

Administrator

2210.AD600

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Introduction

Overview

Congratulations on your purchase of **ADD+ON** and welcome to *Advantage/V*. If you are purchasing one of our products for the first time, the **ADD+ON Administrator** module is included with your purchase. This module contains the menu system, system configurations, and special features such as *SpeedSearch* and *Executive Summary*, which enhance the **ADD+ON** product. It also includes programs required by all other **ADD+ON** modules. To help you become familiar with these features, and to acquaint you with standard operating procedures used throughout our product line, we've compiled information in this manual that applies to all modules. It is recommended reading for anyone who is new to the **ADD+ON** line of software products.

This manual contains information about system requirements, instructions on how to install the software, and conventions for use. The manual is divided into five main sections:

Introduction

This section consists of an overview of the Administrator features, brief descriptions of other **ADD+ON** modules and module relationships, standard procedures for working with all **ADD+ON** products, and information about our documentation style. A software registration form is also included that should be filled out and returned directly to **ADD+ON**.

Installation

This section defines dealer and customer responsibilities and includes a description of post-installation support. Instructions for gathering the required information, making decisions about system parameters, and entering the information is included. Data collection forms end the Installation section.

Flow of Processing

This section contains step-by-step procedures for daily, monthly, and annual processing when running **ADD+ON** software. Information on customer training is also included.

Operations

This section contains descriptions and instructions for operating each of the Administrator's system-wide features. In addition, the **ADD+ON System Maintenance Menu** tasks are documented. Each task is explained in the order it appears in the standard software, with descriptions of each field and prompt.

Appendixes

The appendixes includes samples of reports generated by the Administrator tasks, standard menu options and descriptions, and examples of calculator equations.

Some information in this manual may vary slightly from the way your system works. These differences may be due to the type of computer hardware you are using, the system software and its configuration on your computer, or custom software modifications made by your **ADD+ON** dealer.

For future reference, we recommend that you retain the *Media Installation Instructions* packaged with your software together with this document.

Required and Optional Modules

ADD+ON currently markets fourteen modules that together provide an accounting-based, integrated solution for wholesale distribution and manufacturing environments. The Administrator module is required for the first-time installation of any of the other thirteen modules. Once the Administrator module is installed, additional **ADD+ON** modules can be added at any time.

When several related modules are used, such as Order/Invoice Processing, Accounts Receivable, General Ledger, Inventory Control, and Sales Analysis, your dealer determines the best installation sequence.

Features and Benefits

The following descriptions of the special features included with the software briefly explains how each is used throughout the system. In addition to these features, many of which are parameterized options within the module, you can make custom modifications to the software to tailor it to your needs.

SpeedSearch

SpeedSearch is a data inquiry feature you can activate any time, from any point on the screen. You can browse through information regarding customers, inventory, orders, vendors, or purchase orders without leaving your current task.

Executive Summary

This feature enables you to take a “snapshot” view of your company’s financial details. Accessed through *SpeedSearch*, accounts receivable, accounts payable, orders, sales, and inventory availability information is displayed. Totals can be viewed for several months or in a monthly day-by-day breakdown.

Desktop

You can leave **ADD+ON** tasks temporarily from any input field to enter an external “desktop” application. Your dealer can tailor desktop options to meet your company’s needs and provide access to word processing, electronic mail, project management, or other similar tasks.

Lookups

ADD+ON provides on-screen lookups for many data entry fields. No matter which module you are using, you can select entries for those fields from a list of names, companies, telephone numbers, territories, and so forth. Some lookups provide the option of searching for an entry with a keyword.

Print to File

The Print to File feature makes it possible to view a report on your terminal before printing it. This feature provides scrolling from side to side and up or down. You may choose to print the report and/or retain it for as long as desired. You can also queue reports together and print in a batch.

On-Line Help

This feature enables you to enter notes and comments associated with a field. Text can be added or changed at any time and an index of defined topics is available. Help is activated or deactivated by company.

Calculator

Capable of calculations just like any other office calculator, this feature uses several alphanumeric and function keys on your keyboard to replace such common calculator keys as Memory Recall and Clear All. A list of the replacement keys can be displayed on screen whenever you are using the calculator.

Screen Prints

You can capture screen images and send them to a printer while using **ADD+ON**.

Product Overview

Each **ADD+ON** module enables you to efficiently and effectively control different aspects of your company's operation. The following descriptions provide just a small indication of the capabilities of our software. Enhancements and improvements are added as technology allows. For a complete representation of our current product, consult your local dealer.

Accounts Payable

Provides complete payables tracking, accounting, and management of accounts payable and check-writing functions. You can use a flexible payment selection for improved cash flow or vendor discounts and project future cash requirements. This module can be used alone or integrated with the General Ledger, Purchase Order Processing, Inventory Control, Bill of Materials, Material Requirements Planning, Sales Analysis, and Shop Floor Control modules for maximum flexibility.

Accounts Receivable

An easy-to-use system with powerful capabilities for processing invoices, cash receipts, statements, and customer reports. You can accurately track and control customer history information and define information regarding inventory availability, order status, prior-shipped orders, pricing, credit information, payment

history, and scheduled receipts. This module can be used alone or integrated with the General Ledger, Order/Invoice Processing, Bill of Materials, Material Requirements Planning, *SpeedShip*, Shop Floor Control, or Sales Analysis modules for maximum performance.

Bill of Materials

A flexible, easy-to-use system designed for companies that assemble finished goods and manufacture most of the components. Provides unlimited levels of material usage and can easily develop material costs, direct costs, and overhead labor costs. Inventory Control must be installed along with this module. You can increase performance by also integrating the Accounts Payable, Accounts Receivable, General Ledger, Order/Invoice Processing, Material Requirements Planning, and Shop Floor Control modules.

General Ledger

Easily integrated with all other **ADD+ON** modules, the General Ledger provides automatic posting of transactions with easy data access and full-featured financial report generation. A detailed audit trail of all transactions isolates the exact information you need, precisely tying each transaction to a specific control register. This module may be used alone and can maintain separate books for up to 98 companies with different account number structures and financial report formats.

Inventory Control

This module supplies accurate information that helps you keep stock levels low enough to reduce carrying costs, yet high enough to prevent lost sales. On-line updating of inventory balances gives you access to current details about inventory availability, future demand, and expected receipts. Full, perpetual tracking of finished goods, raw materials, and components makes this an ideal system for manufacturers and distributors alike. Safety stock, EOQ, and order point are automatically calculated for each inventory item. Full lot or serial number tracking maintains complete history. Use alone, or integrate with the Accounts Payable, Accounts Receivable, General Ledger, Order/Invoice Processing, Purchase Order Processing, Sales Analysis, Bill of Materials, Material Requirements Planning, and Shop Floor Control modules.

Material Requirements Planning (MRP)

MRP gains control of purchasing, fabrication, assembly, and manpower requirements for your manufacturing operation. This module combines inventory status, the bill of materials list, lead times, and your production schedule to produce comprehensive reports. Quickly identifies which items should be purchased, which items should be produced, and what resources are required. Automatically generates purchase requisitions and planned work orders. Requires the Bill of Materials, Inventory Control, and Purchase Order Processing modules. Increase power by adding the Accounts Payable, Accounts Receivable, Shop Floor Control, and Order/Invoice Processing modules.

Order/Invoice Processing

Instant access to all information allows you to place and process orders in a simple, straightforward manner. Answer questions quickly about order status, special pricing, inventory availability, scheduled purchase order receipts, open order tracking, sales, blanket order processing, and payment history. Required modules include Accounts Receivable and Inventory Control. General Ledger, Sales Analysis, MRP, *SpeedShip*, and Shop Floor Control improve its effectiveness.

Payroll

Satisfy your complex payroll requirements with this easy to use processing solution. The flexible design allows you to define an unlimited number of definitions for earnings, deductions, taxes, and employer contributions of almost any type: 401(k) deferrals, bonuses, piece rates, and all standard earning types. Allows taxes and employee contributions for multiple states and localities. Use alone, or integrate with General Ledger and Shop Floor Control.

Purchase Order Processing

A comprehensive system that helps you reduce costs and eliminate errors as you improve customer service. You can track open purchase orders and identify potentially late shipments, recall a list of purchase orders for any item or vendor, and keep informed of all outstanding items by vendor or item. You can negotiate the best terms and save money by using the complete purchase and receipt histories. Requires the Accounts Payable and Inventory Control modules. Additional power comes by integrating the General Ledger, Shop Floor Control, and MRP modules.

GENERAL Report Writer

Use this module to gain control of your data by generating timely and meaningful inquiries/reports quickly and easily. With full access to all your data files, this module can sort and analyze information in almost unlimited ways. Create sophisticated reports that sort, select, format, subtotal, and process your data. Combine and compare information from any other related modules into powerful strategic tools for decision-makers. Built-in flexibility allows you to add any number of data fields in any order, adjust spacing, lines of output, and page dimensions. Save report information in ASCII, DIF, or comma separated files for exporting to other software.

Sales Analysis

Gain fast, accurate sales information of up to two years with this module. Analyze sales, cost of goods sold, and gross profit for customers, products, vendors, salespeople, and territories. View monthly sales information or a complete sales history for any customer or product. Rolling 12-month sales reports for customers and products help you pinpoint sales trends and allow you to react quickly to the demands of a changing market. Requires the Accounts Receivable, Inventory Control, and Order/Invoice Processing modules. You can track by stocking vendor if you integrate with the Accounts Payable module.

Shop Floor Control

This comprehensive system helps you to smoothly schedule activity and achieve maximum performance from your production floor. Automatically schedules work orders and tracks them as they move through the shop floor. Monitor efficiency and utilization factors by reviewing the progress and current status of each job. Maintain favorable profit margins with accurate, up-to-the-minute information about production activity. Requires Inventory Control. Improve flexibility by integrating with the Accounts Payable, Accounts Receivable, Bill of Materials, General Ledger, MRP, Order/Invoice Processing, Purchase Order Processing, and Payroll modules.

SpeedShip

This automated manifest system enables you to save time and labor costs every time you ship a parcel. This module completes a job that manually takes four to nine minutes in about 30 seconds, including label and manifest. *SpeedShip* automatically converts the zip code to the zone and then calculates freight charges for UPS, Federal Express, and Roadway Package Systems. Calculated freight can be posted to customer invoice. For most efficient use, integrate with Order/Invoice Processing and Accounts Receivable.

Module Identification Codes

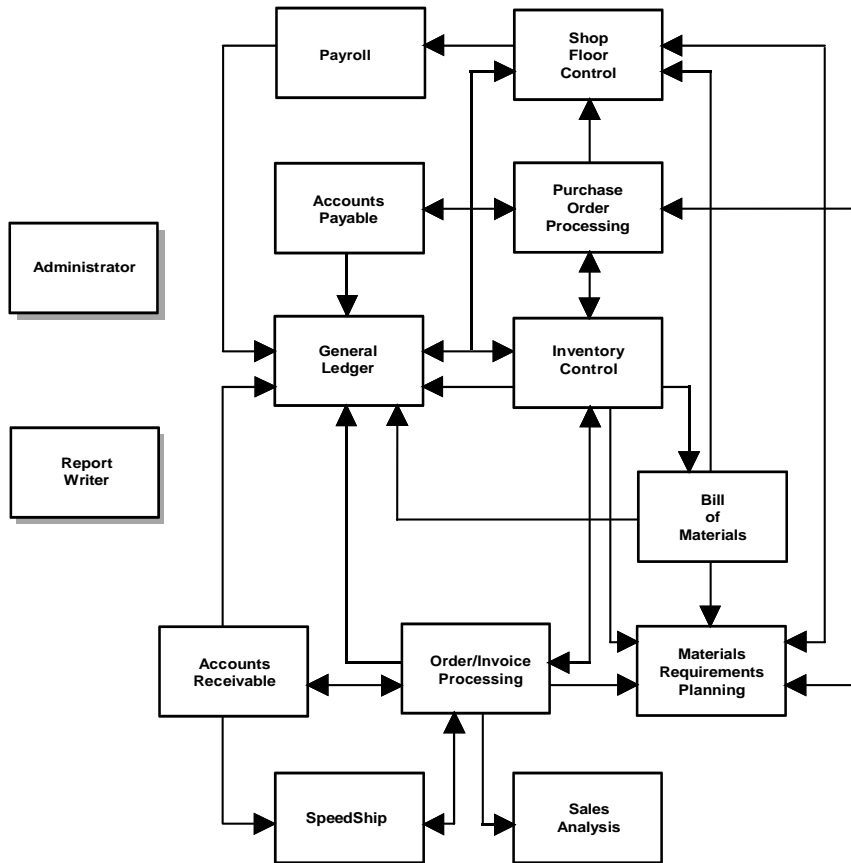
Modules are given codes to easily identify them when working with the software. The following 2-character codes are used in reference to the **ADD+ON** modules:

Code	System or Option
AP	Accounts Payable
AR	Accounts Receivable
BM	Bill of Material Processing
GE	GENERAL Report Writer
GL	General Ledger
IV	Inventory Control
MP	Material Requirements Planning (MRP)
OP	Order/Invoice Processing
PO	Purchase Order Processing
PR	Payroll
SA	Sales Analysis
SH	<i>SpeedShip</i> Parcel Shipping
SY	System (the Administrator)
WO	Shop Floor Control (formerly Work Order Processing)

These standard identification codes are used for functions such as system description maintenance, menu maintenance, and file record usage. Be sure to use the standard prefix notations when working with the software. In addition, the module codes form the prefixes for the names of programs and data files for each module. For example, the Accounts Receivable Customer Masterfile is ARM-01, and the first overlay of the Customer Masterfile program is ARM.MA. Other conventions for working with the internals of the software appear in the **ADD+ON** Dealer Manual.

ADD+ON System Flow

This chart shows the relationship and the flow of data through **ADD+ON** modules. Please remember that the Administrator module is required for the installation of any other module. A detailed description of each module's operation can be found in the user guide provided for that module.



Getting Started with ADD+ON

Before you begin working with the Administrator or any other **ADD+ON** module, it is beneficial for you to understand the different requirements for running the software and the standard procedures for getting around the system.

ADD+ON must operate on computer hardware that is capable of running either UNIX, XENIX, or DOS operating systems. There are a variety of hardware configurations that are suitable, and each of the components should be selected carefully to meet your current and future processing requirements. A current version of Business BASIC must also be installed. System requirements change from version to version. Check with your **ADD+ON** dealer for current requirements.

If you have a question about one of the hardware or software components, you should ask it of the supplier of the product. In other words, the supplier of the operating system should answer operating system questions; the Business BASIC supplier should answer BASIC questions; the supplier of your hardware should answer hardware questions; and the supplier of your software should answer software questions.

Obtaining information from multiple sources may sometimes seem inconvenient, but it is recommended as the best way to get truly accurate answers to your questions. This effort can be simplified somewhat when you purchase more than one of the components from one supplier.

Conventions for Using ADD+ON Software

Every software product is unique in one way or another and the manner in which the software runs differs from one product to the next. With all **ADD+ON** products, certain procedures are the same whether you are using the General Ledger module or running Shop Floor Control. These common procedures, known as conventions, are used in all **ADD+ON** software to make the software modules easier to learn and operate. The following pages will help you become familiar with these conventions.

Terminology

The following words are used in our documentation when referring to the operation of **ADD+ON** modules and their tasks.

Alphanumeric

Code that may contain both alphabetical and numerical characters. For example: CF22132, 3442AA.

Application

Used to refer to the different types of modules and their programs that are part of the **ADD+ON** product line.

Enter

The process of inputting your response at a field or a prompt. That process requires typing your response and pressing the carriage return key.

Field

A specific area of the screen that displays and/or accepts input.

File Verified

Only responses existing in a masterfile are accepted in the field.

Function Key

The F1, F2, etc. keys that initiate certain features/functions when pressed.

Keyword Searches

A special lookup that enables you to conduct a search for a customer name, number, account, and so forth by entering a key word.

Lightbar

The highlighted area across the bottom of each menu screen which references the **ADD+ON** special system-wide features.

Lookups

A special **ADD+ON** feature that enables you to conduct a search for a customer name, number, account, and so forth by means of looking up existing valid information.

Masterfile

A term that describes a key file of each module. Information is stored in the masterfile to which file-verified entries must match. Includes module maintenance information.

Menu

Used in reference to the **ADD+ON** main menu, module main menus, and task menus.

Option

A selection you make to move further along through a task or a menu.

Option Menu

Menus that appear within a task listing additional options. Commonly found in maintenance tasks.

Prompt

Refers to the message at the bottom of the screen that appears to describe a field, request an option, or issue a warning.

Return

Used to refer to your keyboard's carriage return key. Some keyboards mark this key *Enter*. Pressing this key accepts the current input or the system default.

Select

Refers to the steps involved in making selections from menus or pop-up windows. There are basically two ways to make a selection.

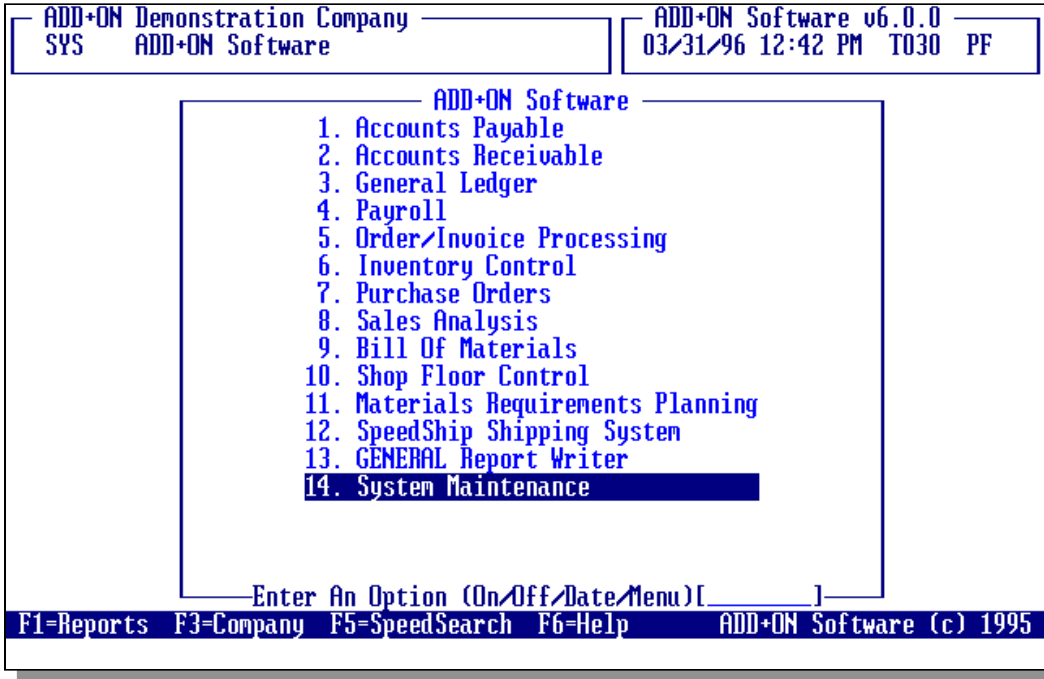
- 1) Use the arrow keys to scroll through the menu to highlight your selection and press **Return**.
-or-
- 2) Enter the number of the task at a prompt and press **Return**.

Task

A function of the module that performs a certain procedure and can be selected from the module's menu. Some tasks, when selected, display their own option menu of additional tasks.

Understanding the Menus

The first menu that appears when you are using our software is the **ADD+ON** Software Menu, also referred to as the main menu. This menu displays all the modules that are available in our product line whether you have them installed or not. When you select an installed module, the tasks within that module are then displayed on that module's main menu.



ADD+ON Software Menu

NOTE: Due to the customization allowed to our product, your menu(s) may not always appear as they are displayed and documented in our manuals.

A part of each menu screen is the lightbar across the bottom of the screen. On this lightbar are references to the many system-wide features that **ADD+ON** offers as part of our software. Certain features can only be accessed when this lightbar is visible.

With the release of version 6.0, **ADD+ON** screens display the name of the current task in the upper left corner. The date, time, terminal ID, printer ID, and version number of the software is displayed in the upper right corner.

Several of the **ADD+ON** tasks have option menus you can access after making an entry in a field. The same keys you use to move about the main menus are also available for the option menus. In addition, you can jump to an option quickly by pressing the first letter of the option on your keyboard. (This method also applies to *SpeedSearch*.) The first option on the menu beginning with that letter is highlighted. If more than one option begins with the same letter, press the letter again to jump to the next option. When the option you want is highlighted, press **Return**.

An option of one task may be accessible as a task of its own from the main menu.

Moving about the Screens

Standard keyboard handling (arrow keys, character insert/delete, clear to end-of-line, Return, and non-destructive backspace) is used in **ADD+ON**. If your software does not recognize these keys, your terminals may not be configured properly. Your dealer can refer to the Business BASIC manual for information about terminal configuration. The following keys are available to help you move about the **ADD+ON** screens:

- Use the **Backspace**, **Left Arrow**, and **Right Arrow** keys to move to the left or to the right within a field.
- Use the **Down Arrow** or **Up Arrow** keys to move up or down a menu, highlighting the different tasks as you pass over them.
- Use the **PgUp/PgDn** keys to flip through multiple lookup and detail screens.
- Use the **F2** function key to back through fields.
- Use the **Insert** key to insert characters between existing characters in a field.
- Use the **Delete** key to delete individual characters, and **Shift + Delete** to clear to the end of a line all characters in the field that are to the right of the cursor.

In *numeric* and *record key* fields, pressing any alphanumeric character key in the first position blanks the whole field in preparation for new input. However, if you move through the field with the arrow keys, existing characters are retained. Changes may be made as described previously. To restore the original contents of a field after you have begun to make changes, press any function key.

All **ADD+ON** screens are displayed in upper and lower case. Input of either upper or lower case is generally accepted. The exception occurs with some prompts that require input of responses exactly as they appear on the screen, in order to call attention to a potentially damaging end result, such as deleting a record.

Performing Lookups

The lookup feature is useful for such things as quickly selecting customer numbers when entering sales orders, viewing employee names and numbers when performing payroll entry, and listing inventory items when entering bills of material, work orders, or purchase orders. In code fields, the lookup displays existing codes.

Lookups are accessed from fields by pressing the **F3** key. When a field has the lookup capability, a prompt is generally displayed at the bottom of the screen. Many of the *Lookup* windows appear with an additional inset window. This window displays several methods with which to search for information. Depending on the type of lookup you are performing, these methods might include searching by name, by company, by zip code, etc. Information is then displayed using the method you selected. Use the PgUp/PgDn and arrow keys to scroll through the information.

- Press **Return** to select a highlighted method.
-or-
Press **F4** to exit the lookup window without selecting an method.

Another method for conducting a search is with the use of a keyword. See *Keyword Searches* on the following page.

Once you select a method, a blank field becomes available at the bottom of the *Method* window. Use this field to enter text from which to begin your search. For example, to begin viewing customers with area code 303 in a customer *telephone number* lookup, enter **303** in the blank field. Customers are then displayed in area code order, starting with area code 303.

For some lookups, an additional pop-up window, the *Detail* window, appears. As you highlight different records in the *Lookup* window, the *Detail* window changes to display detail information about the highlighted record.

- Press **Return** to select a highlighted record and use it as your entry in the field from which the lookup was accessed.
-or-
Press **F4** to return to the field without selecting a record from the *Lookup* window.
-or-
Press **F1** to restart the lookup with a different method.

Keyword Searches

Sometimes a selection by *Keyword* is an available option of the *Method* window. A keyword lookup enables you to use nearly any character string to locate a desired record.

When *Keyword* is one of the displayed search methods, you may enter any part of the record for which you are searching into the blank field at the bottom of the *Method* window. In a general ledger account lookup, you might want to find the petty cash account number. *SpeedSearch* quickly finds and displays the account if you enter “petty” in the blank field. Only those records which match your keyword exactly are displayed.

NOTE: As a keyword search must explore the entire lookup file from beginning to end to find all possible matches, it will take more time to execute.

If you enter search text that does not have a match, the system issues the prompt:

No Records Found

- Press **Return** to access the *Method* window again.

Moving a Window

Sometimes a pop-up window blocks an area of the screen that you want to view while using the pop-up window. You may temporarily move any pop-up window the cursor is in by pressing the **F12** key. The arrow keys move the window one position with each press of the directional keys. When you reposition the window, pressing **F4** returns you to the mode you were in before moving the window. The moved window returns to its usual position the next time it is opened.

Using the Function Keys

ADD+ON contains pop-up windows for lookups and *SpeedSearch*, both of which are accessed with function keys. Function keys are also used to move between data fields and to perform special functions. The keys and their functions are described below.

- F1** Use this key from any menu screen to access the *Reports* screen feature. See *Reports* in the **Operations** section of this manual. The lightbar at the bottom of all menu screens displays “F1=Reports” to remind you of this feature. In data entry fields, the F1 key can be used to select certain entries. These uses are documented in the **Operations** section.
- F2** Use this key to back through fields on the screen. Many screens are made up of different sections, such as the header section and the detail section. In such a screen, you can generally back up through the fields of the current section only. (If your terminal is properly configured, the *Up Arrow* key may substitute for F2.) You cannot back up past the beginning of a section.
- F3** This key is most commonly used to access the lookup feature, as described in *Performing Lookups* earlier in this section. But you can also use it at a menu screen to change the active company. See *Company* in the **Operations** section of this manual. The lightbar at the bottom of all menu screens displays “F3=Company” to remind you of this feature.
- F4** With **ADD+ON**, you can use F4 to back through the menu hierarchy. And when you enter the first field of a task you can usually press F4 to return to the previous menu. In some fields, when you press F4 you are first issued the *Is The Above Information Correct?* prompt before you can exit the task.
- F5** Use the F5 key to access *SpeedSearch*, the powerful **ADD+ON** inquiry tool that can be entered any time, from any location on the screen. You can browse through detailed information about any customer, sales order, inventory, vendor, or purchase order without leaving your task. The *SpeedSearch* menu is also the gateway to external applications (the Desktop), stored reports, Executive Summary information, and is used to change printers and passwords. See *SpeedSearch* in the **Operations** section of this manual for more information. The lightbar at the bottom of all menu screens displays “F5=SpeedSearch” to remind you of this feature.

- F6** Use the F6 key to access the user-designed Help. See *Help* in the **Operations** section of this manual for more information. The lightbar at the bottom of all menu screens displays "F6=Help" to remind you when this feature is activated.
- F7** You can access the on-line calculator by pressing the F7 key at any cursor stop. If you access the calculator from a numeric field, any amount you calculate can automatically be entered in the field by pressing F9. See *Calculator* in the **Operations** section of this manual for more information.
- F8** **ADD+ON** enables you to print a screen image to your active printer by pressing F8 at any cursor stop.
- F12** Use the F12 key to move pop-up windows across your terminal screen. See *Moving a Window*, previously.

Responding to Prompts

An area at the bottom of each menu and task screen is reserved for displaying prompts. Acceptable responses are shown within parentheses () and separated by a slash. Key strokes are displayed within brackets < >.

When you first start **ADD+ON**, the system issues the prompt:

Please Enter Your User ID

User codes are maintained in the *User Maintenance* task on the *System Maintenance Menu*. If you do not correctly enter a valid user code within 3 attempts, the system issues the prompt:

Do You Want To Exit?

- Enter **Y** to return to your system menu.
-or-
Enter **N** to continue entering user codes.

If your user code is password protected, the system issues the prompt:

Please Enter Your Password

Passwords are created in *SpeedSearch*. To prevent an unauthorized person from seeing your password, characters are not displayed. If the correct password is not entered in three attempts, you are returned to the user code prompt. The use of a password can be deleted in the *User Maintenance* task.

When you are viewing a menu screen, the system issues the prompt:

Enter an Option

In addition to selecting a task at this prompt, the following responses can be entered and cause the following results:

- Enter **On** to restart the **ADD+ON** system. This enables different users, such as those sharing the same workstation, to access the system without having to log off.
- Enter **Off** to exit the **ADD+ON** system and return to your operating system.
- Enter **Date** to change the date displayed on the screen and reports. The date is associated with the specific *terminal* being operated, and serves as the default for daily entries. It is *not* a system-wide date or a menu or module date. However, you may want to use certain dates for processing invoices, etc. This feature enables each terminal to operate a different module with a different date.
- Enter a 3-character module menu name. Only users with the *Allow Menu Jumping* parameter set to Y in the *User Maintenance* task have this option. **Do not enter the word menu.** This is only intended as a reminder that you may enter the 3-character name located in the upper left corner of each menu screen to access that module's menu directly.

Prompts That Stop You

Once a task is selected, the system may issue one of the following prompts:

This Option Is Not Presently Accessible.

Program XXXXX Is Not A Valid Option!

These prompts mean that the selected task is either not on your system or is inaccessible for some reason. Press **Return** and consult your dealer for assistance.

Please Enter The Password: [XXXXXX]

This prompt means that the selected task requires a password. If the correct password is not entered in three attempts, the system issues the prompt:

This Is Not a Valid Option!

This prompt is issued if your security level is too low to provide access to the selected task.

Prompts That Give You Pause

Typically prompts and options you encounter while working within the system accept several responses:

Is The Above Information Correct (Y/N/##/List/Review/Delete)?

Y

Stands for Yes and accepts the data displayed in the fields.

N

Stands for No and returns you to the field to make changes.

##

Directly accesses individual fields when you enter a field number. To modify the twentieth field on a screen, enter 20 at the prompt. To modify the third, enter 3. The cursor moves to the field entered.

L or List

Re-displays, screen by screen, detail transactions for any task that accepts the entering of several detail lines. Detail lines are identified by sequence numbers.

R or Review

Used to verify each detail line of a list or multiple-transaction entry, one line at a time. As each line is displayed, you can accept the information by pressing **Return**, delete the information by entering **D**, or change the information by pressing **F2** to access the fields within the detail line.

End

Returns you to the previous menu. No other action is taken. If your terminal is configured correctly, pressing F4 has the same result as entering End. The F4 key can be substituted wherever End appears as a prompt option.

Delete

Deletes the entire record or transaction shown on the screen.

Certain prompts the system issues require you to enter whole words in order for the response to be recognized. This occurs when the results of selecting an response can have lasting and dire effects on your records. An example of such a prompt would be:

Are You Ready to Update the Register (Yes/No)?

Yes/No

The entire word must be entered when the question is more important and should be reviewed carefully. For example, when a register is printed and an update question follows, the entire word must be entered because a permanent file is being updated.

Printing Maintenance Listings

Whenever you exit a maintenance task you are given the option to print a listing of the maintenance records. With some of those tasks, the *Report Selections* window appears. This window enables you to print a range of records by using the F1 and F3 function keys to select the range.

Conventions for Using ADD+ON Manuals

With the release of version 5.2, several manuals for the **ADD+ON** product line took on a new look. Eventually, all user guides will follow the new format. Differences include the way screens and reports are displayed, instructions for working with the tasks, and the order in which the instructions appear.

Basically, screens are illustrated as they appear after entries have been made to the fields. Reports produced by a module are grouped together in an appendix at the end of the module's user guide. Referencing and cross-referencing is made between the reports and the tasks that produce those reports.

Instructions for running the tasks are provided based on the most common occurrence associated with that task. Different typefaces and styles are used in the manuals to distinguish between commands, prompts, references, etc.

Boldfacing indicates an action required by you such as entering words and/or characters at a field or reading additional information. Boldfacing is also used for section headings, subheadings, and references.

Italics are used in notations, cautions, warnings, references, and as emphasis in text.

A • bulleted item indicates a procedure with only one step or one choice from a series of options.

Lists numbered like this: 1., 2., or a., b., indicate a procedure with two or more sequential steps.

Lists numbered like this: 1), 2), a), b), indicate information but not procedural steps.

A Word to the User

ADD+ON Software, Inc. wants to keep you updated! Periodic enhancements are made to the software and we want you to know about them. To register your software, fill out the *Software Registration Form* on the next page and send it to **ADD+ON Software, Inc.** at the *registration* address shown below.

We also want to keep our documentation as up to date and relevant as possible. If procedures are missing or not detailed enough for you, they may also be lacking for someone else. Please send us a note describing the problem or question to the *documentation* address shown below.

A *Product Suggestion Form* is also provided for you to document suggestions for enhancing our software to make it as relevant to you as possible. We value and welcome your suggestions.

For registration, documentation changes or product suggestions:

ADD+ON Software, Inc.

15050 SW Koll Parkway, Suite C

Beaverton, OR 97006

FAX: 503-643-1386

Attn: Product Development

Software Registration Form

Administrator Module

To ensure that you receive available updates to your **ADD+ON** software and other important information, register your software by filling out this form and returning it to the address found on the reverse side. Your dealer can help you complete the form.

Your **ADD+ON** Dealer's Name _____

Your Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone (_____) _____

Your name _____

Title _____ Date _____

Please describe your primary business _____

Number of Employees _____

Computer Type and Model _____

Other software used _____

Comments _____

ADD+ON Software, Inc.
Sales Services
15050 SW Koll Parkway, Suite C
Beaverton, OR 97006
FAX: 503-643-1386

Remove from binder, fill out other side, fold and mail to address above.

ADD+ON Software, Inc.
Product Development
15050 SW Koll Parkway, Suite C
Beaverton, OR 97006

Remove from binder, fill out other side, fold and mail to address above.

Installation

Overview

The Installation section of this manual provides you with the information needed to successfully convert to the **ADD+ON** system. The proper installation of the application software is critical and managed by your **ADD+ON** dealer, including setting up the system for you to be able to access the menus.

The installation process involves four major steps.

Step One

Prepare the facility before the physical installation of the computer equipment, and determine the responsibilities of the dealer and customer. Those responsibilities are explained in this section and makes the work that follows much easier.

Step Two

Gather the information required for operation of the **ADD+ON** system.

Step Three

Enter your companies, user codes, and fiscal calendars from the *System Maintenance Menu*, and remove any unnecessary menu items.

Step Four

Together with your dealer, install **ADD+ON** modules in a sequence of implementation dependent on how the modules interact.

Preparing for Installation

Read the **Installation** section before starting any work, and consult with the person managing the installation if there are any questions about the proper choice for any of the parameter or code settings. The installation checklist in this section is important; use it to ensure that all steps required for a successful installation are covered. The installation process should be considered a *partnership* between the dealer and the customer, with each having certain responsibilities.

Dealer Responsibilities

The dealer is responsible for providing or recommending all necessary hardware, software, services, and supplies for you to successfully manage and operate the system. The dealer should not be expected to provide ongoing management services as part of a normal system sale, unless this has been agreed to under a separate contract prior to installation. The dealer is generally available for advice during the installation, and monitors your efforts while keeping management informed of the progress of the installation.

Customer Responsibilities

The customer must establish a single person with whom the dealer may communicate. This “project manager” must have sufficient knowledge of the business’s operations and be able to make decisions during the installation with the authority to carry them out. The customer must commit the time, effort, and resources required for a successful installation. The customer is responsible for following, under the direction of the dealer, the installation steps outlined in the **Installation** section of each users’ manual.

Post-Installation Support

A clear agreement about post-installation support and support fees should be reached before beginning the installation. You should understand *what* post-installation support is available from the dealer, what it costs, if any *free* support is offered during the installation phase, and when *fee* support begins.

Also, prior to beginning the installation, the dealer and customer should agree upon the definition of a completed installation. A sign-off procedure should be followed as each step is finished.

Customer Training

The dealer and you must agree as to the extent of customer training provided with the overall installation plan. Regardless of the location, type, or extent of training, the users’ manuals for each module are essential. The manuals should be referred to continually during the training and installation process.

Training can be provided at the dealer’s facility or on-site at the customer’s location. Each method has its advantages. Training at the dealer site permits the training of employees of several customers in a single session, thereby allowing a variety of customers to share ideas and knowledge. On-site training can provide a more comfortable and friendly environment for those being trained, as well as easy access

to information required during the installation process. On the other hand, there may be more interruptions due to the regular work going on.

As a general rule, training consumes between two hours and one day for each module. The exact requirement depends on the level of experience of those being trained, speed of learning, and the modules previously learned. One common training method is to spend a short time covering the portion of the module being taught and practice entering, revising, and updating the information before moving on to the next topic.

Not all aspects of a module are learned during the initial training session. Some functions such as check printing, period-end processing, and purging of obsolete information may require special follow-up sessions the first time they are performed.

Gathering the Information

Much of the information required to run **ADD+ON** can be gathered before the installation. Your dealer will work with you to determine the best way for your system to operate. This includes the parameter settings that form the foundation of how the system functions and your company information. All information should first be gathered and required codes defined before attempting to enter anything into the system.

The majority of the system's required information is installed by your dealer. Primarily, you are responsible for defining companies, entering user information, and establishing company fiscal calendars. However, it is important that you have a record and understand the significance of each step in the process. The following information benefits that understanding.

Company Information

Whenever the system is running, **ADD+ON** uses the parameter information defined for whatever company is accessing the software. Before entering system parameters, you must define and then select a company under which system parameters are assigned. Up to 98 companies, each with their own parameter settings, can be defined for the system. Use the **Company Maintenance Form** at the end of this section to record your company information.

System Configuration

ADD+ON needs to know the type of operating system your computer is running, the operating system's shell commands, and so forth. Your dealer enters this information into the system.

Module Configuration

The software comes with default configuration for all **ADD+ON** modules whether or not you have them installed. However, if you are not using the standard “off the rack” configuration for your modules, your dealer enters any changes.

Printer Codes

Each printer accessed by the system must be identified using the same codes as the BASIC language. Your dealer establishes the codes from which you can choose print locations.

User Codes

Each person who operates the system must be identified by a code in order to log on the system. Although the same code (such as +ON) may be used by all, doing so defeats the internal system security control, as security levels can be associated with each user and menu option. Use the **User Maintenance Form** and **Menu Maintenance Form** at the end of this section to record the codes and security levels of all users of the system.

Fiscal Calendar

Each company you define for the system must have its own fiscal calendar. It may be the same fiscal calendar used by other companies or a different one altogether. Use the **Fiscal Calendar Maintenance Form** at the end of this section to record the accounting periods used by your companies.

Entering the Information

The information necessary for the **ADD+ON** software installation procedure consists of several steps that your dealer performs prior to your running the system. At the point in which you actually begin using the system, it should only be necessary to enter additional user and company information.

Your dealer should set system parameters using the *Configuration Maintenance*, *Printer Maintenance*, and *System Description Maintenance* tasks. These tasks define overall system parameters; the *Fiscal Calendar Maintenance* and *Company Maintenance* tasks define parameters for each company.

Creating a Company

At least one company (default) must be defined to run the system. Parameters and defaults are then defined for that company. Up to 98 companies can use the **ADD+ON** system, each with different parameters. Before a company can use the system it must first be recognized as such by **ADD+ON**. Use the *Company Maintenance* task on the *System Maintenance Menu* to create your companies. See the **Operations** section.

While you are using the *Company Maintenance* task, add any additional companies that may be required. You can go back and establish their parameters later. If the General Ledger module is used by additional companies, contact your dealer for help in properly configuring the system.

After you create your companies, press **F3** from the main menu to access the *Company Lookup* window. Select your newly defined company and begin establishing parameters.

Defining User Codes

Each person who operates the software needs a user code. Use the *User Maintenance* task on the *System Maintenance Menu* to define your user codes. See the **Operations** section.

After the modules are installed, you may want to remove the +ON user code or change its security level. If the +ON user code is removed (or its security level lowered), you must *first* establish another user code with security level 9, in order to provide the access privileges necessary to support the software. This code may then be restricted for limited use, in order to control access to the dealer related utility programs.

NOTE: If you are setting up a multiple company installation, the User Maintenance task allows you to restrict access to certain company codes, providing an additional level of security in the system.

Establishing the Fiscal Calendar

Accounting periods are used throughout the system and defined by the ending date set up for each period. You can define fiscal calendars of 1 to 13 periods for each company that uses the system. Use the *Fiscal Calendar Maintenance* task on the **System Maintenance Menu** to set up your fiscal periods. See the **Operations** section.

Using the Manuals

Be certain you have the user manuals for all the modules you are implementing. Detailed installation steps for each module are provided in its manual, and you should follow them closely during the implementation. Forms for recording the parameters and codes you require for the module are included in each manual's **Installation** section, which includes an **Installation/Training Schedule** form.

Familiarize yourself with the general contents of the users' manuals. For best results, review the Introduction and Installation sections first. The Flow of Processing and Operations sections are best read when you are ready to begin live operation of the software.

Entering Module Information

Enter the module information you require for your company, following the installation steps required for each module. When you complete the module installation, review the main menu and all module menus. The standard menu provided with the Administrator displays all menu options available to **ADD+ON** modules. If you are not using a particular module, you may want to remove its reference from the menu. You should also define security levels and passwords for each menu option. Use the *Menu Maintenance* task on the **System Maintenance Menu** to perform these tasks. See the **Operations** section.

Guidelines for Defining Numeric Masks

Most **ADD+ON** modules require you to define amount masks for information entered into numeric fields. The same principles apply throughout the system.

Numeric masks are used to define the format and size of dollar and unit amounts *displayed or printed* by the software. For example, a mask of *#,###,###.00-* permits an amount from *-9,999,999.99* to *9,999,999.99*.

Study this section and discuss with your dealer the following guidelines on how numeric masks control the printing and displaying of data before defining masks for your module parameters.

Masks Format the Printing and Display Only

It is important to know that the amount mask controls only the printed and displayed format of a numeric amount, *not* the form of the input amount. This means that a mask without a format element for negative numbers (i.e., to allow check reversal entries), still accepts a negative number, *but it displays and prints without a*

negative indicator (if the same mask is used.) If this occurs, the dollar and unit extensions on reports and screens may display incorrectly.

Mask Size

While most modules handle numbers with almost no size limit, the *reports and screen displays become crowded and hard to read* if the masks are set for numbers above 99,999,999.99. Report print positions and screen displays adjust automatically to the size of the mask.

Reports which contain many columns of earnings, unit, deduction, and tax totals (i.e., the Payroll distribution reports and quarterly tax reports) require at least enough blank spaces between columns to prevent amounts from running together.

The practical limit for mask size is `##,###,###.00`, which permits up to 99 million. Before establishing the length of masks, it is best to review the sample reports in the **Appendix** section of each module's user guide to ensure that a mask does not contain too many character spaces to fit the report format requirements.

Alphanumeric Masks

Vendor, customer, employee and GL account numbers all use alphanumeric masks. Whenever these numbers are entered, displayed, or printed, their alphanumeric mask is used as the format. The masks are made up of the characters # and -. For example, the mask `##-####` may represent an employee number where the first two characters are the employee's department.

When the number being entered is made up of only numeric digits, it is right-justified and zero-filled within each segment of the mask. If the number contains an alphabetic character, it is left-justified and blank-filled with each segment of the mask (lower case characters are converted to upper case). This formatting scheme provides for sorting pure numeric numbers in numeric order and alphanumeric numbers in alphabetic order.

The illustration on the following page shows how a `##-####` alphanumeric mask formats various entries and the sorting order that results.

Dollar Amount Mask Formats

Generally, dollar amounts are displayed or printed *without* leading zeroes, and cents are displayed even when they are zero. A mask with pound signs in the whole dollar positions and zeroes in the cents position accommodates this. This enables a zero dollar amount to be printed or displayed as `.00`. If you wish to have a dollar sign print in front of the number, use a \$ as the first character of the mask.

Entry	##-#### Display	Sorted Order
1	01-0000	00-0001
-1	00-0001	00-0012
12	12-0000	00-0123
1-2	01-0002	01-0000
-12	00-0012	01-0002
123	12-0003	01-0023
12-3	12-0003	12-0000
1-23	01-0023	12-0003
-123	00-0123	12-0003
123456	12-3456	12-3456
A	A -	-A
-A	-A	-A1
A1	A1-	-A1B
A-1	A -1	A -
-A1	-A1	A -1
A1b	A1-B	A -1B
A1-b	A1-B	A1-
A-1b	A -1B	A1-B
-A1B	-A1B	A1-B
A1b2c3	A1-B2C3	A1-B2C3

Omitting Cents

You can specify a mask with no cents (e.g. #,###,###.CR) but the numbers are rounded when displayed or printed. This is the case even though amounts were input with cents and stored internally with cents. This may cause totals to appear incorrect on reports, as arithmetic calculations are performed with the complete number including cents, but the printed numbers and totals are rounded when they are output. For example: $1.3 + 1.4 = 2.7$ and would appear as $1 + 1 = 3$; or $1.1 + 1.2 = 2.3$ and would appear as $1 + 1 = 2$.

Installation/Training Schedule

	Target	Completed
Pre-Installation Review:	__ - __ - __	__ - __ - __
<i>Signature</i> _____		
Information Review:	__ - __ - __	__ - __ - __
<i>Signature</i> _____		
Hardware Operation Training:	__ - __ - __	__ - __ - __
<i>Signature</i> _____		
Conversion Training:	__ - __ - __	__ - __ - __
<i>Signature</i> _____		
Conversion Review:	__ - __ - __	__ - __ - __
<i>Signature</i> _____		
Daily Processing Training:	__ - __ - __	__ - __ - __
<i>Signature</i> _____		
Period-End Training:	__ - __ - __	__ - __ - __
<i>Signature</i> _____		
Installation Complete:	__ - __ - __	__ - __ - __
<i>Signature</i> _____		

Company Maintenance Form

Firm ID _____

Name _____

Help _____

Firm ID _____

Name _____

Help _____

Firm ID _____

Name _____

Help _____

Firm ID _____

Name _____

Help _____

User Maintenance Form

User ID _____

Name _____

Security Level _____

Valid Firms _____

Printers _____

Password _____

Default Menu _____

User Preferences

Input Field Type _____

Case Conversion Key _____

Upper Case Key _____

Maximum Number of PF Files _____

PF File ID _____

Allow Menu Jumping _____

Color Selection

Base

Window 1

Window 2

Background

Foreground

Fiscal Calendar Maintenance Form

Total Periods _____(1-13)

Period	Ends	Period Name	Abbr	Locked	Date
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____

Menu Maintenance Form

Menu ID _____

Return Menu _____

Type _____

System _____

Security _____

Option _____

Description/Parameter _____

Type _____

Program/Menu ID _____

Security Level _____

Password _____

Option _____

Description/Parameter _____

Type _____

Program/Menu ID _____

Security Level _____

Password _____

Flow of Processing

Overview

The Flow of Processing section helps you learn the purpose behind some of the software's operations and provides a guideline for performing necessary procedures. The best way to understand this section is to study it in conjunction with the **Operations** section of this manual.

Flow of Daily Processing

Daily processing refers to the procedures performed each day when using the software. The different **ADD+ON** modules each have their own processes to follow when working with their tasks. Those processes are explained in each module's user guide in the **Flow of Processing** section. The daily processing procedures explained in this section are those types of general procedures used to manage and maintain your **ADD+ON** system.

Monitoring File Record Usage

The *File Record Usage* task can be used periodically to determine the amount of data file capacity remaining on the computer.

Data files in all **ADD+ON** modules are expanded automatically when a full file situation is encountered. The only practical limitation to file expansion is the hard disk capacity of the computer. The *File Record Usage* task is very helpful in analyzing how much data file space is available at any given time and in planning for future disk storage requirements.

Refer to the *File Record Usage* task in the **Operations** section of this manual for additional information about this task.

Producing Executive Summary Data

The *SpeedSearch* Executive Summary uses its own data file, consisting of summarized data from the various **ADD+ON** modules, to generate the Executive Summary display. Use of the “live” data files would be impractical because of the time required to summarize the required information. To keep the Executive Summary as up-to-date as possible, you should run the *Generate Executive Summary* task regularly.

Re-generate executive summary information as often as required by your company’s situation. If dozens of transactions are entered daily, run the task each day. If hundreds of transactions occur each day, it may be useful to generate new summary data several times in a day.

NOTE: When the Generate Executive Summary task is run in a multi-firm environment, new executive summary data is created for all companies.

Creating Audit Trails

Batch Updating

In **ADD+ON** software modules, the contents of data files are changed in two ways. In some data files, records are immediately changed at the time of entry. Examples of these kinds of files are masterfiles such as customer, employee, and vendor, or entry files such as order entry, payroll entry, and general ledger journal entry.

Changing some files has financial implications however, and these types of files are batch updated from a data entry file. This controlled method of updating has several advantages. It enables review and correction of entered data before an update takes place, and it creates a paper audit trail that can be used to isolate the cause of errors or to reconstruct the file in the event of data loss. Because only a short amount of time is needed for the actual update, data loss due to a system failure during an update is minimized.

With the release of version 6.0, multiple batching is available. This enables you to create several batches of the same process and update them at different times. Previously, if you had data entry to complete for several processes, each had to be entered and updated before you could move on to the next. Now each of these processes reside in their own file. For example: consider the entering of sales receipts for a chain of retail stores. Before, one store in the chain would need its receipts entered and updated in order for you to move on to entering receipts for another store. Now you can enter and update receipts independent of the processes of other stores in the chain. Currently, the modules using batch entry include Accounts Receivable, Accounts Payable, Bill of Materials, Inventory Control, General Ledger, and Shop Floor Control.

Understanding the Batch Update Process

Whether you are using multiple batching or not, when you perform data entry such as invoice entry, general ledger journal entry, inventory transaction entry, or work order issues entry, you are creating entries in a data entry file. Several users may perform simultaneous data entry into a single data entry file, and the data entry file may contain entries for more than one company (see *Multiple Company Option* following the batch entry information).

After you enter data, a **register** should be printed. The data entry register is a listing, with subtotals and totals, of all data entered since the file was last updated. The purpose of the register is to verify that the data is correct before performing the update.

If anything on the register is in error, corrections are made by returning to the data entry task used to create the data. Erroneous entries are called up and changed and the register is reprinted. This step can be repeated as many times as necessary. Discard copies of incorrect registers, retaining the final correct version as an **audit trail**.

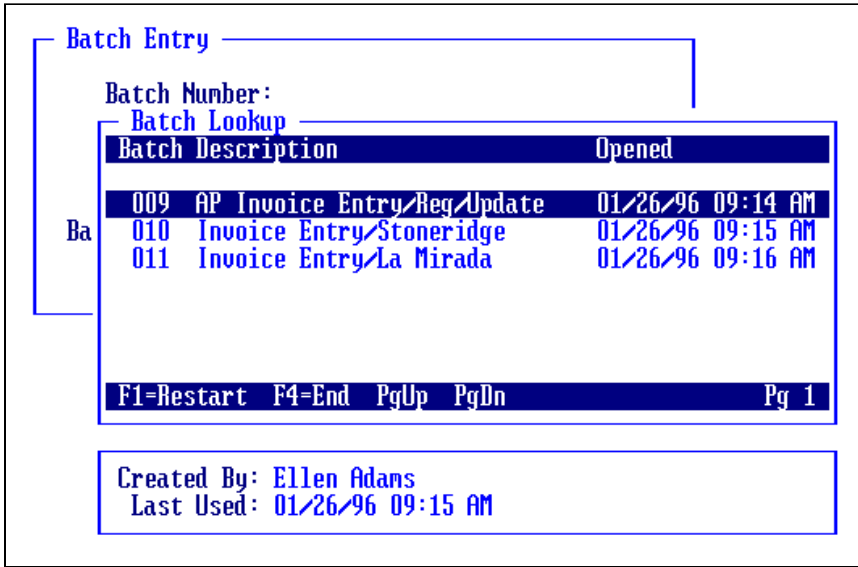
Once a register is found to be free of any errors, the update can take place. The update begins when you respond with a **Yes** to the *Are You Ready To Update The Register?* prompt that follows the printing of the register.

The update task reads the entered data and moves it to various permanent data files. *No changes to the permanent data files take place until the update is performed.* As the entries are processed, they are removed from the data entry file.

Understanding Multiple Batch Entries

To use multiple batch entries, the *Batch Entry* parameters must be properly set in both the *System Description Maintenance* task and the *Company Maintenance* task of the company for which you are making entries. When batch entry is enabled, a total of 999 different batches for all companies using the system can be ongoing at the same time.

No matter which process you are using, such as invoice entry or general ledger journal entry, the same batch entry screen is accessed when you enter those tasks. However, only batches that apply to the current task and the current company are accessible.



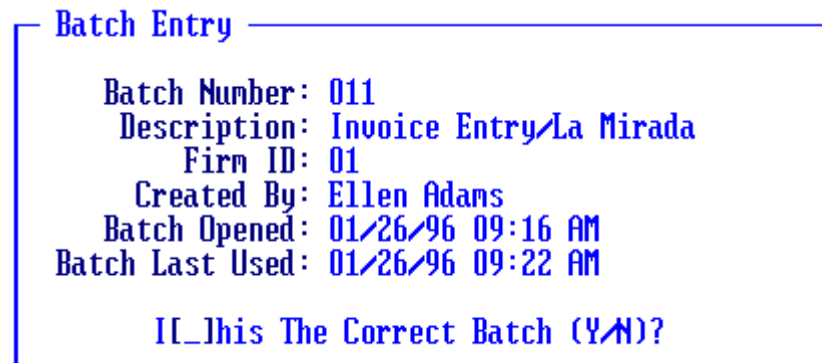
When batch entry is installed and you access an entry task, the *Batch Entry* window and *Batch Lookup* window are displayed. The lookup window is made available so you can quickly select a batch for entry. When you select a batch, subsequent entries are added to the selected batch.

- Press **Return** on a highlighted batch to select.

The information about the selected batch is displayed in the *Batch Entry* window and the system issues the prompt:

Is This The Correct Batch?

- Enter **Y** to select the batch.
-or-
Enter **N** to access the *Batch Number* field of the *Batch Entry* window.



If you begin data entry before batches are created, the system issues the prompt:

No Batches Found

- Press **Return** to continue. The *Batch Entry* window is accessed.

Creating a Batch

In the Batch Number field...

- Enter a batch number.
 - or-
 - Press **F1** to assign the next available number to the batch.
 - or-
 - Press **F3** to select from a list of batch numbers.
 - or-
 - Press **F4** to exit batch entry.

Batches are numbered sequentially throughout the system. If a number is used by one task or company, it cannot be used by another. Up to 999 numbers are available for assignment. After that many batches are assigned, the system loops back and looks for numbers made available by batches removed from register updates.

Batch Numbering Example

Company A is using batch number 137 in GL Journal Entry. Since the creation of batch 137, 15 other batches have been created. Company A runs and updates the Journal Entry Register for batch 137; it is removed from the system. Company B is creating a new batch in Accounts Payable Invoice Entry. When Company B presses F1 to assign the next available number, the system assigns number 153, even though 137 is now available.

In the Description field...

- Enter 1 to 30 characters for a description of the batch.
 - or-
 - Press **Return** to accept the default.

In the Firm ID field...

Display only. Shows the firm for which you are entering batches.

In the Created By field...

Display only. Shows the name of the user logged on to the system.

In the Batch Opened field...

Display only. Shows the date the batch was originally created.

In the Batch Last Used field...

Display only. Shows the date entries were last added to the batch.

When you finish making entries to the screen the system issues the prompt:

Data Correct?

- Enter **Y** to accept the batch information as correct.
-or-
Enter **N** to access the *Description* field.
-or-
Enter **Delete** to remove the batch information.

Printing and Updating Batch Entries

If batch entry is being used, you must select a batch before entering print tasks such as reports and registers for each module. This tells the task which batch to print. Print parameters, such as beginning and ending numbers, are then applied to the entire batch. Once a register for a selected batch is updated, the batch is removed from the system.

Multiple Company Option

Understanding and Establishing Multiple Companies

All **ADD+ON** software is capable of processing information for a single business entity, or for multiple companies. Multiple companies may be used by a firm that owns one or more subsidiaries, by an accountant who keeps books for a number of client companies, or by a corporation that has several divisions which operate independently and maintain separate records.

The decision to use multiple companies is made separately for each module. If only one of the subsidiaries of a holding company does manufacturing, the manufacturing modules (Bill of Materials, Shop Floor Control, Material Requirements Planning, and perhaps Inventory Control) could operate as single companies. The accounting modules would operate as multiple companies.

The *Company Maintenance* task on the **System Maintenance Menu** is used to establish firm names and numbers. The *System Description Maintenance* task is used to designate each module as either single company or multiple company, and (in modules operating as single firms) to establish the default company number for the module. *Company Maintenance* and *System Description Maintenance* are described in the **Operations** section of this manual.

Company Selection

The *Valid Firms* field in the *User Maintenance* task specifies which firms may be accessed by an individual user. You can change to any valid firm from the menu screens by pressing **F3**. See *Company* in the **Operations** section of this manual.

The *SpeedSearch* menu also contains a company selection option. Changing the selected company via *SpeedSearch* causes that company to become active *for the duration of the SpeedSearch only*. When the *Search Category* window is closed, you return to the company active before *SpeedSearch* was entered.

Multiple Company Update Process

When the multiple company option is in use, several users can simultaneously perform data entry for various companies. The entries are actually stored in a single computer file with a code to identify the company to which each entry belongs. When all the data is entered for one of the companies, the register may be printed and any necessary corrections made.

When the register is completely correct, you can perform an update for that company. Only the entries for the single company are processed and moved to the permanent data files.

Printing a register, making corrections, and running an update must be done separately for each company for which data is entered.

Backing Up Data

The most important security function of a system is the system backup. To back up means to make a copy of your data files and/or programs on a removable and reliable storage medium, such as a diskette or a magnetic tape. It is crucial that you work with your dealer to develop an appropriate plan for your system.

In the event of an accident or other problem, your backup provides you with the system information as it existed at the time of your last backup. The backup is an insurance policy so that if disaster strikes you lose only a little time and not all your information.

You have a choice of backing up data, programs, or both. *Data* is all the information unique to your business, and *programs* are the instructions that the computer interprets in order to know how to process the data.

You must decide how often to back up your system. The best procedure is to back up your data daily and monthly, and your programs monthly or whenever modifications are made. If you make backups less often, you run the risk of losing all work entered since the last backup. *Always remember that your data is only as safe as your last backup.*

Backup Media

You should use at least two sets of media for backing up your data. One set can be used for daily backup, the other set for monthly backup. The purpose of using two backups is that if your daily set is lost, destroyed, or copies a problem, the most you lose is a month's worth of data.

A *better* method of backing up is to use four sets of media, consisting of two alternating daily sets and two alternating monthly sets. One daily backup set is used for the first backup day, and another set is used for the second backup day. On the third day, the first set is re-used, and so on. The two monthly sets are used to alternate monthly backups in a similar manner.

At least one set of backup media for programs should be used to back up monthly or whenever any program modifications are made. Use the **Backup Log** at the end of this section to record when backups are made. The log helps insure that someone is making backups and tracks the date of the last backup.

There are many other methods for backing up your system. Your dealer is able to assist you in determining what is best for your situation.

Backup Storage

Store your backups away from your computer. If a disaster should strike your computer, you do not want it to destroy your backups. Store the most current monthly backup off site, and the current daily backup in a fireproof safe or in an area of your building that is distant from the computer. Please observe the media manufacturer's instructions regarding the storage and maintenance of their products.

How to Back Up

The backup media must be initialized prior to the first backup. Because the number of tapes or diskettes required is determined by the amount of information on your computer, your **ADD+ON** dealer will help determine how many tapes or diskettes are needed.

Each computer manufacturer has instructions for the type of media used by their computer. For backup assistance, refer to the manual provided by the computer manufacturer or consult your **ADD+ON** dealer.

When to Replace your Backup Media

Your daily backup media will not last indefinitely. If you have two sets of media for alternating daily backups, you should replace one of the sets every six months. In this way, neither set of your daily backup media will ever be more than one year old.

Restoring Backup Data

In case of a problem requiring restoration of backup data, call your **ADD+ON** dealer and explain the circumstances.

Do not do anything with your backup set until you understand exactly what must be done. Do not insert any backup media into the machine until you are absolutely certain that your system is not experiencing any hardware problems. If you are not confident of the reliability of the system, first use another computer to make a copy of your backup media.

After the backup data is restored, verify that the data is correct before proceeding with your work and doing the next backup.

Operations

Overview

The Operations section contains descriptions of **ADD+ON** system-wide features accessed from any module. These features, which include *Reports*, *Company*, *SpeedSearch*, *Help*, and the *Calculator*, display on the lightbar of each menu screen and are activated with function keys.

Descriptions of system-wide menu tasks are documented following the features descriptions. The Administrator tasks maintain the software for such purposes as user access, printer maintenance, menu maintenance, and so forth. A sample of each screen is shown, the function of each task explained, and the fields within each task described. This section can be used as a reference when using any of the Administrator tasks.

A complete understanding of the **ADD+ON** *Administrator* module is easier if the **Introduction**, **Installation** and **Flow of Processing** sections are studied in conjunction with the **Operations** section.

The features and tasks described in this section are organized according to how they appear on the menu in a standard installation of the software. Because the **ADD+ON** menu system permits customization of the menus, the appearance and function of your menu may differ slightly from the descriptions in this manual.

About the System-Wide Features

The *Reports* feature provides a way to queue several reports together and then print in one batch at a later time. The *Company* feature enables you to select the company for which you are processing data when multiple companies are installed with the software.

With *SpeedSearch*, you can browse through any customer, inventory, order, vendor, or purchase order data, without leaving a task. You can select a printer or change your password, access external applications, or view executive summary information. Unlike other **ADD+ON** features which can only be accessed from a menu screen, *SpeedSearch* can be accessed from almost any screen or field within the system.

With the *Help* feature you may enter your own notes and comments associated with a field using the *Help* feature, and the *Calculator* feature performs calculations just like any other office calculator. Additional features not covered in this section are described in the **Introduction** section.

All **ADD+ON** features appear as pop-up windows on your screen when you press their function key.

About the Administrator Menu Tasks

The tasks on the **ADD+ON** System Maintenance menu are used to define and maintain the parameters that control the content of and access to the **ADD+ON** menu system. These tasks are described after the features descriptions.

The overall menu system is designed to be maintained by the end user with assistance from a knowledgeable installation person or programmer. When the software is first installed, a standard menu file and other information is loaded from the Administrator diskette. End users may then establish user codes, passwords, printer identification codes, and so forth, to suit their own needs.

Reports

ADD+ON Demonstration Company SYM System Maintenance		ADD+ON Software v6.0.0 03/31/96 08:19 AM T030 PF	
Reports Display			
Report Description	Date	Time	Size
Invoice Edit Report	10/19/95	04:05 PM	1,239
ADD+ON Software	10/20/95	08:11 AM	2,112
On-Line Help Listing	10/20/95	08:19 AM	14,096
F1=Select/Unselect for Batch F4=End PgUp PgDn			Pg 1
Options		Information	
Print to Screen Print to Printer Print to File Delete Report		Select A Report Or Press <F4> To Exit.	

Reports

Function

Use this feature to access reports previously printed to a print file. The reports can then be printed to the screen, a printer, or saved as an ASCII file for importing to other software. This feature can also be accessed through *SpeedSearch*.

- To access this feature...

Press **F1** from any menu screen.

About the Reports Window

When you have PF (Print to File) as a printer selection, reports can be printed to a file on your hard drive for later handling. Each time you print to file the system prompts you for a "report description." A suggested report description defaults to the menu description, but may be overridden when the report is generated. It is these report descriptions that appear in the *Reports* window.

Before you can print to file, you must set Print to File as a valid printer ID. Use the *User Maintenance* task to add the printer ID to your list of valid printers. In the unlikely event that a physical printer has been named "PF" under BASIC, that printer must be renamed.

Depending on the setting of the *Maximum Number Of PF Files* field in the *User Maintenance* task, up to 99 reports may be saved to the print file. If the maximum number of PF files is exceeded, you can selectively delete a file, delete the oldest, or abort the report.

Selecting a Report

When you are ready to print hard copies of your print files, you can select a single report or a series of reports at one time. Up to 8 reports can be listed on the screen. If more than 8 reports have been sent to the print file, they will appear on additional screens. Use the arrow keys to scroll through several screens of report names, report by report; use the PgUp/PgDn key to quickly scroll through reports, screen by screen.

- Press **F1** to select one of a series of reports.
-or-
Press **Return** to select a single highlighted report.

An asterisk appears to the left of any selected report description. If you select a report by mistake, simply press F1 again when it is highlighted to remove it from selection.

- Press **Return** to access the print options after selecting your reports.

Selecting an Option

You have several print options for the selected report(s). Use the arrow keys to move to the option you require.

- Press **Return** to select a highlighted option.

Print to Screen

Generally, the print image report is wider and longer than the terminal screen, and the Print to Screen option breaks the report in half crosswise and lengthwise as needed. While you are viewing the report, you can use the keys listed across the bottom of the screen to view other sections of the report. *Right* or *Left* shifts the

display either direction, and *Top* or *Bottom* displays the beginning or end of the report. Use *Keyword* to find and display the location of a specified character string. For ease of viewing, with *Header* you can frame a number of header lines to repeat at the top of each screen page. The arrow keys and **PgUp/PgDn** keys also work in this screen. *Exit* or **F4** returns you to *Reports* window.

NOTE: Printed registers are used in some modules to verify data and as audit trails. Because verification is important, and because updates often follow the printing of registers, it is recommended that you avoid printing registers with the Print to Screen option.

Print to Printer

When you choose this option, the *SpeedSearch Printer Selection* window appears. The printer selection is only effective for the selected report(s) and does not effect the print selection made for your terminal. See *SpeedSearch* further in this section.

Print to ASCII

With this option you can save the report information in ASCII text format so the report can be imported into a spreadsheet or word processing program. After you make this selection, you are prompted for a file name. The file is saved to your home directory (UNIX) or in the directory where BASIC is installed (DOS).

Delete Report

Use this option to delete any report.

Any report may be interrupted during printing by pressing F4. This enables you to perform a *SpeedSearch* inquiry or to use the calculator. Sometimes an interruption can take some time to respond since the interrupt is not recognized until the next heading is to be printed. An interrupted report may either be resumed or discontinued.

After a print option is performed, the system issues a prompt:

OK To Delete?

- Enter **Y** to delete the report.
-or-
Enter **N** to save the report.

Company

ADD+ON Demonstration Company SYS ADD+ON Software	ADD+ON Software v6.0.0 02/06/96 05:21 PM T030 PF
Company Lookup	
ID Name	
01 ADD+ON Demonstration Company	
02 ADD+ON Software Second Demon	
99 ADD+ON Consolidation Company	ng
F1=Restart F4=End PgUp PgDn Pg 1	
	Planning
	12. SpeedShip Shipping System
	13. GENERAL Report Writer
	14. System Maintenance
Enter An Option (On/Off/Date/Menu)	
F1=Reports F3=Company F5=SpeedSearch F6=Help ADD+ON Software (c) 1995	

Company

Function

All **ADD+ON** software is capable of processing information for a single business entity, or for multiple companies. When processing for multiple companies, use this feature to select the company whose data you are entering.

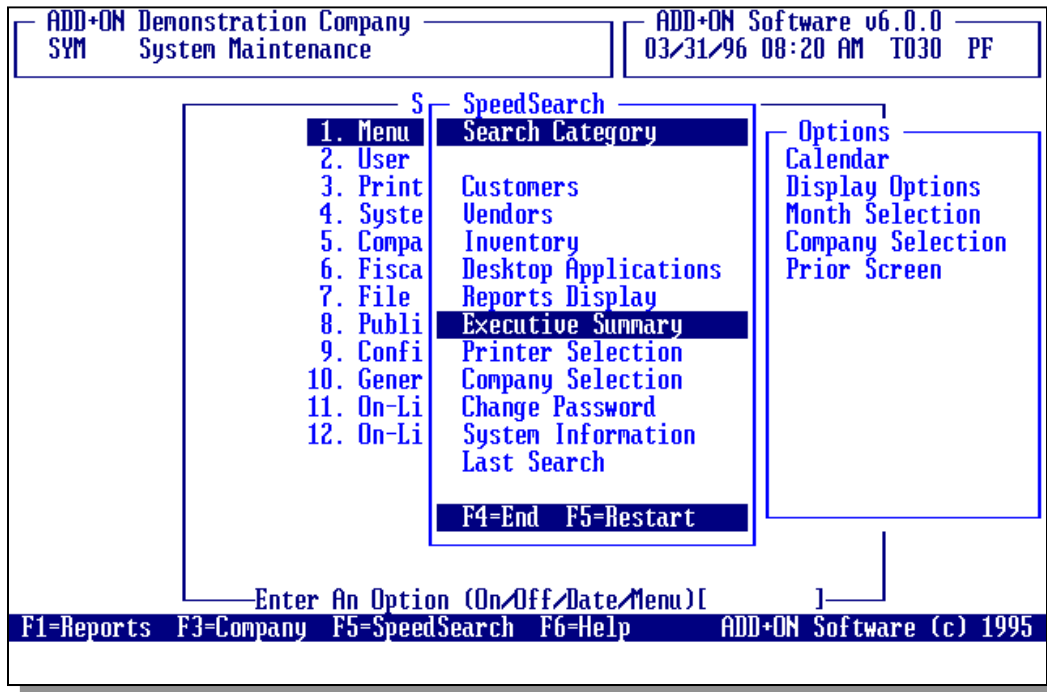
- To access this feature...

Press **F3** from any menu screen.

About the Company Window

When you press F3 to access the Company feature, the *Company Lookup* window appears. This is the same type of window that appears for all lookups. See *Performing Lookups* in the **Introduction** section of this manual.

SpeedSearch



SpeedSearch

Function

You can activate *SpeedSearch* at any time, from any point on the screen, whether you are using the Administrator or any other **ADD+ON** module. Pop-up windows in *SpeedSearch* enable you to browse through customer, inventory, order, vendor, or purchase order data without ever leaving a task.

- To access this feature...

Press **F5** from any menu, task, or field.

About the SpeedSearch Window

When you press F5 from a menu screen, the *Search Category* and *Options* windows open. The *Search Category* window is the *SpeedSearch* main menu, listing all the functions available in *SpeedSearch*. This window may be added to, or subtracted from, depending on the type of categories that your dealer puts in place for you. With this window you can conduct a search for customers, vendors, and inventory. You can also select a printer, change a password, access desktop applications, and view executive summary information.

When a category is selected it is marked with an asterisk, and the lightbar moves to the *Options* window, displaying the options available to the selected category. The same keys used to move about the **ADD+ON** screens are used by *SpeedSearch* in the different categories. PgUp/PgDn scrolls through lists screen by screen, F4 exits the category, etc. See *Moving about the Screens* in the **Introduction** section for more information. The best way for you to become familiar with the *SpeedSearch* feature is to simply play around with it.

Customers, Vendors, Inventory

If you select from the *Customers*, *Vendors*, or *Inventory* categories, the *Detail Display* and *More* windows are used for displaying option information. For instructional purposes, these windows are documented using the *Customers* category, **Sales History** option. However, these windows perform the same no matter which of the above three categories you select.

ADD+ON Demonstration Company
Customer: 000100 Everest Industries

Item: 1200 Wheel Reflectors

Detail Display					
Month	Qty	Sales	Month	Qty	Sales
Apr	26	318.53	Oct	11	144.52
May	23	273.38	Nov	28	357.36
Jun	21	242.05	Dec	26	322.19
Jul	18	200.07	Jan	20	230.52
Aug	16	172.24	Feb	18	200.07
Sep	13	133.72	Mar	16	172.24
Totals:				236	2,766.89

Sales History F4-End

More
Prior Year Qty: 276 Prior Year \$: 3322.09
Current Year Qty: 78 Current Year \$: 883.49
Product Type: A Accessories

Options
Customer Number
Aging And Sales
Open Orders
Open Invoices
Invoice History
Work Orders
Ship-To Addresses
Customer Comments
Customer Pricing
Current Shipments
Shipment History
Prior Screen

TA SYM

DN Software (c) 1994

Using the Detail Display & More Windows

When you first select the Sales History option, the *Detail Display* and *More* windows open. You must then let the system know which customer's sales history you want to view.

In the Customer field...

The fields in this window change according to your selected option.

- Enter a customer number.
 - or-
 - Press **F3** to select from a list of customer numbers.
 - or-
 - Press **Return** to view the first customer on file.

For example, to begin viewing sales history information for customer number 300, enter 300 in this field.

In the Product field...

Display only. Shows the product line of a selected item after the item is selected.

In the Item field...

- Enter an item number.
 - or-
 - Press **F1** to select all items.
 - or-
 - Press **F3** to select from a list of item numbers.

Based on the terminal date, the *Detail Display* window shows the prior 12 month history. The *More* window displays additional information about the selected item, such as salesperson, territory, units, and sales.

- Press **Return** to access the *Customer* field.

Any subsequent searches default to the last search previously entered. You may also select a different category in the *Options* window.

- Press **F5** to return to the *Category* window during any search.
 - or-
 - Press **F4** to exit *SpeedSearch* completely.

Desktop

You may leave an **ADD+ON** task temporarily from any menu or input field and enter an external “desktop” application. Your **ADD+ON** dealer can tailor the listed desktop options to meet your company’s needs for access to word processing, electronic mail, project management, or other similar tasks.

- Select **Desktop** from the *SpeedSearch* menu.

When you finish using the desktop application, terminate it according to the application's standard exit process. You are returned to the **ADD+ON** module you were using prior to accessing the desktop.

Reports Display

This category opens the same report window accessed when you press the F1 key at a menu screen. See *Reports* previously in this section.

Executive Summary

Use the Executive Summary for a "snapshot" look at your company's key financial details. Accounts receivable, accounts payable, orders, sales, and inventory availability information displays. You may view totals for several months, or view a single month's day-by-day breakdown. *Before viewing executive summary information, you must first generate the information.* See *Generating Executive Summary Data*, next page.

Executive Summary - Last Generated 03/31/94						
Company: ADD+ON Demonstration Company						Mar 94
AR & AP Analysis						
Amounts	Future	March	February	January	Prior	Total
A/R	46,762	56,400	2,330	7,011	2,073	114,576
A/P	22,777	7,448	1,799	331	0	32,356
Order Analysis						
Amounts	Prior	March	April	May	Future	Total
Orders	403	30,573	8,762	0	1,331	41,068
Purchases	7,362	16,172	0	481	0	24,014
Sales Analysis						
Amounts	Future	March	February	January	Prior	Total
Sales	0	12,098	2,664	0	0	14,762
Profit	0.00%	34.67%	83.71%	0.00%	0.00%	43.52%
Inventory Analysis						
Amounts	On Hand	Committed	Available	Work In Process		
Inventory	145,365	615,405	470,040-	17,581		
Is The Above Information Correct (Y/N)? [Y]						

Generating Executive Summary Data

The Executive Summary uses its own data file, consisting of summarized data from the various **ADD+ON** modules. Use of "live" data files would be impractical because of the time required to calculate the required information. Instead, you can generate up-to-date summary information by using the *Generate Executive Summary* task on the *System Maintenance Menu*.

The *Summary Analysis* is displayed when you first access the Executive Summary. Depending on which modules your system is running, this display can show aged accounts receivable and accounts payable, future sales orders and purchase orders, historical sales volume and profit percentages, the value of inventory on hand, committed, available, and the work in process. It also displays the last date that executive summary data was generated.

Viewing Executive Summary Information

Summary information is viewed by amounts, units, or averages. When you first access *SpeedSearch*, the default is by amounts. After you select a summary for more detail, you can change the display with the option menu. See *About the Executive Summary Options* following the summary descriptions.

Based on a standard aging format, the current and immediate past or future two months of summary information is displayed on the initial screen. The information is divided into four sections. Use the up/down arrow keys to move to different sections. Press **Return** when you are ready to access the option menu.

Summary of Accounts Receivable

The balances of open accounts receivable invoices are aged by invoice due date into the correct month/day. Totals for each month are shown. For display purposes, amounts occurring beyond the three individual months are accumulated and displayed in the *Future* column, amounts occurring prior to the three months are accumulated and displayed in the *Prior* column.

Summary of Accounts Payable

The balances of open accounts payable invoices are aged by invoice due date into the correct month/day. Totals for each month are shown. For display purposes, amounts occurring beyond the three individual months are accumulated and displayed in the *Future* column, amounts occurring prior to the three months are accumulated and displayed in the *Prior* column.

Summary of Sales Orders

Open sales orders line items are aged using the line item ship date (if one exists). If no line item ship date has been entered, then the ship date from the order header is used. If no ship date has been entered on the order header then the order date is used. Line item extensions are then accumulated by the month/day. Totals for each month are shown. For display purposes, amounts occurring beyond the three individual months are accumulated and displayed in the *Future* column, amounts occurring prior to the three months are accumulated and displayed in the *Prior* column. Order header fields are *not* included in the aging amounts. These fields include tax amounts, freight, and discount.

Summary of Purchase Orders

Open purchase order line items are aged using the line item required date (if one exists). If no line item required date has been entered, then the order date from the purchase order header is used. Line item extensions are then accumulated by the month/day. Totals for each month are shown. For display purposes, amounts occurring beyond the three individual months are accumulated and displayed in the *Future* column, amounts occurring prior to the three months are accumulated and displayed in the *Prior* column.

Summary of Sales

Invoice history total sale amounts, including tax, freight and discount, are aged by invoice date into the correct month/day. Totals for each month are shown. For display purposes, amounts occurring beyond the three individual months are accumulated and displayed in the *Future* column, amounts occurring prior to the three months are accumulated and displayed in the *Prior* column.

Invoices in the Invoice History file may be purged at any time with the *Invoice History Purge* task on the Order Processing ***Period End Processing Menu***. Consequently, the sales amounts shown (especially in the *Prior* column) are based on the number of invoices available at the time the Executive Summary was generated.

Summary of Profit

Invoice history total cost amounts are aged by invoice date into the correct month/day. The percentage is calculated by dividing the profit (total sales minus total cost) by the total sales amount. The total percentages for each month are shown. For display purposes, amounts occurring beyond the three individual months are accumulated and the percentage is calculated and displayed in the *Future* column, amounts occurring prior to the three months are accumulated and the percentage is calculated and displayed in the *Prior* column.

Invoices in the Invoice History file may be purged at any time with the *Invoice History Purge* task on the Order Processing ***Period End Processing Menu***. Consequently, the percentages (especially in the *Prior* column) are based on the number of invoices available at the time the Executive Summary is generated.

Summary of Inventory

The amounts displayed for Inventory are generated only for the current and future months.

On Hand

The on hand amount is the sum of each warehouse's on hand amount. This amount is calculated by multiplying the warehouse item cost by the current quantity on hand at the warehouse. For lotted/serialized items, the actual cost associated with the lot or serial number is used instead of the warehouse item cost. If LIFO/FIFO costing is used, the costs for each LIFO/FIFO tier at each warehouse (and the associated quantity) determine the total on hand amount.

Committed Amount

The committed amount is the sum of each warehouse's committed amount. This amount is calculated by multiplying the warehouse item cost by the current total committed quantity at the warehouse. For lotted/serialized items, it is the actual cost associated with the lot or serial number instead of the warehouse item cost. If LIFO/FIFO costing is used, the costs for each LIFO/FIFO tier at each warehouse (and the associated quantity) determine the total committed amount.

Available

The available amount is the difference between the on hand amount and the committed amount.

Work In Process

The work in process amount is determined by summarizing the materials issued during the processing of work orders by the Shop Floor Control module. Value is added in the form of labor and/or subcontracts. The amount represents the total cost of each issue, labor, and subcontract transaction for open work orders through the date that the Executive Summary is generated. Future transactions are ignored.

About the Executive Summary Options

After you select an area of interest, the option menu for the Executive Summary appears. Within each option there are several sub-options you can choose while using the main option.

- Select the option of your choice.

The screenshot shows a software window titled "Executive Summary - Last Generated 03/31/94" for "Company: ADD+ON Demonstration Company" on "Mar 94". It contains several data tables and an options menu.

AR & AP Analysis					
Amounts	Future	March	February	January	
A/R	46,762	56,400	2,330	7,011	
A/P	22,777	7,448	1,799	331	

Order Analysis				
Amounts	Prior	March	April	May
Orders	403	30,573	8,762	0
Purchases	7,362	16,172	0	481

Sales Analysis				
Amounts	Future	March	February	January
Sales	0	12,098	2,664	0
Profit	0.00%	34.67%	83.71%	0.00%

Inventory Analysis				
Amounts	On Hand	Committed	Available	Work In Process
Inventory	145,365	615,405	470,040-	17,581

Options menu:
Calendar
Display Options
Month Selection
Company Selection
Prior Screen

Is The Above Information Correct (Y/N)? [Y]

The **Display Options**, **Month Selection**, **Company Selection**, and **Prior Screen** options are also available from the **Calendar** sub-option menu. Descriptions of these options are listed on the following pages under the **Calendar** sub-option menu descriptions.

The **Calendar** option of the Executive Summary shows a day-by-day breakdown of any of its summarized categories. When you first select this option, the month displayed is that of the last date Executive Summary information was generated.

Executive Summary - Last Generated 03/31/94							
Company: ADDON Demonstration Company						Mar 94	
Sun	Mon	Tue	Wed	Thu	Fr	Options	
		1	0	2	549	3 544 4	Summary Analysis
6	0	7	0	8	5,571	9 67 10 15,017	Display Options
13	617	14	0	15	0	16 0 17 13,547	Month Selection
20	10,312	21	0	22	0	23 0 24 687-	Company Selection
27	0	28	0	29	0	30 0 31 6,344	Accts Receivable
						Accounts Receivable Amounts For Mar 94	
						Total Is \$56,400 (<CR>=Continue)	

From the Calendar screen you can change the month you are viewing, change to another area of interest, or return to the Summary Analysis with the use of the sub-option menu. Following are the names and descriptions of the sub-options available as shipped with the software.

Summary Analysis

Returns you to the first screen of the Executive Summary where you can select another area of interest on which to view calendar information.

Display Options

Also an option on the main option menu, this option enables you to view totals by amounts, units, or averages.

Month Selection

Also an option on the main option menu, this option enables you to select the base month and year from which future and historical data is displayed.

Company Selection

Also an option on the main option menu, this option enables you to view Executive Summary information for different companies. Changing the selected firm in Executive Summary causes that company to become active *for the duration of SpeedSearch only.* When the *Search Category* window is closed, the active company reverts back to what it was when *SpeedSearch* was entered.

Accounts Receivable

Shows a daily total of your accounts receivable by due date.

Accounts Payable

Shows a daily total of your accounts payable by due date.

Open Orders

Shows a daily total of your open orders by scheduled ship date.

Purchase Orders

Shows a daily total of your purchase orders by required date.

Sales Total

Shows a daily total of your sales by invoice date.

Gross Profit

Shows a daily total of your gross profit by invoice date.

Inventory

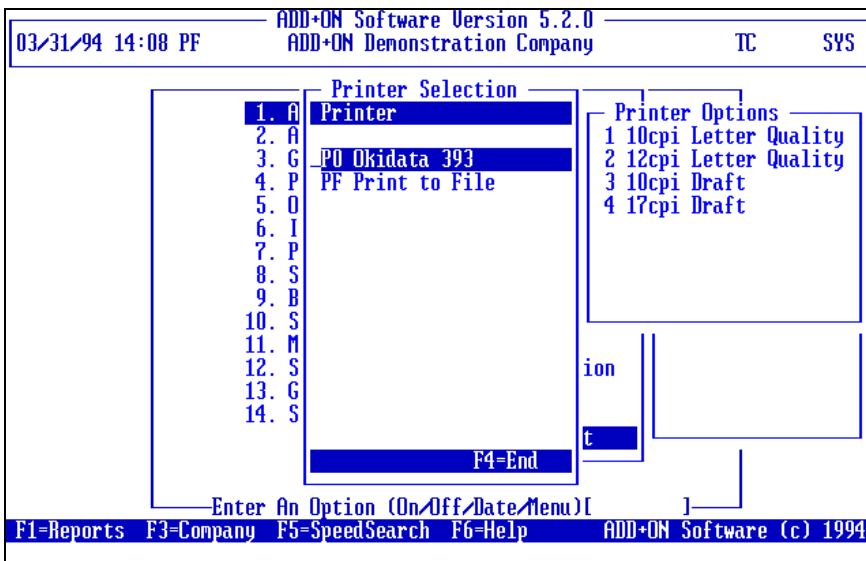
Shows a daily total of your inventory value. Expected receipts are added and expected shipments are subtracted.

Prior Screen

Also an option on the main option menu. Returns you to the screen you were using before you entered the *Calendar* option.

Printer Selection

Each terminal's current printer ID is displayed in the upper right corner of the screen, next to the terminal ID. You can use this *SpeedSearch* option to change printers and printer options for your terminal, based on the valid printers available. The printer assignment remains the same until you change it back again.



Printer selections are available based on the printer definitions entered in the *Printer Maintenance* and *User Maintenance* tasks on the *System Maintenance Menu*.

Company Selection

This *SpeedSearch* category opens the same window that appears when you press F3 from a menu screen. However, changing the selected company via *SpeedSearch* causes that company to become active *for the duration of SpeedSearch only*. Once the *Search Category* window is closed, the active company reverts back to what it was when *SpeedSearch* was entered.

Change Password

The *SpeedSearch* Change Password category enables you to create or change the password for your user identification code. If there is an existing password, the system first issues the prompt:

Please Enter Your OLD Password

- Enter your old password.

The system issues another prompt:

Please Enter Your NEW Password

- Enter a password of up to 6 characters in length.

Any combination of letters, numbers, and special characters can be used. To prevent an unauthorized person from seeing them, password characters are not displayed. The system issues another prompt:

Please Re-enter Your NEW Password for Verification

You are allowed three attempts to enter the correct response to each prompt. Passwords are disabled with the *User Maintenance* task.

NOTE: The password associated with a menu item is completely unrelated to the user password.

System Information

This category provides detailed information about your operating environment and interpreter configuration. Your dealer uses this information as a support tool or when making modifications to the operating system or environment. There are several options that your dealer may use.

Interpreter

The Interpreter option displays information about your system, such as the BB^x version being used, the type of operating system with its version number, character IDs, and so forth.

Users

This option displays the name of current users on the system and the program they are using.

Devices

The Devices option displays all devices known to the interpreter, along with selected configuration information. Devices may include, but are not limited to, terminals, printers, modems, and electronic scales.

Systems

This option displays all the **ADD+ON** modules that you have on your system, along with the modules' data and program paths.

Prefixes

The Prefix option shows the search path used by the interpreter whenever disk access is requested. The prefix information is sometimes modified by selected utility programs.

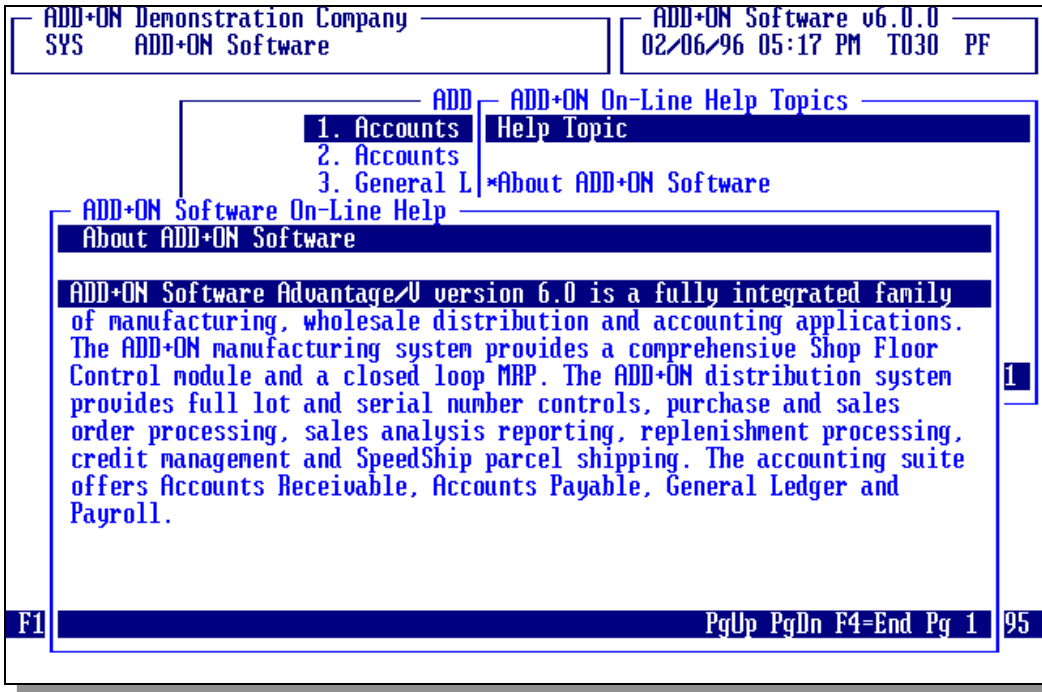
Environment

This option displays the current contents of the environment area as set by the profile (UNIX) or CONFIG.SYS/AUTOEXEC.BAT files (DOS). It includes any operating system modifications as well as modifications made by the interpreter.

Last Search

Selecting this category takes you to the last *SpeedSearch* function you were performing. *SpeedSearch* is capable of recalling the steps you took to access the function and backs through the same screens that first brought you there.

Help



Help

Function

The help system is a company-wide system. If the company under which you are running **ADD+ON** has activated Help in the *Firm Maintenance* task, you can use this feature to view on-line help for any input field or to see an index of available help topics. You may also add user-defined help text. When Help is activated the lightbar displays F6=Help.

- *To access this feature...*

Press **F6** from any menu screen.

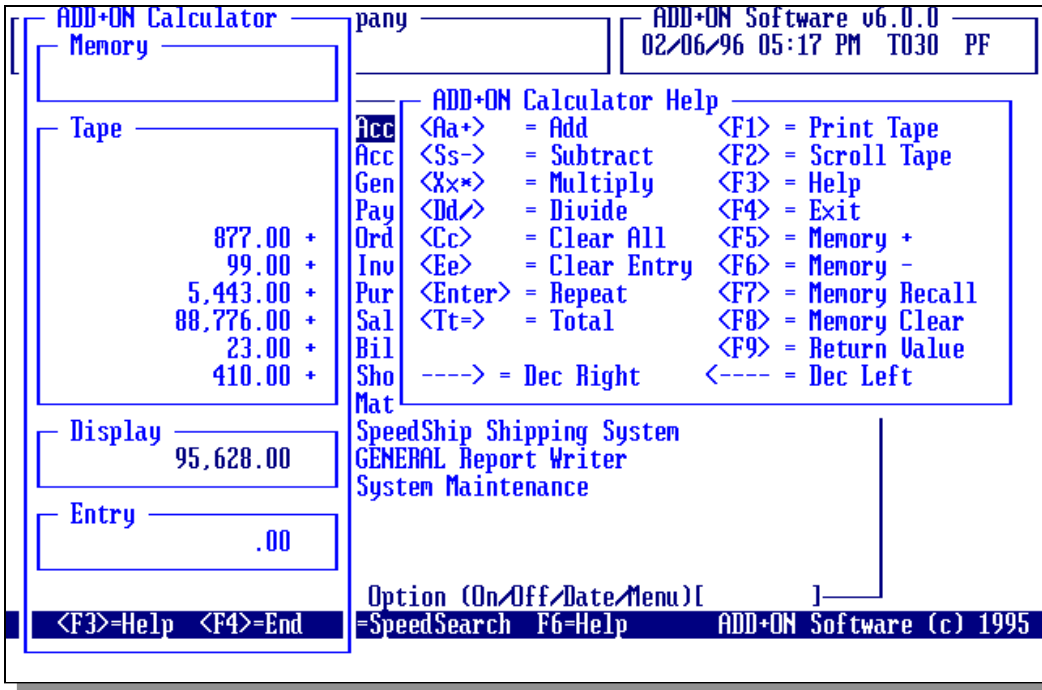
About the Help Window

When you first access the *Help* feature, the *Online Help Topics* window appears showing a list of available topics. Use the PgUp/PgDn and arrow keys to scroll through the list.

- Press **Return** to select a topic.
-or-
Press **F1** to search for a topic using a keyword.
-or-
Press **F3** to add or change help text. See the *On-Line Help Maintenance* task further in this section.
-or-
Press **F4** to return to the menu.

When you select a topic, all existing help regarding that topic is displayed. Use the PgUp/PgDn keys to view additional pages of text. To return to the topic index, press **F4**.

Calculator



Calculator

Function

The calculator functions much like any office calculator, using several alphanumeric and function keys in place of calculator keys such as Memory Recall and Clear All. You can display a *Calculator Help* window listing all the keys available for calculations while you are entering figures.

- *To access this feature...*

Press **F7** from any menu, task, or field.

About the Calculator Window

The Calculator window contains four sections: *Memory*, *Tape*, *Display*, and *Entry*. The Memory section displays any amount you enter into memory. The Tape section displays and scrolls your entries just like a tape on an adding machine. The Display section shows a running total of your calculations. And the Entry section shows the entries as they are being keyed in.

The *Calculator Help* window can be displayed by pressing **F3**. This window shows a list of all the keys available for solving equations and can remain open as long as the *Calculator* window is open.

There are several ways of entering basic arithmetic operations. For example, addition may be accomplished by entering **A**, **a**, or **+**. In order to become familiar with the calculator's keys, it is suggested that you attempt to solve the problems documented in Appendix C, *Examples of Calculator Equations*.

Other Functions of the Calculator

You can print the contents of the Tape section to the currently selected printer by pressing **F1**. If you need to look back over a string of entries, press **F2** to access the Tape section. You can then use the PgUp/PgDn and arrow keys to move through the figures. When you finish, press **F4** to resume normal function.

To enter the same figure more than once, press **Return** for each additional entry. To clear your last entry, enter 'c' or 'C' until .00 T is displayed in the Tape section. To clear Memory, press **F8**.

The number of decimal places can be changed from the default of 2 by pressing the left or right arrow keys. The new number of decimal places remains the same until it is changed again with the right or left arrow keys or the Calculator window is closed. If the number of digits entered after the decimal point is larger than the number of decimal places, the displayed value is rounded.

NOTE: If the Calculator is called from a numeric field, you can press F9 to enter any total on the last line of the Tape window to the field where the calculator was invoked.

System Maintenance

ADD+ON Demonstration Company SYM System Maintenance	ADD+ON Software v6.0.0 03/31/96 12:42 PM T030 PF
--	---

<p>System Maintenance</p> <ol style="list-style-type: none">1. Menu Maintenance2. User Maintenance3. Printer Maintenance4. System Description Maintenance5. Company Maintenance6. Fiscal Calendar Maintenance7. File Record Usage8. Public Program Maintenance9. Configuration Maintenance10. Generate Executive Summary11. On-Line Help Maintenance12. On-Line Help Listing <p>Enter An Option (On/Off/Date/Menu)[]</p>
--

F1=Reports F3=Company F5=SpeedSearch F6=Help ADD+ON Software (c) 1995

System Maintenance

Function

The System Maintenance menu provides access to the tasks of the Administrator module. You can define company names, maintain information on printers connected to the system, and assign user ID codes of different security levels. Fiscal calendars can be established from this menu, file record usage monitored, and system descriptions entered.

- *To access this menu...*

Select **System Maintenance** from the **ADD+ON Main Menu**.

About the System Maintenance Tasks

The tasks on the System Maintenance menu are used for setting up and maintaining your system. The overall menu system has been designed to be maintained by the end user with assistance from a knowledgeable system administrator or your **ADD+ON** dealer. Once system codes and parameters are established, you should have no trouble performing these tasks on your own.

Menu Maintenance

ADD+ON Demonstration Company SYM.AA Menu Maintenance		ADD+ON Software v6.0.0 03/31/96 12:44 PM T030 PF			
Menu ID: APM	Accounts Payable Maintenance	Type: A	Application		
Return Menu: APS	Accounts Payable	System: AP	Security: 0		
Opt	Description/Parameter	Type	Program/Menu ID	Sec	Passwd
01	Vendor Maintenance	P	APM.MA		0
02	Accounts Payable Type Maintenance	P	APM.AA		0
03	Distribution Code Maintenance	P	APM.BA		0
04	Payment Group Maintenance	P	APM.DA		0
05	Terms Code Maintenance	P	APM.CA		0
06	Recurring Invoice Entry	P	APE.DA		0
07	Recurring Invoice Register	P	APR.NA		0
<Enter>=Continue: [_]					

Menu Maintenance

Function

Use this task to maintain menu items on the **ADD+ON** system, including security levels and passwords. A printed copy may be made of the defined parameters for each menu. See *Appendix A, page 5-3, for a sample of the listing.*

- *To access this task...*

Select **Menu Maintenance** from the *System Maintenance Menu*.

About the Fields

This task's screen is divided into two sections. The upper section is where you enter information regarding the menu you want to access, the lower section is where you enter information about the options on that menu. You must return to the upper section and the *Menu ID* field in order to exit the task.

In the Menu ID field...

- Enter 1 to 6 characters for the menu ID.
-or-
Press **F3** to select from a list of menu IDs.
-or-
Press **F4** to return to the *System Maintenance Menu*.

When you enter an existing menu ID, the heading information displays and the system issues the prompt:

Is The Above Information Correct?

- Enter **Y** if the information is correct and advance to the *Opt* field.
-or-
Enter **N** to make changes to the fields.
-or-
Enter **Copy** to duplicate this menu information to another menu.
-or-
Enter **Delete** to remove this menu from the system.
-or-
Press **F4** to return to the *System Maintenance Menu*.

NOTE: When you delete a menu, you might be removing a menu to which other menus return. Be sure to also delete or modify any menus that use a deleted menu as a return menu.

If you enter a menu ID that does not exist, the system issues the prompt:

Is This A New Record?

- Enter **Y** to create a new menu.
-or-
Enter **N** to return to the *Menu ID* field.

*NOTE: The main **ADD+ON** menu is normally called **SYS** and should be present before any **ADD+ON** module begins functioning.*

In the Description field...

- Enter a description to appear as a title on the menu screen.

In the Type field...

- Enter **A** if this is an application (system) menu.
-or-
Enter **L** if this is a lookup menu.
-or-
Enter **S** if this is a *SpeedSearch* menu.
-or-
Enter **T** if this is a task's option menu.

In the Return Menu field...

This field is accessible when you enter A or S in the Type field.

- Enter the 3-character ID of the menu to display when you exit this menu.

In the System ID field...

- Enter a valid 2-character system ID where the menu is located.

The module identification must exist in the System Description file. (See *System Description Maintenance*.)

In the Security field...

- Enter the security level a user must hold to access the menu.

When you finish making entries to the fields, the system issues the *Is The Above Information Correct?* prompt again. When you select **Y** as your response, the option detail section becomes active and any existing options are displayed. Press **Return** to scroll through an extended list of options. At the end of the option display the system issues the prompt:

Is The Above Information Correct?

- Enter **Y** if the option detail information is correct and return to the *Menu ID* field.
-or-
Enter **N** to add more options.
-or-
Enter **R** to review each option detail line one line at a time.
-or-
Enter **L** to display, screen by screen, an extended list of option details.
-or-
Enter **Delete** to remove the option detail information.
-or-
Press **F4** to return to the *Menu ID* field.

In the Opt field...

- Enter the menu option number to add or change.
-or-
Press **Return** to accept the next sequential number.
-or-
Press **F4** to exit the option detail section.

The maximum number of options on a single menu is seventeen. New options can be added to the beginning, middle, or end of the menu.

In the Description field...

- Enter 1 to 35 characters as a description of the option.

In the Type field...

- Enter **M** to invoke a menu with this selection.
-or-
Enter **P** to invoke a program with this selection.
-or-
Enter **R** to invoke a GENERAL Report Writer report.
-or-
Enter **T** to invoke a TAOS procedure.

In the Program/Menu ID field...

- Enter an identifying description of the menu or task to execute when this option is selected.

Option types require a certain amount of characters for their identification. Enter an identification according to the following amounts.

Type	Characters
Menu	6
Program	6
GENERAL	30 maximum
TAOS	30 maximum

NOTE: You can use up to five 6-character program names together to create a job stream. This gives you the ability to make a series of tasks perform in a specific sequence.

In the Parameter field...

This field is for programming standards. End users should stay clear.

- Enter any additional parameters regarding the option type.

In the Sec field...

- Enter a number from 0 (lowest) through 9 (highest).

This number identifies the minimum security level needed to gain access to this option.

You can define a sophisticated hierarchy of security levels using the *Menu Maintenance* and *User Maintenance* tasks together. For example, level 0 might gain access to a limited number of inquiry functions only, level 1 gain access to level 0 functions and some additional report-printing functions, and so forth. Refer to the *User Maintenance* task for additional information about security levels.

In the Passwd field...

- Enter an optional password of up to six characters.

If you assign a password to the menu, it must be correctly entered each time the menu is accessed, regardless of the user's security level. The password associated with a menu item is completely unrelated to a user password.

In the Line End field...

- Press **Return** to accept the line detail.
 - or-
 - Press **F1** to insert a new detail line before this one. The detail lines automatically renumber.
 - or-
 - Press **F2** to make changes to the line.
 - or-
 - Enter **D** to remove the detail line. The remaining lines are automatically renumbered.
 - or-
 - Press **F4** to end detail entry.

When you finish making entries to the fields, press F4 from the *Opt* or *Line End* fields. The system issues the *Is The Above Information Correct?* prompt again.

When you press F4 to exit this task, the system issues the prompt:

Do You Wish To Print A List Of All Records?

- Enter **Y** to print a listing showing the menus on your system, the options, option types, option IDs, and security level of each option.
 - or-
 - Enter **N** to return to the *System Maintenance Menu* without printing.

User Maintenance

ADD+ON Demonstration Company SYM.BA User Maintenance	ADD+ON Software v6.0.0 03/31/96 12:44 PM T030 PF												
User ID: 007 Name: Ellen Adams Security Level: 9 Valid Firms: All Printers: P0 P1 P2 PF Password: N Default Menu: SYS ADD+ON Software													
User Preferences													
Input Field Type: B Case Conversion Key: 12 Upper Case Key: 09	Maximum Number Of PF Files: 20 PF File ID: 007 Allow Menu Jumping: Y												
Color Selection													
	<table border="0"> <tr> <td></td> <td>Base</td> <td>Window 1</td> <td>Window 2</td> </tr> <tr> <td>Background:</td> <td>White</td> <td>White</td> <td>White</td> </tr> <tr> <td>Foreground:</td> <td>Blue</td> <td>Blue</td> <td>Blue</td> </tr> </table> Is The Above Information Correct (Y/N/Delete)? [Y____]		Base	Window 1	Window 2	Background:	White	White	White	Foreground:	Blue	Blue	Blue
	Base	Window 1	Window 2										
Background:	White	White	White										
Foreground:	Blue	Blue	Blue										

User Maintenance

Function

Use this task to maintain user identification codes. User codes are used to log on the **ADD+ON** system. The security level of each user code determines which menu tasks are available, which firms can be accessed, and what printers can be used. You can also select the background and foreground colors of a user's screen if their terminal is capable of color display. A listing of system users and their codes is available. See *Appendix A, page 5-4, for a sample of the listing.*

- To access this task...

Select **User Maintenance** from the *System Maintenance Menu*.

About the Fields

The User Maintenance screen is divided into three sections. The fields in the upper section include information about the user, such as security level and company access. The middle section fields include information about how the user prefers to work with the system. The fields in the lower section can be used to define the screen color preferences for terminals with color displays.

In the User ID field...

- Enter a 3-character code to identify the user.
 - or-
 - Press **F3** to select from a list of user IDs.
 - or-
 - Press **F4** to return to the *System Maintenance Menu*.

If you enter an existing user code, all maintenance information pertaining to the user is displayed and the system issues the prompt:

Is The Above Information Correct?

- Enter **Y** to accept the information and return to the *User ID* field.
 - or-
 - Enter **N** to make changes to the fields.
 - or-
 - Enter **Delete** to remove this user identification from the system.
 - or-
 - Press **F4** to exit this task.

NOTE: Some changes to a user's options do not take effect until they log on once again.

If the user code does not exist, the system issues the prompt:

Is This A New Record?

- Enter **Y** to create a new user.
 - or-
 - Enter **N** to return to the *User ID* field.

In the Name field...

- Enter up to 24 characters for the user's name.

In the Security Level field...

- Enter a number from 0 (lowest) through 9 (highest).

This number identifies the user's security level. Both users and menus are assigned security levels. Menus of the same security level or lower than the user's are accessible.

*NOTE: In order to provide access to the **ADD+ON** utility menus, there should always be at least one user code with a security level of 9.*

In the Valid Firms field...

- Enter the 2-digit code of each company accessible by the user.
-or-
Press **F1** to grant access to all companies.
-or-
Press **F3** to select from a list of companies.

Up to 18 different companies can be entered.

In the Printers field...

- Enter the codes of any printers accessible by the user.
-or-
Press **F3** to select from a list of printer codes.

Up to 18 different printers can be entered.

In the Password field...

This field is bypassed if a password is currently not being used.

- Enter **N** to disable a password and permit the user to log on using only their user ID code.

The user password is established and maintained in *SpeedSearch*. The act of establishing a user password causes the *Password* field to be set to **Y**. See *SpeedSearch* earlier in this section.

In the Default Menu field...

- Enter the 3-character identification of the opening menu for the user.

Unless the *Allow Menu Jumping* field is set to **Y**, the user is not permitted access any higher up the hierarchy of the menu system than this default menu.

In the Input Field Type field...

- Enter **B** if you want input to the fields displayed between brackets and underscored.
-or-
Enter **R** if you want input to the fields displayed in reverse video. Reverse video does not make an attractive display on some terminals.

In the Case Conversion Key field...

- Enter the number of a function key to use as an automatic case conversion.
-or-
Press **F1** for none.
-or-
Press **Return** to accept the default of 12.

This function key enables you to automatically convert the contents of any input field to mixed upper and lower case.

In the Upper Case Key field...

- Enter the number of a function key to use as an automatic conversion to all capital letters.
-or-
Press **F1** for none.
-or-
Press **Return** to accept the default of 9.

This function key enables you to automatically convert the contents of any input field to all upper case.

In the Maximum Number of PF Files field...

- Enter 1 to 99 as the maximum number of files you can save as print-to-file images on your hard drive.
-or-
Press **Return** to accept the default of 9.

If the maximum number of PF files is exceeded, you are prompted to selectively delete a file.

In the PF File ID field...

- Enter a 3-character alphanumeric ID enabling you to access the PF files.
-or-
Press **Return** to use the same ID as entered in the *User ID* field.

In the Allow Menu Jumping field...

- Enter **Y** to enable jumping between menus of the same security level as the user.
-or-
Enter **N** to disallow menu jumping.

Menu jumping enables you to move from one menu to another by entering the menu's 3-character code.

In the Background/Foreground fields...

- Press **F1** to clear the field of a certain color.
-or-
Press **F3** to select from a list of terminal colors.
-or-
Press **Return** to accept the default color.

For terminals with color display, you can specify background and foreground color for screens and for windows 1 and 2. Windows 1 and 2 are the displays that appear from sub-menus or lookups. Color selections have no effect on a monochrome terminal display.

When you finish making entries to the fields, the system issues the *Is The Above Information Correct?* prompt again.

If you press F4 to exit the task the system issues the prompt:

Do You Wish To Print A List Of All Records?

- Enter **Y** to print a listing showing all the users for your system, their ID codes and security levels, their function key selections, etc.
-or-
Press **Return** to exit to the *System Maintenance Menu* without printing.

Printer Maintenance

ADD+ON Demonstration Company SYM.GA Printer Maintenance		ADD+ON Software v6.0.0 03/31/96 08:14 AM T030 PF	
Printer ID: A1 Alps 2100		Initial Form Feed? Y	
Opt	Description/Font Hex Codes	Compressed	Standard
1	12cpi Letter Quality 121B21001B7831	S	
2	10cpi Letter Quality 121B21011B7831	S	
3	10cpi Draft 121B21001B7830	S	
4	17cpi Draft 1B78301B2104	C	
Is The Above Information Correct (Y/N/List/Review/Delete)? [Y_____]			

Printer Maintenance

Function

Use this task to maintain printer names and hexadecimal codes for regular and special printer functions. A listing showing all the printers with descriptions and codes is available. See Appendix A, page 5-5, for a sample of the listing.

- To access this task...

Select **Printer Maintenance** from the *System Maintenance Menu*.

About the Fields

The fields in this task are used to describe a certain printer *or* a specific print mode for that printer. The Printer Maintenance screen is divided into two sections. The upper section includes the printer ID, description, and form feed option. The lower section details the printer options.

In the Printer ID field...

- Enter a 2-character code to identify the printer.
-or-
Press **F3** to select from a list of printers.
-or-
Press **F4** to return to the *System Maintenance Menu*.

Your **ADD+ON** dealer can supply a list of valid printers for your system and assist in establishing the correct options and hex codes.

When you enter an existing printer ID, the printer description displays and the system issues the prompt:

Is The Above Information Correct?

- Enter **Y** to accept the information and continue to the *Detail* section of the screen.
-or-
Enter **N** to make changes to the fields.
-or-
Enter **Copy** to duplicate this printer information to another printer. See *Copying Printer Information* following the task instructions.
-or-
Enter **Delete** to remove this printer information from the system.

If you enter a printer ID which does not exist, the system issues the prompt:

Is This A New Record?

- Enter **Y** to enter a new printer or option.
-or-
Enter **N** to return to the *Printer ID* field.

In the Printer Description field...

- Enter 1 to 30 characters for a description of the printer.
-or-
Press **Return** to leave blank.

Printer Description Example

Use descriptions such as "Alps ALQ324gx" to describe a printer.

In the Initial Form Feed field...

- Enter **Y** to issue a form feed before printing the first page of a report.
-or-
Enter **N** to print without an initial form feed. This is commonly used with laser printers to conserve paper.

When you finish making entries to the upper section, the system issues the *Is The Above Information Correct?* prompt again. When you select **Y** as your response, the option detail section becomes active and any existing options are displayed. At the end of the option display the system issues the prompt:

Is The Above Information Correct?

- Enter **Y** if the option detail information is correct and return to the *Printer ID* field.
-or-
Enter **N** to add more printer options.
-or-
Enter **R** to review each printer option detail line one line at a time.
-or-
Enter **L** to display, screen by screen, an extended list of printer option details.
-or-
Enter **Delete** to remove the option detail information.
-or-
Press **F4** to return to the *Printer ID* field.

In the Opt field...

- Enter a 1-character code to indicate the printer feature.
-or-
Press **F3** to select from a list of options.
-or-
Press **Return** to accept the default.
-or-
Press **F4** to exit the detail section.

Printer Option Example

Use 1 for regular printer operation, 2 for compressed, 3 for italics, etc.

In the Description/Font field...

- Enter 1 to 30 characters for a description of the option.
-or-
Press **Return** to leave blank.

Printer Option Example

Use descriptions such as "10cpi Letter Quality" to describe an option.

In the Hex Code field...

- Enter 1 to 60 hexadecimal pairs in a continuous string.
-or-
Press **Return** to use the default of the previous record.

These are the hexadecimal codes that activate the described print mode of the printer. When a printer is activated by a task, the **ADD+ON** printer handling routines send this escape code sequence. Refer to the users' manual of your installed printer to determine the hex codes required to activate its special features.

In the Compressed/Standard field...

- Enter **C** to generate compressed print of 17 characters per inch.
-or-
Enter **S** to generate standard print of 10 characters per inch.

In the Line End field...

- Press **Return** to accept the line detail.
-or-
Enter **D** to delete the line detail.
-or-
Press **F2** to make changes to the detail fields.

When you finish making entries to the fields, press **F4** from the *Opt* or *Line End* fields. The system issues the *Is The Above Information Correct?* prompt again.

When you press **F4** to exit this task, the system issues the prompt:

Do You Wish To Print A List Of All Records?

- Enter **Y** to print a listing showing all the printers using your system with the different print mode options assigned to each printer.
-or-
Press **Return** to exit to the *System Maintenance Menu* without printing.

Copying Printer Information

When you select **Copy** at the *Is The Above Information Correct?* prompt, the system issues another:

Enter The Printer ID Receiving The Copied Information

- Enter the printer ID of the printer receiving the copied codes.

You should only use the copy feature when copying information to a second printer identical to the first printer. The system automatically creates new records for any

printer ID you enter, including print modes and descriptions, and then displays the *Is The Above Information Correct?* prompt again. The new printer appears on the list of valid printers the next time you do a lookup.

System Description Maintenance

ADD+ON Demonstration Company SYM.DA System Description Maintenance	ADD+ON Software v6.0.0 03/31/96 08:15 AM T030 PF
---	---

System ID: AP
 Description: Accounts Payable
 Multiple Firm: Y
 Default Firm: 01 ADD+ON Demonstration Company
 Data Path: ./6.0.0d/ADATA
 Program Path: ./6.0.0/SOURCE
 Post To GL: Y
 Batch Entry: N
 Installed: Y
 Version: 6.0.0

Is The Above Information Correct (Y/N)? [Y]

System Description Maintenance

Function

Use this task to maintain module system description records. For each module, a set of options are established that control its fundamental operation and characteristics. A listing showing system description information is available. *See Appendix A, page 5-6, for a sample of the listing.*

- To access this task...

Select **System Description Maintenance** from the *System Maintenance Menu*.

About the Fields

It is extremely important that the information in System Description Maintenance be correct. Serious errors occur during system operation if this data is wrong. **ADD+ON** software is shipped with pre-defined defaults in most of these fields and only on rare occasions do you need to change them.

In the System ID field...

- Enter the 2-character code identifying the **ADD+ON** module.
-or-
Press **F3** to select from a list of module IDs.
-or-
Press **Return** to accept the next ID on record.
-or-
Press **F4** to return to the *System Maintenance Menu*.

When you enter a system ID that already exists, the maintenance information regarding the module is displayed and the system issues the prompt:

Is The Above Information Correct?

- Enter **Y** to accept the information and return to the *System ID* field.
-or-
Enter **N** to make changes to the fields.
-or-
Enter **Delete** to remove the record from the file. The *Delete* response is only available if the *Installed* field is set to N.

If the system ID does not exist, the system issues the prompt:

Is This A New Record?

- Enter **Y** to enter a new module.
-or-
Enter **N** to return to the *System ID* field.

In the Description field...

- Enter 1 to 35 characters to describe the module.

In the Multiple Firm field...

- Enter **Y** if more than one company will use this module.
-or-
Enter **N** for a single company module.
-or-
Press **Return** to accept the default.

In the Default Firm field...

- Enter the number of the company under which the system automatically runs.
-or-
Press **F3** to select from a list of companies.
-or-
Press **Return** to accept the default.

In the Data Path field...

- Enter the directory path name where data files reside.

In the Program Path field...

- Enter the directory path name where the program files reside.

In the Post To GL field...

- Enter **Y** if this module posts to the General Ledger.
-or-
Enter **N** if the module does not post to the General Ledger.

In the Batch Entry field...

- Enter **Y** to allow batched entries.
-or-
Enter **N** if batched entries are not used.

In the Installed field...

- Enter **Y** to have this module active on your system.
-or-
Enter **N** to deactivate this module from your system.

This field is used by the mapping system to determine whether or not to map files for the application. It is also used throughout the software to determine whether or not a module is installed.

In the Version field...

Display only. Shows the version number (also known as the “release number”) of the installed software. This is updated and maintained by the *Install/Upgrade ADD+ON Software* task.

After you finish making entries to the fields, the system issues the *Is The Above Information Correct?* prompt again.

When you press **F4** to exit the task the system issues the prompt:

Do You Wish To Print A List Of All Records?

- Enter **Y** to print a listing showing all the modules maintained by your system, together with their descriptions, program paths, data paths, etc.
-or-
Press **Return** to exit to the *System Maintenance Menu* without printing.

Firm Maintenance

ADD+ON Demonstration Company SYM.EA Company Maintenance	ADD+ON Software v6.0.0 03/31/96 08:15 AM T030 PF
--	---

Firm ID: 01
Name: ADD+ON Demonstration Company
Help: Y
Batch Entry: N

Is The Above Information Correct (Y/N/Delete)? [Y_____]

Firm Maintenance

Function

Use this task to maintain company names and activate the online help system. The name of the active company appears at the upper left of each display screen. When you have a multi-company system, *SpeedSearch* provides a way to change the active company quickly. A listing showing companies and their IDs is available. See *Appendix A, page 5-7, for a sample of the listing.*

- To access this task...

Select **Firm Maintenance** from the *System Maintenance Menu*.

About the Fields

In the Firm ID field...

- Enter a 2-digit code to identify the company.
-or-
Press **F3** to select from a list of companies.
-or-
Press **F4** to return to the *System Maintenance Menu*.

When you enter a firm ID that already exists, the description of the firm is displayed and the system issues the prompt:

Is The Above Information Correct?

- Enter **Y** to accept the information and return to the *Firm ID* field.
-or-
Enter **N** to make changes to the fields.
-or-
Enter **Delete** to remove the company from the file.

If the company does not exist, the system issues the prompt:

Is This A New Record?

- Enter **Y** to enter a new company.
-or-
Enter **N** to return to the *Firm ID* field.

In the Name field...

- Enter 1 to 40 characters for a company name and/or description.

In the Help field...

- Enter **Y** to activate the online help system for this company.
-or-
Enter **N** to ignore the help system.

In the Batch Entry field...

- Enter **Y** if this company processes batched entries.
-or-
Enter **N** if batched entries are not used by this company.

After you finish making entries to the fields the system issues the *Is The Above Information Correct?* prompt again.

When you press F4 to exit the task the system issues the prompt:

Do You Wish To Print A List Of All Records?

- Enter **Y** to print a listing showing companies and their descriptions.
-or-
Press **Return** to exit to the *System Maintenance Menu* without printing.

Fiscal Calendar Maintenance

ADD+ON Demonstration Company SYM.KA Fiscal Calendar Maintenance			ADD+ON Software v6.0.0 03/31/96 08:15 AM T030 PF		
Total Periods: 12					
Period	Ends	Period Name	Abbr	Locked?	Date
1	01/31	January	Jan	Yes	02/15/95
2	02/29	February	Feb	No	03/29/95
3	03/31	March	Mar	Yes	03/29/95
4	04/30	April	Apr	No	05/31/94
5	05/31	May	May	No	11/28/94
6	06/30	June	Jun	No	11/28/94
7	07/31	July	Jul	No	11/28/94
8	08/31	August	Aug	No	11/28/94
9	09/30	September	Sep	No	11/28/94
10	10/31	October	Oct	No	11/28/94
11	11/30	November	Nov	No	11/28/94
12	12/31	December	Dec	No	11/28/94
Is The Above Information Correct (Y/N)? [Y]					

Fiscal Calendar Maintenance

Function

Use this task to set a company's accounting periods for the fiscal year. Accounting periods are used throughout the system and defined by the ending date set for each period.

- To access this task...

Select **Fiscal Calendar Maintenance** from the *System Maintenance Menu*.

About the Fields

The *Locked?* and *Date* fields of this task are used by the General Ledger module. If you do not use the General Ledger, the *Locked?* fields display N and the *Date* fields are blank. All other field data is entered here.

When you first access this task, the current calendar is displayed and the system issues the prompt:

Is The Above Information Correct?

- Enter Y to accept the information.
-or-
Enter N to make changes to the fields.

In the Total Periods field...

- Enter the amount of periods in your fiscal year.

In the Period field...

Display only. Shows the period number.

In the Ends field...

- Enter the date in an MM/DD format of the period end.

In the Period Name field...

- Enter the name of the period.
-or-
Press F1 to accept the default.

In the Abbr field...

- Enter the abbreviated name of the period.
-or-
Press F1 to accept the default.

In the Locked field...

Display only. Periods are locked in the General Ledger module.

In the Date field...

Display only. Shows the date the period was locked by the General Ledger.

When you finish making entries to the fields, the system issues the *Is The Above Information Correct?* prompt again.

File Record Usage

ADD+ON Demonstration Company SYX.PA File Record Usage		ADD+ON Software v6.0.0 03/31/96 08:16 AM T030 PF	
System: All		Output Mode: S	
File	Description	Records In Use	Avail Percent Histogram
APE-01	Invoice Entry	Dynamic	0
APE-02	Manual Check Entry	Dynamic	2
APE-03	Recurring Invoice Entry	Dynamic	1
APE-04	Check Printing	Dynamic	0
APE-05	Open Checks	Dynamic	98
APE-06	Payment Selections	Dynamic	0
APE-11	Invoice Entry	Dynamic	0
APE-12	Manual Check Entry	Dynamic	1
APE-13	Recurring Invoice Entry	Dynamic	1
APE-16	Payment Selections	Dynamic	1
APE-22	Manual Check Entry	Dynamic	2
APM-01	Vendor Master	Dynamic	29
APM-02	Vendor History	Dynamic	30
APM-03	Temporary Vendors	Dynamic	10

Press <Enter> To Continue []

File Record Usage

Function

Use this task to display information about data files for selected modules or the entire system. File names, descriptions, and the type of records are displayed, along with fixed sizes and remaining records. The information is valuable in determining the amount of data file capacity remaining on your hard drive. A listing showing files and descriptions is available. See *Appendix A, page 5-8, for a sample of the listing.*

- *To access this task...*

Select **File Record Usage** from the *System Maintenance Menu*.

About the Fields

In the System field...

- Enter a 2-character code to display the file usage of a single module.
-OR-
Press **F1** to display file usage for the entire system.
-OR-
Press **F3** to select from a list of modules.
-OR-
Press **F4** to return to the *System Maintenance Menu*.

System Example

Enter **GL** for General Ledger, **AP** for Accounts Payable, **PR** for Payroll, and so forth.

In the Output Mode field...

- Enter **S** to display the file usage information on the screen.
-OR-
Enter **P** to print a hard copy of the file usage information.

After you finish making entries to the fields, the system issues the prompt:

Is The Above Information Correct?

- Enter **Y** to display or print the file record usage.
-OR-
Enter **N** to make changes to the fields.
-OR-
Press **F4** to return to the *System Maintenance Menu*.

Printing

The same information is displayed whether you are printing to the screen or to a hard copy. For each file *dynamic* in size, the name, description, and number of records in use are displayed.

For files with *pre-defined* or *fixed* sizes, the number of records defined, number of records available, and percentage of space remaining is also displayed. In addition, a histogram shows how much *space*, represented by a row of asterisks (*), the file used in the past. When a file is almost full, the characters ">>>" are displayed before the file name.

NOTE: Throughout the system, data files are expanded automatically when a full file situation is encountered. The only practical limitation to file expansion is the hard disk capacity of your computer. The File Record Usage task is very helpful in analyzing how much data file space is available at any given time and in planning for future disk storage requirements. It should be run periodically by your dealer and the results discussed.

Public Program Maintenance

ADD+ON Demonstration Company SYM.PA Public Program Maintenance		ADD+ON Software v6.0.0 03/31/96 08:16 AM T030 PF	
Program Name: IUM.MA		Item Maintenance (Menu Processing)	11,520 Byte(s)
Seq	Program	Description	Size Add? Priority
010	IUC.IA	Inventory Item Entry	6,498 Y A
020	IUC.WA	Return Warehouse Information	2,747 Y A
030	IUC.WB	Return Warehouse Activity	3,106 Y A
040	IUC.PA	Return Period Quantity Based On Activity Typ	1,760 Y A
Is The Above Information Correct (Y/N/List/Review)? [Y_____]			

Public Program Maintenance

Function

Use this task to select **ADD+ON** programs as memory-resident. This increases the speed and efficiency of your system. *Although some very experienced **ADD+ON** dealers and users may wish to use Public Program Maintenance, it is not recommended for those with less experience. Undesirable results may be produced.* A listing showing programs and their descriptions is available. See Appendix A, page 5-9, for a copy of the listing.

- To access this task...

Select **Public Program Maintenance** from the *System Maintenance Menu*.

About the Fields

The Public Program Maintenance screen has two sections. The upper section lists the name, description, and size of the program that is memory-resident. The lower section lists programs that become memory-resident when the program in the upper section is run.

In the Program Name field...

- Enter the name of the memory-resident program.
-or-
Press **Return** to select the next program name on file.
-or-
Press **F4** to return to the *System Maintenance Menu*.

When you enter an existing program name, other programs associated with its startup are displayed. The system issues the prompt:

Is The Above Information Correct?

- Enter **Y** if the program detail information is correct.
-or-
Enter **N** to add more programs.
-or-
Enter **R** to review each program detail line one line at a time.
-or-
Enter **L** to display, screen by screen, an extended list of program details.

If the program does not exist, the system issues the prompt:

Is This A New Record?

- Enter **Y** to enter a new program.
-or-
Enter **N** to return to the *Program Name* field.

In the Seq field...

- Enter the sequence number for the program.
-or-
Press **Return** to select the default.
-or-
Press **F4** to exit program detail entry.

In the Program field...

- Enter the name of the program to be made memory-resident.

In the Description field...

Display only. Shows the description of the program.

In the Size field...

Display only. Shows the size of the program.

In the Add field...

- Enter **Y** to make this program memory-resident when the program listed in the *Program Name* field is run.
- or-
- Enter **N** if the program will not be added during system start-up.

In the Priority field...

- Enter **A** to **Z** as an indication of the priority this program receives in memory, with **A** being the highest priority and **Z** the lowest.

When the area allocated to memory-resident programs becomes full, the programs with the lowest priority are removed and replaced with higher-priority programs when they are invoked.

In the Line End field...

- Press **Return** to accept the program detail entry.
- or-
- Press **F2** to back through the fields.
- or-
- Enter **D** to delete the program detail entry.

When you finish making program entries to the detail lines, press **F4** from the *Seq* or *Line End* fields. The system issues the *Is The Above Information Correct?* prompt again.

When you press **F4** to exit the task, the system issues the prompt:

Do You Wish To Print A List Of All Records?

- Enter **Y** to print a listing showing the programs and their descriptions.
- or-
- Press **Return** to exit to the *System Maintenance Menu* without printing.

Configuration Maintenance

ADD+ON Demonstration Company SYM.TA Configuration Maintenance	ADD+ON Software v6.0.0 03/31/96 08:17 AM T030 PF
--	---

Computer Type: ALTOS
Operating System: U
Pathname Separator: /
O/S Shell Command: sh
W2 Copy Command: doscp W2REPORT /dev/hd0d:
Source Code Password:

Is The Above Information Correct (Y/N/Delete)? [Y_____]

Configuration Maintenance

Function

Use this task to comply with IRS requirements for accepting your payroll data on magnetic media.

- *To access this task...*

Select **Configuration Maintenance** from the *System Maintenance Menu*.

About the Fields

In the Computer Type field...

- Enter the type of computer on which you run the system.

In the Operating System field...

- Enter **U** if you are operating a UNIX system.
-or-
Enter **D** if you are operating a DOS system.

In the Pathname Separator field...

- Enter / (forward slash) if operating on UNIX.
-or-
Enter \ (backward slash) if operating on DOS.

In the O/S Shell Command field...

- Enter 1 to 30 characters for the shell command.

This command is executed when an S is entered at a menu prompt to start a new O/S shell. When the shell is exited, you are returned to the menu from which the shell was called.

In the W2 Copy Command field...

- Enter 1 to 60 characters for the O/S command that copies the Payroll W-2 report to magnetic media (diskettes or tapes) for the IRS.

In the Source Code Password field...

- Enter any password required to view the program source code.

The system issues the prompt:

Is The Above Information Correct?

- Enter **Y** to accept the information.
-or-
Enter **N** to make changes to the fields.
-or-
Enter **Delete** to remove the configuration information.

Generate Executive Summary

ADD+ON Demonstration Company SYX.EA Generate Executive Summary	ADD+ON Software v6.0.0 03/31/96 08:17 AM T030 PF
As of 03/31/96	
Phase	
Firm	
OK To Generate The Executive Summary (Yes/No)?[No_]	

Generate Executive Summary

Function

Use this task to update the data used by the Executive Summary of *SpeedSearch*. The update is based on the current terminal date.

- To access this task...

Select **Generate Executive Summary** from the *System Maintenance Menu*.

About the Fields

The fields on this screen are used to display information as the Executive Summary is being generated. When you first access this task the system issues the prompt:

OK To Generate The Executive Summary?

- Enter **Yes** to update the files.
-or-
Enter **No** to return to the *System Maintenance Menu*.

In the As Of field...

Display only. Shows the terminal date.

In the Phase field...

Display only. Shows the module being updated.

In the Firm field...

Display only. Shows the current company with files being updated.

On-Line Help Maintenance

ADD+ON Demonstration Company SYM.HM On-Line Help Maintenance	ADD+ON Software v6.0.0 03/31/96 08:18 AM T030 PF
Subject *ADD+ON Help Number 0001 Topic About ADD+ON Software	
ADD+ON Software On-Line Help Maintenance	
Seq Help Text	
001 ADD+ON Software Advantage/U version 6.0 is a fully integrated family 002 of manufacturing, wholesale distribution and accounting applications. 003 The ADD+ON manufacturing system provides a comprehensive Shop Floor 004 Control module and a closed loop MRP. The ADD+ON distribution system 005 provides full lot and serial number controls, purchase and sales 006 order processing, sales analysis reporting, replenishment processing, 007 credit management and SpeedShip parcel shipping. The accounting suite 008 offers Accounts Receivable, Accounts Payable, General Ledger and 009 Payroll.	
!PgUp PgDn F1=New F4=End Pg 1	

On-Line Help Maintenance

Function

Use this task to maintain the text within your online help system. You can add, modify, or delete any help information for menus, programs, or other subjects. When you create help subjects, their topics are added to the online help index.

- *To access this task...*

Select **On-Line Help Maintenance** from the *System Maintenance Menu*.

About the Fields

The fields in this task are also available when you press F3 from the Help window.

In the Subject field...

- Enter 1 to 8 characters for a subject name.
-or-
Press **F1** to select the current menu as the subject.
-or-
Press **F2** to select the current program as the subject.
-or-
Press **F3** to select from a list of help subjects.
-or-
Press **F4** to return to the *System Maintenance Menu..*

In the Help Number field...

- Enter a number to list the subject's topic.

When you enter an existing subject number, the first topic listed under this number is displayed and the system issues the prompt:

Is The Above Information Correct?

- Enter **Y** to view the topic information. See *Adding or Changing On-Line Help Text* following the field instructions.
-or-
Enter **N** to make changes to the fields.
-or-
Enter **Delete** to remove the topic information.

If you enter a number that does not exist, the system issues the prompt:

Is This A New Record?

- Enter **Y** to enter a new topic.
-or-
Enter **N** to return to the *Subject* field.

In the Topic field...

- Enter 1 to 30 characters for a topic description.

This is the name that appears in the Help index.

In the Revised field...

Display only. Shows the date and time that help text for this field was written or most recently changed. If you are creating a new topic, the current date is displayed.

In the By field...

Display only. Shows the name of the person who revised the help topic. If you are creating a new topic, your name is displayed.

When you finish making entries to the fields the system issues the *Is The Above Information Correct?* prompt again.

Adding or Changing On-Line Help Text

When you select Y as your response to the *Is The Above Information Correct?* prompt, the *On-Line Help Maintenance* window appears displaying any existing text. You may add or change help information for any subject. This is the same information that displays when the topic is selected using the F6=Help feature.

- Press **F1** to add or change help text.

In the Seq field...

- Enter a sequence number to access a particular line of text.
-or-
Press **Return** to select the next available sequential number.
-or-
Press **F4** to return to the *Subject* field.

In the Help Text field...

- Enter 1 to 70 characters for a line of help text.

Because line entry does not word-wrap text automatically, each line must be entered and accepted separately.

In the Line End field...

- Press **Return** to accept the text entry.
-or-
Press **F2** to back through the fields.
-or-
Enter **D** to delete the text entry.

When you finish entering text, press **F4** to exit.

On-Line Help Listing

ADD+ON Demonstration Company SYR.HA On-Line Help Listing	ADD+ON Software v6.0.0 03/31/96 08:18 AM T030 PF
Beginning Subject: First	
Ending Subject: Last	
Is The Above Information Correct (Y/N)? [Y]	

On-Line Help Listing

Function

Use this task to print a listing of any, or all, on-line documentation entered in your system. See *Appendix A, page 5-10*, for a sample of the listing.

- To access this task...

Select **On-Line Help Listing** from the *System Maintenance Menu*.

About the Fields

In the Beginning Subject field...

- Enter the name of the beginning subject.
-or-
Press **F1** to select the first subject on file.
-or-
Press **F3** to select from a list of subjects.
-or-
Press **F4** to return to the *System Maintenance Menu*.

In the Ending Subject field...

- Enter the name of the ending subject.
-or-
Press **F1** to select the last subject on file.
-or-
Press **F3** to select from a list of subjects.

After you finish making entries to the fields, the system issues the prompt:

Is The Above Information Correct?

- Enter **Y** to begin printing.
-or-
Enter **N** to make changes to the fields.
-or-
Press **F4** to return to the *System Maintenance Menu* without printing.

Appendix A

Registers, Reports, & Listings

Menu Maintenance Listing

For information on how to generate this listing, see page 4-35.

01/25/96 03:07 PM	ADD+ON Demonstration Company Menu Maintenance Listing	Page 2	

Menu ID: APM	Accounts Payable Maintenance	Type: A Application	
Return Menu: APS	Accounts Payable	System: AP Security: 0	

Opt	Description/Parameter	Type Program/Menu ID Sec Passwd	

03	Distribution Code Maintenance	P APM.BA	0
04	Payment Group Maintenance	P APM.DA	0
05	Terms Code Maintenance	P APM.CA	0
06	Recurring Invoice Entry	P APE.DA	0
07	Recurring Invoice Register	P APR.NA	0
08	Parameter Maintenance	P APP.AA	0

Printer Maintenance Listing

For information on how to generate this listing, see page 4-51.

01/25/96 03:09 PM	ADD+ON Demonstration Company Printer Maintenance Listing	Page 1

Printer ID: A1 Alps 2100		Initial Form Feed? Y

Opt Description/Font Hex Codes		Compressed/Standard
1 12cpi Letter Quality 121B21001B7831		Standard
2 10cpi Letter Quality 121B21011B7831		Standard
3 10cpi Draft 121B21001B7830		Standard
4 17cpi Draft 1B78301B2104		Compressed

Printer ID: A2 Alps ALQ324gx		Initial Form Feed? Y

Opt Description/Font Hex Codes		Compressed/Standard
1 10cpi Letter Quality 121B501B78311B6B32		Standard
2 12cpi Letter Quality 121B4D1B78311B6B33		Standard
3 10cpi Draft 121B501B78301B6B32		Standard
4 12cpi Draft 121B501B78301B6B33		Standard
5 17cpi Draft 121B4D1B78301B6B320F		Standard
6 10cpi Tiempo 121B501B78311B6B30		Standard

System Description Maintenance Listing

For information on how to generate this listing, see page 4-57.

01/25/96	ADD+ON Demonstration Company	Page	2
03:09 PM	System Description Maintenance Listing		
System		Multi Def	G/L Batch
ID Description	Installed?	Firm? Firm	Post? Entry? Version
SA Sales Analysis	Y	Y 01	N N 6.0.0
Program Path: ./6.0.0d/ADATA			
Data Path: ./6.0.0/SOURCE			
SH SpeedShip Shipping System	Y	Y 01	N N 6.0.0
Program Path: ./6.0.0d/ADATA			
Data Path: ./6.0.0/SOURCE			
SY Administrator	Y	Y 01	N N 6.0.0
Program Path: ./6.0.0d/ADATA			
Data Path: ./aon/ADM			
WO Shop Floor Control	Y	Y 01	Y Y 6.0.0
Program Path: ./6.0.0d/ADATA			
Data Path: ./6.0.0/SOURCE			
15 System(s)			

Firm Maintenance Listing

For information on how to generate this listing, see page 4-61.

01/25/96	ADD+ON Software	Page	1
03:09 PM	Firm Maintenance Listing		
Firm	Description	Help?	Batching?
01	ADD+ON Demonstration Company	Yes	Yes
02	ADD+ON Software Second Demon	No	No
99	ADD+ON Consolidation Company	Yes	No
3	Firms		

File Record Usage Report

For information on how to generate this report, see page 4-69.

File	Description	Records	In Use	Avail	Percent	Histogram
WOM-01	Work Order Employee Master	Dynamic	11			
WOM-02	Operation Codes	Dynamic	5			
WOM-03	Work Order Employee Xref	Dynamic	11			
WOM-04	Operations Calendar	Dynamic	117			
WOM-05	Schedule Detail	Dynamic	234			
WOM-06	Schedule Sort	Dynamic	234			
WOM-07	Work Order Trans XRef (All)	Dynamic	166			
WOM-10	Work Order Codes	Dynamic	8			
WOS-10	Work Order System	Dynamic	3			
WOT-01	Open WO Labor Transactions	Dynamic	30			
WOT-02	Work Order History	Dynamic	4			
WOT-03	Closed WO Labor Transactions	Dynamic	8			
WOT-11	Lot/Serial Trans (Open WO's)	Dynamic	2			
WOT-12	Lot/Serial Trans (Closed WO's)	Dynamic	0			
WOT-21	Open WO Material Transaction	Dynamic	106			
WOT-23	Closed WO Material Transactn	Dynamic	3			
WOT-31	Open WO Subcontract Trans	Dynamic	16			
WOT-33	Closed WO Subcontract Trans	Dynamic	3			

379 File(s) Listed

On-Line Help Listing

For information on how to generate this listing, see page 4-87.

01/25/96
03:13 PM

ADD+ON Demonstration Company
On-Line Help Listing

Page 1

Subject: *ADD+ON
Topic: About ADD+ON Software
Revised: 05/09/95 By John A. Lee

Page 1

| ADD+ON Software Advantage/V version 6.0 is a fully integrated family |
| of manufacturing, wholesale distribution and accounting applications. |
| The ADD+ON manufacturing system provides a comprehensive Shop Floor |
| Control module and a closed loop MRP. The ADD+ON distribution system |
| provides full lot and serial number controls, purchase and sales |
| order processing, sales analysis reporting, replenishment processing, |
| credit management and SpeedShip parcel shipping. The accounting suite |
| offers Accounts Receivable, Accounts Payable, General Ledger and |
Payroll.

Appendix B

Standard Menu Options & Descriptions

Overview

When using the **ADD+ON** installation task (SYS.IA) to upgrade to a newer version of the software, the existing system menu files are overwritten. Any custom modifications made to the menus will need to be reentered, as well as password and security level information.

The naming convention for all **ADD+ON** application menus consists of the two-character application identification code, such as AP, followed by one of the letters found below.

Menu Name	Description	Example
Menus ending in S	System or “main” menu	APS
Menus ending in M	Masterfile and code maintenance menu	APM
Menus ending in R	Reporting menu, possibly with period-end processing	APR
Menus ending in P	Period-end processing menu, when not part of R menu	APP
Menus ending in X	Installation and conversion utility tasks	APX
Menus ending in U	System utility tasks	SYU

The menu options are maintained using the *Menu Maintenance* task found on the *System Maintenance* menu, and are stored in the SYM-01 file. Use this task if you would like to print hard copies of all your menu parameters.

Appendix C

Examples of Calculator Equations

In order to become familiar with the calculator, **ADD+ON** recommends that you attempt to solve each of the following sample problems.

Example 1

To find the sum of $11 + 22 + 33$, do the following:

- Enter 11+
-and-
Enter 22+
-and-
Enter 33+=

The last line of the *Tape* window should show **66.00 T**.

Example 2

To subtract 10 from 100, and add 20 to the result ($100 - 10 + 20$), do the following:

- Enter 100+
-and-
Enter 10-
-and-
Enter 20+=

The last line of the *Tape* window should show **110.00 T**.

Example 3

To divide 99 by 3, do the following:

- Enter 99/
-and-
Enter 3=

The last line of the *Tape* window should show **33.00 T**.

Example 4

To solve $((2+7)*9)/81$, do the following:

- Enter 2+
-and-
Enter 7+

The next operation is performed on the contents of the *Display* window (9.00).

- Enter *9=
-and-
Enter /81= to perform the operation on the last line of the *Tape* window.

The last line of the *Tape* window should show **1.00 T**.

Example 5

Although it is possible to solve $(2+(7*9))/81$ in several ways, this example uses the Memory function of the calculator.

- Enter **2=**
-and-
Press **F5** to put the last total from the *Tape* window in the *Memory* window.
-and-
Enter **c** to clear the last line of the *Tape* window.
-and-
Enter **7*9=**
-and-
Enter **+** to move the total to the *Display* window and perform the next operation on it.
-and-
Press **F7** to put the contents of the *Memory* window in the *Entry* window.
-and-
Enter **=**
-and-
Enter **/81=** to divide the simplified numerator by 81.

The last line of the *Tape* window should show **.80 T**.

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