate Invoices Print Final Invoices Post to A/R

Invoice Template: 039 ACPA POSTAGE CHARGES List by: Template Code / Inv # Refresh

Go To Invoice #:

Inv #	Type	Status	Date	Customer	Company	Reference	Amount	Template
608920	I	Gened	2/15/09	102000	Alaska Basic Ind - Cement Div		75.00	039
608921	I	Gened	2/15/09	115000	Hawaiian Cement		75.00	039
608922	I	Gened	2/15/09	147000	St. Marys Cement		75.00	039
608923	I	Gened	2/15/09	201548	Rinker Materials		75.00	039
608924	I	Gened	2/15/09	205337	Lehigh Cement Company		75.00	039
608925	I	Gened	2/15/09	211025	Lehigh Northwest Cement Limited		75.00	039
608926	I	Gened	2/15/09	213571	Ash Grove Cement Company		75.00	039
608927	I	Gened	2/15/09	213573	LaFarge North America Inc		75.00	039
608928	I	Gened	2/15/09	213945	North Star Cement		75.00	039
608929	I	Gened	2/15/09	213964	Sunbelt		75.00	039
608930	I	Gened	2/15/09	214900	IMCYC		75.00	039
608931	I	Gened	2/15/09	215128	Lehigh Inland Cement Ltd		75.00	039
608932	I	Gened	2/15/09	217742	Gulf Coast Portland		75.00	039
608933	I	Gened	2/15/09	219379	Dragon Products Company		75.00	039
608934	I	Gened	2/15/09	219380	Essex Cement Company		75.00	039
608935	I	Gened	2/15/09	219381	LaFarge Corporation		75.00	039
608936	I	Gened	2/15/09	545276	Material Service Corp		75.00	039
608937	I	Gened	2/15/09	549037	National Cement Co. Inc.		75.00	039

For Template, items are listed by Invoice Number. Search: for:

"Fast Buttons"

Add One Invoice	Generate an Invoice for a specific Customer using a given Template
Modify Invoice	Modify the Invoice highlighted in the grid
Generate Invoices	Generate a set of Invoices for a selected Merge Set of Customers for a given Template
Print Final Invoices	Print all Unposted Invoices. Note that all invoices on file, that are presented in the grid are printed, regardless whether they have already been printed or not.
Post to A/R	Move all "Printed" Invoices to an Accounts Receivable Sales Batch. Posted Invoices will be copied to the Invoice History files.

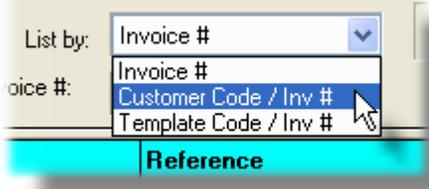
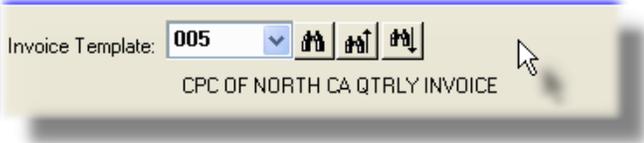
Invoices are built either one at a time for a given Customer, or in bulk for a Merge Set of Customers. In either case, the format and charges for each Invoice are determined from an Invoice Template. Once an Invoice has been created, it may be edited by double-clicking it's

associated row. Standard Series 5 grid controls apply.

Some points to note about the grid screen are as follows:

- The grid's **Status** column indicates whether an Invoice has been printed or not
- Right click any row with an invoice to have a pop-up menu displayed, offering a number of relevant functions
- A given Invoice may be deleted. Once deleted, there is no way that it can be re-instated.
- Invoices are generated by selecting either the **Add one Invoice** or the **Record Selected/Eligible Items** pushbutton in the "Fast Buttons" frame.

Some of the special features of this grid are as follows:

<p>➤ Click on the List By drop-down list to have invoices listed either by Invoice Number, or for a selected Customer or Invoice Template Code</p>	
<p>➤ If listing by Customer, enter the Customer for whose Invoices are to be listed, or click the binocular icons to Lookup a Customer Code, or to display invoices for the Next or Prior Customer with invoices on file</p>	
<p>➤ If listing by Invoice Templates, enter the Template Code matching the invoices to be listed, or click the binocular icons to Lookup a Template Code, or to display invoices for the Next or Prior Template Code with invoices on file</p>	

6.4.1.2 Generating Invoices

The Series 5 Miscellaneous Invoicing system automatically generates invoices based on pre-defined Templates. You may generate invoices for a set of Customers or for a single Customer.

From the Invoice Processing grid screen, On the "Fast Button" bar, click **Add One Invoice**, to generate an Invoice for just one customer, or click **Generate Invoices**. for generating a set of invoices for a pre-defined Customer Merge Set.



Once generated, the invoices will be displayed in the Invoice Processing grid screen. They may be edited or deleted as the case may be.

After the invoices are printed, you must then post them to the Accounts Receivable system.

Building Invoices for a Single Customer or a Merge Set of Customers - Options Screen

The options for generating a single Invoice are defined with the following screen:

Q/I Invoice Processing

Generate an Invoice for a selected Customer using a specific Invoice Template.

Invoicing Options

Specify options for Generating Invoices.

Build an Invoice for Customer: **Sidney M Johnson & Assoc**
Clark, NJ

Using Charges and Layout based on Invoice Template: **MASONRY FLYERS**

Invoices:

System Assigned Invoice Numbers Starting from: Dated:

with the Next Invoice Number of:

For generation of invoices for a set of Merge Customers, the field for selecting a Merge Set is presented, instead of the Customer:

Build Invoices for Customers from Merge Set: **Illinois Rent Invoices**
(19 Customers)

Generating Invoices Options Screen - Field Definitions

Build Invoice for Customer	X(6)
Select the Customer for which a single Invoice is to be generated for.	
Build Invoices for Merge Set	X(6)
Select the Customer Merge Set for which Invoices are to be generated for.	
Invoice Template	X(6)
Select the Invoice Template for which Invoices are to be generated for.	
System Assigned Invoice Starting Number	9(6)
Enter the Starting Invoice Number that is to be assigned to the generated Invoices. This value will default to that defined in the Control Properties. If you are generating multiple sets of Invoices, the system will automatically update the Next Invoice Number to be assigned.	
<p>Warning</p> <p>You should normally always let the system assign the Starting Invoice Number. You must be careful when assigning Invoice numbers, as other systems such as the Order Entry, or Professional Invoicing systems may also be generating invoices. Invoices numbers in the Accounts Receivable system must be unique to all invoices generated regardless of where they originate.</p>	

6.4.1.3 Editing Invoices - Properties

Even though Invoices are basically defined and set up as Invoice Templates, once they have been generated, it is useful to be able to edit them. It means that you could set up Invoice Templates that are used to just define the skeleton of your invoices, and edit them as required once they have been generated for the given customers.

Invoice - Properties Tab Screen

The Invoice Properties screen is used to edit those fields that are used once the invoice is posted to the Accounts Receivable system. It also is used to define how Revenue Distributions are to be assigned.

The properties associated to each Invoice are maintained by the following screen:

Q/I Invoice Processing

Invoice #: 8924 for Customer: 205337 Lehigh Cement Company

Properties INVOICE Revenue Distributions (Based on Template: 039)

These fields are properties associated to the Invoice within the A/R system.

Invoice Charges:

Currency: US US

Prepay Code:

Record Revenue Distributions:

For each Body Line Charge

For a defined Set of Revenue Accounts

A/R Sales Transaction Fields:

A/R Control Account: 1200 -- 001 Accounts Receivable - US

Reference: For the Month of January, 2009

A/R User Code: MCVID MASONRY CEMENT VIDEO

Sales Rep. 19 PCA Internal

Update Cancel

Invoice Properties - Field Definitions

Currency

X(4)

When selecting the Currency, it's only purpose is to contribute the text that is optionally printed in the footer. **Payable in XXXXX funds** where the **XXXXX** is the Print Symbol defined for the currency.

Prepay Code

X(3)

For invoices that are prepaid, say by credit card or cheque, this is the Prepayment method that was used. It's a code that would have been defined in your Accounts Receivable system. For example, CSH, VIS, CHQ, AMX for cash, Visa, cheque, or American Express. When selecting a Prepayment Method code, the Prepay Cash account will be assigned.

When a prepaid invoices is posted to the Accounts Receivable system, it will be recorded as Prepaid Sales Transactions, and both an Invoice and a Payment Open Item record will be generated.

Note that if the invoice was generated from a template that had a prepaid code already assigned, that code would be established in this field.

Record Revenue Distributions	radio-buttons
<p>Select the applicable radio-button to indicate whether this account has journal entry transactions that are typically recorded as Debits or Credits. Revenue accounts should be flagged as being typically Credits and Expenses as typically Debits.</p> <p> <input checked="" type="radio"/> For each Body Line Charge entered <input type="radio"/> For a defined set of G/L Revenue Accounts </p>	
A/R Control Account	9(18) - 9(5)
<p>When Invoices are posted to the Accounts Receivable system, the Transaction is written with an A/R Control Account to which the amount is recorded as a receivable. All invoices generated with this template will have the account entered here used as the A/R Control account. <i>(Note that after an invoice is generated, the A/R Control account may be edited).</i></p>	
A/R Transaction Reference	X(30)
<p>When Invoices are posted to the Accounts Receivable system, the Transaction is recorded with a Reference field. This reference is also written to the associated Open Item records recorded for the customer. Enter the brief text which will be recorded in the A/R system. The A/R Reference field may optionally be selected as a field that is printed in the header of the invoice. <i>(Note that after an invoice is generated, the A/R Reference may be edited).</i></p>	
A/R Transaction A/R User Code	X(6)
<p>When Invoices are posted to the Accounts Receivable system, the Transaction is recorded with a User Defined field. This reference is also written to the associated Open Item records recorded for the customer. Enter the code which will be recorded in the A/R system. When generating an A/R Aging report, the A/R User code may be used as a selection filter. The A/R User Code field may optionally be selected as a field that is printed in the header of the invoice. <i>(Note that after an invoice is generated, the A/R User Code may be edited).</i></p>	
Sales Representative	X(3)
<p>This field is used to record the Sales Rep that is associated to the transaction, presumably a Sale. This will default to the Sales Representative code that was assigned to the customer. Any Commission amount that is entered will be recorded to this Sales Rep.</p> <p>When an A/R Aging report is generated, the Customers may be grouped by Sales Rep. When the A/R Period Analysis is generated, totals for each Sales Rep, for each period, are accumulated.</p>	

6.4.1.4 Editing Invoices - Body

The interesting portion of the Invoice is the Body. This is where you enter the text and the amounts that describe the products and/or services that you are invoicing your customer for. There are a couple of different types of lines that can be defined in the body of the invoice.

Invoice - Invoice Body Tab Screen

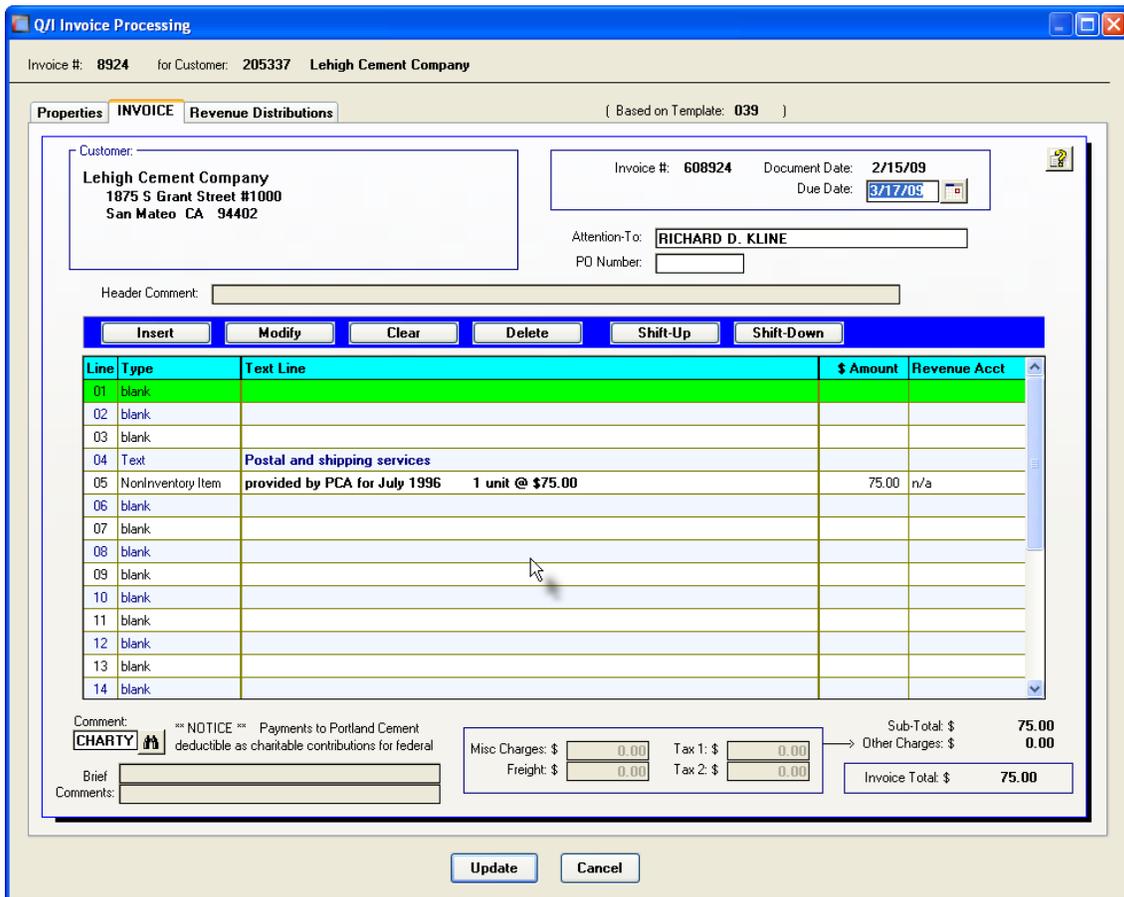
You can enter only as many lines in the body as was defined by the Invoice Template that was used to generate the invoice.

The lines within the body of the invoice are maintained using the following Series 5 grid screen. What you see is what you get. You can leave lines blank as desired for nice spacing.

Invoice Number of Pages

The system only supports 1 page invoices.

The following screen is used:



Q/I Invoice Processing

Invoice #: 8924 for Customer: 205337 Lehigh Cement Company

Properties INVOICE Revenue Distributions (Based on Template: 039)

Customer: Lehigh Cement Company
1875 S Grant Street #1000
San Mateo CA 94402

Invoice #: 608924 Document Date: 2/15/09
Due Date: 3/17/09

Attention-To: RICHARD D. KLINE
PO Number:

Header Comment:

Insert Modify Clear Delete Shift-Up Shift-Down

Line	Type	Text Line	\$ Amount	Revenue Acct
01	blank			
02	blank			
03	blank			
04	Text	Postal and shipping services		
05	NonInventory Item	provided by PCA for July 1996 1 unit @ \$75.00	75.00	n/a
06	blank			
07	blank			
08	blank			
09	blank			
10	blank			
11	blank			
12	blank			
13	blank			
14	blank			

Comment: CHARTY  ** NOTICE ** Payments to Portland Cement deductible as charitable contributions for federal

Misc Charges: \$ 0.00 Tax 1: \$ 0.00
Freight: \$ 0.00 Tax 2: \$ 0.00

Sub-Total: \$ 75.00
Other Charges: \$ 0.00
Invoice Total: \$ 75.00

Brief Comments:

Update Cancel

Note about Disabled Fields

In some instances there may be fields displayed that are disabled. These fields may not be edited because for the Template that was used to generate the invoice, they are not defined as fields that are to be printed.

Invoice Body Grid - "Fast Buttons"

"Fast Buttons"	
Insert	Insert a new Line in front of the line that the cursor is positioned at. All lines will be shifted down. Any text or charges in the last line will be lost.
Modify	Modify the highlighted Line in the grid
Clear	Clear the highlighted Line in the grid. It will become a blank line.
Delete	Delete the highlighted Line in the grid
Shift-Up	Shift the currently highlighted line up one line.
Shift-Down	Shift the currently highlighted line down one line.

Invoice Body Line - Entry Screen

There are six different types of lines that can be entered within the body of the invoice. Depending on the type, there are different fields that must be entered.

The following type of Body Lines may be recorded:

- Blank Line
- Text — This is just text provided as information describing the services being charged to the customer
- Text with Embedded Amount — This is text that has the \$ charge amount within the line of text. The system will scan the line and extract the amount to be used as the extended amount of the line. (Only 1 \$ charge amount is permitted in this type of line)
- Text with Right Justified Amount — This is just text, but a separate field will be presented for entry of the charge amount. When the invoice is printed, the amount will be right justified at the right side of the body of the invoice.
- Inventory Item Charge — You will be able to select one of the Inventory Items defined in the Series 5 Inventory Management system. A Quantity and a Unit Price must also be entered. The line of text that is printed on the invoice will be automatically built by the system.
- Non Inventory Charge Item — Similar the the Inventory Item Charge, but you may enter the description of the item.

If the Invoice Template is defined to record the Revenue Account with each Body Line charge, then fields will be presented for entry of the G/L Revenue Account, and the Sub-Ledger Project code, if applicable.

The screen following shows the Body Line screen for a line defined as "**Text with Embedded Amount**":

Modify Body Line # 03

Invoice Body Line #: 03 for Template: REMY2

Line Type: Text with an Embedded \$ Amount

Invoice Line of Text:
For Charges in January = 2008 \$ 15,020 (including Packaging)

Extended Amount: \$ 15,020.00

Taxable ?

Update Cancel

The screen following shows the Body Line screen for a line defined as a "**Non-Inventory Line**":

Invoice Body Line Entry Screen - Field Definitions

Line Type	<i>drop-list</i>
Choose the type of line that is to be displayed on the selected body of the invoice.	<div style="border: 1px solid black; padding: 2px;"> Blank Line Text Text with an Embedded \$ Amount Text with Right-Justified \$ Amount Inventory Item Non-Inventory Item </div>
Line of Text	<i>X(70),</i>
Enter the text that is to be displayed. If the line is one with an Embedded \$ Amount, then it will be scanned, starting on the right, for the 1st amount with a \$ character. (You could have 2 \$ amounts in a line, but the system will pick up the last one in the line and use it for the charge to be recorded).	
Quantity	<i>999,999.999</i>
Depending on the type of Line that is being entered, you may or may not be able to enter the Quantity of items that are being invoiced. Note that there is no sign permitted. If you wish to enter a Credit amount, enter a negative Unit Price. The Extended Amount will be computed as Quantity x Unit Price .	
Unit Price	<i>999,999.999CR</i>
Depending on the type of Line that is being entered, you may or may not be able to enter	

the Unit Price of items that are being invoiced. If you wish to enter a Credit, enter a negative Unit Price. The Extended Amount will be computed as **Quantity x Unit Price**.

Extended \$ Amount	\$ 99,999,999.99CR
---------------------------	---------------------------

Depending on the type of Line that is being entered, you may or may not be able to enter the amount to be charged.

Taxable	check-box
----------------	------------------

If the charge for the item being listed is taxable, set this check-box. All charges that are taxable will be tallied, and taxes will be computed when invoices are generated. Taxes are computed based on the Tax Codes defined for the Customer.

Revenue Account	up to 9(18) - 9(5)
------------------------	---------------------------

Enter the account for which Revenue is to be recorded for.

Sub-Ledger Project Code	X(6), X(8), X(4)-X(4), or X(4)-99-99
--------------------------------	---

If applicable, enter the Project Code to be paired with the G/L Account, for which the revenue distribution is to be made for.

6.4.1.5 Editing Invoices - Distributions

All charges recorded to an customer's invoice must be allocated to one or more G/L Revenue Accounts.

There are three different methods that may be employed.

1. For each charge that is entered within the Body of the Invoice, enter the Revenue Account to which it is to be recorded to.

2. For the sum of all charges that were entered within the Body of the Invoice, record that amount to one or more Revenue Accounts as a fixed dollar amount.
3. For the sum of all charges that were entered within the Body of the Invoice, automatically distribute that amount to one or more Revenue Accounts at a fixed percentage.

The method employed is dictated by the option that was selected in the Properties tabbed screen of the Invoice. For the last two methods, the Revenue Distributions tabbed screen will be presented. On this screen indicate whether amounts are distributed as fixed dollar amounts, or as a percentage.

For each Revenue Account defined, a Sub-Ledger Project Code may also be assigned.

Revenue Distribution Entry Rule

When entering or editing an Invoice Template that has Revenue Distributions, the sum of all the \$ Amounts or % values MUST equal the sum of the charges recorded in the Body of the Invoice, or 100, as the case may be.

Invoice - Revenue Distributions Grid Screen

You can enter up to 15 Revenue Accounts to be used for recording the revenue distributions. The Revenue Accounts are maintained using the following Series 5 grid screen. The dollar amount or percentages may be edited directly on the grid.

Q/I Invoice Processing

Invoice #: **8924** for Customer: **205337 Lehigh Cement Company**

Properties INVOICE Revenue Distributions (Based on Template: **039**)

Specify the G/L Accounts to which Revenue is to be recorded to along with their respective amounts.
Specify whether amounts are recorded directly, or as percentages of the total value of body items invoiced.

Revenue Distributions Recorded:

As Absolute \$ Amounts Computed as a % of the Total of the Charges Invoiced

New **Insert** **Modify** **Delete** **Move Up** **Move Down**

	G/L Account	Description	Sub-Ledger Code	Dist'd %
1	4040-921	Non-Dues Revenue		75.00
2	4060-200	Product Sales Revenue		25.00
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Remaining to Distribute: **0.00 %** Total for **2** Distributions: **100.00 %**

Update **Cancel**

— Invoice Template Auto Distribution Revenue Grid - "Fast Buttons"

"Fast Buttons"	
New	Add a new Revenue Distribution.
Insert	Insert a new Revenue Distribution in front of the line that the cursor is positioned at. All existing Distributions will be shifted down. The last Distribution will be lost.
Modify	Modify the highlighted Distribution in the grid
Delete	Delete the highlighted Revenue Distribution in the grid
Move-Up	Shift the currently highlighted Distribution up one line.

Move-Down Shift the currently highlighted Distribution down one line.

➔ Invoice Template - Revenue Distributions Entry Screen

Each Revenue Distribution can be defined for an Account and optional Sub-Ledger Project, depending whether or not the account is validated for a Project or not. Up to 15 different distributions may be defined. If Distributions are to be recorded as \$ amounts, the sum of the distributions must equal the sum of the charges that were entered in the body of the invoice. If Distributions are recorded as percentages, %, then they can be negative or positive, but must add up to 100 %.

— Auto Distribution Account Entry Screen - Field Definitions

G/L Account	up to 9(18) - 9(5)
Enter the account for which Revenue is to be recorded for.	
Sub-Ledger Project Code	X(6), X(8), X(4)-X(4), or X(4)-99-99
If applicable, enter the Project Code to be paired with the G/L Account, for which the revenue distribution is to be made for.	
Distribution Percentage %	S999.99 %

The % to be used to calculate the amount to be recorded to the given revenue account. This is a percentage of the sum of the charges recorded in the body of the invoice. To make a negative distribution, enter a negative percentage. The sum of all percentages must equal 100.

Distribution \$ Amount	\$ 99,999,999.99CR
-------------------------------	---------------------------

The \$ amount to be recorded to the given revenue account. The sum of all amounts must equal to the sum of all the charges recorded in the body of the invoice.

6.4.1.6 Printing Invoices

Once all invoices have been generated and edited to your liking, they must be printed.

From the Invoice Processing grid screen, on the "Fast Button" bar, click **Print Final Invoices**.



All the invoices that have been generated and are presented in the Invoice Processing grid will be printed. Once printed, their Status will be change to that of being Printed. After the invoices are printed, you must then post them to the Accounts Receivable system.

Warning

When selecting to Print Final Invoices, all invoices that have a status of either **Gened** or **Printed** will be printed.

If you wish to have your invoices printed as MS Word documents that are merged with an MS Word template, you must provide the following entries in the AcuCOBOL Configuration file.

Config Variable	Description
xxxx-QI-INVOICE-Q PRINTER RECREATE ARCHIVE&WORD	For Company System xxxx , when invoices are printed, defines the Series

	5 Print Queue, the Creation option, and the target destinations for the output.
XXXX -QI-INV-REPRINT-Q PRINTER RECREATE ARCHIVE&WORD	For Company System XXXX , when invoices are re-printed, defines the Series 5 Print Queue, the Creation option, and the target destinations for the output.
MSWORD-QI-INV-SPECS PORTRAIT "Courier New" 10 MiscInvoices.dot	Defines the specifications for MS Word Documents. In this case defines the pages as Portrait, with a 10-point Courier New font that is based on a template file named MiscInvoices.dot.

MW Word templates can provide headers and footers with graphics, and can set up other formatting properties. For any user that might be generating these Word documents, they must have the *.dot template file installed on their PC in their **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** directory.

Word Template *.dot files

For users that generate Word document forms, if templates are used, they must be installed on each users PC.

6.4.1.7 Posting Invoices to A/R

The Series 5 Miscellaneous Invoicing system handles the generation and printing of invoices. Once they have been printed, they must be moved, or Posted, to the Accounts Receivable system.

From the Invoice Processing grid screen, On the "Fast Button" bar, click **Post to A/R**.



Once posted, the invoices are removed from the Invoice Processing grid screen. They will be available for viewing by selecting the Historic Invoice Inquiry function.

After the invoices are posted, in order to complete the interface to Accounts Receivable, you must enter the Accounts Receivable system. From the Operations drop-down menu select **Sales and Credit Entry**, and choose the Sales Batch that was used. You must then **Post** the Sales Batch to complete the interface.

➔ Post Invoices to Accounts Receivable - Options Screen

The options for posting the Invoices to A/R are defined with the following screen:

— Post Invoices to A/R Options Screen - Field Definitions

Print a Posting Journal/Edit List	check-box
Set the check-box if a Journal of the invoices that are being posted is to be generated. (If the Post check-box is not checked, this in effect becomes a Summary of Invoices Edit List).	
Post Invoices to an A/R Sales Batch	check-box
Set the check-box to have the Invoices posted as Sales Transactions in an A/R Sales Batch.	
Record to an A/R Sales Batch	X(6)

Enter the code to assign to the A/R Sales Batch that will be created to hold the posted Invoices. If the F1 function key is pressed, the system will automatically assign the Next numeric Sales Batch number, as determined by the A/R Control Preferences. The Sales Batch chosen **must not** already exist.

Once the posting has completed, the A/R Sale/Credit Entry operation must be launched to have the Sales transactions actually posted as Receivables.

Ledger Date

mmdyy

Enter the date that is to be assigned as the Ledger Date for all the Sales Transactions recorded in the Accounts Receivable. The Ledger Date is the date that is used to assign which period associated G/L Journal Entries will be recorded to.

A/R Control Account

9(6)

Enter the A/R Control Account that is to be used as the default for the Sales Batch. This A/R Account will be assigned to Sales Transactions that might be entered using the A/R Sales/Credit Entry application.

Note

A/R Control Accounts are assigned to individual Invoices when they are generated. The A/R Control Account was determined from the Invoice Template that was used when invoices were generated.

The account specified here is only used if a new Invoice is entered in the Sales Entry application.

6.4.2 Printing Invoices

Invoices may be printed either by selecting the function from the Operations drop-down menu found on the Miscellaneous Invoicing menu screen, or directly from the Invoice Processing grid screen. All invoices that have been generated, but not yet posted to A/R, will be printed.

For a discussion on the printing of invoices refer to the topic titled [Printing Invoices](#)¹⁴⁷ found within the chapter on Invoice Processing.

6.4.3 Post Invoices to Accounts Receivable

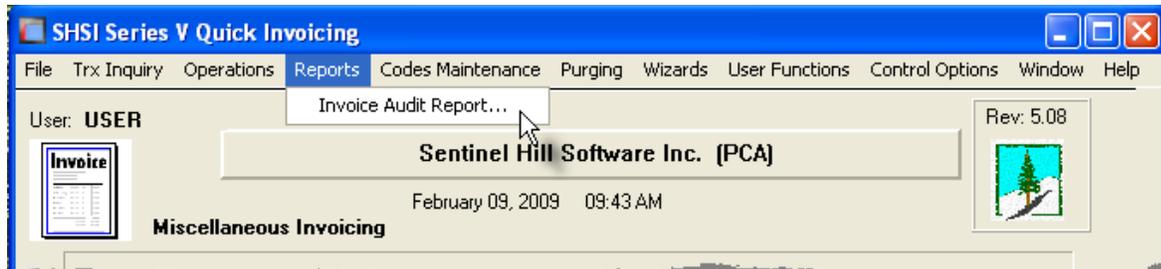
The function to have invoices posted to the Accounts Receivable may be invoked either by selecting the function from the Operations drop-down menu found on the Miscellaneous Invoicing menu screen, or directly from the Invoice Processing grid screen. All invoices that have been printed will be posted. Once posted, they are deleted from the Invoice Processing screen grid. Posted Invoices are moved to the Invoice History file, and may be viewed from the Invoice History Inquiry function.

For a discussion on the posting of invoices, refer to the topic titled [Posting Invoices to A/R](#) found within the chapter on Invoice Processing.

6.5 Reporting Functions

The topics in this chapter describe functions and procedures that are available under the **Reports** drop down menu on the Miscellaneous Invoicing menu. These menu items are used to generate and print the reports associated to the Miscellaneous Invoicing system.

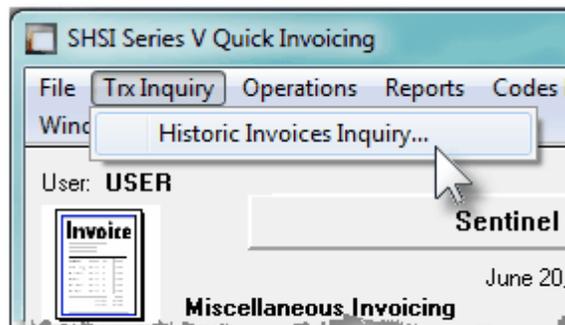
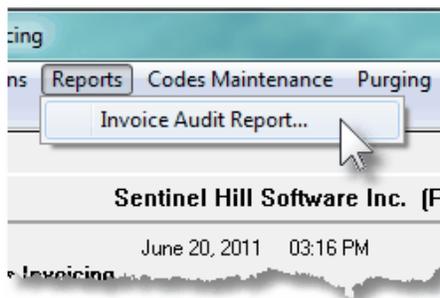
These functions are available from the Q/I Menu Bar as shown:

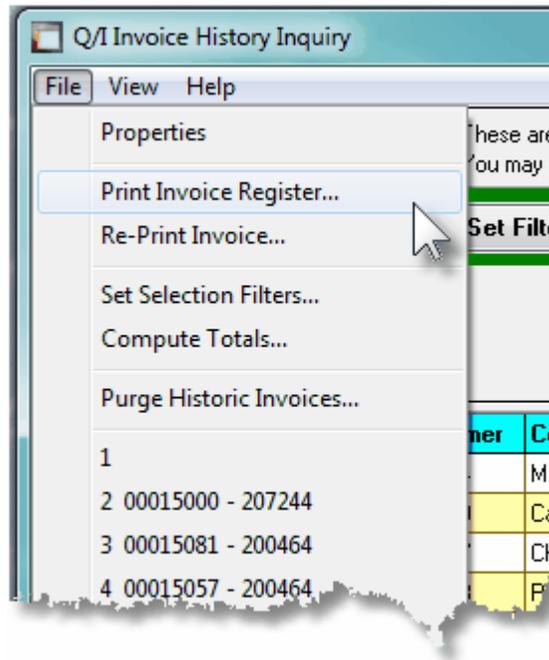


6.5.1 Invoice Audit Report

The Invoice Audit report provides a simple list of all the Invoices that were generated within a specific range of Dates and/or Invoice Numbers. You may choose to have the items listed sorted by Invoice #, by Date for each Customer Code, or by Invoice # for each Template Code.

From the Q/I Main menu, select **Invoice Audit Report** from the **Reports** drop-down menu; or select **Historic Invoices Inquiry** from the **Trx Inquiry** drop-down menu, then click **Print Invoice Register** from that screen's **File** drop-down menu.





Historic Invoices Register Filters Screen

The following screen is displayed for entry of a number of different options and filters that may be set to limit the records that are output to the report.

Report: **QINVHISTORY.RPT** Print Q/I Invoice History Journal ...

Report Options Customer Select Filters Demographic Selects Print Options

Specify selection options to determine the Historic Invoices to be included on this report.

Historic Invoice Number(s):
 All
 Selected

Invoices Dated:
 All
 Inclusive Between: 1/01/10 - 12/31/10

Include only Historic Invoices for:
 Layout Code: 009 SOFTWARE SUBSCRIPTION
 Merge Set: 009 Canadian Billing

(Fields left blank are NOT considered in the selection process.)

Sorted by: Invoice # (Ascending)

Next Cancel

When selected, the operator is presented with the standard [Customer Select Filters](#)^[85] screen and the [Customer Demographic Select Filters](#)^[90] screen. These allow you to specify

selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers and/or projects satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **QINVHISTORY.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)⁹² for full details).

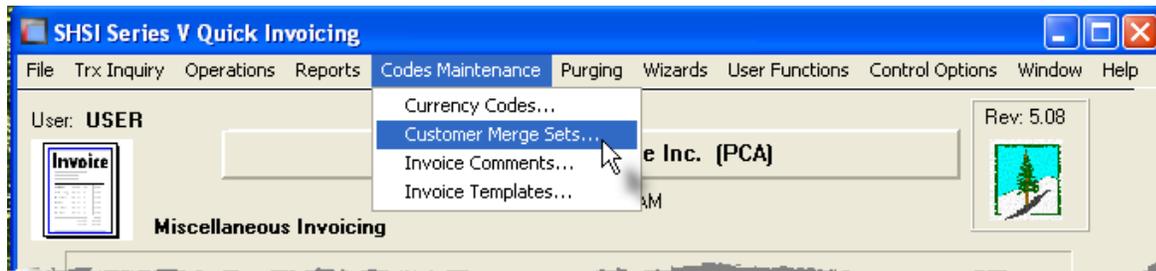
— Historic Invoices Register Filters Screen - Field Definition

Historic Invoice Number(s)	radio-buttons and 9(6)			
To select All Invoices regardless of their Invoice numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Invoice numbers.				
Invoices Dated	radio-buttons and (mmdyy)			
Select to have Invoices selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.				
Include only Invoices — for Invoice Layout Code	X(6)			
To have only those Invoices that were generated based on a particular Invoice Layout Code. (Leave the field blank if it is not to be considered as a selection filter).				
Include only Invoices — for Customer Merge Set Code	X(6)			
To have only those Invoices that were generated for a particular Customer Merge Set Code. (Leave the field blank if it is not to be considered as a selection filter).				
Invoices Sort	drop-down list			
To have the Invoices listed sorted by one of the available fields.				
<table border="1"> <tr> <td>Invoice # (Ascending)</td> </tr> <tr> <td>Customer Code / Date</td> </tr> <tr> <td>Template Code / Inv #</td> </tr> </table>		Invoice # (Ascending)	Customer Code / Date	Template Code / Inv #
Invoice # (Ascending)				
Customer Code / Date				
Template Code / Inv #				

6.6 Master Code Maintenance Functions

The topics in this chapter describe functions and procedures that are available under the **Codes Maintenance** drop down menu on the Miscellaneous Invoicing menu. These menu items are used to maintain the Master Codes used in the Q/I. In particular, the function to Maintain your Customer Merge Lists, and the Invoice Templates are found here.

These functions are available from the Q/I Menu Bar as shown:



6.6.1 Currency Codes Maintenance

When invoices are generated, a specific Currency may be specified. (The Currency Code is defined in the Invoice Templates). When invoices are printed, a text string may be printed in the footer of the invoice.

Note

Other than a string being printed at the bottom of the invoice, there is no conversion done with the amounts. When posted to A/R, the amounts are left unchanged. If foreign currency is received against applicable invoices, adjustments must be made to accommodate exchange rate differences.

Currency Grid

Currency Codes are maintained using a Series 5 grid processing screen.



"Fast Buttons"

New	Add a new Currency
Modify	Modify the Currency in the grid
Delete	Delete the Currency in the grid
Print	Generate a report listing Currency Codes on

Edit an existing Currency by double-clicking its associated row. Standard Series 5 grid controls apply.

➔ Currency Code - Properties

The properties for each Currency are defined with the following screen:

Currency Codes Maintenance

Currency Code: **CDN** - Modify the Properties of

You may define different Currencies for use by the Invoicing System.
(Support for multiple Currencies in Accounts Receivable will be provided in a future enhancement).

Currency Code: **CDN**

Description: **Canadian**

Print Symbol: **\$Cdn**

Exchange Buy: **1.2000** Last Updated: 12/23/04

Update **Cancel**

— Field Definitions

Currency Code	X(6)
This is the code used to identify this Currency.	
Description	X(30)
The name is displayed for verification, and in the LOV when invoked.	
Print Symbol	X(5)
When a Currency is selected its Symbol text is printed in the footer of the Invoice. The text printed is "Payable in XXXXX funds" where the XXXXX is the Print Symbol	

defined.

Exchange Rate	99.9999
This is the exchange rate that would be used to convert this currency into your domestic currency.	

6.6.2 Customer Merge Set Maintenance

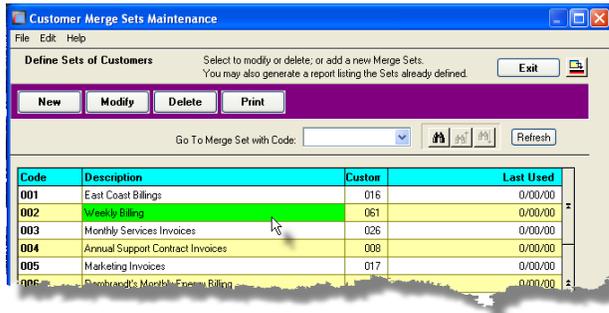
Customer Merge Sets are used to define sets of Customers that would typically receive the same Invoice. When Invoices are generated, the operator can select a specific Merge Set, for which a given Invoice Template will be used to build them. An unlimited number of Customers may be defined with a given Merge Set. A given Customer may also belong to more than one Merge Set.

When the invoices are generated, the billing address is obtained from the Customer Master record associated to the Customer defined in the merge set. When establishing a Customer for a given Merge Set, you may also provide the following fields of information:

- Attention-To individual - The person to whom the invoice will be addressed to
- Email Address - If the ability to have Invoices emailed is implemented, this will be their address
- A Customer Bill Code - Where applicable, and will optionally be printed on the invoice
- An A/R Transaction User Code - Recorded in the A/R's Open Item records
- Prepayment Code - If the customers has arranged to have the Invoices pre-paid, (or automatically paid from their bank accounts), the applicable Prepayment Code information
- Contract Period - To specify a specific period of time for which invoices are to be generated
- An Override Amount to be invoiced - Applicable if for a particular customer, the amount is to be different from that defined by the Invoice Template, but you wish to use the same Template.

Merge Set Customer's Grid

The Customer Merge Set Codes are maintained using a Series 5 grid processing screen.

**"Fast Buttons"**

New	Add a new Merge S
Modify	Modify the Merge Se in the grid
Delete	Delete the Merge S in the grid
Print	Generate a report lis Merge Sets

Edit an existing Distribution Set by double-clicking it's associated row. Standard Series 5 grid controls apply.

Customer Merge Set - Defining Customers Grid Screen

The Merge Set is made up of a number of A/R Customers, each with additional properties. An unlimited number of Customers may be defined for each set.

The list of Customers are maintained by the following Series 5 grid screen:

Customer Merge Sets Maintenance

Customer Merge Set: 006 - Modify the Properties of

Define a Customer Merge Set. Invoices may be automatically generated for each Customer defined in a given Merge Set.

Merge Set Code: 006 Description: **Rembrandt's Monthly Energy Billing**

Default Invoice Template:

Customer Set **Invoice Generation History**

New **Modify** **Delete** **Load from Customer File**

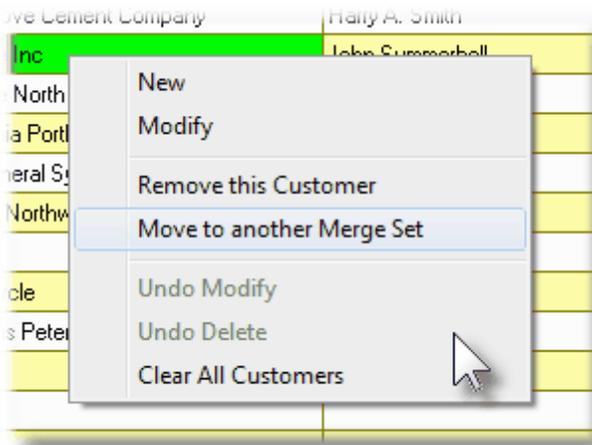
Customer	Company	Attention-To	City
135000	Monarch Cement Company	Roy L. Owens	Humboldt, KS
200464	CTL Group	Presbury B. West	Skokie, IL
201243	Ash Grove Cement Company	Harry A. Harris	Kansas City, KS
201722	Lafarge Inc	John Summerbell	Atlanta, GA
204751	Lafarge North America	Henri L. Isabelle	Montreal, QE
205410	California Portland Cement	Peter Hawkins	Colton, CA
211189	Allis Mineral Systems	Frank I. Kohanowski	Waukesha, WI
212590	Lehigh Northwest Cement Company	Allan S. Moore	Vancouver, BC
213491	Cemex	Noland G. Rudd	Northville, MI
505681	Blue Circle	Peter Dover	Marietta, GA
557123	Claudius Peters (Americas) Inc.	Cary Cohrs	Dallas, TX
569875	Cemex	F. MacGregor Miller	Houston, TX

12 Customers Defined Last Invoked: 6/07/11

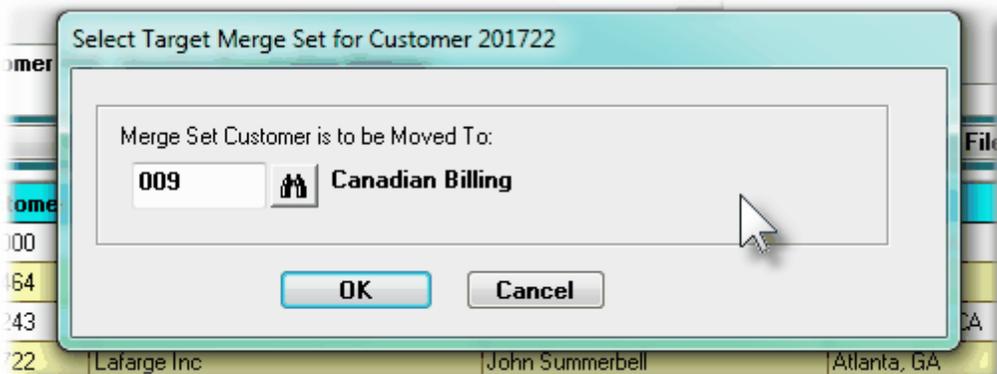
Update **Cancel**

"Fast Buttons"	
New	Add a new Customer
Modify	Modify the Customer highlighted in the grid
Delete	Delete the Customer highlighted in the grid
Load from Customer File	Load Customers from the A/R Customer Master file using standard Customer Select filters

By right-clicking on a particular row of the grid, a pop-up menu will be displayed. As well as the normal functions available to Series 5 grids, there is a function available the will move the Customer to a different Merge Set, and one that will delete all the Customers from the current Merge Set.



When the **Move to another Merge Set** function is chosen, a small window will be presented, from which the operator may choose the Merge Set to which the customer will be moved to.



— Merge Set - Field Definitions

Merge Set Code	X(6)
The Merge set is selected for use with the code specified.	
Description	X(40)
Default Invoice Template	X(6)
When generating invoices, once the Customer Merge Set is chosen, then if an Invoice Template is specified in this field, it will be automatically displayed as the default. (At which time the operator may choose a different Template if so needed).	

➔ Merge Set - Customer Entry Screen

Each Customer may be recorded with additional information that is available to the invoice and/or recorded in the A/R with the invoices associated Open Item records .

— Merge Set Customer Entry Screen - Field Definitions

Customer Code	X(6)
Enter the A/R Customer code for the customer to be included in the Merge Set.	
Attention To	X(40)
When the invoice is generated, it will be sent Attention to the name entered in this field. When the customer is first added to the merge set, this field will default to the primary contact found in the Customer master record.	
Email Address	X(50)
If applicable, enter the email address of the person to whom invoices might be emailed to. This may be useful when having invoices reprinted, and they could be emailed.	
Customer Billing Code	X(20)
If the Customer requires a special billing code to be printed on the Invoice, that code may be entered in this field.	
A/R Transaction User Code	X(6)
When Invoices are written to the Accounts Receivable system, a User Code may be recorded with the Sales Transaction. It is subsequently recorded to the applicable Open	

Item record. If you wish to have a specific User Code recorded in the A/R for the Invoices that were generated for this customer, enter it into this field.

Prepayment Code**X(3)**

If you have arranged that the Invoices generated for this customer are automatically pre-paid, say by automatic debit of their bank accounts, or by Visa, enter that applicable Pre-payment code. When invoices with a Pre-Payment code are generated and posted to the Accounts Receivable, a payment Open Item will be automatically recorded. (The applicable Cash Account is determined from the Prepayment Code's properties).

Contract/Invoicing Period*radio-buttons and mm/dd/yy*

Specify the period for which Invoices will be generated for the Customer.

 Indefinitely

 For the Period
Invoicing Status*radio-buttons and mm/dd/yy*

This field may be used to temporarily, or permanently, suspend the generation of invoices for this customer.

 OK to Invoice

 ON Hold

 Deferred
Amount to Invoice**\$ 9,999,999.99CR**

Normally, charge amounts for invoices are determined from the Invoice Template. All invoices generated for a Merge Set have the same amounts as set up by the Template. If you have an instance when one or more particular customers are to have a different amount, then enter that value in this field. Normally, this field should be left blank.

Warning

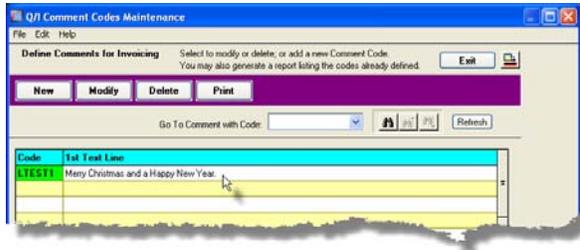
This amount will be used to override ONLY the 1st charge line item found in the Invoice Template. (That item that is entered as **Text with Right Justified \$ Amount**).

6.6.3 Invoice Comment Codes Maintenance

When invoices are generated and printed, a Comment Code may be chosen and up to 5 lines of 75 characters each may be printed in the Footer of the invoice. The Comment Code may be assigned to the Invoice Template, or to individual invoices after they have been generated.

➔ Comment Codes Grid

Comment Codes are maintained using a Series 5 grid processing screen.



"Fast Buttons"

New	Add a new Comment
Modify	Modify the Comment highlighted in the grid
Delete	Delete the Comment highlighted in the grid
Print	Generate a report listing the Comment Codes on file

Edit an existing Comment by double-clicking it's associated row. Standard Series 5 grid controls apply.

➔ Comment Code - Properties

The properties for each Comment are defined with the following screen:

Q/I Comment Codes Maintenance

Comment Code: LTEST1 - Modify the Properties of

Comments are free formatted text that are used to provide instructions that may be printed in the Footer area of invoices. Up to 5 lines of 75 characters each can be printed.

Comment Code: LTEST1

Comment:

Merry Christmas and a Happy New Year.
 PAY YOUR BILL ON TIME OR WE'LL SEND HARRY THE BIG BROWN PIT BULL AFTER YOU
 AND THAT WILL MAKE YOU REALLY SAD. HE HAS THESE BIG TEETH THAT WILL BITE
 YOUR HEAD OFF WITH. So please pay by the Due Date.

Update Cancel

Field Definitions

Comment Code	X(6)
This is the code used to identify this Comment.	
Comment	5 x X(75)
Enter the text of the comment. Lines of text will automatically wrap at the right edge of the field. You may press the Enter key to force a new line. NOTE THAT ONLY 5 LINE OF TEXT WILL BE PRINTED ON THE INVOICE.	

6.6.4 Invoice Templates Maintenance

Defining your Invoice Templates is the basic step in setting up for generating Invoices. When used in conjunction with a Customer Merge Set, invoices can easily be generated on re-occurring bases, for all your customers that have fixed charges.

Defining an Invoice Template is almost the same as building an Invoice. Information

associated to which whether a particular field is printed, and where on the invoice, is recorded; The lines of text and applicable charges are recorded with the Template; and any standard Revenue Distributions are recorded with each Template. The following properties of an invoice are defined:

- The # of lines-per-page, and columns per page of the Invoice
- The location of the body of the invoice is specified (the part of the invoice where charges are listed)
- Whether Revenue Accounts are recorded with each charge, or whether the total amount of the invoice is distributed to selected accounts
- The A/R Control Account
- The Reference and/or User Code that will be carried through to the Accounts Receivable system .
- The layout of the Header portion of the Invoice. (Ie. Which fields are printed, and the Row/Column of the Invoice where they are printed)
- The actual lines of text and applicable charges to be printed within the body of the Invoice
- Where applicable, the G/L Revenue Account to be associated to specific charges
- The layout of the Footer portion of the Invoice. (Ie. Which fields are printed, and the Row/Column of the Invoice where they are printed)
- Any Miscellaneous Charges and/or Freight Charges along with their applicable G/L Accounts
- A Prepayment Code if applicable
- A standard Comment Code, (showing up to 5 lines of text), that might be printed in the Footer of the Invoice
- Where applicable, a standard set of, or single, G/L Revenue Account to which the total dollar amount of the Invoice is to be recorded to

Setup Advice

Designing your Invoice Template is broken down into two major functions.

1. Designing how the invoice is to be printed. Which fields and their location on the form
2. The content of the body of the invoice. This is the text that is printed describing the service or products being invoiced, along with that actual charges

Some practice may be required to get the fields located just the way you want it.

6.6.4.1 Invoice Templates Grid

Invoice Templates are maintained using a Series 5 grid processing screen.

➔ Invoice Templates Maintenance Grid

Code	Description	Line \$ Charges	A/R Reference
009	CNCA MTHLY INVOICE	0.00	
010	CCTX MTHLY INVOICE	0.00	
011	COPIER BILLING	0.00	
012	NAHB	4,950.00	
013	MTC RESEARCH FUND PAYMENT	0.00	
014	GPC MTG	285.00	
015	GPC MTG	170.00	
016	General Marketing Seminar - Chicago/1992	285.00	
017	MASONRY FLYERS	1.50	
018	CTL INVOICES	0.00	
019	GPC MEETING	350.00	
020	GPC MEETING SINGLE	250.00	
021	GTC & SEMINAR	115.00	
022	NCMD ASSESSMENT	1.00	
023	CEMENT PUBLICATIONS	180.00	
024	WORLD STATISTICAL REVIEW	80.00	

"Fast Buttons"

New	Add a new Invo Template
Modify	Modify the Template highlighted in the grid
Delete	Delete the Template highlighted in the grid
Print	Generate a report of the Invoice Template currently defined

Edit an existing Invoice Template by double-clicking its associated row. Standard Series 5 grid controls apply.

6.6.4.2 Template Properties Screen

When adding a new Invoice Template, or editing an existing one, there are a number of different tabbed screens that are required. There is one for the general properties of the Template, one for defining which fields are printed in the Header of the Invoice; defining which fields are printed in the Footer of the Invoice; one for entering any text and/or charges that are to be listed in the body of the Invoice; and one for specifying any Auto-Distributions used in recording the revenue.

Whether adding new Templates, not only do you enter the text and applicable charges, you must also select which fields are printed in the Header and the Footer of the Invoice.

Setup Tip

If you are always printing the same fields on all invoices, then when setting up a new Invoice Template it may be easier if an existing Invoice Template is Copied. This will save time, as you will not need to define which fields are to be actually printed, and their location on the invoice form.

Invoice Template - Properties Tab Screen

The Invoice Layout Properties screen is used to assign a code and description, and to define the physical layout of the Invoice. It also provides for fields that are used when Invoices are posted to the Accounts Receivable system.

Some points to note when setting up an Invoice Layout:

- When selecting the Currency, it's only purpose is to contribute the text that is optionally printed in the footer. **"Payable in XXXXX funds"** where the **XXXXX** is the Print Symbol defined for the currency.
- It is important to specify whether Revenue Distributions are to be entered for each charge listed in the body of the invoice, or whether the dollar total of items in the body are to be distributed to one or more pre-defined Revenue Accounts.
- Always correctly assign the Account Type, as this may be used in a selection filter in a variety of different functions
- Enter the designated A/R Control Account to be assigned when the Invoice is posted to the Accounts Receivable system

The properties associated to each Invoice Template are maintained by the following screen:

Invoice Template Codes Maintenance

Invoice Template: **016** **General Marketing Seminar - Chicago/1992** - Modify the Properties of

Properties Header Fields Invoice Body Footer Fields Revenue Distributions

Invoice Templates define the layout and the content of different sets of Invoices. Template may be used along with Customer Merge Lists to generate sets of re-occurring invoices or a single invoice to many of your customers.

Template Code:

Description:

Page Layout:

of Lines per Page: # of Columns per Line:

Body of the Invoice:

of Lines: Starting on Line: at Column:

Right Justified Amounts are printed in Column:

Invoice Charges:

Currency:

Record Revenue Distributions:

For each Body Line Charge

For a defined Set of Revenue Accounts

A/R Sales Transaction Fields:

A/R Control Account:

Accounts Receivable - US

Reference:

A/R User Code:

Invoice Template Properties - Field Definitions

Template Code	X(6)
This is the code that is used to identify the Template. When generating Invoices, this is the code that is entered to select the types of Invoices that are created.	
Description	X(40)
The description is displayed for verification, and in the LOV when invoked.	
Page Layout - # Lines per Page / Columns per Line	9(2) / 9(3)
Define the physical size of the Invoice. That is, the number of printable lines that will fit, and the number of characters that can be printed on each line. You must take into consideration the the font, and the size that is assigned to the Series 5 Print Queue to which the invoices are printed to. (Or the properties of the MS Word Template).	
Page Layout - Body # of Lines / Starting Line & Column	9(2) / 9(2) & 9(2)
The Body of the Invoice is the area where text may be entered, along with amounts, to describe the services or the items that are being invoiced. Typically you would always specify the starting Column equal to 1.	
<div style="border: 1px solid black; padding: 5px;"> <p>Warning</p> <p>When defining the size and starting point of the Body of the Invoice, you must be sure to leave enough space for the fields that are printed in the Header and the Footer regions. The Body must always be physically located between the Header and the Footer of the Invoice.</p> </div>	
Page Layout - Body Right Justified Amounts Column	9(3)
The body of the Invoice is defined by a number of lines. Each line may contain text, text with an embedded amount, or text with an amount that is printed right justified in a column within the right side of the body. For line items that have the amount right justified, specify the column in which the 1st column of the amount is printed. (Amounts are printed in a ZZ,ZZZ,ZZ9.99CR format requiring 15 columns).	
Currency	X(4)
When selecting the Currency, it's only purpose is to contribute the text that is optionally printed in the footer. Payable in XXXXX funds where the XXXXX is the Print Symbol defined for the currency.	

Record Revenue Distributions	radio-buttons
<p>Select the applicable radio-button to indicate whether this account has journal entry transactions that are typically recorded as Debits or Credits. Revenue accounts should be flagged as being typically Credits and Expenses as typically Debits.</p> <p> <input checked="" type="radio"/> For each Body Line Charge entered <input type="radio"/> For a defined set of G/L Revenue Accounts </p>	
A/R Control Account	9(18) - 9(5)
<p>When Invoices are posted to the Accounts Receivable system, the Transaction is written with an A/R Control Account to which the amount is recorded as a receivable. All invoices generated with this template will have the account entered here used as the A/R Control account. <i>(Note that after an invoice is generated, the A/R Control account may be edited).</i></p>	
A/R Transaction Reference	X(30)
<p>When Invoices are posted to the Accounts Receivable system, the Transaction is recorded with a Reference field. This reference is also written to the associated Open Item records recorded for the customer. Enter the brief text which will be recorded in the A/R system. The A/R Reference field may optionally be selected as a field that is printed in the header of the invoice. <i>(Note that after an invoice is generated, the A/R Reference may be edited).</i></p>	
A/R Transaction A/R User Code	X(6)
<p>When Invoices are posted to the Accounts Receivable system, the Transaction is recorded with a User Defined field. This reference is also written to the associated Open Item records recorded for the customer. Enter the code which will be recorded in the A/R system. When generating an A/R Aging report, the A/R User code may be used as a selection filter. The A/R User Code field may optionally be selected as a field that is printed in the header of the invoice. <i>(Note that after an invoice is generated, the A/R User Code may be edited).</i></p>	

6.6.4.3 Template - Invoice Header Fields

One of the features of the Invoice Template is the ability to define which fields are printed within the Header of the Invoice. The Header is defined as those lines on the invoice that fall above the Body of the Invoice. All those fields that might typically be printed on an invoice are presented on a screen. Select whether that field is to be printed, and the location on the invoice.

Setup Tip

When specifying the location of fields, make sure there is enough room. You must also make sure that there is not a conflict with the Body of the Invoice.

Invoice Template - Header Fields Tab Screen

Each of the possible fields that can be printed in the Header of the Invoice are presented. Select which ones are to be printed, and the Line and Column of the page.

The following screen is used:

Invoice Template: 016 General Marketing Seminar - Chicago/1992 - Modify the Properties of

Properties Header Fields Invoice Body Footer Fields Revenue Distributions

Select which Header fields are printed, and their locations on the Invoice.
(The Header will occupy lines 1 thru 24 of the Invoice)

Header Field	Print ?	Line / Column
Company Name A(50)	<input type="checkbox"/>	
Company Address 4 x A(30)	<input type="checkbox"/>	
Page Number 9(3)	<input type="checkbox"/>	
Remit-To Address 3 x A(30)	<input type="checkbox"/>	
Federal ID/GST # A(23)	<input type="checkbox"/>	
Doc Type Title A(17)	<input checked="" type="checkbox"/>	18 48
Invoice Number 9(6)	<input checked="" type="checkbox"/>	22 65
Invoice Date mm/dd/yy	<input checked="" type="checkbox"/>	22 39
Due Date mm/dd/yy	<input type="checkbox"/>	
Credit Apply-To 9(6)	<input type="checkbox"/>	
Customer Code A(6)	<input checked="" type="checkbox"/>	13 11
Project Code A(6)	<input type="checkbox"/>	
Project Name A(40)	<input type="checkbox"/>	

Header Field	Print ?	Line / Column
Customer Name A(40)	<input checked="" type="checkbox"/>	15 5
Cust Attention-To A(30)	<input checked="" type="checkbox"/>	16 5
Customer Address 4 x A(40)	<input checked="" type="checkbox"/>	17 5
Terms Description A(15)	<input type="checkbox"/>	
PO Number A(10)	<input checked="" type="checkbox"/>	22 10
Sales Rep Name A(20)	<input type="checkbox"/>	
Customer Bill-Code A(20)	<input type="checkbox"/>	
A/R Trx User Code A(6)	<input type="checkbox"/>	
Header Comment Line A(80)	<input type="checkbox"/>	
A/R Trx Reference A(30)	<input type="checkbox"/>	
Project Reference A(40)	<input type="checkbox"/>	

Header Comment Line: _____

Update Cancel

Invoice Template Header Fields Selection - Field Definitions

Header Field

The field name that may be printed is listed along with the size, and the number of lines used. Some examples are presented:

A(50)	A field of 50 alphanumeric characters
4 x A(30)	4 lines of 30 alphanumeric characters
9(6)	A field of 6 numeric digits
mm/dd/yy	A date using 8 characters

Print ?

check-box

Set the check-mark if the field is to be printed.

Line / Column

9(2) / 9(3)

Enter the line and column of the leftmost character of the field to be printed. You may use the auto-spin push buttons to the right of the field to adjust the values.

Header Comment Line

A(80)

If the Header Comment Line field was selected to be printed, then this field will be enabled. Enter the text that will be printed in the header of the invoice. This might be used to reference a particular project or event that is being invoiced. When invoices are generated and printed, this comment will be recorded with the invoice. *(Note that after an invoice is generated, the Header Comment may be edited).*

6.6.4.4 Template - Invoice Body Screen

The interesting portion of the Invoice is the Body. This is where you enter the text and the amounts that describe the products and/or services that you are invoicing your customer for. There are a couple of different types of lines that can be defined in the body of the invoice.

Invoice Template - Invoice Body Tab Screen

You can enter as many lines in the body as has been defined in the Invoice Templates's properties tab screen.

The lines within the body of the invoice are maintained using the following Series 5 grid screen. What you see is what you get. You can leave lines blank as desired for nice spacing.

Invoice Number of Pages

The system only supports 1 page invoices.

The following screen is used:

Invoice Template Codes Maintenance

Invoice Template: 016 General Marketing Seminar - Chicago/1992 - Modify the Properties of

Properties Header Fields **Invoice Body** Footer Fields Revenue Distributions

Enter the text and/or list of charges to be printed and/or listed within the body of the Invoice. For each charge to be recorded, a Revenue Account may also be entered. (The Body will occupy lines 25 thru 49 of the Invoice)

Insert Modify Clear Delete Shift-Up Shift-Down

Line	Type	Text Line	\$ Amount	Revenue Acct
01	blank			
02	blank			
03	Text	GENERAL TECHNICAL COMMITTEE		
04	Text	MEETING CHICAGO, MARCH 1992		
05	blank			
06	Text	REGISTRATION FEE FOR:		
07	blank			
08	NonInventory Item	XXXX Enter Persons Name Here XXXX	285.00	n/a
09	blank			
10	Text Amt Embedded	Registration Fee of \$ 6,000 the "Early Bird" Rate	6,000.00	n/a
11	blank			
12	blank			
13	blank			
14	blank			
15	blank			
16	blank			
17	blank			
18	blank			
19	blank			
20	blank			

Invoice Sub-Total: \$ 6,285.00

Update Cancel

Invoice Template Body Grid - "Fast Buttons"

"Fast Buttons"	
Insert	Insert a new Line in front of the line that the cursor is positioned at. All lines will be shifted down. Any text or charges in the last line will be lost.
Modify	Modify the highlighted Line in the grid
Clear	Clear the highlighted Line in the grid. It will become a blank line.
Delete	Delete the highlighted Line in the grid
Shift-Up	Shift the currently highlighted line up one line.
Shift-Down	Shift the currently highlighted line down one line.

 Invoice Template Body Line - Entry Screen

There are six different types of lines that can be entered within the body of the invoice. Depending on the type, there are different fields that must be entered.

The following type of Body Lines may be recorded:

- Blank Line
- Text — This is just text provided as information describing the services being charged to the customer
- Text with Embedded Amount — This is text that has the \$ charge amount within the line of text. The system will scan the line and extract the amount to be used as the extended amount of the line. (Only 1 \$ charge amount is permitted in this type of line)
- Text with Right Justified Amount — This is just text, but a separate field will be presented for entry of the charge amount. When the invoice is printed, the amount will be right justified at the right side of the body of the invoice.
- Inventory Item Charge — You will be able to select one of the Inventory Items defined in the Series 5 Inventory Management system. A Quantity and a Unit Price must also be entered. The line of text that is printed on the invoice will be automatically built by the system.
- Non Inventory Charge Item — Similar the the Inventory Item Charge, but you may enter the description of the item.

If the Invoice Template is defined to record the Revenue Account with each Body Line charge, then fields will be presented for entry of the G/L Revenue Account, and the Sub-Ledger Project code, if applicable.

The screen following shows the Body Line screen for a line defined as "**Text with Embedded Amount**":

Modify Body Line # 03

Invoice Body Line #: 03 for Template: REMY2

Line Type: Text with an Embedded \$ Amount

Invoice Line of Text:
For Charges in January = 2008 \$ 15,020 (including Packaging)

Extended Amount: \$ 15,020.00

Taxable ?

Update Cancel

The screen following shows the Body Line screen for a line defined as a "Non-Inventory Line":

Modify Body Line # 05

Invoice Body Line #: 05 for Template: REMY2

Line Type: Non-Inventory Item

Invoice Line of Text:
Washing Dishes

Quantity: 4.000

Unit Price: \$ 30.000

Extended Amount: \$ 120.00

Taxable ?

Update Cancel

— Template Body Line Entry Screen - Field Definitions

Line Type	<i>drop-list</i>
Choose the type of line that is to be displayed on the selected body of the invoice.	<div style="border: 1px solid black; padding: 2px;"> <p>Blank Line Text Text with an Embedded \$ Amount Text with Right-Justified \$ Amount Inventory Item Non-Inventory Item</p> </div>
Line of Text	<i>X(70),</i>
Enter the text that is to be displayed. If the line is one with an Embedded \$ Amount, then it will be scanned, starting on the right, for the 1st amount with a \$ character. (You could have 2 \$ amounts in a line, but the system will pick up the last one in the line and use it for the charge to be recorded).	
Quantity	<i>999,999.999</i>
Depending on the type of Line that is being entered, you may or may not be able to enter the Quantity of items that are being invoiced. Note that there is no sign permitted. If you wish to enter a Credit amount, enter a negative Unit Price. The Extended Amount will be computed as Quantity x Unit Price .	
Unit Price	<i>999,999.999CR</i>
Depending on the type of Line that is being entered, you may or may not be able to enter the Unit Price of items that are being invoiced. If you wish to enter a Credit, enter a negative Unit Price. The Extended Amount will be computed as Quantity x Unit Price .	
Extended \$ Amount	<i>\$ 99,999,999.99CR</i>
Depending on the type of Line that is being entered, you may or may not be able to enter the amount to be charged.	
Taxable	<i>check-box</i>
If the charge for the item being listed is taxable, set this check-box. All charges that are taxable will be tallied, and taxes will be computed when invoices are generated. Taxes are computed based on the Tax Codes defined for the Customer.	
Revenue Account	<i>up to 9(18) - 9(5)</i>
Enter the account for which Revenue is to be recorded for.	
Sub-Ledger Project Code	<i>X(6), X(8), X(4)-X(4), or X(4)-99-99</i>

If applicable, enter the Project Code to be paired with the G/L Account, for which the revenue distribution is to be made for.

6.6.4.5 Template - Invoice Footer Fields

One of the features of the Invoice Template is the ability to define which fields are printed within the Footer of the Invoice. The Footer is defined as those lines on the invoice that fall below the Body of the Invoice. All those fields that might typically be printed on an invoice are presented on a screen. Select whether that field is to be printed, and the location on the invoice.

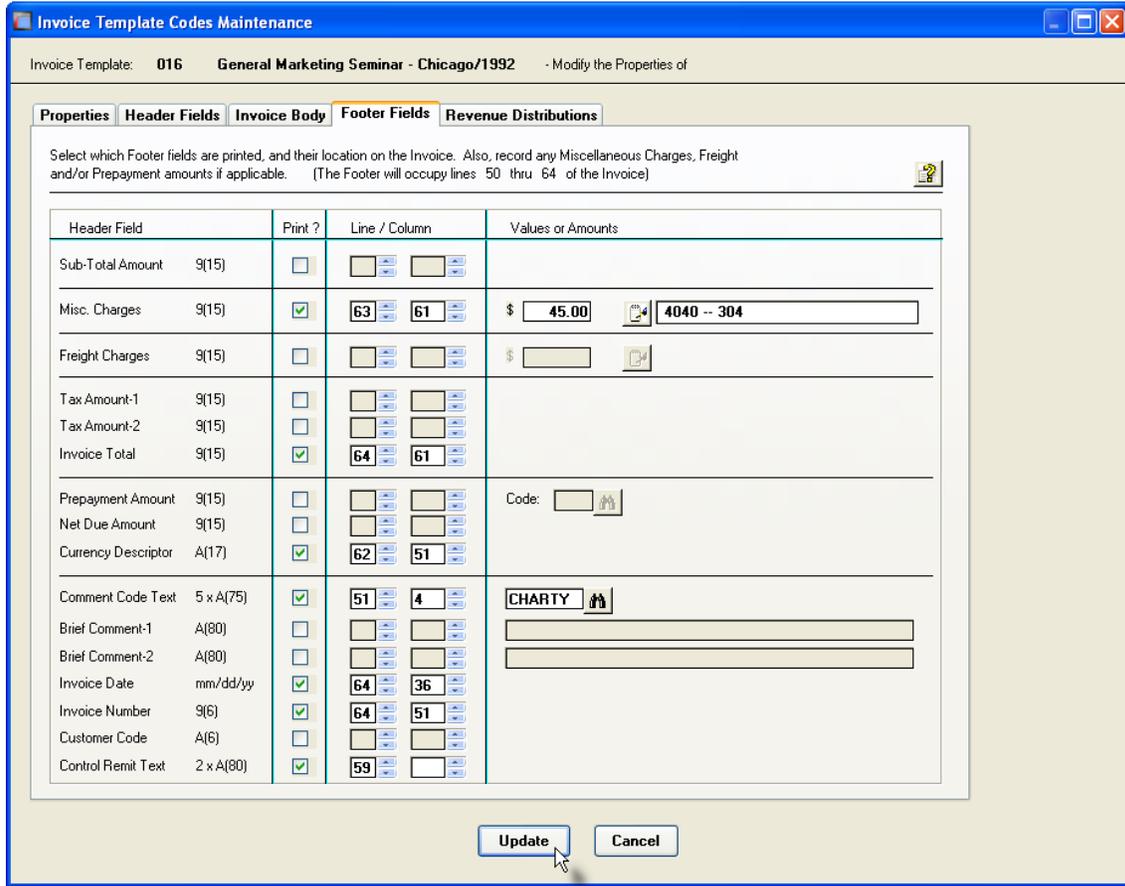
Setup Tip

When specifying the location of fields, make sure there is enough room. You must also make sure that there is not a conflict with the Body of the Invoice.

Invoice Template - Footer Fields Tab Screen

Each of the possible fields that can be printed in the Footer of the Invoice are presented. Select which ones are to be printed, and the Line and Column of the page.

The following screen is used:



Invoice Template Footer Fields Selection - Field Definitions

Footer Field

The field name that may be printed is listed along with the size, and the number of lines used. Some examples are presented:

A(50)	A field of 50 alphanumeric characters
4 x A(30)	4 lines of 30 alphanumeric characters
9(15)	An amount field of 15 digits, (ie., 99,999,999.99CR)
mm/dd/yy	A date using 8 characters

Print ?

check-box

Set the check-mark if the field is to be printed.

Line / Column

9(2) / 9(3)

Enter the line and column of the leftmost character of the field to be printed. You may use the auto-spin push buttons to the right of the field to adjust the values. The values entered must fall within the defined limits of the page.

Miscellaneous Charges / G/L Account	\$ 99,999.99CR
<p>If Miscellaneous Charges field was selected to be printed, then this field will be enabled. Enter the amount that will be recorded as a Miscellaneous Charge on the invoice. This amount will be recorded in the A/R Sales Transaction. The revenue Distribution Account to which the charges are to be recorded must also be entered. <i>(Note that after an invoice is generated, the Miscellaneous Charge amount may be edited).</i></p> <p><i>(The amount entered will not be included as amounts to be distributed in Revenue Auto-Distributions are specified in the Invoice Template's properties).</i></p>	
Freight Charges / G/L Account	\$ 9,999.99CR
<p>If Freight Charges field was selected to be printed, then this field will be enabled. Enter the amount that will be recorded as a Freight Charge on the invoice. This amount will be recorded in the A/R Sales Transaction. The revenue Distribution Account to which the charges are to be recorded must also be entered. <i>(Note that after an invoice is generated, the Freight Charge amount may be edited).</i></p> <p><i>(The amount entered will not be included as amounts to be distributed in Revenue Auto-Distributions are specified in the Invoice Template's properties).</i></p>	
Prepayment Code	X(3)
<p>If all the invoices generated from this Invoice Template are actually always to be recorded as Prepaid Invoices, then you can specify the associated A/R Prepayment Code. This situation would apply if you had re-occurring charges to a customer that are automatically paid by debiting their checking account; or if a given set of customers were always making a payment using a credit card. When these invoices are posted to the Accounts Receivable system, they will be recorded as Prepaid Sales Transactions, and both an Invoice and a Payment Open Item record will be generated. <i>(Note that after an invoice is generated, the Prepayment code may be entered, edited or removed).</i></p>	
Comment Code	5 lines of x(75)
<p>If the Comment Code Text field was selected to be printed, and if you wish to have a multi-line comment printed in the Footer of the invoice, you may select one of the pre-defined Comments. Up to 5 lines of 75 characters can be printed. <i>(Note that after an invoice is generated, the Comment code may be entered, edited or removed).</i></p>	
Brief Comments 1 and 2	2 lines of X(80)
<p>If the either of the Brief Comment line fields were selected to be printed, then these fields will be enabled. Enter a brief 1 line text that is to be printed in the Footer of the Invoice. <i>(Note that after an invoice is generated, the Brief Comments may be edited).</i></p> <p><i>These fields should not be used to print a Footer Remit-To company/address line. A 2 line Remit text address may be set up in the Q/I Control Properties function.</i></p>	

6.6.4.6 Template - Auto Revenue Distributions

All charges recorded to an customer's invoice must be allocated to one or more G/L Revenue Accounts.

There are three different methods that may be employed.

1. For each charge that is entered within the Body of the Invoice, enter the Revenue Account to which it is to be recorded to.
2. For the sum of all charges that were entered within the Body of the Invoice, record that amount to one or more Revenue Accounts as a fixed dollar amount.
3. For the sum of all charges that were entered within the Body of the Invoice, automatically distribute that amount to one or more Revenue Accounts at a fixed percentage.

The method employed is dictated by the option that was selected in the Properties tabbed screen of the Invoice Template. For the last two methods, the Revenue Distributions tabbed screen will be presented. On this screen indicate whether amounts are distributed as fixed dollar amounts, or as a percentage.

For each Revenue Account defined, a Sub-Ledger Project Code may also be assigned.

Revenue Distribution Entry Rule

When entering or editing an Invoice Template that has Revenue Distributions, the sum of all the \$ Amounts or % values MUST equal the sum of the charges recorded in the Body of the Invoice, or 100, as the case may be.

Invoice Template - Revenue Distributions Grid Screen

You can enter up to 15 Revenue Accounts to be used for recording the revenue distributions. The Revenue Accounts are maintained using the following Series 5 grid screen. The dollar amount or percentages may be edited directly on the grid.

Invoice Template Codes Maintenance

Invoice Template: 016 General Marketing Seminar - Chicago/1992 - Modify the Properties of

Properties Header Fields Invoice Body Footer Fields Revenue Distributions

Specify the G/L Accounts to which Revenue is to be recorded along with their respective amounts. Specify whether amounts are recorded directly, or as percentages of the total value of body items invoiced.

Revenue Distributions Recorded:

As Absolute \$ Amounts Computed as a % of the Total of the Charges Invoiced

New Insert Modify Delete Move Up Move Down

	G/L Account	Description	Sub-Ledger Code	Dist'd %
1	4045-601	Income From Svcs		35.00
2	4060-361	Product Sales Revenue		65.00
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Remaining to Distribute: 0.00 % Total for 2 Distributions: 100.00 %

Update Cancel

— Invoice Template Auto Distribution Revenue Grid - "Fast Buttons"

"Fast Buttons"	
New	Add a new Revenue Distribution.
Insert	Insert a new Revenue Distribution in front of the line that the cursor is positioned at. All existing Distributions will be shifted down. The last Distribution will be lost.
Modify	Modify the highlighted Distribution in the grid
Delete	Delete the highlighted Revenue Distribution in the grid
Move-Up	Shift the currently highlighted Distribution up one line.
Move-Down	Shift the currently highlighted Distribution down one line.

Invoice Template - Revenue Distributions Entry Screen

Each Revenue Distribution can be defined for an Account and optional Sub-Ledger Project, depending whether or not the account is validated for a Project or not. Up to 15 different distributions may be defined. If Distributions are to be recorded as \$ amounts, the sum of the distributions must equal the sum of the charges that were entered in the body of the invoice. If Distributions are recorded as percentages, %, then they can be negative or positive, but must add up to 100 %.

Auto Distribution Account Entry Screen - Field Definitions

G/L Account	<i>up to 9(18) - 9(5)</i>
Enter the account for which Revenue is to be recorded for.	
Sub-Ledger Project Code	<i>X(6), X(8), X(4)-X(4), or X(4)-99-99</i>
If applicable, enter the Project Code to be paired with the G/L Account, for which the revenue distribution is to be made for.	
Distribution Percentage %	<i>S999.99 %</i>
The % to be used to calculate the amount to be recorded to the given revenue account. This is a percentage of the sum of the charges recorded in the body of the invoice. To	

make a negative distribution, enter a negative percentage. The sum of all percentages must equal 100.

Distribution \$ Amount	\$ 99,999,999.99CR
-------------------------------	---------------------------

The \$ amount to be recorded to the given revenue account. The sum of all amounts must equal to the sum of all the charges recorded in the body of the invoice.

6.7 Purging

The topics in this chapter describe functions and procedures that are available under the **Purging** drop down menu on the Miscellaneous Invoicing menu. These menu items are used to remove old history records to free up disk space and overhead in the related data files.

These functions are available from the Q/I Menu Bar as shown:



6.8 Control Option Functions

The topics in this chapter describe functions and procedures that are available under the **Control Options** drop down menu on the Miscellaneous Invoicing menu. These menu items are used to set up control options, and user access rights to the application.

These functions are available from the Q/I Menu Bar as shown:



6.8.1 Q/I Control Preferences

The Q/I Control Preference function governs the overall structure of the Q/I system for the specific Company System that your are signed on with.

— Accessing the Q/I Control Properties for the first time

When setting up the system for the first time, a message will be displayed advising you that the QI Control is not available. Click the **Yes** button. You will then be advised of an Error 35. At this point you need to click the **Yes** button again to proceed.



The Q/I system preferences window will be displayed. There are a number of different categories of options, each grouped in a tabbed sub-screen. As you finish editing each screen, click the **Next >** button at the bottom.

Setup Tip

As you may not have actually entered any Master Code records that may be referenced in these screens, just enter any value. (Particularly in the Accounts fields). You can also come back to edit the Control Preferences later.

Once your Q/I Control Preferences is established, the system can then be used.

6.8.1.1 General Tab Screen

Defines the properties for basic Miscellaneous Invoicing processing.

Modify Q/I Control Preferences

Quick Invoicing Preferences: - Modify the Properties of

General

Select options for general processing, and define the G/L Accounts to be used with Accounts Receivable.

Assigned Invoice Numbers Source: —

Q/I Control Properties Next Available Invoice Number: **15015**

P/I Control Properties

O/P Control Properties

Default Print Queue for Q/I: **WPRINT1** Default Invoices Print Queue: **WPRINT1**

Invoice Remit To: **REMIT TO: Sentinel Hill Software Inc.,**
PO Box 92382, Seattle, WA

Enable Auto-Emailing of Invoices ? Emailed Invoice Document Filename Prefix: **SHSI**

US A/R Control Account: **1200 -- 001**
Accounts Receivable - US

Canadian A/R Control Account: **1200 -- 002**
Accounts Receivable - CND

US Cash Account: **1100 -- 001**
Northern Trust

Canadian Cash Account: **1050 -- 002**
Canadian Imperial Bank

Update **Cancel**

Field Definitions

Assigned Next Invoice Numbers *radio-buttons* Source

When invoices are generated, the Invoice Numbers are automatically assigned. Invoices are also generated from the Professional Invoicing system, and the Customer Order Processing systems. In each system, the Next Invoice Number to be assigned is maintained. Select which system is to be used in assigning the Next Invoice Number. Should you wish to have sets of Invoice Numbers assigned to each system, it is important to periodically insure that the same invoice number is not being assigned from different systems. Since all invoices are recorded to the Accounts Receivable system, duplicate Invoice Numbers are not allowed.

<input checked="" type="radio"/> Q/I Control Properties	Click the appropriate button for the desired sort
<input type="radio"/> P/I Control Properties	
<input type="radio"/> O/P Control Properties	

Next Invoice Number **9(8)**

This is the Invoice Number that will be assigned to the next invoice that is generated.

Default Print Queue for Q/I **X(15)**

Select the Series 5 Printer Queue that would be used to typically print the reports generated for this Miscellaneous Invoicing system. When any of the reporting functions are executed, this printer will be displayed as the default, unless overridden by the user's assigned Printer Queue. Print Queues are defined by a System Maintenance function. *(Refer to the Systems Management Help if required).*

Default Print Queue for Q/I Invoices **X(15)**

Select the Series 5 Printer Queue that would be used to typically print invoices generated from the Miscellaneous Invoicing system. This may be overridden by the operator at the time invoices are printed. Print Queues are defined by a System Maintenance function. *(Refer to the Systems Management Help if required).*

Remit To **2 lines of X(80)**

A special 2 line "Remit To" text may be defined. When Invoices are generated and printed, (if this field is defined in the Invoice's Template), this text will be printed in the footer area of the Invoice.

Enable Auto-Emailing of Invoices ? **check-box**

The Miscellaneous Invoicing Invoice generation and printing function provides the functionality to have invoices for designated customer's automatically emailed as PDF or MS Word documents. To turn on this feature, this check-box must be set.

Note that one of the properties associated to each A/R Customer is the option to have emails sent to them, or not. Only those customers that have this option set, with a an email address is provided, will have their invoices emailed to them.

Emailed Invoice Document Filename Prefix **X(10)**

If invoices are emailed to a customer, they are generated as either an MS Word document, or a PDF document. In either case, the document emailed as the attachment will be named **XXXXX-QI-Invoice-99999999.docx**, where **XXXXX** is the string prefix defined by this field. (No embedded spaces please).

US A/R Control Account **9(18) - 9(5)**

This field was available for use in an earlier version of this system. At this time it is no longer applicable. This account used to be assigned to invoices that were designated to

be US customer invoices. This functionality has been replaced. Now, the A/R Control account is derived from the Invoice Templates. When an Invoice Template is created, this account will be assigned as the default A/R Control Account.

US Cash Account **9(18) - 9(5)**

This field was available for use in an earlier version of this system. At this time it is no longer applicable. When Invoices are generated, a Prepayment Code may be specified. The Cash Account is obtained from the associated Prepayment properties record.

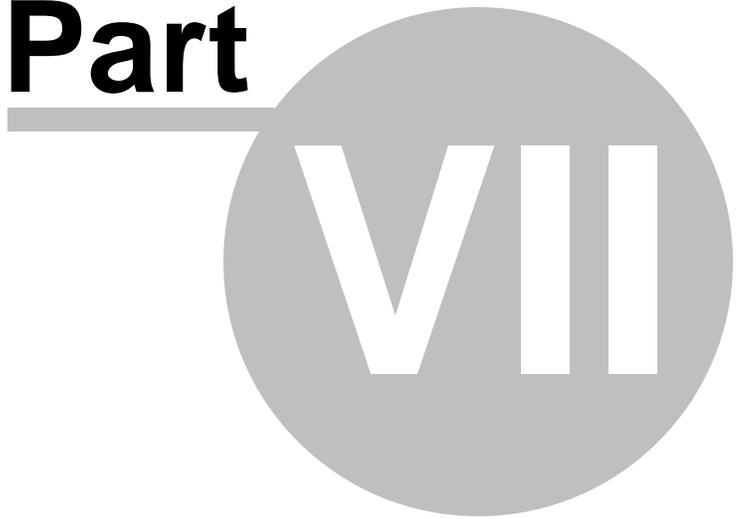
Canadian A/R Control Account **9(18) - 9(5)**

This field was available for use in an earlier version of this system. At this time it is no longer applicable. When Invoices are generated, the A/R Control Account is determined from the Invoice Template that is used. The Invoices may be edited to specify a different A/R Account.

Canadian Cash Account **9(18) - 9(5)**

This field was available for use in an earlier version of this system. At this time it is no longer applicable. When Invoices are generated, a Prepayment Code may be specified. The Cash Account is obtained from the associated Prepayment properties record.

Part



VII

7 Appendix

7.1 Q/I Data Files

The Series 5 system provides for a reasonably flexible approach to defining where your data files are kept on your system. Your System's Manager will have established how this is configured. *If you are accessing this documentation to figure that out, please refer to the help for "Miscellaneous Invoicing Systems Management".*

Regardless whether processing under UNIX, or MS Windows, the structures of the file system will be similar, and the name of the files are the same. Remember that UNIX filenames are case sensitive.

7.1.1 Data Directory Structure

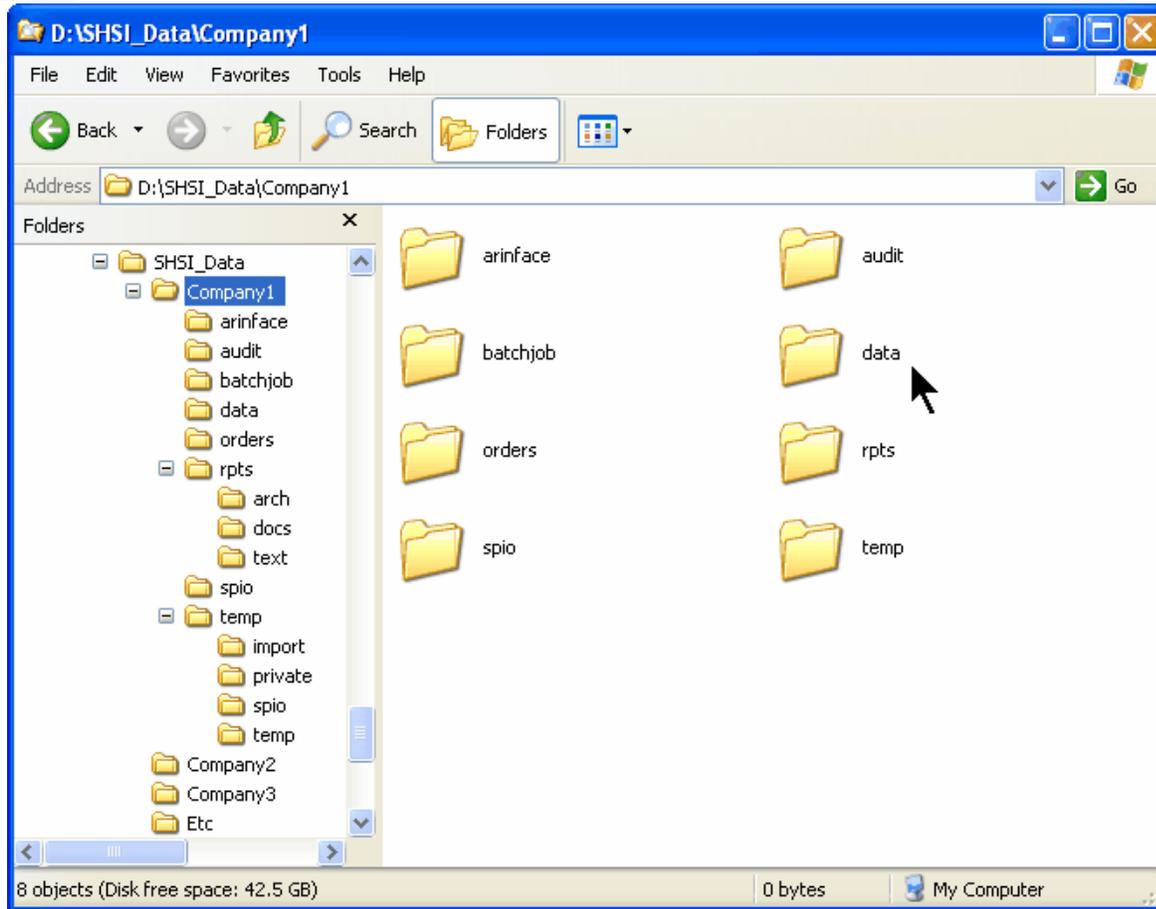
Each Company maintained on your system will have a directory structure that is separate from one another.

Important Note

The Series 5 system allows you to maintain accounting files for a number of different companies systems. The data files for each of these companies should be kept in a separate directory structure.

Sample Directory Structure under Windows

This tree diagram shows the structure for 3 Companies defined in this system, one of which has been expanded for this display.



- ❖ Structures for 3 companies are shown under the SHSI_Data folder. **Company1**, **Compan2** and **Company3**
- ❖ The Series 5 Control files are stored in the **d:\SHSI_Data\etc** sub-folder.
- ❖ The actual accounting data files are stored in the **data** sub-folder within each **Companyi** directory
- ❖ Archived reports are stored in the **rpts\arch** sub-folder

Edit an existing Company by double-clicking it associated row. Standard Series 5 grid controls apply.

7.1.2 Q/I System Control Files

These files are used to hold the information to manage your Miscellaneous Invoicing data files. They may be be found in the directory specified for the associated company system. There is only one of each of the following files.

Q/I System Control files

Filename	Description
ARPASSFL.XXX	Used as a record to pass assorted fields within the

	Q/I system. In some cases, data is passed from other subsidiary systems to the A/R system.
QICNTROL.XXX	Holds the Control properties information for the Q/I system.
ARCNTROL.XXX	Holds the Control properties information for the Accounts Receivable system. Some fields are referenced and used by the Q/I system.
FLEXCTRL.XXX	Holds the definition of the G/L Account Number.
RECENTS.XXX	A number of maintenance and processing functions remembers the most recently accessed codes. These are stored in this file.
USERACC5.XXX	Holds the access rights of all users to all Series 5 systems.

Please Take Notice

The actual extension of the filenames listed will be that defined in the properties for your particular Company System.

7.1.3 Q/I Company Data Files

These files are used to hold the master codes and transaction records used by the Q/I application. They may be found in the directory specified for the associated company system.

Q/I System Data files

Filename	Description
QICOMENT.XXX	Holds the Q/I system's Comment Codes that might be defined.
QICUSTOMERGE.XXX	Holds the master Customer Merge list file. Each record defines a specific customer, that is associated to a given Merge Set.
QIHISTINVOICES.XXX	This file holds an historic copy of all Invoices that have been generated by the system. <i>(This file tends to become rather large if you have a great number of Invoices being generated. If this is the case, the Invoice Purge function should be executed on a regular basis).</i>
QIHISTINVLINES.XXX	This file holds the historic Invoices' Body Line records.

QIHISTINVDIST.XXX	This file holds the historic Invoices' Auto Distribution records.
QIINVOICES.XXX	Holds the Q/I Invoices that are generated. These records remain on the system until the associated invoice is posted to the Accounts Receivable system. At such time, these records are copied to the history version of this file.
QILAYTGLDIST.XXX	If a given Invoice Template is defined as having a set of Auto Distribution Revenue Accounts, an associated record is written to this file.
QIMERGESETS.XXX	Holds the master Customer Merge Codes properties records. One record is created for each Merge Set on file.
QINVBODYLINE.XXX	Each non-space line of an Invoice Template's Body, is stored as a record in this file. When an invoice is generated for a particular Template, it's Body Line records are copied to the invoice.
QINVTEMPLATE.XXX	Hold the master Invoice Template Codes records.
QINVOICELINES.XXX	When Invoices are generated, each non-space line of the Body is stored as a record in this file. These records remain on the system until the associated invoice is posted to the Accounts Receivable system. At such time, these records are copied to the history version of this file.
QINVOICEDIST.XXX	When Invoices are generated, if the Invoice has Auto-Distribution Revenue accounts defined, they are stored as a record in this file. These records remain on the system until the associated invoice is posted to the Accounts Receivable system. At such time, these records are copied to the history version of this file..

7.2 System Operational Variables

Some aspects of the Series 5 Q/I system can be controlled through runtime configuration variables. This mechanism provides a great deal of flexibility, because these variables can be modified by each site as well as directly by an AcuGT program.

Configuration variables are maintained in a runtime configuration file. This standard text file can be modified by the host system's text editor. Each entry in the runtime configuration file consists of a single line. All entries start with a keyword, followed by one or more spaces or tabs, and then one or more values.

These variables may also be defined in each operators' execution environment. On both UNIX and Windows systems, these would be defined as environment variables.

7.2.1 Environment Variables

The following variables may be defined for the operator's environment. Under UNIX, these may be seen by entering the shell **env** command. Under Windows, these may be seen by entering the DOS **set** command.

Variable	Description	Description
APPDATA	C:\Documents and Settings \xxxxx\Application Data	The 1st 2 characters are used to determine the users' Home Drive on their PC. (Is set up by Windows)
SHSI_USER_NAME	SHSI5.LARRY	The default Signon User code used when signing onto the system from a client PC.
USERNAME	SHSI	The Windows client signon name. Used to determine the operators actual "/My Documents" folder pathname. (Is set up by Windows)
S5_DIR	D:\S5	Required ONLY by the user building the Series 5 executables

7.2.2 Configuration Variables

The following variables may be defined in the runtime configuration file. These variables can only be defined or updated by your Systems Manager, or support staff from Sentinel Hill Software Inc.

Processing Tip

If you need to maintain different sets of operating environments on your system, you may do so by setting up different runtime configuration files. In this case, the different environments would execute totally independent of one another. In particular, the two variables that would provide total independence are **SHSI_CTRL_PATH** and **CODE-PREFIX**.

— Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 applications. (Those in red are critical to proper execution)

Variable	Default or Sample Argument	Description
ACURUN_NAME	wrun32	The name of the AcuGT runtime. Used to build the command line for Background Job Execution
ccc_SPIO_PATH	d:\acctg \company1	The default directory used for import/export for Series 5 Company System ccc. This is also used

	\spiodir	as the directory where the form letters for A/R Dunning Letters are stored.
ccc_ORTXT_PATH	d:\acctg \company1 \txtorders	The default directory used for importing O/P Text Orders for Series 5 Company System ccc
ccc_TRTXT_PATH	d:\acctg \company1 \trxinput	The default directory used for importing A/R and A/P transactions for Series 5 Company System ccc
ccc_IMAUDIT_PATH	d:\acctg \company1 \imaudit	The default directory used for maintaining O/P Inventory Audit files for Series 5 Company System cc
CODE_PREFIX	d:\S5\bin\runs	The directory path in which the executable programs reside.
IAMESS_x1	"OK to Sell Text line 1"	Lines of text displayed in O/P when an item is out of stock, and operator is prompted. These are the 3 lines used in the prompt. The x is used to allow for different sets of texts for different Inventory Activity Codes that may have been set up for the Inventory Item in question. <ul style="list-style-type: none"> • A - Active • F - Forecasted • O - Obsolete • F - Planned • D - Discontinued • C - Canceled • I - Needs Information • S - Suppressed
IAMESS_x2	"OK to Sell Text line 2"	see above
IAMESS_x3	"OK to Sell Text line 3"	see above
HELP_PREFIX	d:\S5\bin\help	The directory path in which the Help files reside.
IMAGE_PREFIX	d:\S5\bin \images	The directory path in which all bitmapped images are stored.
LAUNCH_BCKGRND_CMD	wrun32 -d -c d: \s5\etc\cbclcfgui	This is the shell command that is used to execute jobs submitted for execution in the Background Job Processor
m-THIN-DRIVE-MAP	/user/larry/data	On thin client systems, when attempting to print to, or save text export to a file on mapped drive M, (which is mapped to a directory on the UNIX server), then the file will actually be written to the directory path specified as the argument
MANIFEST_IN_PATH	d:\acctg \company \manifest-dir	
PI-INV-DESCN	B Software Development	Defines the Invoice Layout Generation Type and Descriptive text printed on P/I Invoices for charges that are sub-totalled by their WIP Consolidation Flag when set to N , (where N = 1, 9)
SHSI_ACUCON-EREQUEST-MODE	1, 2, 3, or 4	Used to determine how E-Requests are handled by the Web Management system: <ul style="list-style-type: none"> ➤ 1 - Use AcuConnect on a remote server ➤ 2 - Use AcuConnect initiated from the

		<p>E-Request Server program running on the PC</p> <ul style="list-style-type: none"> ➤ 3 - Don't use AcuConnect at all. Process requests directly from the E-Request Server program on the PC ➤ 4 - Use AcuConnect only for requests that don't generate MS Word or Excel documents
SHSI_CTRL_PATH		The Series 5 applications are controlled using a number of system files. These files are stored in the directory path defined here.
SHSI_JOBQ_PATH		When functions are set up to be executed in the Background or Night Job Processor, information about the job is stored in a file that is written in the directory path defined here.
SHSI_REMOTE	BRANCH10	If entering A/P Transactions in a remote branch where the Batch file is to be transmitted to head office, this is the 8 character branch code embedded in the A/P Batch's created by field.
SORT_DIR	c:\windows\temp	The directory path in which temporary sort files are created used by the system. On FAT systems, this path should be on the users PC. On THIN systems, it should be on the UNIX server.
WIN32_NATIVECTLS	1 or 0	Set to 1 to enable the workstation's theme in how the Windows controls are displayed. This is only available to Windows XP, Windows Vista and Windows 7 using Acu-GT 8.1 or later.
V-VERSION	3	The default Revision of the type of AcuGT files to be used. Must be set to 3

— Mail Management Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	Default or Sample Argument	Description
DOS_MAIL_CMD	d:\s5\util % \DOSEMAIL RECIPIENT_NAME RECIPIENT_ADDR % %SENDER_NAME % % SUBJECT% % %ATTACHMENT% %ATTACHMENT2%	% RECIPIENT_ADDR ESS% % SENDER_ADDRES S% %MESSAGE_FILE % %ATTACHMENT2%
	The shell command that is executed on Windows	

		systems to have email sent using a mail program other than MS Outlook, (or other MS mail programs). In the Series 5 system, is used to access a 3rd party utility to send email to Lotus Notes users. Each pseudo variable will be replaced with the applicable string, or path.
DOS_MAIL_PATH		The directory path in which the temporary mail messages are created on the Windows PC when mail is sent using the DOS_MAIL_CMD
UNIX_MAIL_CMD		The shell command that is executed on UNIX systems to have email sent
UNIX_MAIL_PATH		The directory path in which the temporary mail messages are created on the UNIX server when mail is sent using the UNIX_MAIL_CMD.
WEB_EDOCS_DIRECTORY	d:\s5\WEB-Etmp	The directory path in which temporary files are created used to send attachments as emails on MS Windows platforms.

Printer Control Variables

The following variables are used to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	Default or Sample Argument	Description
<my queue name 1>	PRINTER1 -P SPOOLER	Defines a Series 5 Print Queue named PRINTER1 that is designated as a Windows printer. When the runtime opens a file assigned to " -P SPOOLER ", it automatically initiates a job with the Windows spooler and constructs print pages in accordance with the program. The runtime uses the default printer and font. If the user looks for the job in the spooler, it is named with the current title of the AcuGT-GT window. <i>Note that you must also set up a Printer Queue named PRINTER1 using the Printer Queue Maintenance function found on the Main Menu under System Maintenance on the menu bar.</i>
<my queue name 2>	LARRYPRINTER2 -P SPOOLER-DIRECT	Defines a Series 5 Print Queue named LARRYPRINTER2 . You would define the queue with -P SPOOLER-DIRECT if a Series 5 form was to be assigned to this

		printer output, or if the application formatted the printout with embedded control codes. In this case, the print job to be sent to the printer via the Windows spooler, but the program does not use the spooler to format the pages. You must use embedded control codes to handle formatting (much as you would under UNIX if you used the UNIX spooler).
<my queue name 3>		
	<p>The following variables are used to identify the default settings for the different types of special forms that may be printed. Each variable must have 3 arguments, as follows, providing the Queue Name, the Create Option, and the Target output:</p> <p style="text-align: center;"><cccc>-FORM-Q <Queue-Name> <Create-Option> <Output-Target></p> <p>where:</p> <p><cccc> is the Series 5 Company System code to which the variable is to be applied to</p> <p><Queue-Name> is one of the Series 5 Queues that has been defined</p> <p><Create-Option> is either RECREATE, APPEND or DISTINCT</p> <p><Output-Target> is one of the following:</p> <p>PRINTER - Output to the selected Printer Queue PRINT - Output to the selected Printer Queue ARCHIVE - Output only as Archived DISK - Output only as Archived PRINT&ARCHIVE - Output to the selected Printer Queue and have Archived BOTH - Output to the selected Printer Queue and have Archived BROWSE - Output to the Series 5 Browser ASCIIDISK - Output to disk as an ASCII Text document</p> <p>WORDDISK - Output to disk as an MS Word document PRINT&WORD - Output to disk as an MS Word document and to selected Printer ARCHIVE&WORD - Output to disk as an MS Word document and have Archived RD</p> <p>WORD2003 - Output to disk as an MS Word 2003 document PRINT&WORD 2003 - Output to disk as an MS Word 2003 document and to the selected Printer ARCHIVE&WORD 2003 - Output to disk as an MS Word 2003 document and have Archived RD2003</p> <p>WORD2007 - Output to disk as an MS Word 2003 document</p>	

	<p>PRINT&WORD - Output to disk as an MS Word 2003 document and 2007 to the selected Printer</p> <p>ARCHIVE&WORD2007 - Output to disk as an MS Word 2003 document and have Archived</p> <p>PDFDISK - Output to disk as a PDF document</p> <p>PRINT&PDF - Output to disk as a PDF document and to the selected Printer Queue</p> <p>ARCHIVE&PDF - Output to disk as a PDF document and have Archived</p>	
ccc-OP-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Invoices
ccc-OP-INV-REPRINT-Q	<my queue name> RECREATE PRINT	Print Queue used for O/P Reprinted Invoices
ccc-OP-POS-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Point-of-Sales Invoices
ccc-OP-QUOTE-PRINT-Q	<my queue name> RECREATE ARCHIVE&PDF	Print Queue used for O/P Customer Quotes
ccc-xxx-PACKSLIPS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Packing Slips for Location xxx
ccc-xxx-PICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Pick Tickets for Location xxx
ccc-xxx-QPICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P QuickPick Ticket for Location xxx for
ccc-AP-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Checks
ccc-AP-QUICK-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Quick Checks
ccc-AR-STATEMENT-Q	<my queue name> RECREATE DISK	Print Queue used for A/R Statements
ccc-PI-INVOICE-Q	<my queue name> RECREATE PRINT&WORD	Print Queue used for PI Invoices
ccc-PI-INV-REPRINT-Q	<my queue name> RECREATE ARCHIVE&WORD	Print Queue used for PI Reprinted Invoices
ccc-PURCHASE-ORDER-Q	<my queue name> RECREATE ARCHIVE&WORD2007	Print Queue used for PO Purchase Orders
ccc-PO-REQUISITION-Q	<my queue name> RECREATE ARCHIVE&WORD	Print Queue used for PO Requisitions
ccc-QI-INVOICE-Q	<my queue name> RECREATE PDFDISK	Print Queue used for QI Invoices
ccc-QI-INV-REPRINT-Q	<my queue name> RECREATE ARCHIVE&WORD	Print Queue used for QI Reprinted Invoices
FMnnn-DESC	For Dual Page Dunning Letters	Report Print Form # nnn - The description of the form displayed on the print options screen

FMnnn-INIT	<text string>	Report Print Form # nnn - Printer command string to Initialize print job
FMnnn-RESET	<text string>	Report Print Form # nnn - Printer command to reset printer
FMnnn-SELECT-TRAY-1	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 1
FMnnn-SELECT-TRAY-2	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 2
FMnnn-SELECT-TRAY-3	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 3
FMnnn-ODD-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for odd page headers
FMnnn-ODD-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for odd page footers
FMnnn-EVEN-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for even page headers
FMnnn-EVEN-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for even page footers
FMnnn-RPT-DATE-LINE	<text string>	Report Print Form # nnn - Printer command string for report date line
FMnnn-RPT-TITLE	<text string>	Report Print Form # nnn - Printer command string for report title line
FMnnn-RPT-LEGENDS	<text string>	Report Print Form # nnn - Printer command string for report legends lines
FMnnn-RPT-HEADERS	<text string>	Report Print Form # nnn - Printer command string for report headers lines
FMnnn-USER-CODE-1	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-2	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-3	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-4	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-5	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-6	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-7	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-8	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-9	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-10	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
MSWORD-DEFAULT-SPECS	"LANDSCAPE" "Courier New" 8	Defined specifications for outputting Series 5 reports to an MS Word Document Arguments are: <Orientation> <Fontsize> <Template-Name>

		<ul style="list-style-type: none"> • The font must be defined on the clients PC • Orientation must be LANDSCAPE or PORTRAIT • The Template is an MS Word defined template and must be stored in MS Word's Template directory
MSWORD-AR-STMT-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting A/R Statements to an MS Word Document
MSWORD-CS-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting Cement Shipment Invoices to an MS Word Document
MSWORD-DUNSTMT-SPECS	LANDSCAPE "Arial" 10 Letter-Template	Defined specifications for outputting A/R Dunning Letters to an MS Word Document
MSWORD-GL-FINS-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting G/L Financial Statements to an MS Word Document
MSWORD-OP-FINS-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting O/P Invoices to an MS Word Document
MSWORD-OP-QUOTE-SPECS	PORTRAIT "Courier New" 10 Quotes-Template	Defined specifications for outputting O/P Quotes to an MS Word Document
MSWORD-PAKSLIP-SPECS	LANDSCAPE "Courier New" 8 Pack-Template	Defined specifications for outputting O/P Packing Slips to an MS Word Document
MSWORD-PI-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting P/I Invoices to an MS Word Document
MSWORD-PO-FORMS-SPECS	PORTRAIT "Courier New" 10 purchase_order.dot	Defined specifications for outputting P/O Purchase Orders to an MS Word Document
MSWORD-PO-REQS-SPECS	PORTRAIT "Courier New" 10 requisition.dot	Defined specifications for outputting P/O Requisitions to an MS Word Document
MSWORD-QI-INV-SPECS	PORTRAIT "Courier New" 8 Misc-Invoice-Template	Defined specifications for outputting Q/I Miscellaneous Invoices to an MS Word Document
MSWORD-WEB-RPT-SPECS	LANDSCAPE "Courier New" 7	Defined specifications for outputting E-Request server reports to an MS Word Document
XXX-BITMAP	Row Column Pixel-Height Pixel-Width Filename	For Series 5 Printer Queue XXX Outputs the specified bitmap file to the given row/column of the page at the specified pixel Height/Width on every page of the report.
SHSI-RPT-DESTINATION	4	<p>Sets the default output target selection for all reports generated in Series 5 that are not programmatically targeted. The argument is an integer digit representing the desired target as follows:</p> <ul style="list-style-type: none"> 1 - To the printer 2 - Archived 3 - Both the printer & Archived

		<p>4 - to be Browsed Only 8 - to disk as an ASCII file 17- To disk as an MS Word 2003 document 19- To disk as an MS Word 2003 document & Archived 26- To disk as an MS Word 2007 document 30- To disk as an MS Word 2007 document & Archived 35- To disk as an MS Word 2007 saved as a PDF file</p> <p>You would typically have the argument set to either 1, 2 or 4.</p>
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— Web Server Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 CGI service routines executing on a Web Server.

Variable	Default or Sample Argument	Description
CODE-PREFIX	/web/.../ shweb/acubin	The directory path in which the executable CGI programs reside.
SHSI-WEB-LOG-FILE	/web/.../ shweb/ acutemp	The full path and filename which is used to log messages, generated by the system, by CGI service routines executing on a Web server.
SHSI-WEB-TRACE-MODE	0 or 1	If = 1, then messages are output to the execution error log file. Should be set to zero unless specifically need to debug the execution of CGI service routines.
WEB-COMPANY-1	40	The Series 5 Company code assigned to Web Company 1 (Code embedded in Web Page ID codes)
WEB-COMPANY-2	50	The Series 5 Company code assigned to Web Company 2
WEB-COMPANY-3	SHSI	The Series 5 Company code assigned to Web Company 3
WEB-COMPANY-4	PCA	The Series 5 Company code assigned to Web Company 4
WEB-COMPANY-5	AUSI	The Series 5 Company code assigned to Web Company 4
WEB-OP-LOCATION-1	10	The Inventory Warehouse Location code for orders submitted over the Web for Company 1
WEB-OP-LOCATION-2	20	The Inventory Warehouse Location code for orders submitted over the Web for Company 2
WEB-OP-LOCATION-3	30	The Inventory Warehouse Location code for orders submitted over the Web for Company 3
WEB-OP-LOCATION-4	40	The Inventory Warehouse Location code for orders submitted over the Web for Company 4
WEB-OP-	EAST	The Inventory Warehouse Location code for orders

LOCATION-5		submitted over the Web for Company 5
WEB-EDOCS-DIRECTORY	/web/.../ shweb/ acutemp	The directory path in which temporary files are created used to send attachments as emails on UNIX web servers.
WEB-MGMT-CTRL-PATH	@accserver:/ acctg/shsi_ctrl	For CGI service routines on a Web server, defines the directory path of the location where the Series 5 control files reside.

7.3 Runtime Error Codes

These Unfortunately things don't always operate the way they should. For a variety of reasons, the application will on occasion generate some nasty looking error codes and messages.

These can be divided up into three categories of errors:

- Application generated Errors
- Microsoft Word or Excel generated Errors

Generally when an error occurs the application that was executing will bomb out. Any of these errors should be immediately reported to you System Manager, or to Sentinel Hill Software's support team.

When reporting an error, please attempt to record the following bits of information:

- What application you were executing
- What menu item you were executing
- What screen was being displayed just before the error was reported
- What field or control your mouse was position on when the error occurred
- What key or control was struck or clicked when the error occurred
- If possible, identify the Transaction record, or Master Code record that was being operated on at the time
- The error code, along with the accompanying descriptive text, if any.

Please Take Note

If it is at all possible, you should get a screen shot of your screen with the error message displayed. This would greatly assist in identifying the cause of the error.

7.3.1 Application Error Codes

Here is a description of the assorted errors generated from the application that will cause it to terminate abnormally.

Error Code	Message	Possible Problem
24	Disk full for Indexed file WRITE	There is not enough disk space allocated to the data folder the data file resides in
30-XX	Hardware Error Failure	There is a serious hardware failure. The secondary code value xx is set by the operating system.
34	Disk full for Sequential file WRITE	There is not enough disk space allocated to the data folder the data file resides in
35	File not found for Open	The application attempted to open a file that could not be found. Contact your Systems Manager or Sentinel Hill Software support for assistance.
37-07	User does not have permission to access file	The user does not appropriate access rights to open the file
37-XX	System failure on opening a file	The application attempted to open the file in the wrong mode
37-99	Windows runtime not network enabled	Non-Networked runtime attempted to open a file on a remote system
39-XX	File Mismatch on OPEN	An older version of the file was being accessed, or application programming error. The secondary code value xx indicates the type of mismatch.
41	File Already Open	An application programming error. Contact Sentinel Hill Software support.
42	File Not Open	An application programming error. Contact Sentinel Hill Software support.
47-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
48-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.

49-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
94-10	Too many files opened by process	The max number of files has been reached. The configuration variable MAX-FILES should be increased.
98	The file has become corrupt	The file has become corrupt for some reason. You must use the AcuGT's vutil utility to rebuild the file. Contact your Systems Manager or Sentinel Hill Software support for assistance. (From a DOS or UNIX prompt you will need to issue the command vutil32 -rebuild filename).
9C	Max number of locks specified.	The max number of files that can be locked has been reached. Either the configuration variable MAX-LOCKS should be increased, or an application programming error has caused the problem. (By default MAX-LOCKS is the same as MAX-FILES)
9D-XX	Internal error from host file system	An internal error has occurred when attempting to access a file over the network using AcuGT's Acuserver running on the primary server. The most likely problem is that the host server network is down, or the host server file server process has failed. Contact your Systems Manager. The xx is the host system's error code.

7.3.2 Microsoft Utility Errors

The Series 5 systems internally makes calls to Microsoft's Word and Excel utilities. On occasion, these utilities will report an error which causes the application to abort. Here are the documented errors that have been encountered to date.

From	Message	Possible Problem
Word	Unable to satisfy the requested call	When attempting to print a document directly from Word, and a problem exists on the network, or the remote printer is probably not turned on.
Excel	Class is not licensed for use (error 800A03EC)	When outputting a string to a spreadsheet there was a "=", "+", or "-" character in the 1st character of the string. Excel thinks this is the start of an equation that does not make sense. If possible insert the "'", (single quote), character as the 1st character of the string being output.

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