

System Utility

AS/AP™ Classic

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PREFACE

This manual is intended for users who understand the concepts of basic accounting and bookkeeping, are familiar with the basic operations of their computer hardware, and who understand the accounting and bookkeeping procedures and requirements of their company.

All of the **AS/AP[™]** manuals have been structured around the assumption that the user understands the basic conventions of the **AS/AP[™]** program as described in the System Utilities Manual.

The single most confusing reference in the manuals is the convention of indicating a specific key which is to be pressed. The "<" and ">" symbols are used to enclose the *name* of a specific key. Therefore, <A> indicates that the user is to press the *letter "A"*. When not assigned a specific Hot Key function within a program module, the following assignments are in effect.

<F2> Function key #2 places a "1/2" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F4> Function key #4 places a "1/4" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F10> Function key #10 is used at any point that the user wishes to jump through an entire input screen without making any changes. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<Esc> Indicates the key that is usually marked "Esc". The "Escape" key is used for just that, to escape from where you are. If <Esc> is pressed from most menus, the program will back one menu. If escape is used during data entry, it will terminate the entry process. In most cases if <Esc> is pressed **during** data entry, it will cause the system to ignore the last input. This does not include points in the program where the system specifically instructs the user to press <Esc> to quit or return to the previous menu.

<Enter> Indicates that the user is to press the <Return>, <Enter>, **5**, or equivalent key.

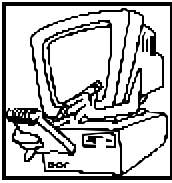
<Ctrl> The Control key is **always** used in conjunction with another key, in the same manner as the shift key. <Ctrl><Y> indicates that the user is to press the Control key and the letter "Y" at the same time.

<PgDn> Page Down key on the numeric key pad. If the number lock (NumLock) light is lit, the user can press the <Shift> and <PgDn> at the same time to get the desired effect. The same rules are true for *all* of the keys in the numeric key pad. Other related keys include : <PgUp>, <Home>, and <End>

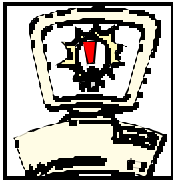
<Ins> The 'Insert' key will toggle the *INSERT* function on and off. With *Insert On*, whatever the user enters from the keyboard, will push existing characters to the right of the data entry field.

 The *Delete* key will delete the character under the cursor, when the key is pressed.

Shown below are the five other symbols that appear throughout the **AS/AP™** manuals and a brief description of each:



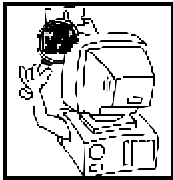
NOTES: IN THE LONG TERM THESE ITEMS MAY SERVE TO BE VERY HELPFUL.



WARNING: THESE IMAGES WILL HELP YOU AVOID TROUBLE.



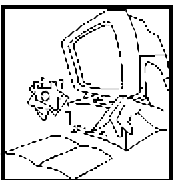
DANGER: *EXTREMELY* IMPORTANT ISSUES WILL BE PRECEDED BY THIS IMAGE.



UNDER DEVELOPMENT: THIS IMAGE DENOTES AREAS OF THE PROGRAM THAT ARE UNDER DEVELOPMENT.



CUSTOM MODIFICATIONS: THIS IMAGE WILL POINT OUT AREAS OF THE PROGRAM THAT INVOLVE CUSTOM MODIFICATIONS.



REFERENCE: THIS IMAGE IS USED TO INSTRUCT THE USER TO REFER TO ANOTHER MANUAL FOR FURTHER INFORMATION.

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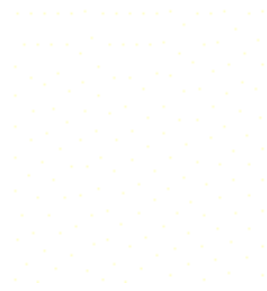
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AS/AP™ System Utilities

OVERVIEW

Introduction

Once AS/AP™ is loaded the following copyright notice will appear:

```
A S / A P™ System V Release 1.00.03
Copyright 1983 - 1997 - ASAP of Georgia, Inc. (AOG)
```

```
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ing restrictions on its use. The software contains valuable trade
secrets and proprietary information of AOG and is protected by
federal copyright law. This Software may not be copied or distributed
in any form or medium, disclosed to third parties, or used in any mann-
er not provided for in said License Agreement. Applicable License Agree-
ment is identified with the same release number indicated above.
```

```
Use of this program without consenting to the terms of the License
Agreement for this release is a violation of that Agreement and will
VOID any applicable Warranty provided in said License Agreement.
```

```
ASAP of Georgia, Inc.
10898 Crabapple Rd. - Suite 201
Roswell, Ga. 30075
(770) 993-4141
```

```
Enter <A> to Assent to Terms of License Agreement, any other key to Quit ..
```

By answering with an <A>, you are agreeing to the terms of the license agreement. If you have misplaced your copy of the agreement, contact AS/AP™ of Georgia for a replacement. Also please note that the License Agreements are modified from time to time, and are distributed with new releases of the AS/AP™ program.

Once you enter an <A>, the screen will clear and permit you to change the *working date*. It defaults to the current date.

Program and Manual Conventions

Throughout the AS/AP™ program and its documentation, we use particular symbols and terminologies. To computer *people* these are known as conventions.

Some of our *conventions* follow:

- o When we are referring to a specific key on the keyboard that we want the user to press, it will be identified as <A> for the letter "A" key.

- o The symbol <Enter> is used for the "Return" or "Enter" key or "<" - ". <Enter> stands for *carriage return*, which is a carry over from the old typewriter days. We chose <Enter> because every brand and model of computer uses a different symbol on the particular key. Since most newer keyboards have the word Enter, most newer sections of the manuals and the programs are referring to this key as <Enter>.
- o Another commonly referred to set of keys are known as the *Function Keys* and are identified as <F1> for the key marked "F1", which is one of the 10 or 12 function keys. We use <F7> and <F8> for *look-ups* throughout our system.
- o <Ctrl> refers to the "Control" key which is used in the same manner as the <Shift> key, in combination with another key. Neither the <Ctrl> nor <Shift> keys send a signal by themselves. Either of these keys must be used in conjunction with another alpha-numeric key, in order to send a signal to the program. You will find a further discussion of the <Ctrl> key in the glossary.
- o It is sometimes difficult in the manuals to differentiate between the number 0 (zero) and the upper case letter O (oh). If you study these examples it may be easier. If you have a problem later, just compare it to the above example.
- o When asking the operator to enter a date, the manual will represent the prompt as: mm/dd/yy. This refers to the American method of date entry where the month is first, followed by the day and the year. Therefore, February 5, 1997 is entered as 02/05/97.

Master Menus

The **Utility Menu** is the opening menu of the **AS/AP™** Accounting System. The Utility Menu is one of the Seven (7) *Master Menus* of the System. In addition to allowing you to perform many Utility Functions, this, and ALL Master Menus, provide access to the other Installed Operating Modules of the **AS/AP™** Accounting System.

If you select an Option or Module that is not activated and/or available on your version of the system, you will see one of the following messages:

```
This Option Is Not Currently Implemented...
Press Any Key To Continue...
```

or

```
This Option Is Available By Special Order...
Press Any Key To Continue...
```

Pressing any key will return you to the menu or program that you were originally on.

Although these messages indicate that the program is not currently activated, there can be many reasons for this.

Typically, the messages indicate a selection that we have left a position for on a particular menu, but have not yet developed or is not active on your system. As a matter of fact, we may never develop the particular selection, and can easily remove the selection from future menus.

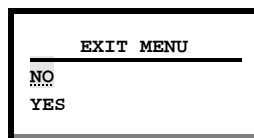
A second reason for the message is that the selection is not compatible with your data files. If you are working in a standard apparel company and select one of the Screen Printer's selection from the Inventory Menu, you will receive one of the above messages.

There are some features that you will not have access to at all. It will be up to your software consultant or AS/AP™ of Georgia to pre-set your systems for these features. Some of these features can be changed after you are up and running, but some cannot. It is most important to discuss any features you think are necessary for your company to operate, prior to the on-line operation of the system.

You can make your selection from a Master Menu by moving the light bar up and down with the <Up Arrow> and <Down Arrow> keys. If your <Num Lock> is activated, you will have to press the <Shift> key at the same time that you press the <Up Arrow> or <Down Arrow>. Alternately, you can make your selection by pressing the number that corresponds to the Number of the Function you wish to perform.

A Master Menu, like the Utility Menu, also permits you to move to an adjacent Master Menu (e.g. Ledger Menu) by using the <Left Arrow> and/or <Right Arrow> keys.

You can exit from ALL Master Menus by pressing <Esc>. From any Master Menu, you will see the following when you press <Esc>:



On a few monochrome monitors, we have noticed that the light bar is not discernible. If you press <Y>es or another <Esc> you will exit the program, and be returned to the Disk Menu. Alternately, you can return to the program menus by pressing <N>o.

If you are on a submenu, pressing <Esc> will return you to the previous menu level.

Context Sensitive Help System

AS/AP™ has an extensive, user expandable context sensitive help system. This help system has several unique, powerful features. The help system is activated by pressing <F1> at any time.

When <F1> is pressed, the system checks the field that the cursor is resting in. If there is a help topic available for the field the cursor is in, the system displays the help information associated with this field in a window in the left corner of the screen.

If help is not available for the field, the Help System opens a window of Help Topics. By moving the cursor to the desired topic and pressing <Enter>, the operator can move to any topic available.

There is even a menu selection that permits the company to add their own help topics and further define ours. This Help System is rapidly becoming an on-line manual.

System Utility Menu

The System Utility Menu is the menu that the system will always begin with. Because of the unique design of the AS/AP™ Menu System, you will only have to return to this menu if you need to use these Utilities. Otherwise, you will be able to move between main modules without returning to this menu:

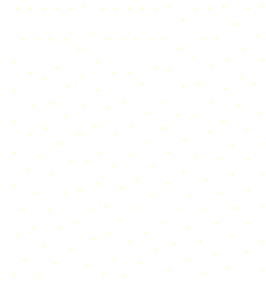
Util Ledger Payable Receiv Sales Finish Raw Mat'l Payroll E D I

```
1. Master File Maintenance.....
..
2. Change Operating Companies
3. Rebuild Index Keys
-----
4. Additional Utilities
5. Query Master System
-----
6. Quit to DOS
7. Quit to FoxPro
<Esc> - Return to Previous
Menu
```

```
Your Company                                October 8, 1998
```

As a standard function, the system will display the 9(nine) module names at the top of the screen showing the description of the option selected. At the bottom of the screen a box will show the company name and work date. This serves two purposes. First, you can use the option description to look up additional instructions and information in the manuals. Second, when phoning in for technical support, you can converse more intelligently with the support technicians.

If you are running in Windows you will be given the option to 'Quit to Windows'. Otherwise the 'Quit to DOS' or 'Quit to FoxPro' option will appear.



Master File Maintenance

The Company Master File stores many of the default values used by the various modules. It is VERY important to make sure these fields are set up with the correct information necessary to run your system the way you want to.

When you select function '1', the screen will clear, the following message will then be displayed, and then you will be presented with a full screen of fields. Each field has a number next to it for easy identification.

DUE TO THE STRONG POSSIBILITY OF CONFLICTS
WITH ORDER WORKSTATIONS, MAINTENANCE OF THESE
FILES SHOULD NOT BE PERFORMED DURING NORMAL
WORKING HOURS.

This first screen of the **Company Master File** contains 11 field groups (shown below with sample data). Since you are at Screen 1 to begin with, <S1> does not show up as a possible selection at the bottom of the screen. There are, in fact, seven screens, named S1, S2, S3, S4, SS, SU and SP.

AS/AP Accounting System - Main Menu

<p>1. Company DENO APPAREL COMPANY Address 6825 TINE CORNERS PARKWAY Address SUITE 106 City/ST/Zip Dallas FL 33014</p> <p>Phone 404-448-9035 Fax Phone 404-448-9035 Alternate Phone -</p>	<p>2. Module LSP4</p> <p>3. Tax % 1.50 Minimum 2.00 Maxt 5C</p>	<p>4. Factored Receivables FACTURING NOT ACTIV</p>
<p>5. GL Accts Cash in Bank 1938 Receivables 1138 A/R Discount 5038 Net Sales 4018 Freight Out 5040 Acc Payable 2011 A/P Discount 4030 Inventory 1150 Cost of Inv 5010 Freight In 5040</p>	<p>6. GL Defaults Starting Accounts Capital and Liability 2011 Income 4018 Expenses 5010</p>	<p>8. Sales Tax Account 2145 Rate 0.8880% GST Tax NOT ACTIV</p>
	<p>7. GL Earnings Current 3320 Retained 3310</p>	<p>9. Insurance NOT ACTIVE</p>
		<p>11. Next Invoice 5265 Purch. 1278 Order 6727 C.O. 189 Receipt 19 Credit 107 Cust. 55 PN Tckt 1370 Quote n/c Batch 4</p>

Enter Selection (or Screen <S2><S3><S4><SS><SP><SU> or <Esc> to Quit) █

To enter your information in the correct field, type the number of the field you want (press <Enter> if less than 10), and then type the new information over the old. When you have finished filling in the new information, press <Enter> only if you don't fill the field. If you wish to blank out a field, simply press the space bar or place your system in "Overtime" mode and type spaces over the existing data.

At this time, try entering a new address by entering '1' and <Enter>. The cursor will appear at the top of the screen, in the first field (company) of block #1. Do not change the company name without phoning your dealer for an ID Code for the new name. The name that

appears on the first line will be used on report titles and on screens for a header block. If you want the company name in all uppercase, you must type it in uppercase here. Your entry block may be in reverse video (i.e. the screen behind the letters turns a solid color, the letters themselves appear to pop out of the block). This will have been determined by the installation you did with AS/AP™ in the beginning, and by the characteristics of your computer terminal. If you make a mistake entering data, you may use the <Backspace> and/or <Arrow> keys to move the cursor back to a previous

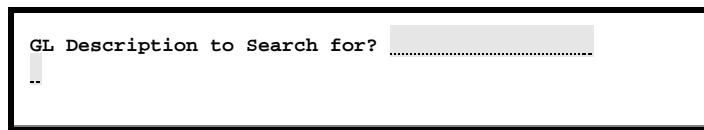
position or field.

After you have finished the address (don't worry about filling all the spaces), press <Enter> and enter the company address and phone number. Notice that the cursor exits the block when the last field has been entered. Go ahead now, and fill in the other fields by selecting the appropriate block numbers.

Beginning with System IV, the data entry routine checks to see if the ledger accounts you are entering are valid accounts. Therefore, it is important to setup your chart of accounts (Refer to the General Ledger Manual) BEFORE changing this screen.

Note that during this operation the "filling" routine is NOT activated. If you worked with the chart of accounts you will know that an account number is made up of 4 digits, and that any digits which are left unfilled, will be filled with 0 (zero). For example, if you wanted account 1000, all you have to do is enter the 1 and the program will fill in the remaining three zeros. In the **Company Maintenance** program, filling is not active. If you want to enter account 1000, you must type in ALL the digits.

Since each entry is interactively tested, an invalid Account Number will cause the system to open the following window.



```
GL Description to Search for? .....
..
```

If you are looking for the 'Net Sales' account you can enter 'SALE' and the system will list all accounts that have the word 'SALE' in them. If you press enter instead of entering a word to search for, the system will permit you to scan through the entire Chart of Accounts.

It is important to note that the system only displays valid type '2' accounts, since they are the only accounts that can be used at this point.

Listed below are the definitions for most of the fields found on Screen 1:

- 1. COMPANY** This entire block is used to enter the name, address, voice phone and fax phone of your company. The address lines can be used for the actual street address, a Post Office Box or the balance of the shipping address. The address entered here is used as your return address for Invoices, Statements, Picking Slips and Purchase Orders.
- 2. MODULES** When running **AS/AP™**, you have four possible choices. You can run <L>edger, <\$> Payroll, <P>ayables and/or <S>ales, Receivables, Inventory etc. You must tell the program which one(s) of the four modules you are using. If you are using ledger, enter the letter <L>. If you are using payroll, enter the <\$> sign. If you are using payables, enter the letter <P>. If you are using Sales, Receivables, and Inventory, enter the letter <S>. The order of these codes does not matter. If you are initially using only certain modules, and later add an additional module, you must return to this field, and add the appropriate code.
- 3. LATE %** This is the Interest Rate percentage. The **AS/AP™** system automatically applies a service charge to customers whose invoices are more than 30 days overdue. The program adds up all those overdue invoices

for each customer, and then multiplies that total by a Service Charge percentage.

This is where you enter the Service Charge rate to be applied to the past due customers. If you wish to charge 1 1/2%, that would be entered as '1.5'. If you want to charge 2%, then that would be entered as a '2'. Those service charges, by the way, are added to the invoice file as invoices. Each one is given a separate number beginning with the letters 'SC'.

MINIMUM When the finance charge routine is run, if the finance charge is less than the dollar amount listed here, this amount will be used instead of the percent calculation.

NEXT SC Enter the next service charge number. When the finance charge routine is run, the system numbers each service charge applied, just as it would if the customer had been invoiced. In essence, you are invoicing the customer for the service charge.

4. FACTORED RECEIVABLES These fields are only available if the Factored Receivables feature is active on your system.

A/R This account is used during Sales updates and Cash Receipts in the same manner as the standard A/R Account.

COMM. % This is the percentage used to calculate the commissions for the Factor.

MIN. If the commission calculated is less than the dollar amount listed here, this amount will be used instead of the percent calculation.

5. GL ACCTS Enter your General Ledger Account numbers for the various GL Accounts described below. If you do not have the AS/AP™ Ledger activated, these numbers will be used by various parts of the program to make posting to your manual ledger easier. If you are not sure how to go about setting up these account numbers, consult your accountant.

These must be valid type '2' General Ledger Accounts (Refer to the General Ledger Manual).

CASH IN BANK Enter the GL Account number for your cash account.

RECEIVABLES Enter the GL Account number for your Accounts Receivable account.

A/R DISCOUNT Enter the GL Account number for your Accounts Receivable Discount account.

INCOME/SALES Enter the GL Account number for your Income from Sales account. This is the Net Sales Account. That means the sales total before shipping, tax, insurance, etc. is added.

FREIGHT OUT Enter the GL Account number for your Shipping account. When the sales invoice totals are posted, the 'shipping' total will be posted to this account number.

ACCT PAYABLE Enter the GL Account number for your Accounts Payable account.

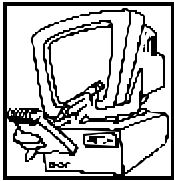
A/P DISCOUNT Enter the GL Account number for your Accounts Payable Discount account.

INVENTORY Enter the GL Account number of your Inventory (Asset) account.

COST OF INVT Enter the GL Account number of your Cost of Goods Sold account. These last two accounts (Inventory and Cost of Goods) are necessary for the automatic transfer following billing.

6. GL DEFAULTS These accounts are important to the proper working of the financial statements (reports) part of AS/AP™. The chart of accounts is viewed as beginning with Assets (the lowest numbers), and rising towards Expenses (the highest numbers). These default accounts are the boundaries between the four groups - Assets, Capital & Liabilities, Income and Expenses. Thus, these default accounts must have real, accurate account numbers.

For "Capital and Liability," enter the lowest existing account number in the Capital and Liability group. Similarly, enter the beginning Income account and the beginning Expense Account. You may wish to use the 'master' Chart of Accounts to help determine the proper entries.



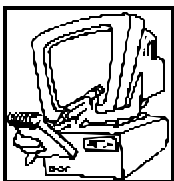
NOTE: IF YOUR INCOME STATEMENTS ARE USING THE 'GROSS PROFIT' FIELD AS THE 100% RATIO, THEN YOU HAVE THE BEGINNING ACCOUNT NUMBER FOR THE EXPENSES FIELD INCORRECT. IN ORDER TO HAVE THE 100% RATIO BASED ON THE 'INCOME' FIELD, YOU NEED TO SET THE BEGINNING ACCOUNT NUMBER FOR THE EXPENSES FIELD TO THE FIRST ACCOUNT NUMBER OF YOUR 'COST OF GOODS SOLD' ACCOUNT NUMBERING.

7. GL EARNINGS These two fields are your earnings accounts, and you should enter the Current and the Retained account numbers. If you are not sure what these are, consult your accountant.

Please note that Current Earnings MUST be the LAST working (type 2) account in the Capital and Liabilities Group, or the Financial statements will not work properly.

8. SALES TAX Enter your State and Federal sales tax rate. This should be entered as a %, not as a decimal (4% is 4.00, not .0400). You do not need to enter the decimal if you have a whole number tax % (e.g. 6.00% could be entered as just 6, and the program will supply the '.00').

9. INSURANCE This field is not active at this time.



NOTE: AT THIS POINT, YOU SHOULD HAVE DECIDED WHETHER YOU WANT THE COMPUTER TO AUTOMATICALLY ASSIGN INVOICE NUMBERS, ORDER NUMBERS, ETC. OR IF YOU WANT TO DO IT MANUALLY. DEPENDING ON YOUR CHOICE, CERTAIN 'FLAGS' NEED TO BE SET. CONSULT YOUR SOFTWARE TECHNICIAN FOR THIS. IF YOU ELECT TO HAVE THE COMPUTER ASSIGN THE NUMBERS, THE FOLLOWING FIELDS WILL NEED TO BE SET UP WITH THEIR 'NEXT' NUMBERS TO BE USED.

11. NEXT These fields store the last number assigned and are automatically incremented by one when used by their respective system. Depending on how your system is set up, some of the following fields MAY NOT be available for your entry.

INVOICE Enter the number of the next invoice to be assigned. The system will automatically store the last number after each invoice is created during Direct Invoicing, Point-of-Sale Invoicing, or Order Conversion.

We have found that it is very helpful to prefix the invoice number with the last digit of the year. This is done by estimating the number of invoices that you expect to generate in the course of one year. Let's say that number is 16,000 to 20,000. In that case 1993 would begin with invoice 300001. If, on the other hand, you expect to generate less than 10,000 invoices, you can begin with number 20001.

PURCH. Enter the number of the next purchase order to be assigned (NOT necessary if you aren't using the purchase order features). The system will automatically store the last number after each purchase order run.

ORDER Enter a number between '1' and '999999'. When the 'Add Order' program (Refer to the Sales Manual) is run, this number is assigned to the next Sales Order. The program automatically increments this number by one each time an order is entered.

CUTTING Enter the number of the next cutting order to be assigned.

RETURN The Return Authorization system has not been activated. However, this number is included for use once that system is available. Enter the number you want your RMA numbers to begin with in this field. It will automatically be incremented each time a return is filled out.

CREDIT Enter the number of the next credit memo to be assigned.

CUST. Enter the number of the next Customer number to be assigned.

PW TCKT Enter the number of the next piece work ticket to be assigned.

QUOTE Enter the number you want your Quote numbers to begin with in this field. It will automatically be incremented each time a Quote is printed.

After you have finished entering all of the necessary information into the first screen, press the characters <S><2>. This will take you to the second input screen (shown below with sample data):

The screenshot shows the 'AS/AP Accounting System - Main Menu' with the following data fields:

- 1. FICA:** EMPLOY 6.20, MEDICARE 1.45, COMPAN 6.20, MAX 61200.00, 999999.99
- 2. W-2 Preprinted:** (checked), Overtime 1.50, STATE CR 2.700
- 3. Rates:** 1: 4.25, 2: 4.25, 3: 4.25, 4: 4.25, 5: 4.25, 6: 4.25, 7: 4.25
- 4. Corp. I.D.:** Fed. 123456770, St. 123331299912
- 5. Payroll GL Accts:**
 - Federal FICA Account: 2130
 - Medicare Account: 2131
 - Federal Withholding: 2125
 - State Withholding: 2148
 - Insurance Account: 6208
 - Garnishment Account: 6108
 - Misc. Account #1: 6100
 - Misc. Account #2: 6100
 - Misc. Account #3: 6100
 - Misc. Account #4: 6100
 - Misc. Account #5: 6100
 - Local Tax Account: 2148
 - Net Pay Account: 1000
- 6. Commission:** Payable 2113, Cost 5011
- 7. Deposit:** Receiv. 1000, Payable 2112
- 8. Next Close:** 07/31/96, Start of Year 01/01/96
- 9. Prints:** CL 7, AP 7, AR 7, PY 8, Qtr 1, W: 11
- 10. Department:** GOD Atlanta, Ga., HRS 440 123, WPI, Duns 12-3456-7890

At the bottom, a prompt reads: 'Enter Selection for Screen <81><33><34><35><36><37><38> or <Esc> to Quit'.

The blocks on this entry screen are used with Payroll, Month-End and other additional system defaults.

Listed below are the definitions for most of the fields found on Screen 2:

1. EMPLOYEE FICA % Enter the employee's percentage here. The employer's and employee's FICA percentage are presently the same. However, the system has the ability for them to be different. Enter the number as a decimal (e.g. six and one-half percent would be entered as 6.50, while six percent would be entered as 6.00).

EMPLOYEE MEDICARE % Enter the employee's percentage here. The employer's and employee's MEDICARE percentage are presently the same. However, the system has the ability for them to be different. Enter the number as a decimal (e.g. one and one-half percent would be entered as 1.50, while one percent would be entered as 1.00).

COMPANY FICA % Enter the employer's percentage here.

COMPANY MEDICARE % Enter the employer's percentage here.

MAXIMUM FICA This is the dollar amount which is the upper limit on which FICA is figured. After an employee reaches this maximum, they no longer have to pay FICA.

MAXIMUM MEDICARE This is the dollar amount which is the upper limit on which MEDICARE is figured. After an employee reaches this maximum, they no longer have to pay MEDICARE.

2. W-2'S PREPRINTED This field is a <T>true or <F>false Logical field. If your firm uses preprinted W-2 forms with your company name, address, etc. already filled in, then answer <F>false to this question. If you want the computer to print your company information on the W-2 forms, then answer <T>true.

OVERTIME FACTOR This is the default rate used to calculate overtime pay for employees. Time and one-half would be entered as 1.50

STATE CREDIT This is the credit which the Federal government allows against state unemployment taxes on the 940 (Currently 2.7 % for most states).

3. RATES This field is used for Piece Work Payroll (refer to the Piece Work Payroll manual for a description).

4. FED. ID # Enter your Employer's Federal Identification Number here.

STATE ID # Enter your Employer's State Identification Number here.

5. PAYROLL GL ACCTS Enter your General Ledger Account numbers for the various Payroll GL Accounts described below. If you do not have the **AS/AP™** Ledger activated, these numbers will be used by various parts of the program to make posting to your manual ledger easier. If you are not sure how to go about setting up these account numbers, consult your accountant.

These must be valid type '2' General Ledger Accounts (Refer to the General Ledger Manual and the description of Screen 1). Keep in mind that the system verifies the validity, therefore, the GL Accounts should be setup before this screen is modified. Furthermore, even though you may not want to use all of the accounts, you **MUST** make sure that each field below has a valid account number.

FEDERAL FICA ACCOUNT Enter the GL Account number for your Federal FICA account.

FEDERAL WITHHOLDING Enter the GL Account number for your Federal Withholding account.

STATE WITHHOLDING Enter the GL Account number for your State Withholding account.

INSURANCE ACCOUNT Enter the GL Account number for your Insurance account.

GARNISHMENT ACCOUNT Enter the GL Account number for your Garnishment account. This is used if you need to place a garnish on an employee's wages.

MISC. ACCOUNT #1 Enter the GL Account number for your first Miscellaneous account. This can be used for a variety of items.

MISC. ACCOUNT #2 Enter the GL Account number for your second Miscellaneous account. This also can be used for a variety of items.

MISC. ACCOUNT #3 Enter the GL Account number for your first Miscellaneous account. This can be used for a variety of items.

MISC. ACCOUNT #4 Enter the GL Account number for your second Miscellaneous account. This also can be used for a variety of items.

MISC. ACCOUNT #5 Enter the GL Account number for your first Miscellaneous account. This can be used for a variety of items.

LOCAL TAX ACCOUNT Enter the GL Account number for your Local Tax account. Some states do not have locality taxes.

NET PAY ACCOUNT Enter the GL Account number for your Net Pay account. This could be the same as your cash-in-bank account or you may keep a separate account from which to pay your payroll from.

6. COMMISSION These fields are only active if the flag for the commission processing system is turned on.

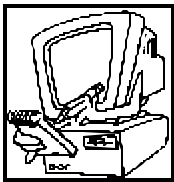
7. DEPOSIT These fields are used by the deposit handling system, if active.

8. NEXT CLOSE To know whether to post certain transactions, the program needs to know the exact date of your next period closing. When postings from the temporary journals are made to the ledger, the transaction date will be compared with this date and if it is less than this date, the posting will occur. During the end-of-month routine, you will be shown the period and ending date for the month closing. The next closing date will automatically be pulled from the table you have preset.

The Closing Dates are maintained in a Table found under Additional Utilities in the Utility Menu and under General Ledger Maintenance in the General Ledger Menu.

Start of Year You should make sure that the start of the current fiscal year has been entered into this field. Several programs use this field to determine which data to report on when giving Year to Date totals.

9. PERIODS The following fields control the Accounting periods used by the system. These PERIODS should be incremented by closing each of the Accounting areas through the appropriate Monthend Closing functions. The operator is ONLY given access in order to setup a new system, or adjust a system that has crashed.



NOTE: YOU SHOULD NOT MAKE IT A PRACTICE TO INCREMENT THE ACCOUNTING PERIODS THROUGH THESE OPTIONS IN THE COMPANY MASTER FILE. MOVING THE PERIODS THROUGH THIS SCREEN WITHOUT RUNNING THE MONTHEND CLOSING FUNCTIONS WILL BYPASS THE RUNNING OF NUMEROUS MAINTENANCE PROGRAMS THAT'S ARE PART OF THE MONTHEND SELECTIONS.

GL CURRENT PERIOD Enter a number between 1 and 12 but not exceeding the number of periods per year (above). When any transaction is posted to the ledger, or when the end of month is run, this number is picked up and placed with all the records being filed in the archives. *This field is automatically updated during the End-of-Month procedure.*

If you should ever need to re-construct the activity of a particular accounting period, or transaction, all you need to know is what period it occurred in, and you can use the power of **AS/AP™** to recall the information you need. If you have the ledger activated, one of the options available within **AS/AP™** to recall all transactions is the 'All Journals Trial Balance' report. Also, you can use FoxPro, Alpha IV or dBase IV to look directly into various archive files and print reports. If you are not an xBASE programmer or feel uncertain about how to proceed, **seek help** from your consultant or computer dealer. It is **very easy to permanently damage your files, so DO NOT use an Xbase language unless you understand the programs, and have complete back-up copies of the data files.**

AP CURRENT PERIOD This field is the period for the Accounts Payable posting. The Accounts Payable Period can be on a period greater than the GL Period (above), but, not less.

AR CURRENT PERIOD Like the AP Period above, the Accounts Receivable Period can be set for a greater period than the GL, but, not less. This enables sales to continue posting into the current period even though the accounting department is still working on a previous GL period.

PY CURRENT PERIOD - This is the Period for the Gross to Net payroll posting. The PY period can be greater than the GL, but, not less than the GL.

QUARTER This field is ONLY used by the Piecework Payroll System to record the current payroll quarter.

WEEK This field is ONLY used by the Piecework Payroll System to record the week of the year for the current payroll.

10. FOB This field provides the default FOB for Order and Invoice Processing.

UPS Enter your UPS Shipper ID. This is used for COD Tags and the UPS Manifest System (refer to the Sales Manual).

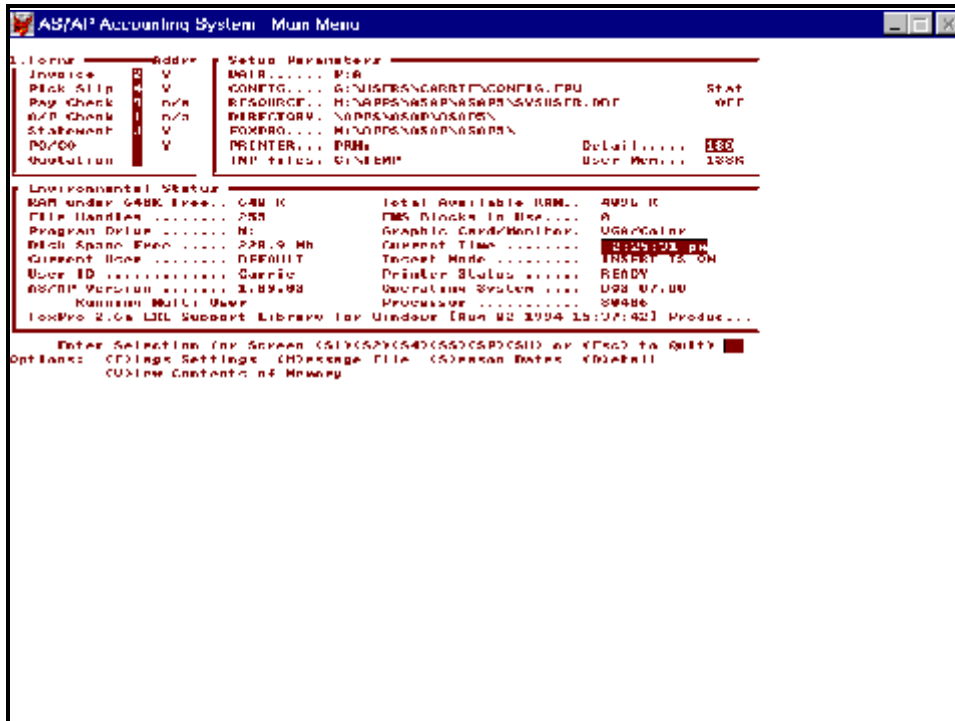
WPL Enter your WPL or RN number for apparel care labels. If you don't know what WPL and RN numbers are, you don't need them.

DUNS Enter your Duns number for printing on your Invoices, if active for your invoice type (refer to the Invoice Form field on Screen 3).

11. DEPARTMENT This field is either <T>true or <F>false. If you want Departments active for your GL Account numbers, enter <T>true. If you enter <F>false, you will not be prompted for Departments (although internally, the program will make all account numbers have a department of '000').

MULTI SHIP This field indicates whether you ship under more than one name and address. If you reply <T>true, Screen 4 will be available for additional company names and addresses as well as additional screens throughout the system that will request which company you are billing **from**. If you reply <F>false, the system will **NOT** activate Screen 4 and you will never be bothered by the further questions since the system assumes you are billing from the master or parent company.

After you have finished entering all of the necessary information into the second screen, press the characters <S><3>. This will take you to the third input screen. You could, of course, return to the first screen to review your input and/or make corrections by entering <S1> from this screen. You could also return to the Main Utility Menu by pressing <Esc>. For now, continue on to the third screen (shown below with sample data):



This screen is intended to show the user the status of the system, along with the setting of various system defaults.

Listed below are the definitions for most of the fields found on Screen 3:

1. FORMS This field shows the form type currently set for Invoices, Pick Slips, Pay Checks, A/P Checks, Statements, P.O.'s and Quotations. Consult your software dealer if you require a change to these fields for your custom forms.

ADDR This field indicates whether or not the system is expected to print your company's return address on the Invoices, Pick Slips, Pay Checks, A/P Checks Statements, P.O.'s and Quotations, if applicable.

SETUP PARAMETERS These lines indicate the locations of the various files throughout the system. Notice at the bottom that the location of your TMP files is also given. This is yet another way in which you can check the location of your TMP files in order to ensure that they are cleaned on a regular basis. For a more detailed explanation of these TMP files, refer to Appendix P of this manual on page 119?

ENVIRONMENTAL STATUS The environmental status fields give us the status of the environment. Vague, yes, but the various pieces of information available here may be needed by support technicians when dealing with many support-related issues.

Next, you will notice the 'Options' at the bottom of the screen. Following is a brief explanation of those options:

F. FLAG SETTINGS The flags have a system wide effect on the way the software works. Through these flags, we can tailor the system to work a particular way for you, while working in a different manner for someone else.

These fields CANNOT be accessed, unless instructed by your software dealer!!

If instructed to access them though, you will be given a code which will be the first item asked for after selecting this option, as follows:

Enter Today's Code ==>

After entering the code the following fields will appear on the screen:

```
FLAG  [ ]  CONTENT  [ ]
```

Enter Flag # (<PgUp> Previous, <PgDn> Next, <Esc> to Quit)

Enter the flag number in the 'Flag' field and the letter/number/blank in the 'Content' field. After changing the flags that you have been instructed to and pressing <Esc> the following prompt will appear:

Make Changes Permanent?

Yes

No

After making your selection you will be made aware of the following detail:

The Changes Are Not Available To Other
Stations Until The Next Time They Enter The
System.

Ok

Selecting <OK> will then return you to Screen 3.

M. MESSAGE FILE The Message System is a newly developed program that allows the company to setup 99 messages which can be printed on Invoices, Statements, Orders, etc. simply by choosing that number.

The following screen will appear first:

Message I of II

<PgUp> for Previous - <PgDn> for Next Message
 <Ins> to Jump or Add Message - to Delete
 <Home> Return to First Message - <End> for Last
 <Enter> to Edit - <+> Print List - <Esc> to Quit

The options at the bottom of the prompt pretty much walk you through anything necessary that you may need to do (i.e. adding, editing, deleting, etc.). Once complete, press <Esc> and you will be returned to Screen 3.

S. SEASON DATES



THIS IS A CUSTOM MODULE, FOR FURTHER INFORMATION PLEASE CONTACT YOUR SOFTWARE DEALER.

D. DETAIL

This option effects how many months of invoice detail you wish to keep in your system. Like with the Flag Settings option, you will be instructed by a support technician as to what to do during this option. The first prompt that you will receive is the following:

Enter Today's Code ==>

Once the correct code has been entered the following prompt will appear:

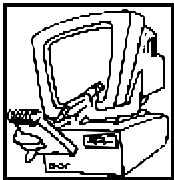
Months of Invoice Detail to Keep

Once the number of months has been entered you will be returned to Screen 3.

V. VIEW CONTENTS OF MEMORY

This option falls along the same lines as the Flag Settings and Detail options. You will be instructed as to what to do during this option. The first prompt will again be the 'Code' prompt. The mem.log, a read only file will then be displayed on the screen for you to view. Once complete, press <Esc> and you will be returned to Screen 3.

After you have finished entering all of the necessary information into the third screen, press the characters <S><4>. This will take you to the Screen 4 (shown below with sample data)



NOTE: *IF YOU DID NOT INDICATE THIS COMPANY AS A MULTI-SHIPPING POINT COMPANY (REFER TO SCREEN 2, FIELD 11), YOU WILL RECEIVE A MESSAGE WHEN SELECTING <S4> FROM ANY SCREEN. THIS WILL THEN RETURN YOU TO THE MAIN UTILITY MENU.*

AS/AP Accounting System - Main Menu

Company Master File July 23, 1996

DEMO APPAREL COMPANY UTC54 ver. 1.07

Current Company - 1

Company Name	Expensive Dress Company		
Address (1)	c/o Kanner Dress Company		
Address (2)	400 7th Ave		
City	New York	State	NY Zip 10010
Phone	- -	St. ID	- - - -
Fax #	- -	Tax Rpt	A. Ann
Alternate Phone	- -		

Enter Company Number 1 9 (<E>dit or <Esc> to Quit) █

First, select the company number you want to work with by entering the number 1 through 5. Then press <E>dit to enter or update the record. Enter the Name, Address, City, State, Zip, Phone and State and Federal ID Numbers of the multi-ship company. An <Esc> will return you to Screen 1 of the Company Master File.

The next company maintenance screen, displayed by pressing the characters <S><S>, is called the Supervisor Screen and is provided for the management to obtain a quick tally of various Accounts Receivable, Accounts Payable, General Ledger and Sales information. If the security system is active, access to this screen is limited to operators who have been pre-authorized (shown below with sample data):

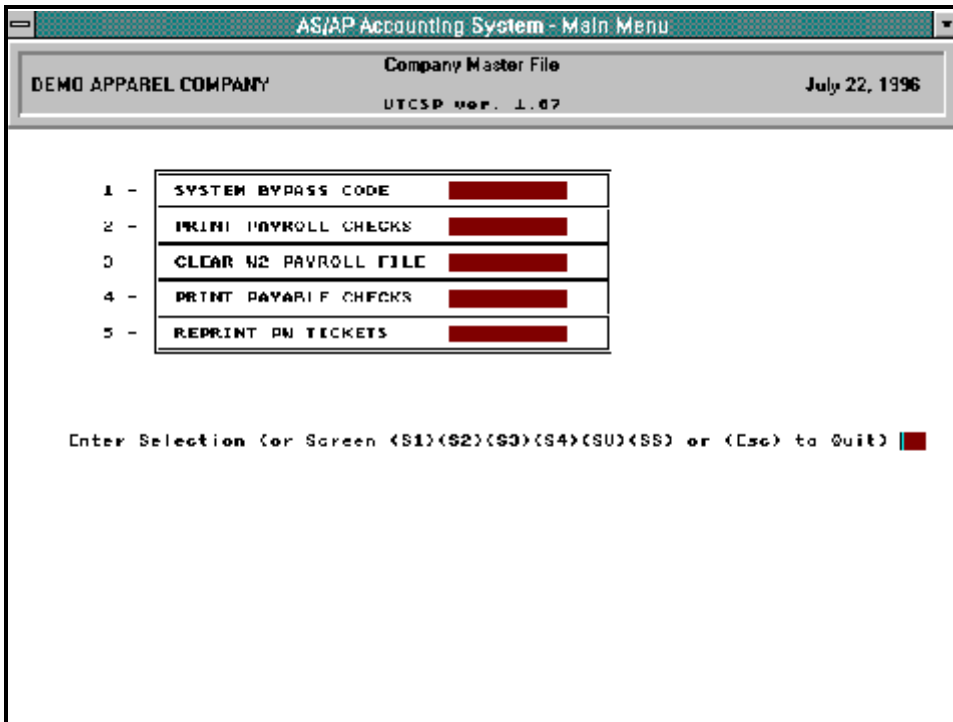
AS/AP Accounting System - Main Menu

1	ALL ACCOUNTS RECEIVABLE OPEN ITEMS	362,836.44
2 -	ALL ACCOUNTS OPEN SALES ORDERS	131,457.30
3 -	ALL ACCOUNTS PAYABLE OPEN ITEMS	19,226.18
4	VALUE OF STOCK AT STANDARD COST	1,170,403.24
	VALUE OF STOCK AT SELLING PRICE	1,434,432.65
5 -	ACCOUNTS RECEIVABLE BALANCE - GI	-8,591,310.95
	ACCOUNTS RECEIVABLE [FACTOR] - CL	Not Active
6 -	NET SALES [LESS FRT] FOR PERIOD	0.00

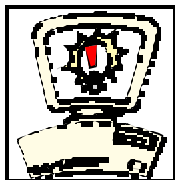
Enter Selection (or Screen <S1><S2><S3><S4><SU><SP> or <Esc> to Quit) █
(Enter <9> for All)

You can select one (by entering the number to the left of the field) or all (by entering '9') for a quick tally. You MUST press <Enter> after entering the one digit answer.

The next screen is the System Password Table. To get to it, press the characters <S><P> (shown below with sample data):



This is the Password Screen which controls various functions within the ASAP system. Shown above are the default passwords which the system comes with. You are able to edit these to keep unauthorized users out of certain secure portions of the system, such as check printing. These passwords are **Case Sensitive**. That means that 'Money' is NOT THE SAME AS 'money' or 'MONEY'.



WARNING: ONCE YOU EDIT THESE PASSWORDS, IT IS YOUR RESPONSIBILITY TO REMEMBER WHAT THEY ARE CHANGED TO.

The last screen is known as the User Screen, it simply shows you which users are currently running on the system; it is obtained by pressing the characters <S><U> (shown below with sample data).

AS/AP Accounting System - Main Menu					
USER - A DAVID ON LINE	USER - B JANE OFF LINE	USER - C SAM OFF LINE	USER - D CAROL ON LINE	USER - E DAVID OFF LINE	USER - F DAVID OFF LINE
USER - G DAN OFF-LINE	USER - H SAM OFF-LINE	USER - I TRUTH OFF-LINE	USER - J ANNA OFF-LINE	USER - K DAVID OFF-LINE	USER - L FRID OFF-LINE
USER - M JIM OFF-LINE	USER - N user not active	USER - O user not active	USER - P user not active	USER - Q user not active	USER - R user not active
USER - S user not active	USER - T user not active	USER - U user not active	USER - V user not active	USER - W user not active	USER - X user not active
USER - Y user not active	USER - Z user not active	USER - 1 user not active	USER - 2 user not active	USER - 3 user not active	USER - 4 user not active
USER - 5 user not active	USER - 6 user not active	USER - 7 user not active	USER - 8 user not active	USER - 9 user not active	USER - 0 user not active

The User Screen is made up of the users and their current status on the system. The User Status Codes incorporate an internal system that keeps track of the location of system users in order to prevent certain conflicts from arising.

An example of the working of this system can be seen in the End of Day Process. If users are detected entering Invoices, the End of Day Process is delayed until they exit Invoicing.

The need for such a lock out has been created by the advanced record locking capability of the latest releases of the AS/AP™ Accounting System. There is no technical or record locking restriction involved in

the End of Day. Therefore, without an intentional lock out, an operator could easily begin the End of Day while another operator was still adding invoices to the same (End of Day) file.

The result would be that invoices could be partially updated, depending on what part of the process they were added to the End of Day file.

Active users are identified with the following codes:

ON LINE	User in no critical program.
OFF LINE	User NOT logged into AS/AP™.
INVOICING	Entering Invoices.
CONVERTING	Converting Orders to Invoices.
END of DAY	End of Day.
AR MTH-END	End of Month Accounts Receivable.
AP MTH-END	End of Month Accounts Payable.
GL MTH-END	End of Month General Ledger.
AR CASH	Accounts Receivable Cash Receipt.
AP CHECKS	Printing Accounts Payable checks.
PY CHECKS	Printing Payroll checks.
GL MAINT	General Ledger Maintenance.
COMP MAINT	Company Maintenance.



Change Operating Companies

In the multi-company mode, **AS/AP™** provides a quick and simple way to switch from one company to another.

When you select function '2' from the Main Utility Menu, the screen will clear, and display the following screen (the sample below is abridged), along with the prompt:

```

Operating Companies
-----
Code * Available Companies * >
444444P44444444444444444444444444444444444444444444444444444444444P44..
A * ASAP of Georgia, INC. *
B * * *
C * * *
D * * *
E * SAMPLE COMPANY * ?
: = <

```

Use the Light Bar to highlight the company you want and press <Enter> or press <Esc> to Quit.

After selecting a valid company, the Main Utility menu will reappear after a few moments, and the company you selected will be active.

If the new company you selected to change to was originally set up with a password (single user systems only), the company will not be activated until you answer the prompt:

Enter Password

If you enter the password incorrectly, you will be returned to the operating system.

If this is a Networked System or Single User System with security active you will see the LOGIN system operating.



Rebuild Index Keys

Function '4' allows you to rebuild the index keys of any files that have either lost their index or had an index damaged. The following FoxPro Error Codes are the most common indications that a database has lost its index or the index is damaged. A complete list of codes can be found beginning on page 109.

- 1 - File does not exist
- 4 - End of file encountered
- 5 - Record is out of range
- 19 - Index file does not match database
- 20 - Record is not in index
- 26 - Database is not ordered
- 38 - Beginning of file encountered
- 114 - Index does not match database file. Recreate Index
- ??? - You may not get a specific error message, but, you should reindex when you get any report that looks a little strange, the records do not appear to be in the order normally expected, or records that you are certain were entered are not appearing in the report.

Even if rebuilding the indexes clears up your problems, you should report the System Messages to Software Support if the problem persists.

This function is intended to re-build the index keys in the event that one or more becomes damaged. It permits the operator to re-build all of the indexes throughout the system.

In addition, we have provided more specific re-index functions attached to most menu systems, that are designed to index only the files required by that system.

An index is actually a type of data file that stores information on the location of specific data, from the database to which it is associated.

An example of the purpose and affect of an index is easy to understand.

You have a Customer Master file with 10,000 customers. If you use the xBase command 'LOCATE' to sequentially search for a Customer Code, the further down the file the Code occurs, the longer it will take to find. This means that you can expect anywhere from 1 second to several minutes or more for your search, EVERY TIME YOU SEARCH. Obviously, the average is many, many seconds.

However, if you create and index using the Customer Code as the 'key', the system records the location of each Customer Code in the index file. Creating this index takes a few seconds initially, but, only milliseconds to update when codes are added or changed.

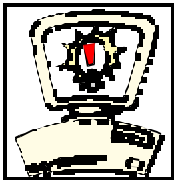
Some real numbers for creating indexes, for those who are interested, were run on an 80386 SX/20 with 4 Mb RAM, a 19 ms 88 Mb SyQuest Cartridge, 10,000 records were indexed in 3 to 5 seconds. On an 80486 SX/25 Compaq ProLinea with 8 Mb RAM, 10,000 records were indexed in .9 to 1.36 seconds for a simple index and 1.59 to 2.27 seconds for a compound index.

After selecting function '3' from the main utility menu, the following submenu will be displayed:

```
[Re-Build Index Keys]
1. General Ledger
--
2. Accounts Payable
3. Accounts Receivables
4. Sales Order Detail Files
5. Invoice/Sales Transactions
Files
6. Inventory Control Files
7. Gross-to-Net Payroll Files
8. Piece Work Payroll
9. Re-Build ALL Index Keys
L. System Lookup Tables
R. Remove OLD Indexes
U. UPC Table Indexes
Z. System Zip Code Table
Q. Index Query Maker
<Esc> - Return to Previous Menu
```

When you make your selection, the submenu will erase and a reindexing message with the name of the database being recreated will be displayed.

When the reindexing is complete, you will be returned to the Re-Build Index Keys submenu.



WARNING: *DEPENDING ON THE OPTION YOU CHOOSE, NO OTHER TERMINAL SHOULD BE IN THAT MODULE!!! EXAMPLE: FOR OPTION #9, EVERYONE SHOULD BE OUT OF THE SYSTEM. FOR OPTION #7, EVERYONE SHOULD BE OUT OF THE PAYROLL MODULE.*

Additional Utilities

The Utility Programs are a group of Functions which, when preset by you, are used less frequently than the other Functions. Upon selecting '4', the following submenu will be displayed:

```

[AS/AP Misc. Utilities]
1. Edit Company Defaults.....
2. Change Working Date
3. Change Company Password
4. Updates and File Recovery
5. Change Display Colors
6. Printer Interface File
7. Security System
8. Code and Lookup Tables
9. User Interface
C. Closing Dates
H. AS/AP Help System
-----
<Esc> - Return to Previous
Menu

```

Edit Company Defaults

This first function allows you to edit the defaults for both the company and/or the system. The first prompt will appear as follows:

```

WHICH DEFAULTS DO YOU WANT?
  COMPANY      SYSTEM

```

Upon making your selection the following prompt will appear. After selecting <OK> the system will continue as follows. If you do not wish to continue simply select the option to quit.

```

DUE TO THE STRONG POSSIBILITY OF CONFLICTS WITH
OTHER WORKSTATIONS, MAINTENANCE OF THESE FILES
SHOULD NOT BE PERFORMED DURING NORMAL WORKING
HOURS.

  Ok

```

Selecting <C>ompany will display the following Company Screen selections:

SCREEN 1 - GENERAL DEFAULT SETTINGS

SCREEN 2 - PAYROLL DEFAULT SETTINGS

SCREEN 3 - CUSTOM CUTTING SPEC TITLES

SCREEN 4 - COMPANY PARAMETERS

EDIT WHICH SCREEN? (1 TO 4 <ESC> TO QUIT) ..

Screen 1

Selecting Screen 1 will prompt the following:

CUSTOMER MASTER FILE

EDI INFORMATION

Credit Limit 10,000

810 Sender I.D.

FINISHED INVENTORY

Line Discount F

SALES ORDER PROCESSING

PRESS <F10> WHEN FINISHED

CREDIT LIMIT - This is the credit limit that all new customers will be given. You have the ability to change this amount when you add new customers, as well as the ability to change the default amount here.

LINE DISCOUNT - If line discounts are active, this determines the default used for new inventory items.

810 SENDER ID - This data is used by the EDI system to identify the company sending the EDI transmission.

When you have finished pressing <F10> will return you to the Additional Utilities submenu.

Screen 2

Selecting Screen 2 will further prompt:

PAYROLL / PIECE WORK

FILE LOCATIONS

TIME CLOCK DATA

PW TRANSFER DATA

ADP PAYROLL DATA

ADP Version ADP Comp ID

SHIFT DIFFERENTIAL

Shift 2 0.00

Shift 3 0.00

Minimum 0.000

DEFAULT FREQUENCIES

	Misc. 1	125-1
Misc. 2	125-2	
Misc. 3	401-K	
Misc. 4	Ins	
Misc. 5	Garn	

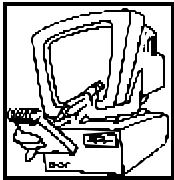
Ran Previously:

- Monthly Deductions
- Yearly Deductions

PRESS <F10> WHEN FINISHED

Enter the required data and press <F10> when complete. When you select the ADP Payroll field the bottom of the screen will instruct you to enter the path to output to (i.e. C:\PAYROLL\). The Minimum field is the federal or company minimum (only used with Flag 606). Finally, the default frequencies are either <W>henever, <M>onthly, or <Y>early. The system will then return to the Additional Utilities submenu.

Screen 3



SELECTING SCREEN 3 WILL LEAVE YOU AT THE SCREEN SELECTION SCREEN DUE TO THE FACT THAT THIS OPTION IS CURRENTLY UNDER DEVELOPMENT.

Screen 4

Selecting Screen 4 will display the following company parameters screen:

GENERAL LEDGER

Maximum Financial Periods

PRESS <F10> WHEN FINISHED

The bottom of the screen will instruct you to run the system based on 12 or 13 accounting periods. This field should not be changed unless the system is being changed. IT COULD BE VERY DISRUPTIVE TO CHANGE THIS SETTING AT ANY TIME OTHER THAN THE BEGINNING OF THE YEAR. ALSO NOT THAT IF THIS SETTING IS CHANGED, YOU MAY NOT BE ABLE TO ACCESS YOUR PRIOR YEAR GL ARCHIVES.

The basic fact is that the number of PERIODS is set by each company when they start using the system. It is rare for a user to need the ability to change this setting after the beginning of operation of the system. In fact, in 14 years of development and between 200 and 300 installations, we have only had 2 clients change from 12 periods to 13 periods.

Selecting <S>ystem will further display the following System Screen:

```
UPC DEFAULTS          EDI INTERFACE
Manuf. Code          Next UCC 128 0
Next Seq. #          .....

850 Files
810 Files
832 Files
856 Files
864 Files
.....
PRESS <F10> WHEN FINISHED
```

Here you have the opportunity to change the UPC defaults as well as the EDI Interface defaults. There will be prompts at the bottom of the screen instructing you as to what to enter in the various file fields. Once complete pressing <F10> will return you to the Additional Utilities submenu.

Change Working Date

Function '2' allows you to change the system date. Upon selecting this option, the prompt will default in with the current date:

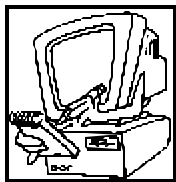
```
Please Enter The Date You Wish To Use Or <Enter> 07/24/96
```

Enter a new date or press <Enter> to keep the date the same. Then you will be returned to the Additional Utilities submenu.

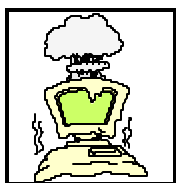
This option appears in different locations throughout AS/AP™. A few of them are: <AP-P-8>, <AR-R-6-D>, and <SA-S-U-9>.

Change Company Password

Function '3' allows you to change your company's password or, in the multi-company mode, any company's password.



NOTE: *THIS PASSWORD SYSTEM IS NOT ACTIVE IF THE MULTIUSER SECURITY SYSTEM IS ACTIVE.*



WARNING: *ONE OF THE MOST COMMON ERRORS WHEN WORKING WITH THE PASSWORD SYSTEM, IS ENTERING A PASSWORD AND THEN NOT REMEMBERING THE CHARACTERS THAT WERE ENTERED. YOU WILL SEE THE PASSWORD BEING ENTERED ON THE SCREEN. DO NOT PRESS ANY KEYS ACCIDENTALLY WHEN ENTERING YOUR PASSWORD. DO NOT TOUCH TYPE! LOOK AT THE KEYS AS YOU PRESS THEM TO AVOID ERRORS. IF YOU ENTER A PASSWORD AND FORGET IT, NO ONE WILL BE ABLE TO RE-ENTER THE SYSTEM! YOU WILL NEED TO CALL YOUR DEALER OR SOFTWARE SUPPORT TO CLEAR THE PASSWORD.*

Upon selecting function '2', you will be prompted:

Enter Current Password

If you get the current password wrong, you will be returned to the operating system. If you get it right, another input prompt will take its place:

Enter The Password (<Enter> For None)

Enter the new password and press <Enter> to store it. Then you will be returned to the Misc. Utilities submenu.

Updates and File Recovery

Function '4' is used to load any program or file update disks you may receive from **AS/AP™**.

Upon selecting '4', the following submenu will be displayed:

```
[AS/AP File Update and Recovery]
1. Load AS/AP Data and Program
Updates
2. File Recovery Process
3. Advance Expiration Date
4. Verify Module Date/Time
5. Repair/Modify File Structure
6. System Conversion Programs
7. Interactive File Maintenance
8. Recalculate Data Files
9. Load New ZIP CODE Table
P. Default Report Printer
-----
<Esc> - Return to Previous Menu
```

Load AS/AP™ Data and Program Updates

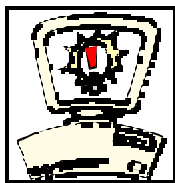
Function '1' is a special function which will be run **ONLY** when your computer dealer instructs you to do so. Through this menu selection, we are able to update programs or restructure specific files which have been modified by the programmers since the installation of your system. In this manner you will always have the latest, most advanced copy of AS/AP™ that is available.

The only clients who must be extremely careful in using this module are those running multiple companies with different data file configurations.

Simply follow along with the prompts displayed on your screen.

The first prompt that you will receive is:

```
Place the UPDATE Disk in a Floppy Drive.
Get ALL Other Users Out Of AS/AP and to the Disk Menu
or Files will be LOST and/or Damaged.
Press <Esc> to Quit or Any Other Key to Continue... ..
```



NOTE: FOR MULTI-USER SYSTEMS, ALL USERS MUST BE OUT OF THE AS/AP™ SYSTEM AND DOWN TO THE DISK MENU! ALSO, DO NOT RUN THIS OPTION FROM THE CENTRAL SERVER!!!

File Recovery Process

Function '2' is a special function which will be run **ONLY** when your computer dealer instructs you to do so!

Advance Expiration Date

This function is designed for telephone support use only. In the event you need it, a technician will walk you through this function over the telephone.

Verify Module Date/Time

Function '4' is a special function which will be run **ONLY** when your computer dealer instructs you to do so! This is to help software support determine what version of a specific program you are running.

Repair/ Modify File Structure

Function '5' is a special function which will be run **ONLY** when your computer dealer instructs you to do so! This is to help software support/technicians make corrections to your current file structures.

System Conversion Programs

This function is designed for telephone support use only. In the event you need it, a technician will walk you through this function over the telephone.

Interactive File Maintenance

Upon selecting option '7' from the AS/AP™ File Update and Recovery submenu the following additional submenu will appear:

```
1. List File Structure.....
2. Modify File Structure
3. Browse/Edit File
4. Create New File
-----
<Esc> - Return to Previous
Menu
```

All four of the above choices will prompt for a file name.

Recalculate Data Files

This is a maintenance file. In the event that you need it, a technician will walk you through this function over the phone. Once you select this option the following submenu will appear:

```
1. Open Purchase Orders
2. Open Sales Orders
3. Open Cutting Orders
4. Reserved
-----
<Esc> - Return to Previous
Menu
```

Open Purchase Orders

Option '1' on the Recalculate Data Files submenu will flash an 'Updating Purchase Orders...' message on the screen and then return you to the submenu.

Open Sales Orders

Option '2' prompts the following:

Updating Sales Orders...

Once complete the system will return to the Recalculate Data Files submenu.

Open Cutting Orders

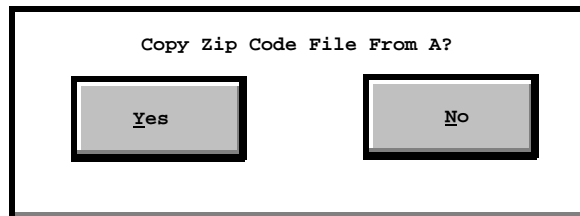
When you select option '3' from the Recalculate Data Files submenu you will receive an 'Updating Cutting Orders...' message and then be returned to the submenu.

Load New ZIP CODE Table

Upon selecting option '9' from the File Update and Recovery submenu the screen will clear and the following prompt will appear:

Copy New Table from Which Drive? ..

Once a valid drive has been selected the system will display the following, defaulting in with the specified drive:



Selecting the option of <N>o will allow you to reenter the drive. A <Y>es will further prompt for you to place the update disk in the appropriate drive and press any key to continue. At this point you once again have the option of terminating this function. However, responding with a <Y>es will update the Zip Code Table and return you to the AS/AP™ File Update and Recovery submenu.

Default Report Printer

The first prompt that you will receive upon selecting option 'P' from the AS/AP File Update and Recovery submenu is:

WHICH REPORT DO YOU WANT TO EDIT?

Enter the form/report name that you wish to work with. Make any corrections that are necessary. Once complete you will be asked to save changes. You will then be returned to the above prompt. Once complete, press <Esc> and you will be returned to the Additional Utilities submenu.

Change Display Colors

Function '5' allows you to change the colors/shades on your monitor. This program is available on both color and monochrome systems. The results obtained from this installation will depend on your monitor board and monitor combination; the better the hardware, the finer results you will obtain.

Monochrome

On Monochrome, you can control the various features in shades of Amber or Green.

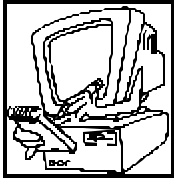
Color

The most notable feature of the color installation is the ability to change the **background**, which has a great effect on the appearance of the program.

Printer Interface File

Selecting function '6' on the submenu will display another submenu:

```
[Printer Interface]
1. Printer Initialization Sequence
..
2. Install Printer Control Codes
3. Install Character Pitch Codes
4. Select Printer
5. Configure HP LaserJet
6. Windows Printer Fonts
<Esc> - Return to Previous Menu
```



NOTE: IF SOMETHING DOES NOT PRINT CORRECTLY THERE ARE THREE POSSIBLE PROBLEMS: THE PRINTER, THE PROGRAM, OR THE PRINTER CODES. IF CHECKS PRINT CORRECTLY FROM ONE STATION OR PRINTER AND ARE NOT LINED UP PROPERLY FROM ANOTHER STATION, IT IS LUDICROUS TO TRY TO BLAME THIS ON THE SOFTWARE. THE PRINTER OR PRINTER CODES HAVE TO BE THE PROBLEM. IF THE CODES CHECK OUT, IT'S THE PRINTER. IF YOU REALLY WANT A SOLUTION, CHECK THE PRINTER AND THE PRINTER CODE TABLES, BEFORE CALLING FOR HELP.

Printer Initialization Sequence

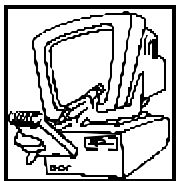
Function 'I' is only accessible if the multiple printer feature is activated. Consult with your software dealer to have this feature activated.

If you do have this option, the following screen will appear once it is selected:

```
Printer Number 1  Type (J/W/D/F) ..
Description .....
Redirection .....
<E>dit Data, <A>dd Printer, <P>revious, <N>ext or <Esc> Quit ..
```

Edit Printer

Selecting <E> will allow you to edit the data that appears on the screen for the printer shown. The 'TYPE' specifies whether the printer is a Laser<J>et, <W>ide Dot Matrix, Narrow <D>ot Matrix, or <F>ax. The 'DESCRIPTION' field is the actual description of the printer.



NOTE: IF YOUR SYSTEM IS RUNNING IN DOS IT IS NOT AS IMPORTANT THAT THE DESCRIPTION BE EXACT; JUST ENTER THE NAME OF THE PRINTER. IF YOU ARE RUNNING IN WINDOWS 3.11, IT IS IMPORTANT THAT THE PRINTER NAME ENTERED IN THIS FIELD BE EXACTLY AS THE SYSTEM KNOWS IT, THEREFORE, YOU HAVE A COUPLE OF OPTIONS. YOU CAN EITHER GO INTO THE WIN.INI FILE AND RECORD THE NAME OF THE PRINTER(S) OR YOU CAN GO TO OPTION '4' (SELECT PRINTER) AND RECORD THE NAMES OF THE PRINTERS THAT APPEAR IN THE PRINTER SELECTION WINDOW AND THEN TYPE THEM EXACTLY AS THEY ARE. IF YOU ARE RUNNING IN WINDOWS '95 GO TO THE PRINTER CONTROL PANEL AND RETRIEVE THE NAME OF THE PRINTER FROM THERE.

The next line, 'REDIRECTION,' is the location of that printer (i.e. LPT1). A printer redirection code is ONLY necessary on systems that have multiple printers. The redirection code tells the system how to switch between printers and spoolers. A few typical Novell redirection codes follow:

Q=Q1 NB NFF

This code will direct the printing to print queue Q1 With No Banner and No Form Feed.

ENDCAP (NetWare 2.x, 3.x)

CAPTURE ENDCAP (NetWare 4.x)

This code will redirect printing to the local station printer (LPT1, etc.) Rather than the print spooler. The local station printers have a command line that reads: "ENDCAP > nul." This Novell command closes the spooler and redirects printing back to the local, station printer. By directing the output to 'nul' it prevents strange messages from bleeding through to the operator's screen. If, instead of the standard DOS device 'NUL,' you use 'NULL,' you will notice a file will be created on your disk named NULL. (no extension is used). If you happen to see this file name appear, then you should look to your redirection commands. DOS uses this as an output device which does not actually exist, so it tends to act like a 'Black Hole.' By directing the output to 'NUL,' instead of displaying it to the screen, it is thrown away without disrupting the screen.

Add Printer

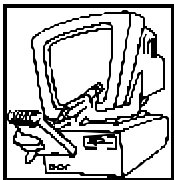
Use the <A>dd Printer option when adding additional printers. **AS/AP™** can redirect as many as 9 different types and locations. To add a printer when there are multiple printers, simply press <N>ext until you arrive at a blank printer form, then press <A>dd Printer.

Install Printer Control Codes

Function '2' provides the user with the ability to modify the printer codes that were pre-set during the system installation.

These codes control various printer functions, such as, compressed printing, form lengths, line spacing, and printer initialization. You may want to note that all printer codes are NOT located here. We decided to split the data into areas of interest. In other words, the codes required for Garment Care Labels are located in that program module, as are the codes for Piece Work Tickets which are located in the Piece Work Program.

Based on your requirements, you can even leave selected codes blank in order to eliminate the effect of certain codes on your system. For instance, if you do not like compressed reports, and always remember to keep wide paper in your printer, you can leave this code blank.



NOTE: ALL OF THE PRINTER CODES THAT FOLLOW MUST BE ENTERED IN 'DECIMAL' FORMAT, OR THE SYSTEM WILL NOT INTERPRET THEM CORRECTLY. MOST PRINTER MANUALS WILL PROVIDE THESE CODES TO YOU IN DECIMAL AS WELL AS HEXADECIMAL FORMAT. THE SAMPLES LISTED BELOW ARE FROM THE EPSON FX SERIES MANUALS WHICH LIST THE COMPRESSED PRINTING CODE AS EITHER 'SO' (SHIFT OUT) OR AS CHR\$(15). THE USE OF THE '\$' IN THE SECOND COMMAND IS THE BASIC LANGUAGE DESIGNATION OF THE DECIMAL COMMAND. AS/AP™ USES A SIMILAR DESIGNATION WITHOUT THE '\$'. THEREFORE, THE EPSON CODE FOR COMPRESSED PRINTING IS ENTERED AS: CHR(15) FOR THE AS/AP™ SYSTEM. IF YOU HAVE ANY DIFFICULTY WITH THESE CODES, CONTACT YOUR SOFTWARE DEALER OR CONSULTANT.

For further information, refer to Appendix L on Printers in this manual on page 103.

Upon selecting option '2,' the Printer Selection Window will appear. Highlight the printer whose control codes

you need to install or edit using the arrow keys and press <Enter>. The following screen will then appear:

```

Printer #   Description - xxxxxxxxxxxxxxxx
           Redirection - xxxxxxx
Reset (Initialize) Printer . . .
Reset Form Length . . . . .
Compressed Printing . . . . .
Price Tag Length . . . . .
Invoice Length . . . . .
Mailing Label Length . . . . .
Statement Length . . . . .
Shipping Label Length . . . . .
Check Length . . . . .
Expanded Printing . . . . .
C.O.D. Tag Length . . . . .
AMES Stores Tag Length . . . . .
Sample Tag Length . . . . .
Pick Slip Length . . . . .
Work Order Length . . . . .
JCP Box Label . . . . .
(Laser<J>et, <W>ide Dot Matrix, Narrow <D>ot Matrix , <F>ax) ..
    
```

The cursor will be in the 'Rest (Initialize) Printer' field. Enter or edit any necessary fields. Once the last field has been entered/edited, or <ESC> has been pressed the following will appear at the bottom of the screen:

```

                Are You Finished (Y/N/C/Q) ..
(Y - Write to File, N - Edit Data, C - Copy, Q - Quit)
    
```

Selecting <Y> will write the data to the file and return you to the Printer Interface submenu. An <N> will return you to the beginning field, allowing for any necessary corrections to be made. Selecting <C> will prompt for the printer that you wish to copy these codes to. And <Q> will return you to the Printer Interface submenu ignoring anything previously entered.

A brief explanation of most of the printer control codes follows:

Reset (Initialize) Printer Most printers have a reset code, which will place the printer in the original mode during its' power-up. Enter the appropriate printer code used to reset your printer. IT IS VERY IMPORTANT TO HAVE THE CORRECT CODE IN THIS FIELD. For Epson and IBM Compatible dot matrix printers, the code is '<Esc>@' which is entered into the table as: CHR(27)+CHR(64). This code is also valid for the Okidata 393. The newer NEC printers use: CHR(28)+CHR(27) and the DIABLO printers use: CHR(27)+CHR(13)+CHR(80).

Reset Form Length This code represents the standard length of forms used in your printer. Enter the appropriate printer code for the length of the standard paper you use.

Compressed Printing Enter the appropriate printer code for printing in compressed form. Some reports require compressed printing to fit on 8-1/2" paper. If you want to use the 14" paper for those reports, skip this field. All the manuals, in the appropriate sections, will tell you which reports require 132 print positions. If you are not sure of the correct printer code, contact your software dealer or consultant.

Price Tag Length Although these tags are no longer in use, we have left the following commentary to assist you in understanding printer setups in general.

Enter the appropriate printer code for the length of your price tag forms. The program is designed to use a label 7/16" high by 3-1/2" wide and one across (i.e.-the labels follow each other one after the other, and not two or more beside each other).

These labels are commonly available through your local office supplier or computer retailer. They come on continuous perforated sheets to allow the printer to feed them with the tractor. The program assumes a default page length of 11" (i.e. the distance from the top of one sheet of paper to the top of the next). This is because the most common printing size is 8-1/2" x 11". The distance from the top of one label to the top of the next is only 4 lines of print. The program assumes that the printer is printing at 6 lines per inch. Therefore, after the program prints one line in the middle of a tag, the printer will have to advance 3 more lines to be in the middle of the next tag. Since the default of 11" is a little much, the printer form length needs to be changed to three lines. On an Epson printer, the code, in decimal format, would be: CHR(27)+CHR(67)+CHR(4).

Invoice Length Enter the appropriate printer code for the length of your invoice forms. The standard invoice format sets the printer form length to 7 inches. On an Epson printer, the code, in decimal format, would be: CHR(27)+CHR(67)+CHR(42).

The last number, '42', is derived from the fact of having 6 lines per inch, and a form of 7 inches (i.e. $6 \times 7 = 42$). If you should wish to modify the program to use non-standard forms, these form lengths will have to be changed. If you use our optional full length invoices, you have two choices. You can leave this field blank or you can enter a code '66' in place of the '42' code from above: CHR(27)+CHR(67)+CHR(66). By entering the '66' code you can protect yourself from the printer remembering a shorter form, such as checks or statements.

Mailing Label Length This option is for future use; contact software support if further information is needed now.

Statement Length Enter the appropriate printer code for the length of your statement forms. The standard statement format sets the printer form length to 7 inches. On an Epson printer, the code, in decimal format, would be: CHR(27)+CHR(67)+CHR(42).

Shipping Label Length Enter the appropriate printer code for the length of your shipping labels. The program is designed to use a label 2-7/8" high by 3-7/8" wide and one across (i.e.-the labels follow each other one after the other, and not two or more beside each other). On an Epson printer, the code, in decimal format, would be: CHR(27)+CHR(67)+CHR(18).

Check Length Enter the appropriate printer code for the length of your check forms. The standard check format sets the printer form length to 7 inches. On an Epson printer, the code, in decimal format, would be: CHR(27)+CHR(67)+CHR(42).

The last number, '42' is derived from the fact of having 6 lines per inch, and a form of 7 inches (i.e. $6 \times 7 = 42$). If you should wish to modify the program to use non-standard forms, these form lengths will have to be changed. However, both the A/P and Payroll checks must be the same length.

Expanded Printing Enter the appropriate printer code for printing in expanded form. If you are not sure of the correct printer code, contact your software dealer or consultant.

C.O.D. Tag Length Enter the appropriate printer code for the length of the standard UPS COD Tags. If you are not sure of the correct printer code, contact your software dealer or consultant.

AMES Stores Tag Length This option is for future use; contact software support if further information is needed now.

Sample Tag Length This option is for future use; contact software support if further information is needed now.

Pick Slip Length This option is for future use; contact software support if further information is needed now.

Work Order Length This option is for future use; contact software support if further information is needed now.

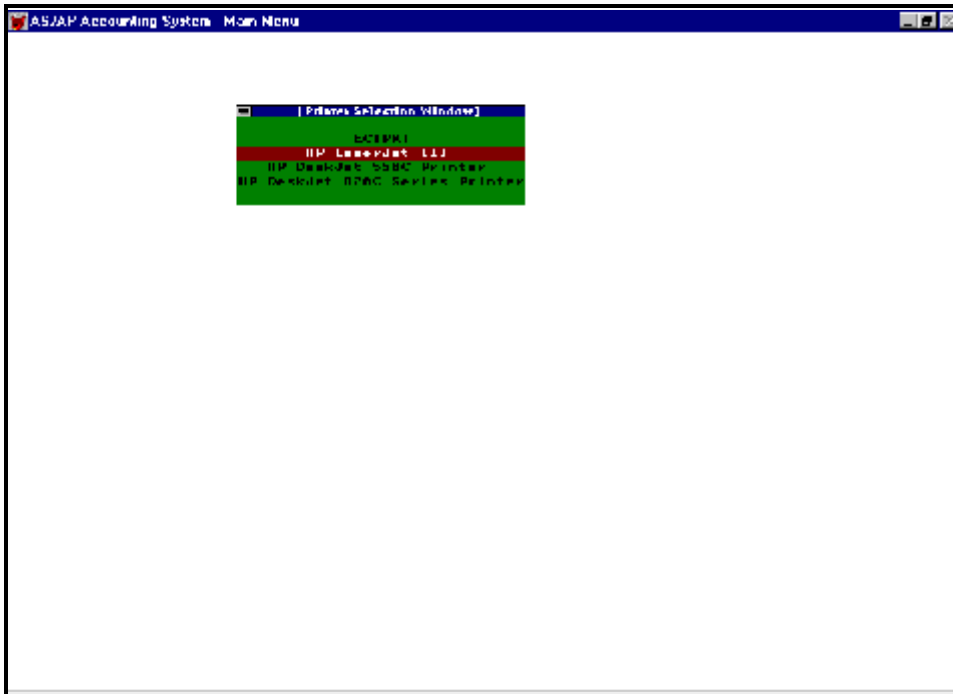
JCP Box Label This option is for future use; contact software support if further information is needed now.

Install Character Pitch Codes

This function is not presently implemented on most systems. However, to install the code, refer to your printer manual and follow the general instructions above.

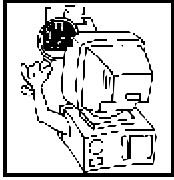
Select Printer

On systems with multiple printers, this function allows you to direct your printing to the system printer or one of the local printers. The screen that will appear will be similar to the following (shown below with sample data):



Make your selection by scrolling through the printers until the one you wish to use is highlighted. Then pressing <Enter> will select the printer and return you to the submenu.

Configure HP LaserJet



THIS OPTION IS NOT PRESENTLY IMPLEMENTED...

Windows Printer Fonts

Upon selecting option '6,' the Printer Selection Window (shown above) will appear. Use the arrow keys to highlight the printer you wish to use and press <Enter>. The following screen will then appear:

```

Printer #   Description - xxxxxxxxxxxxxx
           Redirection - xxxxxxx

Windows DRAFT font . . . . .
Windows COMPRESSED font . . . . .
[ENTER FONT IN SINGLE QUOTE, AND POINTS ---> 'COURIER',12]

Laser<J>et, <W>ide Dot Matrix, Narrow <D>ot Matrix, <F>ax ..

```

As instructed on the screen, enter the font in a single quote (i.e. 'COURIER',12). Then assure that the correct type (i.e. J, W, D, F) is selected and press <Enter>. The following prompt will then appear:



Selecting <C>ancel will ignore everything just entered and return you to the Printer Interface submenu. A <N>o will return you to the first field allowing for reentry of the data. Finally, a <Y>es will update the printer and return you to the Printer Interface submenu.

Security System

The Security System is documented in a very general manner to lessen the possibility of individuals obtaining a copy of this booklet, and bypassing the system.

The System is delivered with the ID **DAVID** (David Sagel, the designer of the AS/AP™ system) and a password of **DAVID**. This combination will provide access to the security system.

Selecting function '7' will display the security system's user screen. You will note that the first 2 characters of the code flags for this individual are '**Z1**', which is the combination required to gain access to the security system flags. **DO NOT CHANGE THESE 2 CODES, OR YOU WILL BE LOCKED OUT OF YOUR OWN SYSTEM.**

This is the basis for the initial user login. For details you can refer to Appendix G in this manual on page 89.

A list of the security flags in use at the writing of this manual are as follows:

FLAG	LOWEST	HIGHEST	PURPOSE
01	A	Z	System Access
02	0	1	System Access
04	1	9	Default Printer
05		Y	Access to Help System
06		Y	Access to FoxPro Command Window
10	0	9	Access to Receivables
		>7	Cash Receipts
		<8	Cannot Delete
11		Y	Access to Cust. Master & Status in Cust. Service
15	0	9	Access To Accounts Payables
20		Y	Ability to Direct Invoice
21		Y	Ability to Reprint Invoices on Selected System
22		Y	Ability to ZAP Invoices from Temporary File
23		Y	Ability to Approve Credit on Apparel Orders
24		Y	Ability to Sell Below Cost
		X	Blocks Terms and Price Changes in Main Order Entry
			Blocks Access to Customer Price Table in Customer Service
25		Y	Ability to Override Credit Approval
26		Y	Ability to Delete Orders
		X	Blocks Ability to Delete Orders; Cancelling Orders is Still Available
27		Y	Customer Service ONLY
		X	Customer Service & Order Processing ONLY
30	0	9	Access to Payroll
		<9	Password Protected
		<7	No Salaried Employees
		<5	No Payroll Access
31		Y	Block Access to Salaried Employees
32		Y	Allowed to PW Print Tickets & Ticket Related Reports ONLY
33		Y	Access initializing of PW
34		Y	Blocks Editting of Rates in Piecework Payroll
35		Y	Blocks Editting of General Ledger Accounts in Vacation & Holiday Pay
40	0	9	Access to General Ledger
50	0	9	Access to Apparel Inventory
		<8	Cannot Edit Cost
		<6	Cannot Edit Cost or Quantity
		1	View Only (Records)
51		Y	Clear Actual Inventory Quantity on Hand
52		Y	Generate New Physical Inventory Card
54		<7	Cannot Delete PO
		9	Approval Raw Mat'l PO
55		Y	Receive PO
60		9	EDI Access
70		9	UT Access (Maximum Access to Utility Menu)
		<7	No Access to Super Screen
		<5	No Access to Company Master File ADDIT Utility
		<3	No Access to Company/Query
		>0	Access to Query
		>3	Access to Indexing
		>5	ADDIT Utility & Company Master

There are a few rules to remember when working in this area. Keep in mind that Passwords CANNOT be numeric. Acceptable Passwords are Alpha Characters ONLY.

Also remember that NONE of the changes you have made will take effect until the User, whose record was changed, logs into the AS/AP™ System. If the person is On-Line while you are changing their record, they must quit from the system and re-enter it to test the effect of the changes.

Code and Lookup Tables

This Function is comprised of a series of Code files and corresponding Descriptions. Upon selecting '8', you will receive the following submenu:

```
[Code Verification File]
1. Accounts Receivables
2. Inventory Control
3. Accounts Payable
4. Piece Work Payroll
5. System Files
<Esc> - Return to Previous
Menu
```

Accounts Receivable

Selection '1' will display another submenu (of which some of the options may not be implemented on your system):

```
[Accounts Receivable Codes]
1. Customer Type
2. Invoice Terms
3. Territory
4. Salesrep
5. Source of Customer
6. Credit Rating
7. Acct. Priority
8. Sales Order Type
9. Ship Via
0. Reason for Credit
<Esc> - Return to Previous
Menu
```

Customer Type

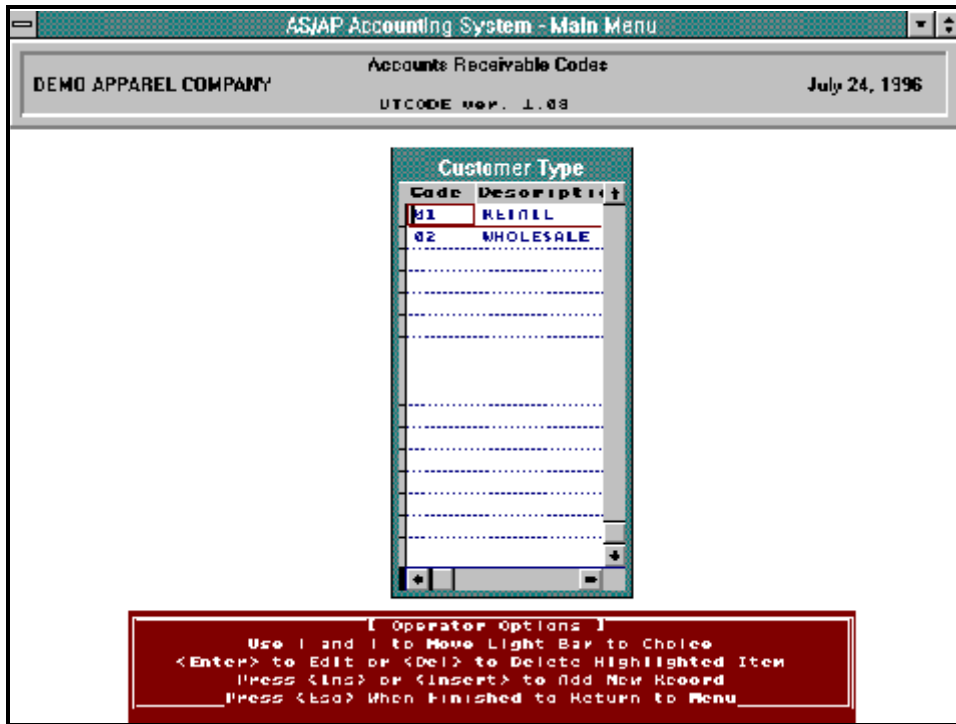
The Customer Type code is used for sorting various Customer Lists and Labels.

After selecting '1', you will be prompted:

```
Direct Output To...
[Screen] [Printer]
```

This gives you the option to simply print the information in the Customer Type table or to view the information on

the screen for corrections/additions to be made. Selecting <P>rinter will prompt for you to turn on your printer and press any key to begin printing. Once complete, you will be returned to the AR Codes submenu. If <S>creen was selected, the screen will clear and the following will appear:

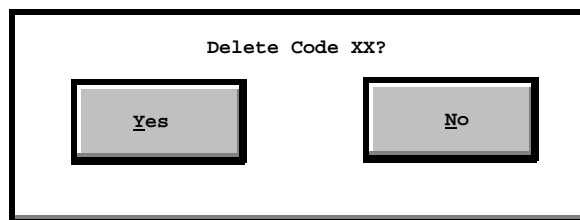


This sample illustrates how the Type codes will be listed, as well as your options. To edit, use the up or down arrows to 'point' to the Type code and press enter. If you select to insert a new code, press the <Ins>ert key and you will be prompted to enter up to a 2 character code and up to a 25 character description, along with the following:



After adding a new code, the computer will re-display the list with the new code inserted in the proper alphabetical order.

If you select to delete a code, use the up or down arrows to 'point' to the Type code and press the ete key. The code and description will be displayed, along with the following:



After deleting the code, the computer will re-display the list in the proper alphabetical order without the deleted code.

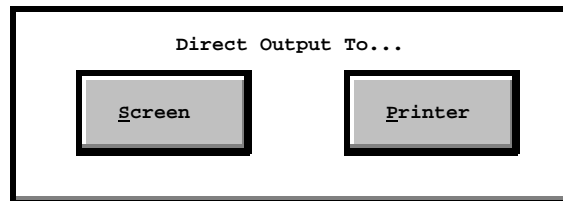
When you have completed making your additions, deletions, or changes to the Type code file, pressing <Esc> will return you to the Code Verification submenu.

Invoice Terms

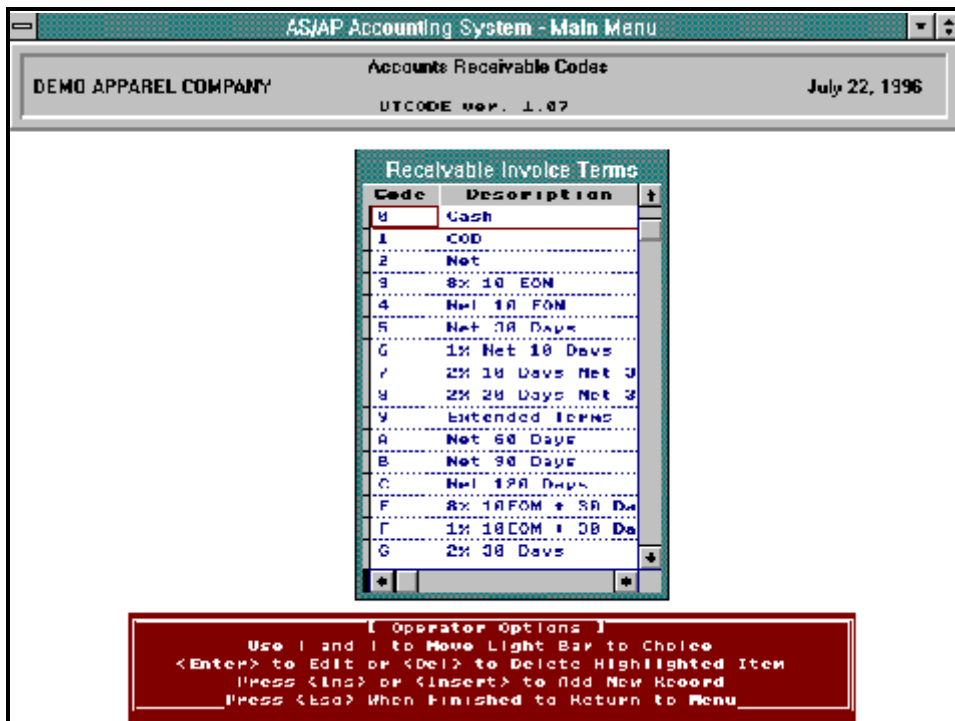
This selection shows the Accounts Receivable terms codes included with each new system as of the time of the printing of this manual. The Receivable and Payable terms start out the same. However, since they are maintained in two separate tables they can be changed independently of each other.

The Accounts Receivable system includes 7 special codes which should not be changed by the operator. These are described in the following section.

After selecting '2', you will be prompted:



This gives you the option to simply print the information in the Invoice Terms table or to view the information on the screen for corrections/additions to be made. Selecting <P>rinter will prompt for you to turn on your printer and press any key to begin printing. Once complete, you will be returned to the AR Codes submenu. If <S>creen was selected, the screen will clear and the following will appear (shown below with sample data):



This sample illustrates how the Terms codes will be listed, as well as your options. Prior to making any changes, refer to the terms code list and special codes displayed on the following pages.

Although the user can modify the terms codes and their details, the following codes, '0' - '1' - '2' - '9' - 'P' - 'S' and 'X' have special meanings and should never be changed. Any attempt to change the title or calculation of these particular codes may cause unexpected results in other modules.

It should not be difficult for you to avoid these codes if they are not important to your system, since there

are 29 additional codes that you can add, delete or change to meet your needs.

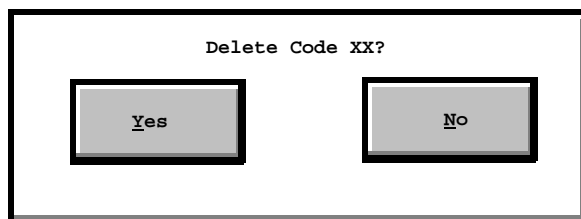
To edit, use the up or down arrows to 'point' to the Terms code and press enter.

If you select to insert a new code, press the <Ins>ert key and you will be prompted to enter a 1 character terms code and up to an 18 character description, along with a discount percent, discount days, due date and if specified as EOM, the number of days and the cut off date.

After adding a new code, the computer will re-display the list with the new code inserted in the proper alphabetical order.

In order to clean up your screen, it is acceptable to delete those codes not used for your company, along with 5 of the 7 special codes that are not necessary for your company. You **MUST NOT** delete 'P' or 'X'!! Proceed with caution!!!

If you select to delete a code (except for 'P' and 'X' - which should NOT be DELETED!), use the up or down arrows to 'point' to the Terms code and press the ete key. The code and description will be displayed, along with the following:



After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

When you have completed making your additions, deletions, or changes to the Terms code file, pressing <Esc> will return you to the Code Verification submenu.

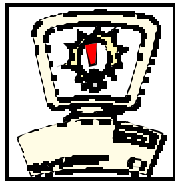
Although the operator has complete control over the code system, a few of these codes trigger special processing features and should **NOT** be changed. They are as follows:

- 0 This code indicates "CASH" terms and carries a special significance for the Point-of-Sale system.
- 1 Indicates 'COD' and triggers the printing of UPS - COD tags.
- 2 When you select this term during order entry and invoicing, the system will ask if there is a special due date.

The purpose for this **Special Due Date** is used when the company offers a customer a net date no matter when the order is shipped.

Let's say that to encourage your customer to place an order in October, you offer net April 1, terms. This way the customer may place his order and the invoice is not due until April.

- 9 This is a special term which provides for *credit card like* terms which are activated during invoicing and/or statement printing. This term only functions on systems that have this feature activated. The operator can delete this term from the system, but, the code should not be used for any other term.
- P This code is used internally by some special, custom programs.
- S This code indicates "COD - Cash Only" and triggers the printing of UPS - COD tags.
- X This code indicates that there are no terms established at the point of entry of the customer or order. You will **NOT** be permitted to convert an order to an invoice, or enter a direct invoice with "X" as the terms.

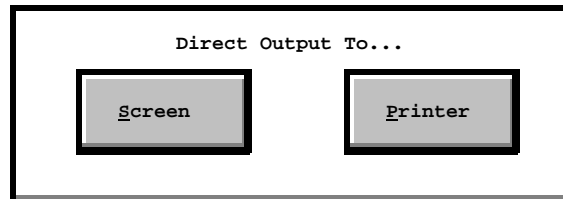


WARNING: *IT IS IMPERATIVE FOR THE END USER TO CHECK THAT ANY TERMS USED BY YOUR COMPANY ARE TESTED TO ASSURE THAT THE RESULTS ARE IN KEEPING WITH THE CHART ABOVE, AND YOUR EXPECTATIONS. THE TERMS CHART ABOVE REPRESENTS OUR INTENTIONS AT THE TIME OF THIS REVISION OF THE MANUAL. DUE TO THE POSSIBILITY OF A PROGRAMMING ERROR OR DIFFERENCE IN TECHNIQUE, IT IS IMPORTANT THE END USER CHECK THE DUE DATE, DISCOUNT DATE, AND DISCOUNT AMOUNT, TO INSURE THAT YOUR RESULTS ARE CORRECT.*

Customer Territory

The Customer Territory code is used for sorting various Customer Lists and Labels and a few new sales reports.

After selecting '3', you will be prompted:

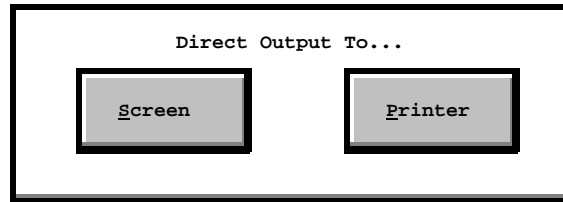


This gives you the option to simply print the information in the Customer Territory table or to view the information on the screen for corrections/additions to be made. Selecting <P>rinter will prompt for you to turn on your printer and press any key to begin printing. Once complete, you will be returned to the AR Codes submenu. If <S>creen was selected, the screen will clear and the following will appear (shown below with sample data):

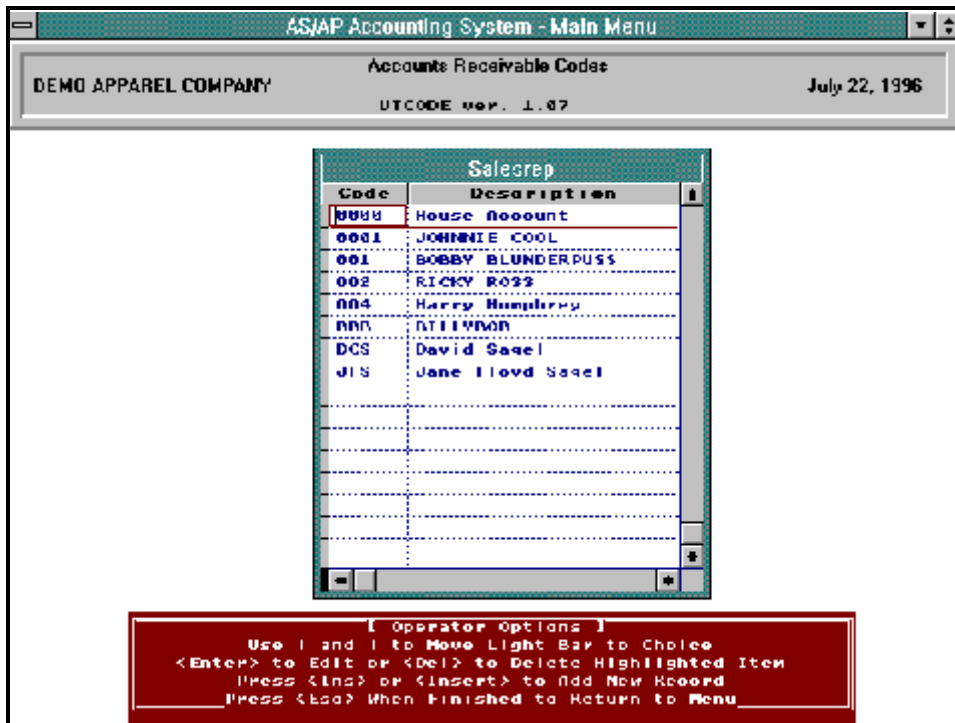
Salesrep's Code

The Salesman's code is used in many areas of the program. Not only does the system use this file to validate the code you are entering, but we can also lookup the Salesman's full name to print on Statements, Invoices or Pick Slips. Of course, these are options, but they can provide a degree of personal feeling rather than just printing the salesman's code.

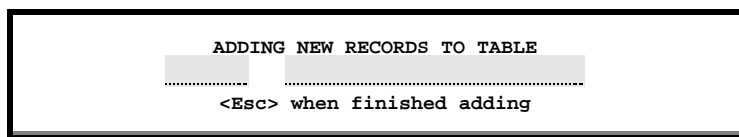
After selecting '4', you will be prompted:



This gives you the option to simply print the information in the Salesman's table or to view the information on the screen for corrections/additions to be made. Selecting <P>rinter will prompt for you to turn on your printer and press any key to begin printing. Once complete, you will be returned to the AR Codes submenu. If <S>creen was selected, the screen will clear and the following will appear (shown below with sample data):

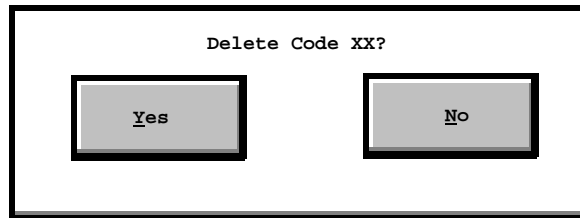


The above sample illustrates how the Salesman's codes will be listed, as well as your options. To edit, use the up or down arrows to 'point' to the Salesman's code and press enter. If you select to insert a new code, press the <Ins>ert key and you will be prompted to enter up to a 4 character code and up to a 25 character description, along with the following:



After adding a new code, the computer will redisplay the list with the new code inserted in the proper alphabetical order.

If you select to delete a code, use the up or down arrows to 'point' to the Salesman's code and press the ete key. The code and description will be displayed, along with the following:



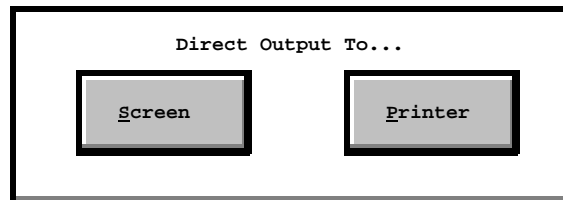
After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

When you have completed making your additions, deletions, or changes to the Salesman's code file, pressing <Esc> will return you to the Code Verification submenu.

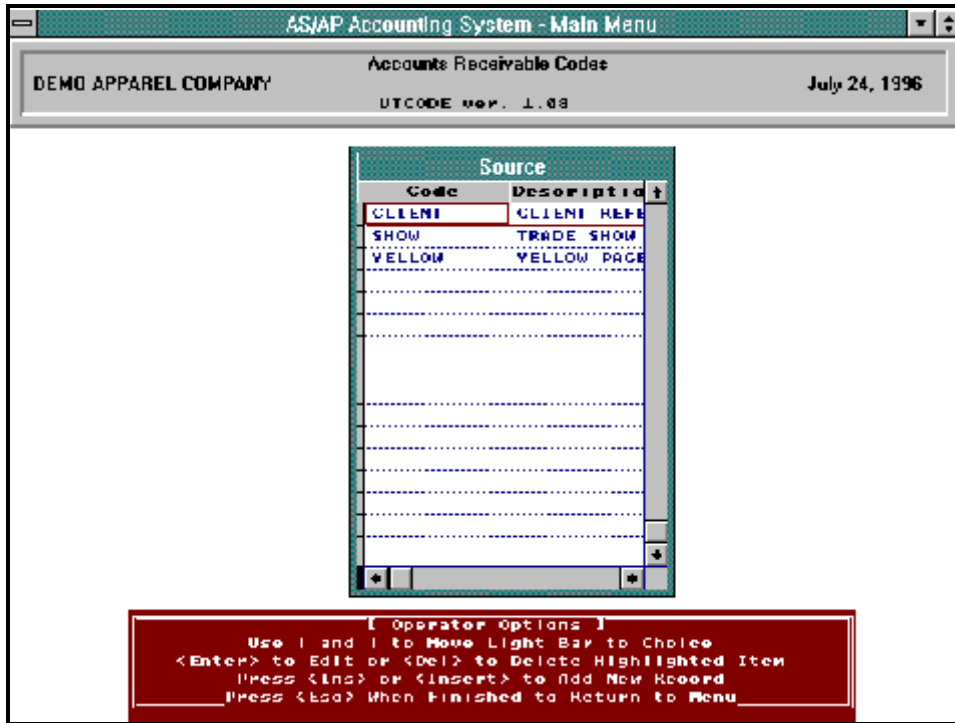
Source of Customer

The Source of Customer code is used for sorting various Customer Lists and Labels.

After selecting '5', you will be prompted:



This gives you the option to simply print the information in the Source table or to view the information on the screen for corrections/additions to be made. Selecting <P>rinter will prompt for you to turn on your printer and press any key to begin printing. Once complete, you will be returned to the AR Codes submenu. If <S>creen was selected, the screen will clear and the following will appear (shown below with sample data):

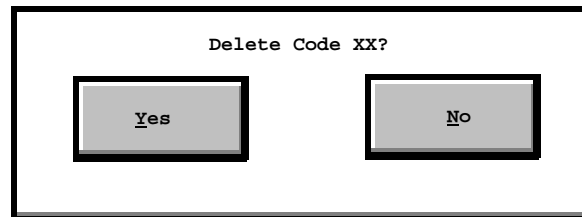


This sample illustrates how the Source codes will be listed, as well as your options. To edit, use the up or down arrows to 'point' to the Source code and press enter. If you select to insert a new code, press the <Ins>ert key and you will be prompted to enter up to an 8 character code and up to a 25 character description, along with the following:



After adding a new code, the computer will redisplay the list with the new code inserted in the proper alphabetical order.

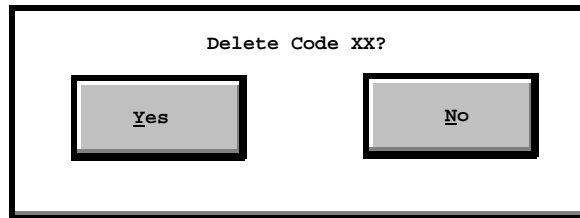
If you select to delete a code, use the up or down arrows to 'point' to the Source code and press the ete key. The code and description will be displayed, along with the following:



After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

When you have completed making your additions, deletions, or changes to the Source code file, pressing <Esc> will return you to the Code Verification submenu.

If you select to delete a code, use the up or down arrows to 'point' to the Credit code and press the ete key. The code and description will be displayed, along with the following:



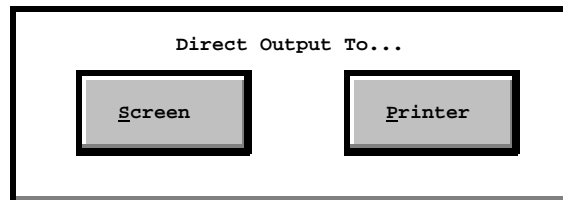
After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

When you have completed making your additions, deletions, or changes to the Credit code file, pressing <Esc> will return you to the Code Verification submenu.

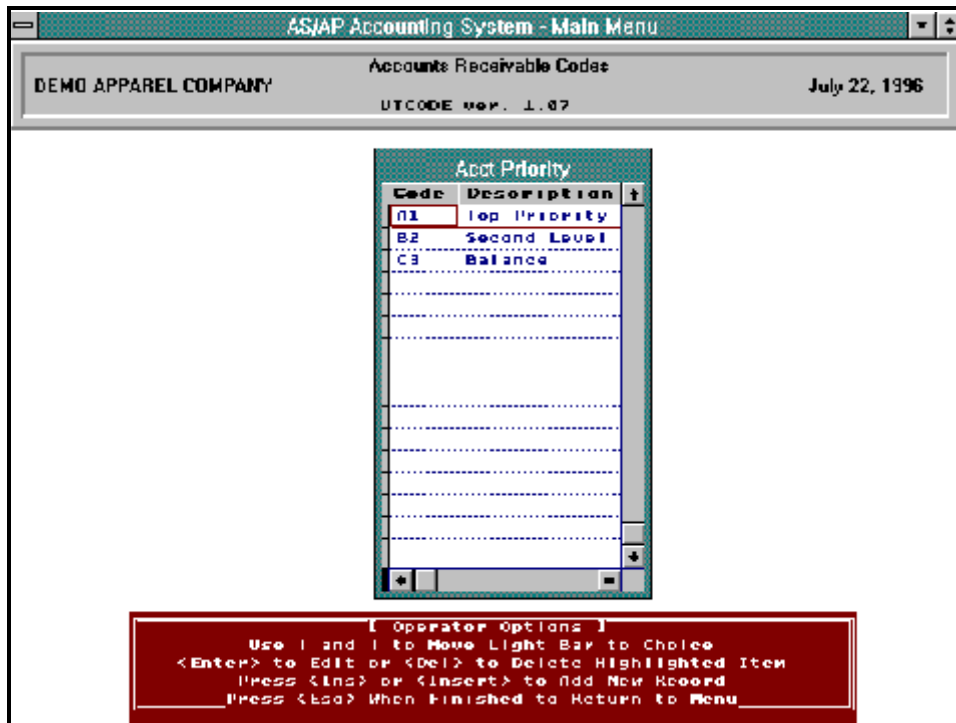
Account Priority

The Customer PRIORITY is a 2 character field that is intended to indicate the priority the particular customer has. The PRIORITY is passed to the Sales Order as it is created. Once the Order is added to the system, any change in priority is made on the individual order. At this writing, the priority is only being used for the daily booking report and hang tag selection. Custom applications using the priority are endless in scope. Contact your dealer if you can use this area expanded.

The first prompt that you will receive upon selecting option '7' is:



This gives you the option to simply print the information in the Account Priority table or to view the information on the screen for corrections/additions to be made. Selecting <P>rinter will prompt for you to turn on your printer and press any key to begin printing. Once complete, you will be returned to the AR Codes submenu. If <S>creen was selected, the screen will clear and the following will appear (shown below with sample data):



To edit, use the up or down arrows to 'point' to the Priority Code and press enter. If you select to insert a new code, press the <Ins>ert key and you will be prompted to enter a 2 character code and up to a 25 character description, along with the following:

ADDING NEW RECORDS TO TABLE

.....

<Esc> when finished adding

After adding a new code, the computer will redisplay the list with the new code inserted in the proper alphabetical order.

If you select to delete a code, use the up or down arrows to 'point' to the Priority Code and press the ete key. The code and description will be displayed, along with the following:

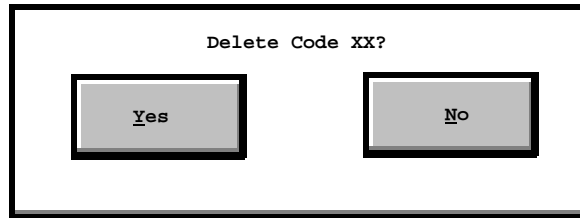
Delete Code XX?

Yes

No

After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

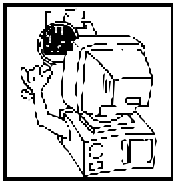
When you have completed making your additions, deletions, or changes to the Priority Code file, pressing <Esc> will return you to the Code Verification submenu.



After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

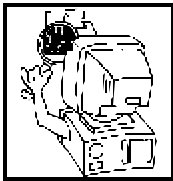
When you have completed making your additions, deletions, or changes to the Order Type file, pressing <Esc> will return you to the Code Verification submenu.

Ship Via



THIS OPTION IS NOT PRESENTLY IMPLEMENTED...

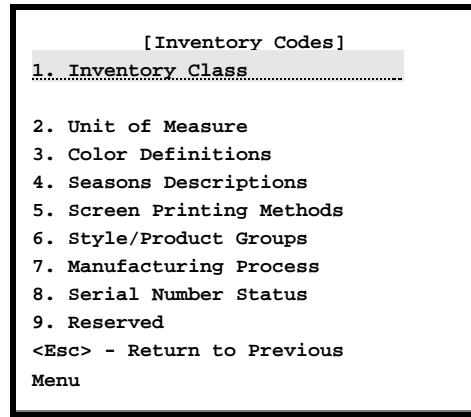
Reason for Credit



THIS OPTION IS NOT PRESENTLY IMPLEMENTED...

Inventory Control

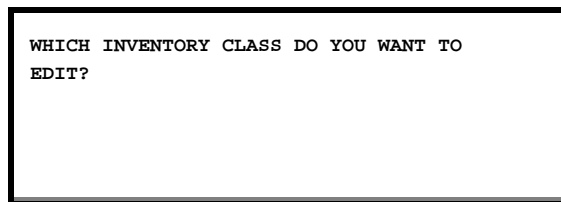
Selection '2' will display another submenu (of which some of the options may not be implemented on your system):



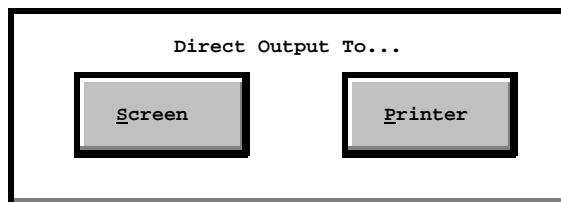
Inventory Class

The Inventory Class code is used for sorting various Inventory Reports.

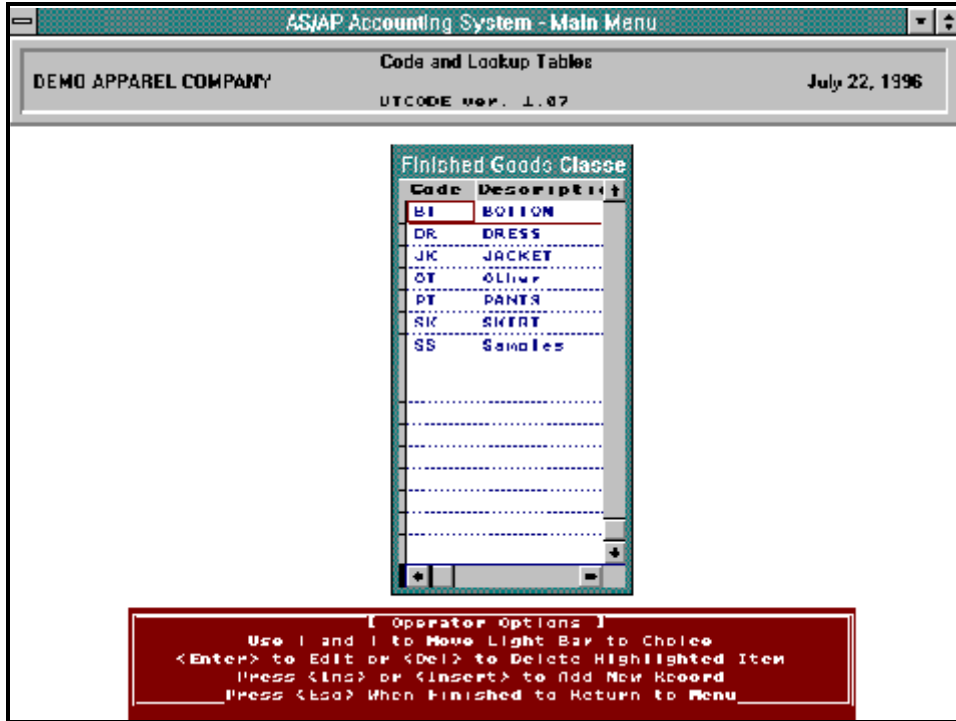
After selecting '1', you will be prompted:



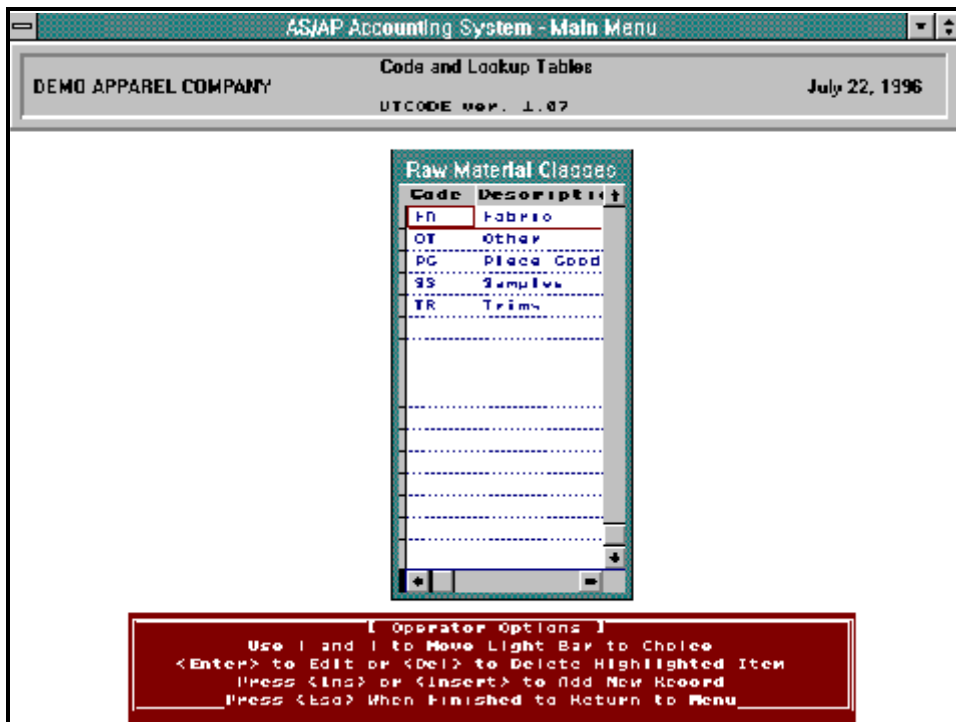
Then, regardless of your response to the previous prompt, the following prompt will appear:



This gives you the option to simply print the information in the Class table or view it on the screen. Selecting <P>rinter will prompt for you to turn on your printer and press any key to begin printing. Once the printing is complete you will be returned to the Inventory Codes submenu. If <S>creen was chosen the screen will clear and display one of the following Class Codes screens. If <F>inished was selected from the first prompt the following screen will appear (shown below with sample data):



However, if <R>aw Material was selected from the first prompt, the following screen will appear (shown below with sample data):



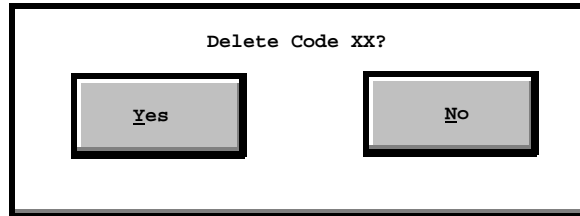
The above samples illustrate how the Class codes will be listed, as well as your options. To edit, use the up or down arrows to 'point' to the Class code and press enter. If you select to insert a new code, press the <Ins>ert key and you will be prompted to enter up to a 2 character code and up to a 25 character description, along with the following:

ADDING NEW RECORDS TO TABLE

 <Esc> when finished adding

After adding a new code, the computer will redisplay the list with the new code inserted in the proper alphabetical order.

If you select to delete a code, use the up or down arrows to 'point' to the Class code and press the ete key. The code and description will be displayed, along with the following:



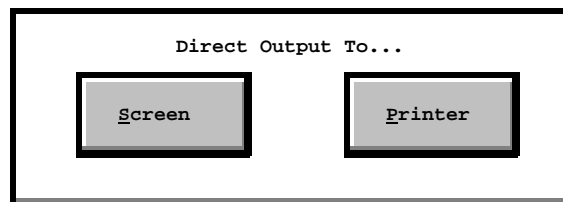
After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

When you have completed making your additions, deletions, or changes to the Class code file, pressing <Esc> will return you to the Code Verification submenu.

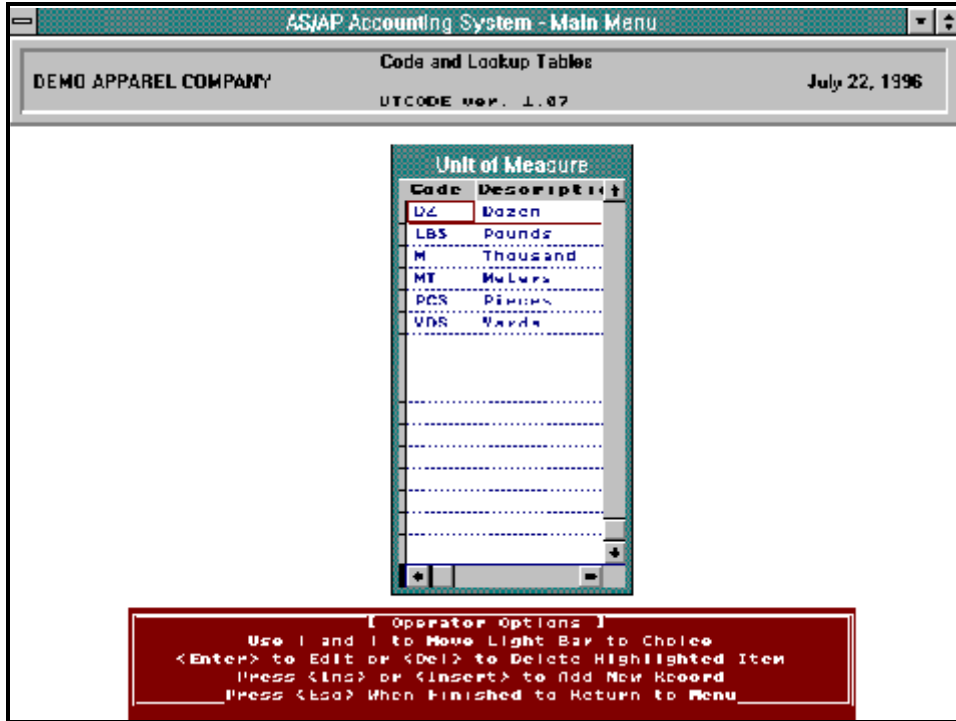
Unit of Measure

The Inventory Unit of Measure code is used for sorting various Inventory Reports. Refer to Appendix A on page 75, B on page 77, and C on page 79 for the restrictions on Apparel and Non-apparel Unit of Measure codes.

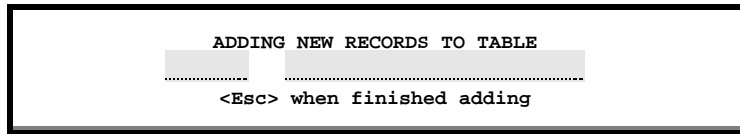
After selecting '2', you will be prompted:



This gives you the option to simply print the information in the Unit of Measure table or view it on the screen. Selecting <P>rinter will prompt for you to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Inventory Codes submenu. Selecting <S>creen will display the following Unit of Measure code screen (shown below with sample data):

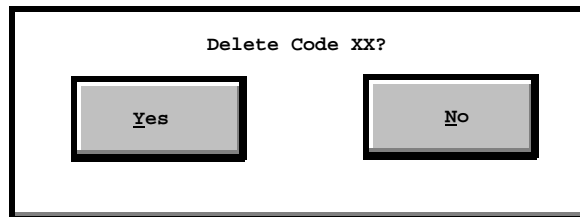


This sample illustrates how the Unit of Measure codes will be listed, as well as your options. To edit, use the up or down arrows to 'point' to the Unit of Measure code and press enter. If you select to insert a new code, press the <Ins>ert key and you will be prompted to enter up to a 3 character code and up to a 25 character description, along with the following:



After adding a new code, the computer will redisplay the list with the new code inserted in the proper alphabetical order.

If you select to delete a code, use the up or down arrows to 'point' to the Unit of Measure code and press the ete key. The code and description will be displayed, along with the following:

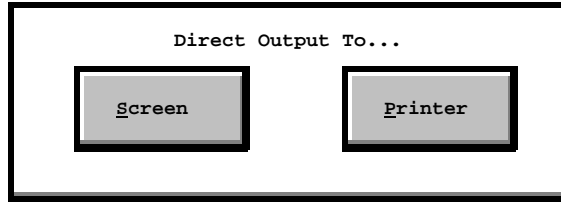


After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

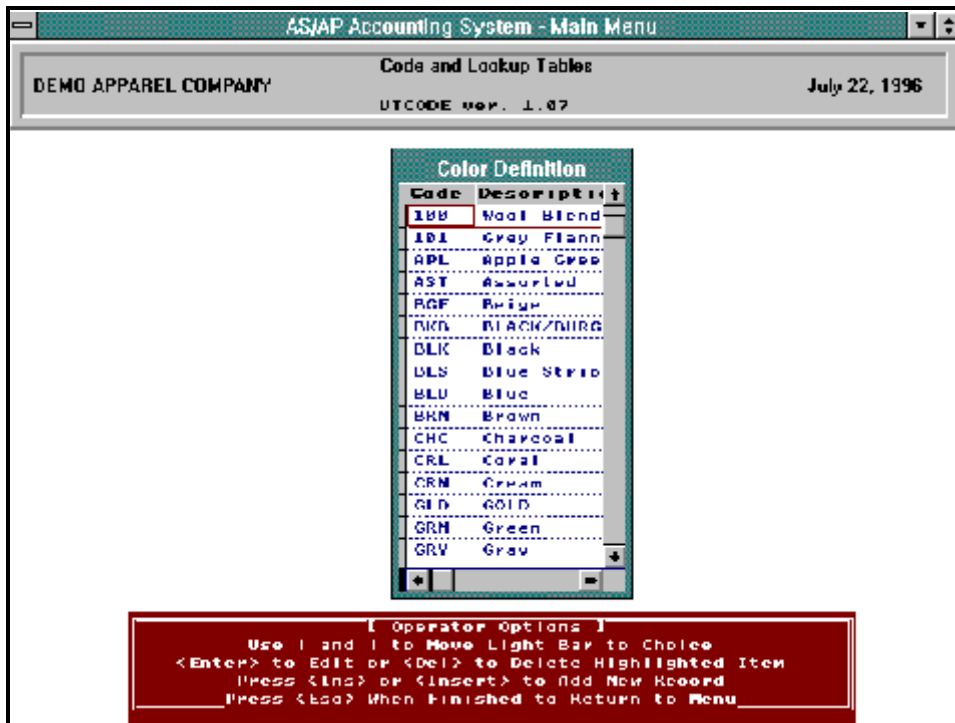
When you have completed making your additions, deletions, or changes to the Unit of Measure code file, pressing <Esc> will return you to the Code Verification submenu.

Color Definitions

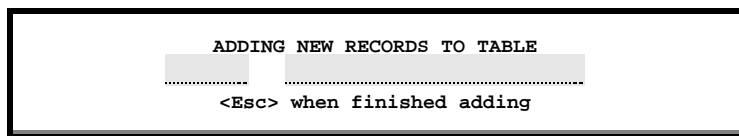
After selecting '3', you will be prompted:



This gives you the option to simply print the information in the Color Definition table or view it on the screen. Selecting <P>rinter will prompt for you to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Inventory Codes submenu. Selecting <S>creen will display the following Color Definition code screen (shown below with sample data):

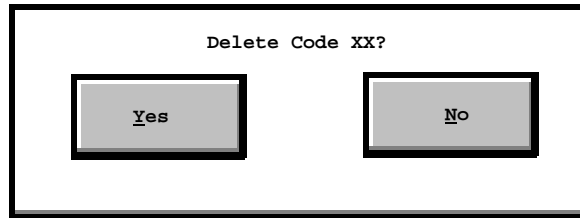


This sample illustrates how the Color codes will be listed, as well as your options. To edit, use the up or down arrows to 'point' to the Color code and press enter. If you select to insert a new code, press the <Ins>ert key and you will be prompted to enter up to a 3 character code and up to a 12 character description, along with the following:



After adding a new code, the computer will redisplay the list with the new code inserted in the proper alphabetical order.

If you select to delete a code, use the up or down arrows to 'point' to the Color code and press the ete key. The code and description will be displayed, along with the following:



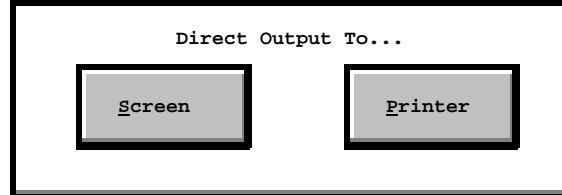
After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

When you have completed making your additions, deletions, or changes to the Color Definition code file, pressing <Esc> will return you to the Code Verification submenu.

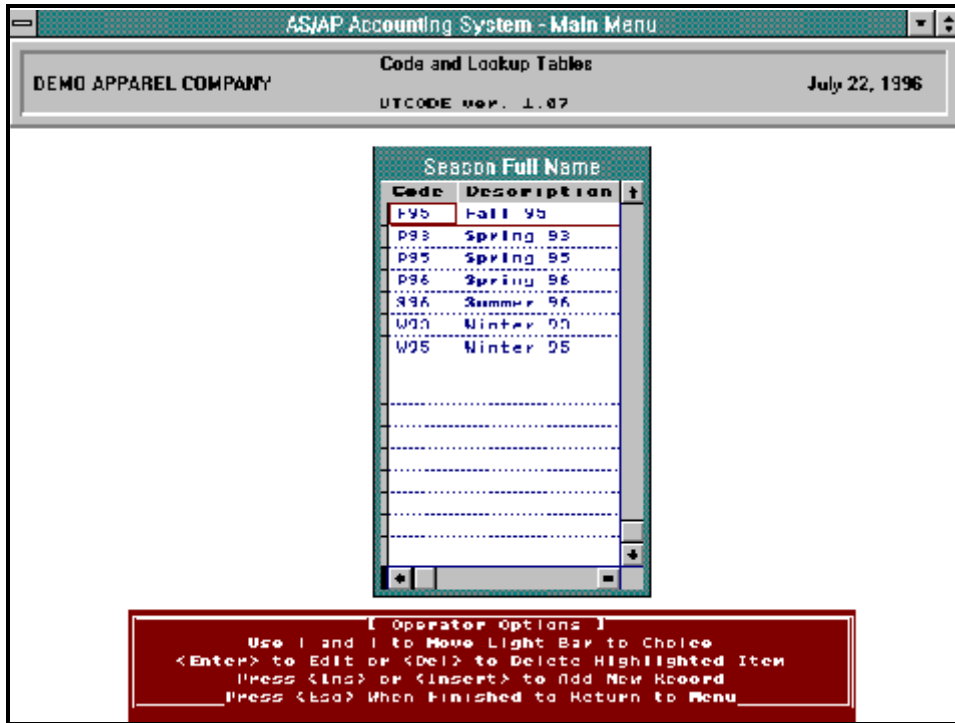
Seasons Descriptions

The Season Codes are used for sorting various Inventory Reports. The code is a 3 character code with a 15 character description field.

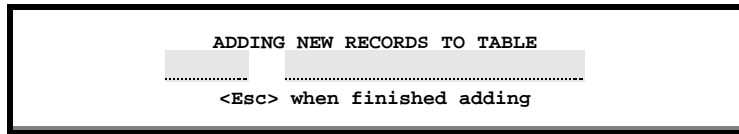
The first prompt that you will receive upon selecting this option, '4', is:



This gives you the option to simply print the information in the Season Full Name table or view it on the screen. Selecting <P>rinter will prompt for you to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Inventory Codes submenu. Selecting <S>creen will display the following Season Full Name code screen (shown below with sample data):

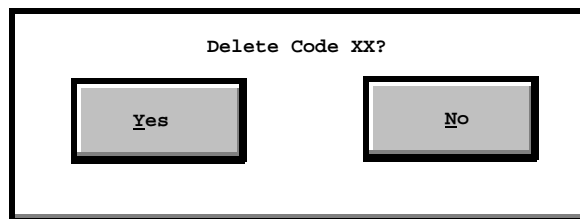


This sample illustrates how the Season codes will be listed, as well as your options. To edit, use the up or down arrows to 'point' to the Season code and press enter. If you select to insert a new code, press the <Ins>ert key and you will be prompted to enter a 3 character code and up to a 15 character description, along with the following:



After adding a new code, the computer will redisplay the list with the new code inserted in the proper alphabetical order.

If you select to delete a code, use the up or down arrows to 'point' to the Season code and press the etc key. The code and description will be displayed, along with the following:



After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

When you have completed making your additions, deletions, or changes to the Season Description code file, pressing <Esc> will return you to the Code Verification submenu.

Screen Printing Methods

Refer to the Finished Goods Inventory Manual for information on this selection.

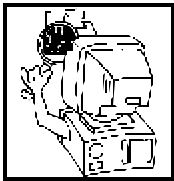
Style/Product Groups

This is used only for reference purposes and should be discussed with your software vendor if you are interested in expanding this feature.

Manufacturing Processes

This is used for the manufacturing order. It is not applicable on most systems.

Serial Number Status



THIS OPTION IS NOT CURRENTLY IMPLEMENTED...

Accounts Payable

Selection '3' contains the Accounts Payable terms codes included with each new system as of the time of the printing of this manual.

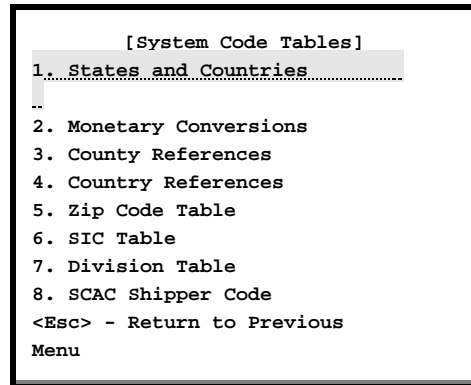
The Accounts Payable Terms are identical in operation to the Accounts Receivable Terms, however, they can be freely modified with no restrictions. Refer to the section on the Accounts Receivable Terms for further detail.

Piece Work Payroll

Refer to the Piece Work Manual for information on this selection.

System Files

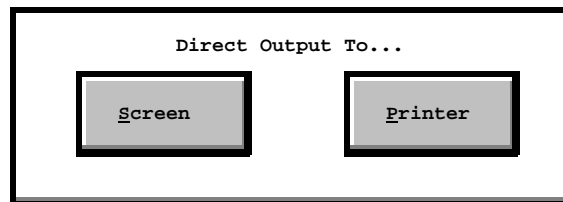
Selection '5' will display another submenu (of which some of the options may not be implemented on your system):



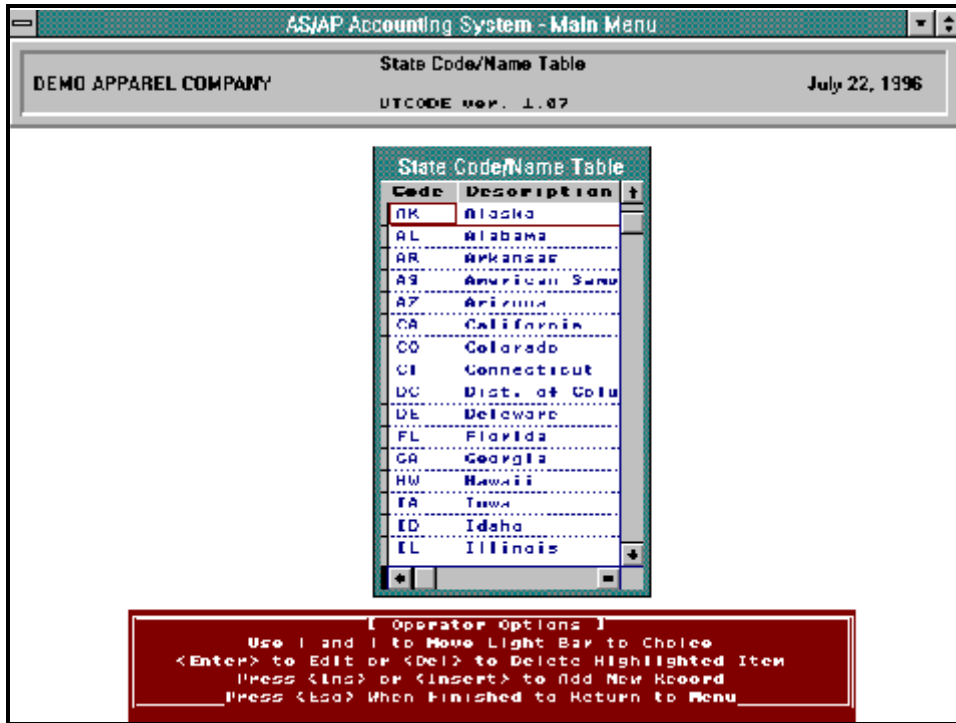
States and Countries

The AS/AP™ Accounting System has an optional file, controlled by the system FLAG, that verifies State and Provincial Abbreviations as they are entered into the Customer, Ship To, and Vendor Data File.

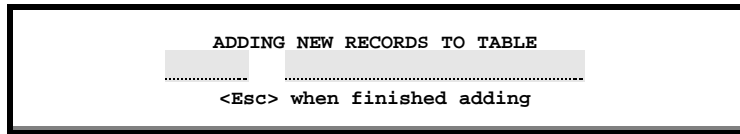
Upon selecting option '1' from the System Code Tables submenu you will be prompted the following:



Selecting <P>rinter will print the following State Code/Name table while <S>creen will display the table:

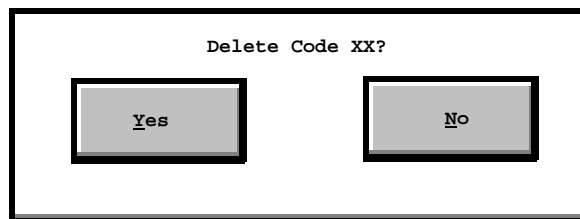


This sample illustrates how the State codes will be listed, as well as your options. To edit, use the up or down arrows to 'point' to the State code and press enter. If you select to insert a new code, press the <Ins>ert key and you will be prompted to enter a 2 character code and up to a 12 character description, along with the following:



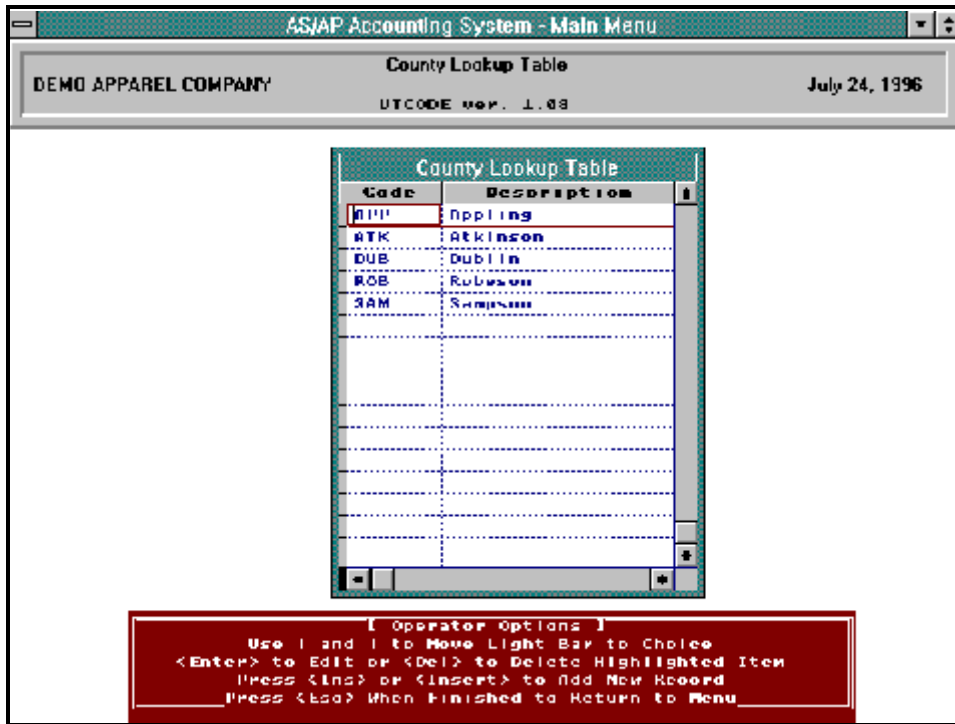
After adding a new code, the computer will redisplay the list with the new code inserted in the proper alphabetical order.

If you select to delete a code, use the up or down arrows to 'point' to the State code and press the ete key. The code and description will be displayed, along with the following:



After deleting the code, the computer will redisplay the list in the proper alphabetical order without the deleted code.

When you have completed making your additions, deletions, or changes to the State Code/Name file, pressing <Esc> will return you to the Code Verification submenu.



Once complete you will be returned to the Code Verification submenu.

Country Reference



THIS OPTION IS AVAILABLE BY SPECIAL ORDER...

Zip Code Table

The Zip and Postal Code Verification Tables interactively compare the 5 digit Zip Code (or 6 character Canadian Postal Code) to the City and State/Province entered by the operator. If a mismatch in the City and/or State/Province is detected by the program, a window opens and displays the correct data. This message can be bypassed by the operator pressing **<Esc>**.

The operator can accept the computer's suggested City and State/Province by pressing **<Enter>** or any other key, when the message is displayed, or override the computer by pressing **<Esc>**.

BYPASS

The Zip/Postal Code Table is bypassed entirely if the City, State, and Zip/Postal Code are ALL left blank.

COUNTRY CODES ACTIVE

If your system has the provision to enter COUNTRY codes with the billing and shipping addresses, the Zip/Postal code verification system is bypassed when the STATE (PROVINCE) and ZIP (POSTAL) CODE fields are left blank. This leaves your system vulnerable to an Operator Error in the event that the Operator inadvertently leaves the STATE/PROVINCE blank and then also forgets the ZIP/POSTAL CODE.

OVERRIDE

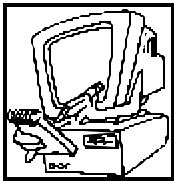
The most important thing to remember about overriding the Zip/Postal Code system is the <Esc> key. By pressing the <Esc> key for the City, State/Prov, or Zip/Postal Code, the system will accept the operator's entry.

ZIP LOOKUP

If the operator enters a City and State, but, leaves the Zip Code BLANK, the system Looks Up the correct Zip Code, and displays it, if found. This is NOT available for the Canadian Postal Codes since they are tied into the actual street address.

However, it is important to remember that computer's are good, but, NOT infallible. Many City and State combinations have multiple Zip Codes and some Zip Codes have multiple Cities. If the operator enters the City and State, the computer will respond with the FIRST Zip Code found in the table. It is much safer to enter the Zip Code and allow the computer to Look Up the City and State.

The US zip codes are tested against a table of over 44,000 records compiled by a vendor in Washington, D.C. Since the Post Office makes monthly changes in the Zip Code system, updated lists are available quarterly from your dealer by subscription.



NOTE: FOR THOSE CLIENTS WHO USE ZIP+4, WE CAN OFFER CUSTOM DESIGNED ZIP+4 VERIFICATION SYSTEMS BY SPECIAL ORDER.

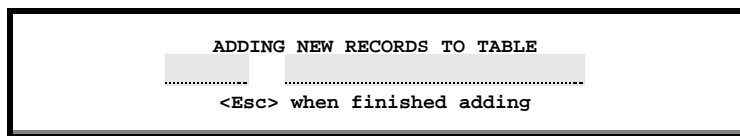
SIC Table



THIS OPTION IS AVAILABLE BY SPECIAL ORDER...

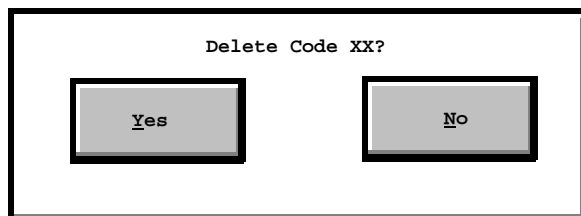
Division Table

Upon selecting option '7' from the System Code Tables submenu you will be prompted the following:



After adding a new code, the computer will redisplay the list with the new code inserted in the proper alphabetical order.

If you select to delete a code, use the keys to highlight the SCAC code you wish to delete and press the ete key. The code a description will the be displayed, along with the following:



After deleting the code, the computer will redisplay the list in the proper order without the deleted code.

When you have completed making your additions, deletions, and/or changes to the SCAC Shipper Code table file, pressing <Esc> will return you to the Code Verification submenu.

User Interface

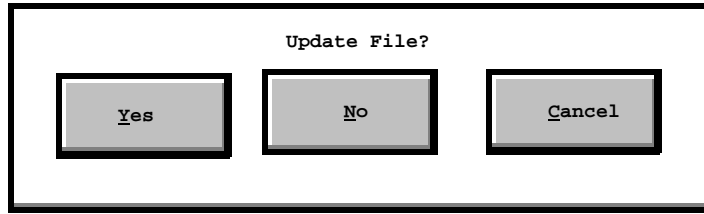
User Interface, as of now, is not implemented on new systems. In order to add your own program you can simply add a menu system named ALTMENU.prg. However, it is vitally important that you do not changed any of the system memory variables or this will cause untold problem upon returning to the AS/AP™ menu system.

Closing Dates

The closing dates are maintained in a database file. This option enables the operator to adjust those dates, for the current year, as necessary. Refer to Page 13 of this manual for the display of closing dates in the Company Maintenance section.

- | | |
|--------------------|---------------------|
| 1. <u>01/31/98</u> | 7. <u>07/31/98</u> |
| 2. <u>02/28/98</u> | 8. <u>08/31/98</u> |
| 3. <u>03/31/98</u> | 9. <u>09/30/98</u> |
| 4. <u>04/30/98</u> | 10. <u>10/31/98</u> |
| 5. <u>05/31/98</u> | 11. <u>11/30/98</u> |
| 6. <u>06/30/98</u> | 12. <u>12/31/98</u> |

After editing the closing dates and pressing <Enter> after date '12' the following prompt will appear:



Selecting <C>ancel will return you to the Additional Utilities submenu. A <N>o will return you to closing date '1' and allow for any corrections to be made. And <Y>es will update the file with the adjusted closing dates and return you to the Additional Utilities submenu.

AS/AP™ Help System

This provides the operator with the opportunity to perform wildcard searches of the **AS/AP™** Help System and to display or print selected Help topics. The option appears on most main menu systems throughout the **AS/AP™** Accounting System. For further information on this option refer to the Appendix I on page 93 of this manual.

Query Maker System

The Query Maker System, which is available through the Utility Menu, and which is sold as a sub system, permits the operator to create user defined queries from a variety of system files. The results of these queries can be BROWSED on the screen or sent to a file in one of many user defined file formats.

Presently, the operator generates Printed Reports through a 2 step process. First, a query should be generated to a Database File format. The operator can then call FoxPro or any compatible report generator and generate a report form based on the database file created by the query system.

The following is the submenu that will appear if you have the Query Maker System active on your system:

```
[AS/AP™ Query Maker]
1. General Ledger Queries
--
2. Accounts Payable
3. Customer Master File
4. Customer Open Invoices
5. Customer History File
6. Cash Receipts Queries
7. Customer/Ship to Queries
8. Invoice Archive Queries
9. Reserved
0. Inventory Queries
A. Cutting Order Queries
B. Material Utilization
C. Raw Materials Queries
D. Gross Payroll Queries
E. Piece Work Queries
I. Build QM Indexes
L. Load File Update
<Esc> - Return to Previous
Menu
```

For further information on this topic, please refer to the Query Maker manual.



Appendix A: Dozen as a Unit of Measure

The Finished Goods Inventory of the AS/AP™ Apparel Systems are preinstalled to operate in either pieces (PCS) or dozens (DOZ). Therefore, the only time you will be asked to enter a Unit of Measure will be while selling a Non-Stock [MISC] item or Raw Material.

The Raw Material Unit of Measure is defined by the Company and the Operator and can be any 3 character (alphanumeric) code. If the company wants to maintain consistency in the codes used, a FLAG can be set to limit the choices to a list of codes.

The Raw Material Inventory permits the operator to define a Unit of Measure for every SKU entered. If System Flag 99 is activated, the Unit of Measure is validated against a lookup table.

In addition to the verification table, the codes M, KG, and DZ will be handled with 3 decimal places. DOZ is used by the Finished Goods system and will have no special effect if used in the Raw Material portion of the system. The codes HR, YDS, LBS, and GRS are handled with 2 decimal places. All other Units of Measure will be handled as whole numbers with NO decimal places.

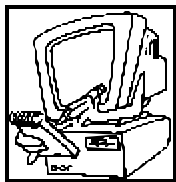
A unit of measure of DOZ will be available to handle in twelfths, where .01 equals 1 PCS or 1/12 DOZ.



Appendix B: Hours as a Unit of Measure

Any time that 'HR' is used to indicate a unit of measure in inventory control, this will trigger certain changes in all modules of inventory and sales order processing in the Standard **AS/AP™** accounting system.

Specifically, all orders processed and all invoices written for inventory items whose units of measure are hours 'HR' will be formatted permitting the entry of a two place decimal, i.e. 3.25. The computer will assume that the cost you have indicated in inventory control and the selling price are per hour amounts, and will handle all mathematical functions accordingly. Therefore an entry of 3.25 hours at \$10.00 per hour will be billed at \$32.50.



NOTE: *ONCE AN ITEM IS DESIGNATED WITH 'HR' AS A UNIT OF MEASURE, IT IS EXTREMELY IMPORTANT THAT IT NEVER BE CHANGED. THE CHANGE IN AN ITEM DESIGNATED 'HR' AS A UNIT OF MEASURE, WILL CAUSE ALL SUBSEQUENT REPORTS TO COME UP WITH INVALID PRICE EXTENSIONS, IF ANY QUANTITY HAS BEEN ENTERED INTO INVENTORY PRIOR TO THE CHANGE.*

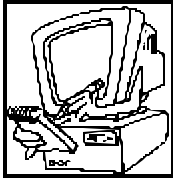
When printing invoices, picking tickets, order confirmation/packing slips, etc., your software consultant will be able to provide you with virtually any type of formatted output, including a professional billing format if this is desirable. A standard invoicing form, when it encounters an item sold with 'HR' as a unit of measure, will not show the quantity ordered or quantity backordered on the invoice. It will only show a quantity shipped or delivered.

If you have any further questions concerning 'HR' as a unit of measure, please contact **AS/AP™** software support or your local consultant.



Appendix C: Pounds as Unit of Measure

If you wish to use pounds with a two place decimal fractional unit of measure, you have to indicate the unit as 'LBS'. When the system sees 'LBS' it will accept two place decimal entry for all inventory related functions which is the input of inventory in year to date figures, the input of orders and the printing of invoices. It is assumed that any cost and selling price calculations related to an item having a unit of measure of 'LBS' will be based on price and cost per pound.



NOTE: *THE USE OF 'LBS' AS A UNIT OF MEASURE IS ALMOST IDENTICAL TO THE USE OF EITHER 'HR' [HOURS] OR 'YDS' [YARDS]. YOU MAY REFER TO THOSE SECTIONS FOR ADDITIONAL INFORMATION.*

The only limitation is that your cost cannot accurately be calculated to more than three decimal places and your selling price cannot be more than two decimal places in accuracy.

For example: On the standard accounting system you could have a cost per unit of 66.67 cents. When using pounds 'LBS' it would have to be 66.7 cents as a cost. Selling prices in the standard accounting system could be \$1.255. When using pounds 'LBS' as a unit of measure, your selling price would have to be rounded to \$1.25 or \$1.26. Maximum quantity sold Y-T-D is limited to 999,999 pounds. The maximum quantity in inventory, On-Order or In-Process is 999,999 pounds. Maximum quantity sold in any single transaction is limited 9999.99 pounds.

It is extremely important that once an item is designated to be sold in pounds that you do not change the unit of measure. In the event you change the unit of measure every figure in the computer using that particular item will be effected. The system will continue to function, but you may cause numeric overflows and invalid data. Therefore, you must decide at the time an item is entered into the system, whether it is to be carried as pounds 'LBS' or another stock keeping unit.



Appendix D: Financial Periods vs. Months

There has been considerable confusion among system users concerning Financial Periods as they relate to calendar dates and months.

Financial Periods are the span during which accounting data was collected. Unfortunately, this time span is usually 30 days which coincidentally is the span of many calendar months. This is where the confusion develops.

The first problem is that your company's fiscal year may not begin January 1st. If, for instance, your fiscal year begins July 1st, July is your first Financial Period and concomitantly, January is your 7th Period. In this example, the calendar month and Financial Period have even less of a relationship.

To complicate matters even further, Financial Periods are often established in such a manner as to always close on a given day, such as a Friday. If this is the case, some periods will close on the 28th of the month while others will close on the 5th. This type of Fiscal Calendar is developed by assigning two four (4) week Periods and one five (5) week Period to each Fiscal Quarter. That's 13 weeks per Quarter, 52 weeks per Year.

The computer complicates this already tenuous situation by not forgiving what are otherwise minor indiscretions. The computer ends one Financial Period and begins the next based on the operator *Closing the Month* (Refer to the section on Month-End Closing). If there has been activity which crossed the line between two Calendar Months, either before or after the Month-End Closing, your reports can become confusing if you attempt to cross-reference them.

The simplest example of this problem can be seen in invoicing. Suppose that you are late closing your November Fiscal Period. The closing is finally performed on December 5th. If you print an invoice register for the 11th Period it would contain invoices from November 1st through December 5th. This total should match the total of the *Batch* runs for this same Period. However, if you print an invoice register for November 1st through the 30th, the figures will **not** agree.

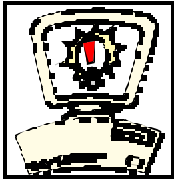
The next question is 'Which figure is correct?' The answer - BOTH. It is merely a matter of which way you wish to look at the figures. The most important point is to remember what the computer and program are doing internally. With this information, the user must stay aware of the date of the month-end closing and whether or not certain activity occurs before or after closing.



Appendix E: End of Month Processing

This section is intended as a discussion of month-end reports and procedures. It represents the author's opinion, and is NOT intended as the final word on the subject.

This APPENDIX has only been included to pacify critics who think that we should tell them every report that they will need, when the truth is that we have NO IDEA WHAT YOUR COMPANY REQUIRES IN THE FORM OF BACKUP AND PAPER TRAILS.



WE MUST ASSUME (AND STRONGLY RECOMMEND IF YOU DO NOT) THAT YOU ARE SAVING A COPY OF EVERY PIECE OF PAPER PRINTED BY THE SYSTEM INCLUDING, BUT NOT LIMITED TO:

SALES INVOICES
END-OF-DAY SALES INVOICE JOURNALS
AP INVOICE JOURNALS
AP CHECK REGISTERS
PAYROLL CHECK REGISTERS
AR CASH RECEIPTS REGISTERS
GL TRANSACTION POSTINGS
PURCHASE JOURNALS

The following list notes the generating module in brackets []. If your company does not use a particular module, simply skip those reports.

We assume you have completed all work for the current period and are ready to run the month-end closing in the particular module. **First** run the following:

- Finance/Service Charges [AR]
- End-of-Day Process for above charges [SO]
- Accounts Receivable Customer Statements [AR]
- Inventory On Hand [IC]
- All Open Orders by Order Number [SO]
- Summary Invoice Register - a detailed register runs during the End-of-Month Closing [SO]
- Customer Master List [AR]
- Accounts Receivable Aging [AR]
- Accounts Payable Aging [AP]
- Vendor Master List [AP]
- Working Trial Balance [GL]
- All Journals Trial Detailed Balance [GL]
- Summary Trial Balance
- Balance Sheet [GL]
- Income Statement [GL]

If this seems like a lot of paper, it probably is. Does the fact that it takes too much time and paper justify skipping the report? That's not our decision. We can only tell you what we think is right. If you choose not to print the report and need it in the future, at least we warned you.

There are 4 End of Month Processes that have to be run if the modules that they close are active on your system. Although, it does not provide a complete closing process, the Period counter can be incremented through the Company Master file [screen 2].

ACCOUNTS RECEIVABLES

It is typical for AR to close promptly at the end of each month. Therefore, on virtually all systems, Sales and Accounts Receivable close first.

During the AR End of Month process the Current Month Cash Receipts file is archived to the YTD Cash Receipts file, all Open Invoices with a 0 balance are purged, the Invoice Detail markers are reset, Paid Commission records are purged, and Customer Accounts that have a zero balance are balanced.

Refer to the "End of Day Processing" for a discussion of various possibilities in making the computer work for YOU instead of you working for the computer. Just keep in mind that the terminology 'End of Day' has been used for lack of a better term. We can just as easily call this process the 'Ledger/Receivables Update', because that's what it is.

Furthermore, no rule says it has to be run every day or even once a day.

We have one client who updates (end of day) after EVERY data entry session, several times a day to maintain data as current as possible, while another, VERY LARGE client, updates once a month.

ADDITIONAL REPORTS AND FUNCTIONS - Accounts Receivables, unlike other modules, requires the printing of several additional reports and the running of additional processes.

These include:

- Finance Charges
- Auto Billing [option]

AR Aging Report Customer Statements

For those of you who are interested, this is also the order in which we recommend running the AR functions. Although, it will require quitting a lot of pages, it is also a good idea to run a detailed Customer List, in order to protect yourself against a complete system failure.

ACCOUNTS PAYABLE

Accounts Payable is usually kept open until the bills from the prior month have been received and posted. Most companies try to close the AP section by the 10 to 15th of the following month.

As with AR, we recommend running the AP Aging prior to closing the month. For those who own a paper mill, we also suggest the protection of running the detailed Vendor Master List.

GENERAL LEDGER

The General Ledger really follows no predetermined rules. Each company closes GL at it's own time and place. The interesting thing about AS/AP™ is that Ledger can really be closed immediately after the Payables and still receive postings to any prior period until the year is closed.

The Ledger, on the other hand, cannot be closed AHEAD of the other modules. If the operator attempts to close the GL, the computer will explain the process.

However, we do recommend printing the Work Trial Balance and possibly a Summary Trail Balance PRIOR to closing the month or year. As with other modules, in the event of a complete system failure, you should have an All Journals Trial Balance.

GROSS-TO-NET PAYROLL

All formal payroll reports are based on the calendar date a payroll is paid.

In order to maintain the proper GL fiscal period, the operator is expected to increment the PY period counter by selecting the Month End Closing option from the Payroll Menu or directly through the Company Master file [screen 2].

ERROR CORRECTION

The most common AR error reported by clients is that someone accidentally posts additional invoices to the Ledger and Receivables before the Month End closing is run.

This really causes only two problems that will leave a telltale record of the error. The GL Batch will be posted to the wrong period and the 'Detailed Sales Register' [automatically printed during the closing process will include the invoices from the next month.

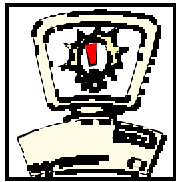
The bright side is that a Journal Transaction will quickly correct the error in the Ledger, the posting to the Receivables really has no lasting effect, and a replacement Detailed Sales Register can be printed for selected dates.



Appendix F: Versions [Releases]

System V Release 2.00 represented a major evolution in program development. With this release the **AS/AP™** Accounting System is delivered compiled with the FoxPro 2.00.

With the release of System V, Release 2.50 and greater it is required that all systems running it have at least 4 Mb RAM. However, Microsoft is now recommending that all work stations have from 8 to 16 Mb of RAM. We recommend that all new system be purchased with at least 8 Mb although the system will still run with less. Since the release of version 2.0 we no longer recommend G/Net or Arc/Net network interfaces. Furthermore, although they will run we **DO NOT** recommend 80286 CPUs. The ideal single user computer is at least a 80486 - 25 MHz with 8 Mb of RAM, while the absolute minimum work stations is a 386SX - 16 MHz with 2 Mb RAM. File servers should be upgraded to 486/66 or faster with 16 Mb RAM or more.



CAUTION: *IT IS POSSIBLE THAT A WORK STATION WITH 2MB OF RAM WILL NOT BE ABLE TO PERFORM ALL TASKS. ORDER ENTRY IN PARTICULAR REQUIRES MORE RAM. IF YOU ARE ABLE TO RUN WITH 2MB, YOU MAY HAVE TO OCCASIONALLY QUIT THE PROGRAM IN ORDER TO REFRESH THE AVAILABLE RAM.*

This system is not for users interested in cutting corners. This is a serious business system and should be operated on serious equipment.

The only disadvantage with these newer releases (and System IV, release 1.xx) of the **AS/AP™** Accounting System, is that some data files are no longer dBase compatible. Any data bases with memo fields will require FoxPro to access them. Since the balance of the data bases are still dBase compatible, an operator wishing to use dBase need only rebuild the index or use the FoxPro interpreter instead of dBase.

Loading Program Disks

In the following general instructions the '8' character is used to indicate a space. If you are not comfortable doing this yourself, call for help.

SINGLE USER SYSTEMS

Free Standing Computers with the program files stored on the "C" drive are loaded by first changing directories as follows:

```
CD8\ASAP5<Enter>
```

Place the floppy disk in the A: drive and type:

```
COPY8A:*.FXP8C:8/V
```

When the system is finished it will reply:

```
nn File(s) Copied
```

You then repeat this process for each program disk that we sent to you. The 'nn' above represents the number of files. This number is different for each client, program, and disk.

After the last disk is copied, you can try to get your menu back by typing one of the following:

```
CHOICES  
DISKMENU  
MENU
```

The method to get back to your menu varies greatly. The above options are ways that we setup systems.

NETWORKED SYSTEMS

Standard Network Computers with the program files loaded on the "F" drive are loaded by first changing directories as follows:

```
CD8\ASAP5<Enter>
```

Place the floppy disk in the A: drive and type:

```
COPY8A:*.FXP8F:
```

When the system is finished it will reply:

```
nn File(s) Copied
```

Repeat this process until all program disks are copied. Then type one of the following:

```
CHOICES  
DISKMENU  
MENU  
MENU8DISK
```

The first two methods have been used on newer systems in order to free memory and eliminate the Novell Menu system (the last option).

ZIPPED UPDATES

If we inform you that the update is ZIPPED, the disks are copied by simply substituting '.zip' for the '.fxp' in the previous instructions. Generally it is best to follow the instructions sent with each update. However, most zipped updates can be unzipped by typing:

```
PKUNZIP -O UPDATE
```

This will unzip the files and overwrite any previous files that were in the same directory. If you omit the '-O' from the command line, the system will prompt before overwriting each file.



Appendix G: Automatic User Login

The Automatic User Login is active on ALL networks and on select Single User systems that require this level of security. This system eliminates individual passwords to enter the AS/AP™ program. However, it is possible to deactivate this system. Simply phone Software Support or your dealer for assistance.

If the Automatic system is not active, you will be asked for your ID and then your Password.

As you enter the AS/AP™ Accounting System and after selecting the working company, a box will open and display your user ID, if one is available in the operating system. If the user is NOT operating from another terminal and the ID is valid, the window will close and continue to the system menu.

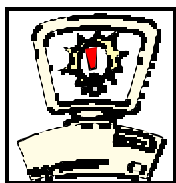
If, on the other hand, the user is not valid, or the user is already logged on another terminal, a message explaining the situation will display, and you will be denied access to the system.

Clear User Logs

At this point, you will want to do the following in order to clear the logs. But, first you will want to establish if you can clear only the user log of the person affected (SYONE), or if you have to clear all logs (SYFOX). To determine this you need to determine if you have a variable established in the network login identifying you as a user or not. In order to determine this simply remember if the AS/AP™ system prompts you for a user name and password when entering the system. If the answer is 'No' (you are not prompted for a name/password) then a variable **is** established for you and you can use **SYONE**, remember, this is only for your User ID! If the answer is 'Yes' (you are prompted for a name/password) then a variable **is not** established for you and you will need to ensure that everyone is logged out of the system and then us **SYFOX**.

The process for performing this task is as follows:

- 1 - Go to the MS-DOS prompt.
- 2- Once there, enter the drive specification of the ASAP Program (Ex. F:\apps\asap\asap5).
- 3- Once directed to the appropriate drive, enter the words **FOXR** (space) **SYONE** (or **SYFOX**) and press <Enter>.
- 4- Once complete, the cursor will return to the MS-DOS prompt.



CAUTION: THIS PROGRAM IS DESIGNED TO BE USED AFTER A SYSTEM CRASH. IT SHOULD ONLY BE NEEDED OCCASIONALLY. IF IT IS NEEDED MORE OFTEN, THERE IS SOMETHING WRONG! BY NO MEANS SHOULD IT BE NEEDED DAILY. WEEKLY USE WOULD CAUSE RAISED EYEBROWS AMONG OUR SUPPORT STAFF. MONTHLY USE COULD POSSIBLY BE EXPECTED. AND THE NORM IS LESS THAN ONCE A MONTH.



Appendix H: Multiuser Lockouts

In order to maintain system integrity AS/AP™ will occasionally, intentionally, and automatically Lock users out of conflicting functions and procedures.

For example, how can anyone justify adding Invoices while the system is running the Invoice update to Accounts Receivable and General Ledger? And yet, we have had clients attempt this.

The NEW lockout system provides a tactful way of saying that we are attempting to protect you from yourself.

The status of all operators on the system can be viewed from the Company Master File - Screen <SU> (User Screen). This is found under <U-1-SU>.

USER STATUS

Active users will be displayed with one of the following three basic status groups.

OFF-LINE

The user is registered in the User file, but, is currently not logged into the system.

ON-LINE

Indicates that the user is logged into the system, but, is working in a module that is not tracked through the status system.

OTHER - The balance of the notations indicate specific modules that the system currently polices.

AP MTH END

Account Payable - End of Month Processing. If this is running, it will prevent another operator from entering GL End of Month.

AR CASH

Cash receipts can only be posted by one operator at a time. In addition, GL and AR End of Month Processes and End of Day Updates should not be run while cash is being posted.

AR MTH END

Receivables End of Month will prevent GL End of Month, Cash Receipts, and End of Day Updates from running.

Converting Orders to Invoices interlocks with End of Day Updates and AR End of Month.

END of DAY

The End of Day Update will lock people out of Invoicing, Order Conversion, Cash Receipts, AR and GL End of Months.

GL MTH END

The GL End of Month will lock operators out of End of Day Updates and, AR and AP End of Months.

INVOICING

Although we shouldn't have to mention this, End of Day Updates cannot be run while any operators are Invoicing

and operators won't be allowed to begin Invoicing while End of Day is running.

This list is constantly being revised and expanded. It is a good idea to check the list after each new update for additional activations.

Appendix I: The ASAP™ Help System

The AS/AP™ Help System is intended as a guide to the operation of the AS/AP™ Accounting System. Our desire is to assist you in finding the location of programs, reports, and routines, and to explain what the expected contents of selected data entry fields should be. Help can be obtained at any time by pressing the <F1> key. You can also search and/or print the Help System for Key Words through a new option under various Utility Menus.

We cannot hope to teach anyone Accounting or Industrial Engineering through several hundred help screens and a little less than 1 million characters, and we make no attempt to do so. We also try NOT to over simplify our explanations, because that, too, would not be fair to the people who are seeking detailed, accurate instructions and are capable of following and absorbing such instructions.

If you are not able to follow the explanations in some of the more technically oriented areas, either we have failed to explain ourselves adequately or you are in a subject for which you are not qualified.

One way or another it is important to recognize that you have a problem and either seek further advice and training, or the assistance of someone who does understand.

HELP ON HELP

Refer to page 94 for instructions in the use of the Help System.

USER DEFINED HELP

User defined help can be entered directly through FoxPro.

From the Command Window type:

USE ASAPHELP

which is the AS/AP™ help file that we created to replace FOXHELP.

The BROWse Command will permit you to browse through the database and view the contents.

When you find the point to add your new topic, press <Esc> which will return you to the Command Window.

From the Command Window, this time type:

INSERT BEFORE

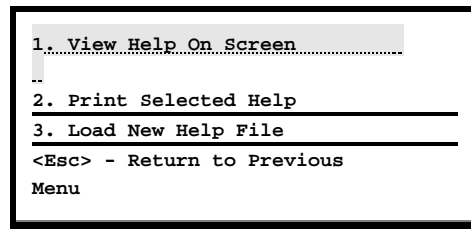
which will add a record and place the cursor in the TOPIC field.

Once the TOPIC is entered, move the cursor to the CLASS field and enter 'STD APP ALL'. These entries will permit your help to appear at all times when the <F1> is pressed.

You can then return to the DETAILS field. With the cursor positioned over the word 'memo', press <Ctrl><PgDn> to edit that field.

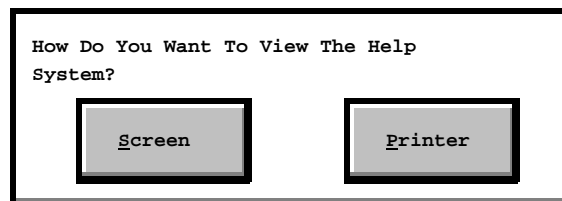
When you are finished, press <Ctrl><W> to close the memo window and <Ctrl><W> again to save the entire Help entry.

Upon selecting this option, 'H', under the Additional Utilities option of the Utility Menu the following submenu will appear:



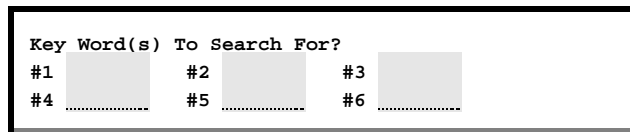
View Help on Screen

When you select option '1,' the following prompt will appear:

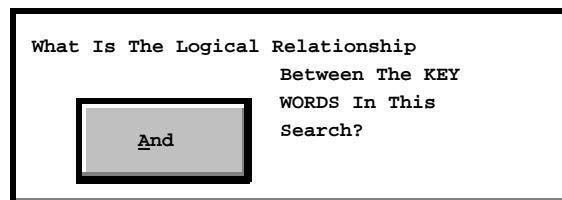


Even though you previously selected to view the help system, this gives you a second option. Assumably, you will select <S>creen, because that is the selection you chose at the beginning. But, if you elect at this point to <P>rint the help system, continue down to the next option, Print Selected Help.

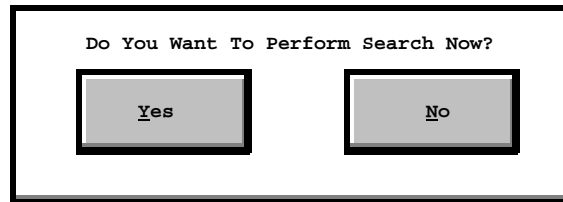
After making your selection the following prompt will appear:



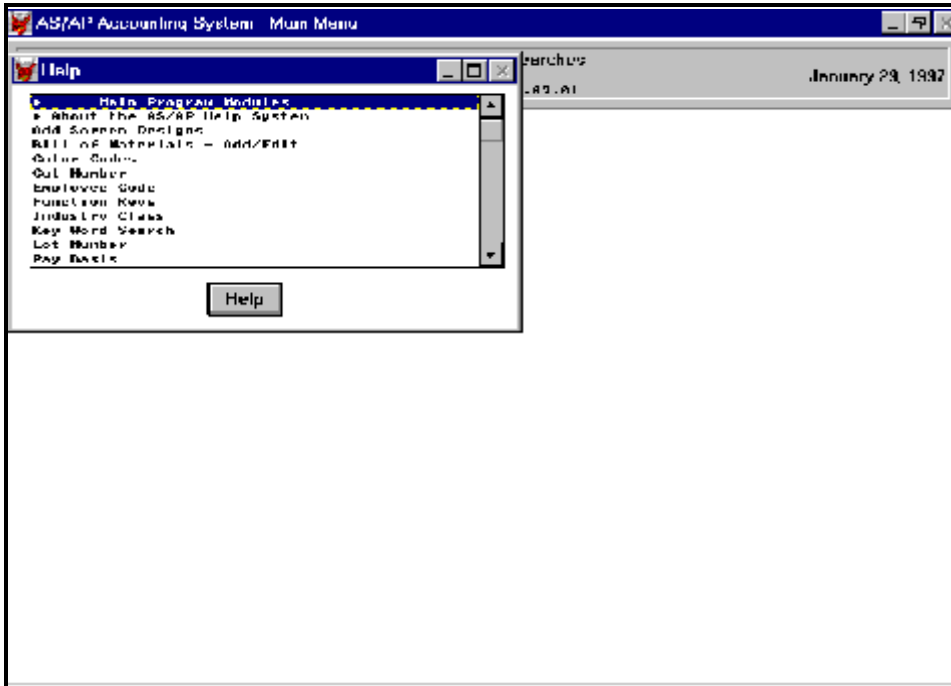
Enter in a word, or words, to search the help system for. If multiple words are entered the following prompt will appear:



Choose whether the words entered are part of the same topic, or separate. Once complete, and one space has been left <Blank> the following prompt will appear:



A <N>o will return you to the Help System submenu. A <Y>es will display the following screen:

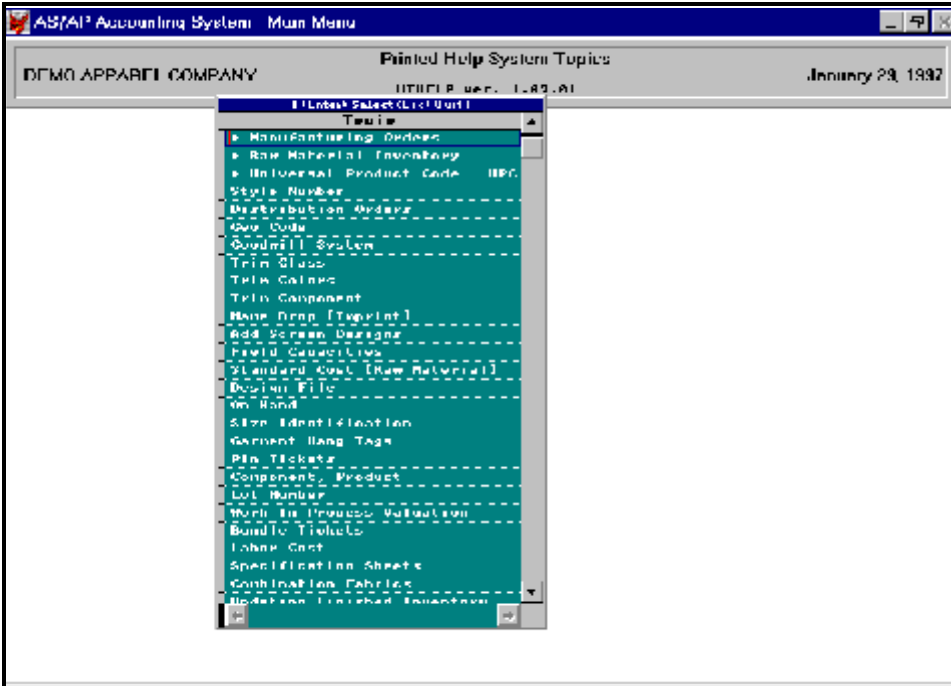


From this point, you will simply choose the option that you wish to view, highlight it, and press <Enter>. The help for that topic will then appear with any additional sources to look at appearing at the bottom.

Once complete, pressing <Esc> will return you to the Help System submenu.

Print Selected Help

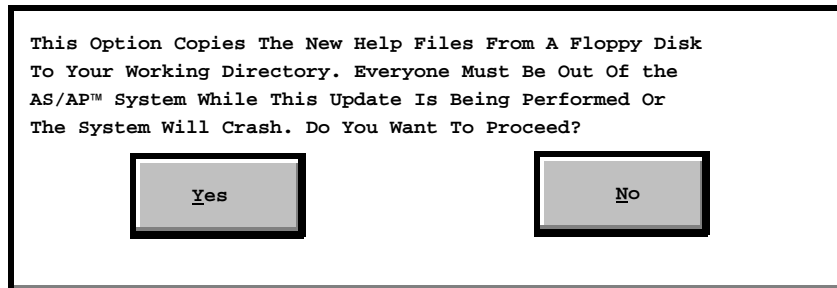
This option will display the same prompts as the previous viewing option. However, once you leave a 'key word' space <Blank> and press <Enter> the following screen will appear:



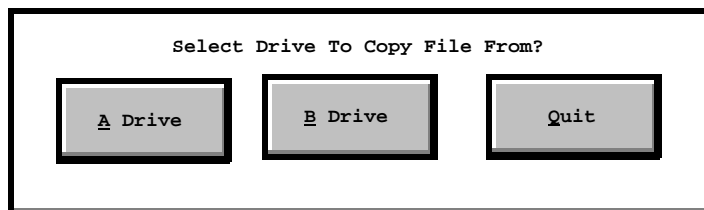
Scroll through the displayed topics until the one you wish to print is highlighted, then press <Enter>. Select the printer that you wish to use and press any key to begin printing. The selected help will then print and you will return to the Help System submenu.

Load New Help File

The first prompt that will appear once option '3' is selected is the following:



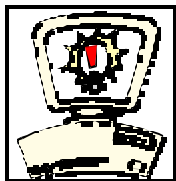
Selecting <N>o will return you to the Help System submenu. A <Y>es, on the other hand, will further prompt:



Select the drive from which you wish to copy. The system will then load the new help system and return you to the Help System submenu.

Appendix J: Shutting Down Your System

It is difficult to provide a section as Hardware dependent as this information, because of the wide variety of hardware that the **AS/AP™** Accounting System will operate on. We have tried to describe the equipment groups as thoroughly as possible in order to prevent you from making an error.



IT IS THE END USERS (YOUR) RESPONSIBILITY TO DETERMINE THAT YOU ARE WORKING IN THE SAME ENVIRONMENT THAT WE ARE DESCRIBING. WE ARE MERELY PROVIDING THIS DATA FOR INFORMATIONAL PURPOSES.

Stand Alone PC

This is both the easiest to identify and the easiest to turn off. This machine is a *Free Standing* single computer, with NO terminals attached.

When the system is turned on, you should see a prompt indicating the disk drive designation, unless your dealer has provided a special prompt.

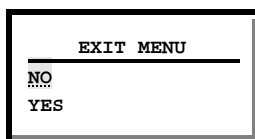
At the disk prompt you can turn off the power at any time that you may choose.

Novell Advanced Netware 286 2.x or greater [dedicated file server]

When the system is ready for you to enter the Accounting Program, you will be on a menu titled "*Network Menu*" or at least you will see the Novell copyright along the upper portion of the main menu.

You must return to this menu before turning off the system.

From the Novell Disk Menu, you will press the <Esc> key. A window will open in the center of the screen that says:



If you are not ready to quit, move the light bar up to the <NO> and press <Enter>. If you are quitting, press <Enter>. The screen will then display an operating system prompt. Unfortunately, there are dozens of different prompts that can appear. All of them are functional equivalents. A few of the different prompts are:

```
F:\
F:\PUBLIC>
F:\ASAP4
Enter Selection (or turn off power)
```

If your system does not have another provision for login out, at the disk prompt (above) type:

LOGOUT<Enter>

Once all of the work stations are turned off, you can turn off the central file server. No matter what else is on the screen of the file server, you will have a ":" prompt. At the ":" type:

DOWN<Enter>

After a short pause the server will respond with:

```
SERVER <name of server> IS DOWN ...
```

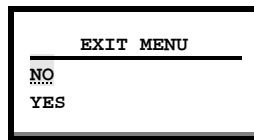
You can now shut off the power on the central server, turn out the lights, and go home.

Novell ELS Netware 286 2.x or greater

When the system is ready for you to enter the Accounting Program, you will be on a menu titled "*Network Menu*" or at least you will see the Novell copyright along the upper portion of the main menu.

You must return to this menu before turning off the system.

From the Novell Disk Menu, you will press the <Esc> key. A window will open in the center of the screen that says:



If you are not ready to quit, move the light bar up to the <NO> and press <Enter>. If you are quitting, press <Enter>. The Menu will close and the screen will then display an operating system prompt.

Unfortunately, there are dozens of different prompts that can appear. All of them are functional equivalents. A few of the different prompts are:

```
F:\
F:PUBLIC>
F:\ASAP4
Enter Selection (or turn off power)
```

Once all of the other work stations are turned off, you can turn off the central file server. At the operating system prompt (one of the above) type:

CONSOLE <Enter>

The screen will clear and you will have a ":" prompt. Type:

DOWN <Enter>

After a short pause the server will respond with:

```
SERVER ELS8NETSERVER IS DOWN ...
```

You can now shut off the power on the central server, turn out the lights, and go home.

Appendix K: Glossary

This section is designed to assist users of the **AS/AP™** Accounting System. Unfortunately, the subject matter lends itself to confusion. Please note that although we are attempting to be technically correct in our definitions, we are in many instances exercising a poetic license of sorts, in order to get the point across more clearly. If you plan to design and build your own computer and develop your own Operating System with which to run it, we *strongly suggest you don't read this section.*

Likewise, if you plan to attend a party and show off to your friends how much you've learned about computers, you should be forewarned that some of our definitions might be considered controversial.

AUTOEXEC.BAT is a file that the computer reads every time it boots up. It contains instructions that affect any subsequently running DOS (and older Windows) programs.

CONFIG.SYS is another file that the computer reads every time that it boots up. However, this file contains information on how the computer is set up and what it is attached to.

CPU is an abbreviation for Central Processing Unit which is, basically speaking, the chip that is the brain of the computer. The CPU is the location in the hardware, at which the *Thinking* takes place.

The other chips you will see if you open your computer, have a variety of purposes, to store the data, to send the image to the screen, interpret the signals from the keyboard, etc. The CPU is the location that the logical decisions are made by the computer as a result of the messages received from all of the other chips.

<CR> is an expression used to refer to the term Carriage Return or the Return or Enter Key on your computer keyboard. You may notice that every manufacturer has his own terminology for this particular key.

IBM, for instance, uses an <)- [arrow] on the IBM PC/XT keyboard and the word **Enter** with an <)- [arrow] on the IBM AT keyboard.

We get off the hook completely by saying that when you see **<CR>** on the screen it means press whatever key makes your computer advance to the next step. However, as **<Enter>** is generally the key to press for this task the manuals are now reflecting **<Enter>** instead of **<CR>**.

<CTRL> represents the key marked "CTRL" or "CONTROL" or something similar. The key operates in much the same way as the "SHIFT" key. You hold the "CTRL" key down while you press another key, and then release both of the keys at the same time.

You will find two different ways that our manual indicates the use of this key.

1. **<CTRL><Y>** indicates to press the "CONTROL" key at the same time that you press the "Y", just as you would press the "SHIFT" key and the "Y" in order to print an uppercase "Y". The result of this is to erase any letters on the line to the right of the cursor.
2. **^Y** also indicates the use of the "CONTROL" key and the letter "Y" together. It is just another way of writing the same command.

The following are some interesting and possibly helpful key combinations:

<CTRL><Q> cause the cursor to EXIT the current READ statement by aborting, ignoring, the read. In many cases it performs like the <Esc> key.

<CTRL><W> jumps the cursor to the bottom of a page, indicating you are finished with the data entry. This combination also EXITS the READ, like <CTRL><Q>, but, saves the data entered. The same effect can be derived from <F10>.

<CTRL><Y> deletes the balance of the line to the right of the cursor position. This is also the ONLY way to blank a date field. We have programmed the <F12> to perform the same function.

CURSOR is the flashing prompt, or position on the screen at which the next letters entered from the keyboard, will be displayed. Unfortunately the cursor may appear differently on different machines. In some situations the cursor is a flashing dash or underline character $_$. On other machines, the cursor can be a block which appears in reverse video (black letters on white background) $\#$. Also see *PROMPT*

DISK - There are basically three types of disks available for micro computers:

1) **FLOPPY** disks are the removable, flexible disks that are used primarily for backup of the Internal Hard Disk, or to run small programs.

Floppy Disks are available in 8", 5 1/4" or 3 1/2" diameter soft packages which contain a round plastic type platter or sheet coated with magnetic recording material, much like Video or Audio Cassette Tape.

2) **HARD** disks (also known as **FIXED** disks) are a sealed unit, containing several firm platters coated with magnetic recording material. Because they are sealed, firm, and non-removable, Hard Disks can be manufactured to much more exacting specifications and can therefore operate at much higher speeds than **FLOPPY** Disks.

3) **DISK PACKS** are removable versions of the Hard Disk. They are removable like the Floppy Disk but as fast or faster than the Hard Disk, and therefore more expensive than either. Since they are removable, they are more susceptible to damage.

DOS stands for Disk Operating System. This is the interface between the computer hardware and the program (referred to as software). There are a variety of DOS' available for micro computers as follows:

1) **CP/M** was developed by Digital Research for small desktop computers, micro computers. This has now evolved to **DR DOS** and is owned by Novell.

2) **MS DOS** was developed by Microsoft for use on 8088 CPU machines similar to the IBM PC. We would consider this to be the second generation of Operating Systems, CP/M being the first of the widespread micro computer systems.

MS DOS represented an improvement in ease of operation, clarity of commands, and flexibility, over CP/M.

3) **PC DOS** is the IBM version of MS DOS.

AS/AP™ has been setup in such a manner as to obviate the need for learning about the Operating System of your particular Computer. However, we would definitely encourage those who are interested, to read further documentation concerning the Operating System of your particular Hardware.

Of particular interest are environmental commands which enable you to move selected files to a floppy disk (COPY, XCOPY or BACKUP), check the condition of your disk (CHKDSK or STAT) and prepare disks to receive data (FORMAT).

DOT MATRIX PRINTERS are computer printing devices that form the letters being printed on the page through a Matrix of Dots. Since the letters are formed from tiny dots, this form of printing does not usually look as good as the **Letter Quality** printer. However, Dot Matrix printers operate 2 to 10 times faster than the **Letter Quality** printers, with less maintenance required.

The clarity of the printing varies greatly, depending on the number of dots forming the Matrix and the size of those dots. The Okidata 83A for instance forms it's letters from a matrix of 9x9, while the Epson FX-80 and FX-100 use a matrix of 11x9. The NEC P5 uses 17x9 for draft mode and 17x32 dots for near letter quality. This can be compared to the LaserJet which produces approximately 20x40 dots in all modes.

Speeds of Dot Matrix printers can also vary greatly from the Okidata 83 which prints at 120 Characters Per Second (CPS), to the Epson FX-100 at 160 CPS, and the NEC P9 at 400 CPS. The LaserJet produces about 600 CPS.

Also see Letter Quality and LaserJet Printers

<ESC> represents the <Escape> key. On newer keyboards the <Esc> is located in the upper left corner. This key does not produce a printable character.

FORMAT is an Operating System (see DOS) command which runs a process that prepares a new disk to receive data for the first time. It is only necessary to run **FORMAT** once on a particular disk, unless you are having trouble with the disk.

The Formatting process sets up a table called the FAT or File Allocation Table (somehow this relates to the directory) which tells the computer where to find the files as they are saved on the disk.

Although **FORMAT** can be run on Floppy or Hard disks, you should **never run FORMAT** on the hard disk, unless you know what you are doing. This process **ERASES** everything on the disk.

LASERJET is the trademark for Hewlett Packard's Laser printer. A laser printer is a cross between a *Plain Paper Copier* and a Dot Matrix Printer. The speeds are extraordinary compared to letter quality printers, and yet the laser provides as good or better quality as the letter quality printer.

The speed of printing is rated as fast or faster than the fastest dot matrix printers in comparable price ranges.

Another tremendous advantage of the laser, is the fact that it uses plain copier grade paper, which costs less than half the price of tractor feed paper.

The AS/AP™ System can interface to the Hewlett Packard LaserJet Plus or Series II and III laser printers.

LETTER QUALITY PRINTERS are also known as *Formed Character* printers because the letters are printed with actual type on a daisy wheel or thimble. Although the quality of these printers is excellent, there are two drawbacks.

First they are very slow. By slow we mean **SLOW**. They range in speed from 10 to 55 characters per second.

The second problem is the printing element (daisy wheel or thimble). You can only print characters that are on the particular element that is mounted in the printer. If you are printing in 10 pitch (pica) and you want to switch to 12 pitch (elite) type, you must change printing elements.

Although it has no real effect on business applications, the letter quality printers have limited, if any, graphic ability.

MICRO COMPUTER is the term usually used in relating to small, desktop, business computers, such as the IBM PC.

Technically the term is used to describe a computer with a single Central Processor [CPU] on a single *mother* board. However, this definition has gone by the wayside since some of the latest Mini Computers (the next larger type of computer) now have a single mother boards.

However, when a Micro Computer is connected into a network, such as, Novell Ethernet with Novell 386 3.11 Software, the characteristics and description are similar to that of a Mini Computer. This typical configuration provides an 80486 CPU for hard disk control and general I/O tasks, an 80386 or 80486 processor for the workstation and to run the application software.

MINI COMPUTER is the term used to describe a computer with multiple processors and the capability of running multi terminals, multi tasking, and multi user.

However, Micro computers are capable of filling the definition above. Therefore, the easiest way to determine the difference between Micro's and Mini's today is Mini Computers are costlier than Micro Computers. They cost more to buy and more to maintain.

OPERATING SYSTEM is the System that enables the Computer to Operate. It is, essentially the software that controls how a computer performs its most basic tasks. *Also see DOS*

PRINTERS - See *Letter Quality Printers*, *Dot Matrix Printers*, and *LaserJet Printers*.

PROMPT is the position on the screen at which the next character typed on the keyboard, will appear on the screen. Prompt can also refer to the actual asking of a question, to which the computer expects some kind of answer. *Also see CURSOR*.

Appendix L: Printer Control

The AS/AP™ Accounting System is designed to operate with virtually any printer. The program can be pre-installed for Dot Matrix, Letter Quality, or Laser Printers.

Forms

Both The Letter Quality and Dot Matrix Printer installations will permit the user to utilize either preprinted or computer generated forms. However, since the Laser Printers are more difficult to operate with manufactured forms, and since using manufactured forms defeats much of the advantage of the Laser Printer, the Laser Printer installation will generate it's own Invoice forms, Monthly Customer Statement, Order Forms, etc. at this writing, a LaserJet has not yet been utilized for check printing.

Note that the Piece Work and Care Label Codes are edited in the respective areas.

Printer Types and Limitations

Dot Matrix [80 Column] - This group of printers is perfectly acceptable. All 80 column reports can be printed in standard sized 10 characters per inch [cpi]. Wide reports will offer the ability to compress the type face to 17 cpi.

There is only one (1) report at the current time which *cannot be printed*. That is the Accounts Receivable Aging for 120 days. This reports requires the use of 17 cpi on the wide [132 column] printers.

Dot Matrix [132 Column] - This is the printer that ALL reports are designed to run on and all form alignments are tested and approved for.

This is also the most common printer used in Accounting and General Business operation.

LaserJet Printer - The Hewlett Packard LaserJet installation will set the printer to Landscape Orientation, 8.5 points, 16.6 cpi, Light Line Print font, for all reports.

When forms are printed (statements, invoices, etc.) the printer is automatically changed to Portrait Orientation, Medium Courier Font, 10 cpi, 12 pitch. During the printing of the form the IBM Graphic Set 1 characters are generated and some use is made of Bold Courier for emphasis. However, these changes are transparent to the user or operator and are accomplished under program control.

ALL Laser output is designed to fit 8 1/2 by 11 inch Copier or Laser paper.

Letter Quality Printer [80 column] - This printer is almost unusable for accounting, since there is no compressed mode. The only possible way to operate is for the operator to change the Thimble or Daisy Wheel to a 15 pitch. Even at that, there is no guarantee that all forms will be printable. This printer is almost certain to cause headaches.

Letter Quality Printer [132 Column] - The only restriction that this printer will experience is the 120 day Accounts Receivable Aging. However, the user can switch thimbles (or Daisy Wheels) and possibly print this report.

Control Codes

The printer control codes instruct the dot matrix printers which pitch to use, set the length of labels and other manufactured forms (both letter quality and dot matrix printers), and reset the printer after printing is complete (all printers). The various codes that you will need, can be found in your printer manual. The **AS/AP™** program requires the decimal version of the codes, which are indicated in most manuals as such.

It is difficult for this manual to accurately list codes, since manufacturers change them from time to time. Instead we have provided examples which should assist you in determining the correct codes for your printer.

The best example of the code confusion, even from one manufacturer, are the NEC printers which we have charted below. The following codes are the reset (initialization) codes for the particular printers.

Model(s)	ASCII Code	AS/AP™
APC-H16 (8023,27)	ESC, I	CHR(27)+CHR(93)
NEC P2 (P3)	ESC,@	CHR(27)+CHR(64)
NEC P5 (P6,P7,P9)	FS,@	CHR(28)+CHR(64)

If you are having problems with form length, characters compressing, or resetting after printing, the problem is probably in the codes that you have installed. However, it is possible for the problem to be the printer cable or very rarely, but, occasionally the printer.

As if the subject isn't already complex enough, during the preparation of this update of the Utility Manual, we were informed of a new code problem.

If you own a Hewlett Packard Rugged Writer, the CHR(27) + CHR(64) reset code **also initializes a printer self-test sequences**. One of our clients struggled for months before HP gave them the correct command.

Paper Alignment and Miscellaneous

If the first page of a report prints properly, but, the second page begins in the middle of the third piece of paper, you are the victim of *TOP OF FORMITUS*. THERE IS NOTHING WRONG WITH THE PROGRAM, COMPUTER, OR PRINTER. Although some printers have a button for the user to press to establish the Top-Of-Form, most do not.

The proper and safe way to align the top of a page or form is to :

- 1 - Wait until the program prompts you to place the paper in the printer
- 2 - Turn OFF the power on the printer
- 3 - Turn the hand wheel until the top of the paper is aligned to the TOP EDGE of the printer's printhead (or whatever mark you have predetermined to be appropriate for the form in use).
- 4 - Turn the power back ON
- 5 - **FOLLOW THE INSTRUCTIONS ON THE SCREEN**

Concomitantly there are some simple rules to follow to avoid printer problems.

- 1 - Try **NOT** to turn the printer hand wheel while the printer power is ON. It causes *TOP OF FORMITUS* and can even **DAMAGE THE PRINTER** if done continuously over a long period.
- 2 - **NEVER** turn the printer off after you have begun an alignment for preprinted forms such as short invoice forms, checks and statements. **IF YOU TURN OFF THE PRINTER, YOU WILL LOOSE ANY PRINTER CONTROL CODES THAT HAVE BEEN SENT TO THE PRINTER BY THE PROGRAM.**
- 3 - Use the *FORM FEED* and *LINE FEED* buttons on the printer to advance the paper, or to remove the last page that was printed.
- 4 - If your printer is equipped with a form length dial **DO NOT USE IT!** The **AS/AP™** program sends the proper length of each form to the printer. We have found that clients who also set the form length dial have had difficulty aligning forms.
- 5 - Be **VERY** cautious when using pressure sensitive labels. They are three to four times thicker than standard 20# computer paper. If you do not set the print head gap for the thicker labels, you can easily damage the print head (try \$300 +/-).

The labels can also peel off **VERY** easily if you turn the handwheel backwards. The last time that happened the printer had to be completely disassembled at a repair cost of \$120.

The most important thing to remember when you have alignment and compressed print problems is that **AS/AP™** has been aligning forms and compressing and uncompressing reports for hundred of computer operators since 1983. Of course, anyone can make a mistake, and it is possible that a new program or a new update has a problem. However, in more than 10 years we have logged hundreds of calls and only found two or three program related problems.

To save yourself and our Tech Support time and trouble, before you call with printer problems check the following:

- 1 - Check the printer codes in **YOUR** printer control file.
- 2 - Make certain that the printer cable is attached firmly to the back of the computer and printer.
- 3 - Check that the *SELECT* or *ON LINE* light is lit on your printer control panel.
- 4 - Verify that your printer is **NOT** trying to warn you of an internal problem. [most newer printers have flashing LEDs or numeric LED codes that inform you of internal problems.]
- 5 - Check that the printer cable has not been pinched or twisted.
- 6 - Some printers can be placed into various configuration through an internal menu accessed via the front panel. Please check your printer manual. For example, some Okidata printers can be set in IBM emulation, or in Native Okidata mode. The control codes for these 2 modes are very different, and if ASAP is expecting IBM emulation, but your printer is set to Okidata Native mode, your results would be very unpredictable.

Once you get the hang of it, the printer will be the least of your problems, or it should be. The most important point to remember is to be patient and check for possible physical causes for your printer problems. Only 1 in 500 reported printing problems has been program oriented. This means the odds are very greatly in our favor.

AS/AP™ will work with virtually any printer and gives the operator the most options if and when something goes

wrong.

If you think you have a problem, look at it from our side. We hear constant complaints from some stubborn people who just cannot align a form or get the compressed printing to work. The annoying part is that we rarely get a call of apology from certain people when they finally find out that it really was their lack of patience and stubborn streak. It is also annoying when a client insists that the problem is with our software, when the same programs are running at many other sites without any problem.

It works if you want it to. If you call and tell us it's our program or that the printer is defective, we know the real cause. **If you're going to tell us what the problem is**, don't bother calling.

If you're calling for help, describe the problem to us, then listen to our solution and follow our advice. It will help speed things up if you have the printer's manual available. Also, please make notes on any strange behavior leading up to the problem, note any error messages (either on the screen, or on the front panel of the printer). We can assure you that the problem will be solved unbelievably fast.

Printer Re-Direction:

With the advent of more and more clients using multiple platforms to operate the **ASAP** software, we designed a new method of controlling the printer re-direction. This is controlled by system flag 426 ="Y". If you are using multiple printers, include the following two lines in your network login script.

```
#capture queue=queueName1 nt nb nff ti=10 L=2  
#capture queue=queueName2 nt nb nff ti=10 L=3
```

The first line assigns *queueName1* to LPT2.

The second line assigns *queueName2* to LPT3.

This leaves LPT1 free as your local printer.

LPT1 = Local Printer.

LPT2 = Network printer serviced by *queueName1*.

LPT3 = Network printer serviced by *queueName2*.

In the printer redirection line of the printer setup file:

<u>Description</u>	<u>Re-direction</u>
Local Printer Narrow	LPT1
Local Printer Wide	LPT1
System Laser	LPT2
System Printer	LPT3

We have found this arrangement to work much better and more consistently than the older system of including the capture command on the Redirection Line.

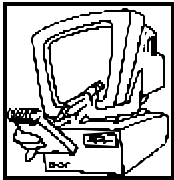
Beginning with Netware 4.x, Novell allows you to set up to 9 LPT captures. That is, you can set the queue to capture and redirect LPT1 up to LPT9. This is most convenient if you have several network printers available. However, to get past LPT3, you have to modify your NET.CFG file in each workstation. Under the "NetWare DOS Requester" section, you need to add the line:

NETWORK PRINTERS = x

where x is a number from 0 to 9. If you have 6 different network printers, then you can set up different queues using LPT1 thru LPT6. The users could then decide which printer to redirect to by choosing the appropriate LPT port. The redirection command for each printer port could be setup in the net login script, so the assignments are defined when the user logs into the network. If the user has their own local printer, in addition to the 6 network printers, you would increase the number in NET.CFG to 7, and make the redirection commands go to LPT2 thru LPT7.

Ejecting Pages

If you do not wish for your printer to eject an additional page at the end of a sequence you can suppress this option (or attempt to). In order to do this you would need to change Flag 531 to 'S'.



NOTE: BECAUSE OF THE WAY THAT MICROSOFT WINDOWS HANDLES THIS OPTION, IF YOU ARE PRINTING TO A LASERJET OR INKJET THIS OPTION MAY NOT WORK.. AT TIMES IT MAY HOLD THE LAST PAGE OF THE PRINTOUT IN THE PRINTER MEMORY UNTIL ANOTHER PRINT JOB IS SENT OR YOU WALK OVER TO THE PRINTER AND USE FORM FEED. THE BEST WAY TO SAY IT IS THAT THROUGH OUR TESTING OF THIS PROCEDURE...SOMETIMES IT WORKS...AND SOMETIMES IT DOESN'T WORK.



Appendix M: System Message Codes

The first rule concerning the system message codes is to CALL OR FAX SOFTWARE SUPPORT if a problem **persists**. If you do not inform Software Support of a problem, it may never be resolved. However, some codes can be the result of *your errors, not ours*, and many can be easily reconciled.

It is also very important to document the circumstances surrounding the occurrence. In fact, it is helpful for you to re-boot your computer and check to see if the problem occurs again.

CODE	CAUSE	ACTION
1	File Missing	This can be either an index or a data file. The first thing to do is re-index your system. If this does not solve the problem, phone Software Support.
2	Internal Problem	PHONE SOFTWARE SUPPORT
3	File In Use	This is a network locking problem.
4-5	Error Positioning	This can indicate a damaged index or file. The first thing to do is re-index your system. If this does not solve the problem, phone Software Support.
6-11	Internal Problem	PHONE SOFTWARE SUPPORT
12	Variable Not Found	This can be a program error, a field missing from the data base, or a computer RAM error. Report the details to Software Support and they will let you know how to proceed.
14	Internal Problem	PHONE SOFTWARE SUPPORT
15	Not a Database	If this message is true, you have a severely damaged file. If accurate, this is fatal. Now you will find out why you make backups. You do have a backup, don't you? Phone Software Support.
16-18	Internal Problem	PHONE SOFTWARE SUPPORT
19-20	Error Positioning	This can indicate a damaged index or file. The first thing to do is rebuild your indexes. If this does not solve the problem or if the problem persists, phone Software Support.
21-25	Internal Problem	PHONE SOFTWARE SUPPORT
26	Missing CDX Index	A CDX (compound) index is missing or damaged and must be recreated.
27-40	Internal Problem	PHONE SOFTWARE SUPPORT
41	Memo File Problem	Missing or damaged memo file. At this writing, the only files that have a memo field are the Help System, Customer, Vendor, Inventory and Employee Master files, and some specialty files.
42	Internal Problem	PHONE SOFTWARE SUPPORT
43	Insufficient Memory	You may have one or more TSR programs loaded which are using up your memory. Exit the AS/AP™ program, turn off your system or work station and then re-boot. If the problem happens again, phone Software Support.
44-55	Internal Problem	PHONE SOFTWARE SUPPORT
56	Out of Disk Space	If true, you may have a problem. However, your space may just be taken up with backup and/or temporary files. If you and the other terminals exit the AS/AP™ program, the temporary files and indexes will be cleared. This may free enough space. We were recently told by Microsoft that this problem can also come from a damaged index of FoxPro temporary working file. If you have plenty of disk space, reboot the work station, delete any lingering FoxPro temporary files, and reindex.
57-124	Internal Problem	PHONE SOFTWARE SUPPORT
125	Printer Error	Either Printer not connected or not turned on. On many newer versions of the program, you will not get this error code, the message will flash "Printer Not Ready" until you turn on the printer, solve the problem or press <Esc> to quit.
126-1103	Internal Problem	PHONE SOFTWARE SUPPORT
1104-1105	Disk Error	These codes indicate that the AS/AP™ program had difficulty either

reading from or writing to your Hard Disk. You may wish to have this checked out by your hardware dealer or merely retry whatever you were doing when the error occurred.

Pssst, time to locate those backup disks or tapes. You do have backups, don't you? If not, a clean double edge razor blade will suffice.

1106-1111 Internal Problem
1112-1113 Disk Error

PHONE SOFTWARE SUPPORT

These codes indicate that the AS/AP™ program had difficulty either opening or closing a file on your Hard Disk. You may wish to have this checked out by your hardware dealer or merely retry whatever you were doing when the error occurred. This may indicate a serious problem.

1114-1404 Internal Problem
1405 RUN Command Failed

PHONE SOFTWARE SUPPORT

This indicates an error attempting to RUN an external program. Since the standard configuration of AS/AP™ provides for enough 'headroom' to run the printer redirection programs and the routine to load new program updates from a standard work station, if this message appears, there is something wrong with your computer. The file server may be short of RAM under some circumstances and configurations. This would not surprise us for the message to be issued on the server.

Try turning off your work station and re-booting it. If this doesn't work, make a note of the circumstances surrounding the error and PHONE SOFTWARE SUPPORT.

1406-1906 Internal Problem
1907 Drive Id.

PHONE SOFTWARE SUPPORT

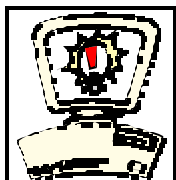
If you have been playing in DOS or Network System files, you may have incorrectly mapped a disk drive.

1999-9999 Internal Problem

PHONE SOFTWARE SUPPORT

The following codes are **NOT ERRORS**. They are Network Locking Codes. We will display these code numbers on the screen in order to indicate the type of lock that we are attempting to perform.

CODE	CAUSE	ACTION
108	File Lock	File in use by someone else, the system will keep trying to gain access.
109	Record Lock	Record is locked at another terminal.
130	Record Lock	An attempt was made to REPLACE a record without first locking it.
110	File Lock	FATAL ERROR. The operation required prior exclusive use of the File. Report this one to SOFTWARE SUPPORT.



IT IS VERY IMPORTANT THAT YOU UNDERSTAND THAT WHEN THE SCREEN FLASHES 'FILE IN USE...' THAT SOMEONE ELSE IS USING IT. THIS IS NOT AN ERROR!!!

Appendix N: End of Year Processing

Although the Yearend is handled relatively automatically by AS/AP™ in the normal course of processing of most modules, this is a critical operation and should be treated with both caution and respect. Consideration must also be given to the differences between fiscal and calendar years, since they will potentially cause confusion between the yearend closing of the accounting books as apposed to the closing of the payroll.

There are a few issues of special considerations.

- ! Payroll must close on a fiscal year basis regardless of the Accounting cycle used by the company.
- ! Payroll W2 forms should be checked and printed before the Payroll Year is closed.
- ! AP 1099s should be checked and printed before the close of the AP system.
- ! EXTREME care should be taken to backup the system prior to the end of year. This includes the possibility of making 2 or even 3 duplicate backups of the files. YOU CANNOT BE TOO SAFE.
- ! The Year-to-Date Accounts Receivable Cash Receipts file is closed and purged.
- ! The Year-to-Date Accounts Payable Cash Disbursements file is closed and purged.
- ! The General Ledger files are archived and labeled under the fiscal year. These include:

aGLCA Master GL Account File - which includes the Account Numbers and Beginning Balances.

aGLDB Transaction Database containing all of the posting for the year.

aCOMP Company Master File - that contains the default accounts as they were assigned for the particular year.

aCLOS Closing Date File - contains the Closing Dates for the year.

With these GL files archived, the system is able to accept Journal Transactions and print any of the Trial Balances offered on the Standard Menu. Although the data exists to reprint Financial Statements, there has been no interest in this feature. However, it would be available as a custom project.

- ! The reports printed are dependent on your company's requirements. In general, we would recommend printing the following reports, but, it is ultimately up to you as the end user.

Accounts Receivable Aging

Customer Master List

Accounts Payable Aging

Vendor Master List

Inventory On Hand Report [Finished Goods and Raw Material]

Inventory Work Sheet [Finished Goods and Raw Material]

General Ledger Account Listing [All Accounts]

GL All Journals Trial Balance

Payroll Query [All Employees]

Employee Master Listing

- ! 13TH PERIOD [12 period systems] - When the Gross Payroll [PY], Accounts Receivable [AR], and Accounts Payable [AP] are closed for the 12th period, each of the periods is incremented to the Period 13. If the GL is closed before any more transactions are entered on the AR and AP, the 13th Period is never actually used.

Typically, AR and PY close immediately, but, the company will operate AP for 2 to 3 weeks before closing the Payables and then the GL may operate for another week or two before closing the year. During this time, the AR, AP, and PY postings are made to period 13 (any module which continues to post) so that they will not be confused with the period 1 postings from the previous fiscal year.

When the GL is finally closed, all period counters are moved to period 1. The detail for periods 1 through 12 are archived to the prior year databases with a two digit code indicating the fiscal year (i.e. 96, 97, 98, etc.) The postings against period 13 left in the current year file and revised to read period 1 and the Batch Numbers originally issued are reissued with sequential numbers for the new year (starting with batch 1). In order to assist in the adjustment of the batch numbers, a list is printed showing the original batch number (last year) and the newly issued number.

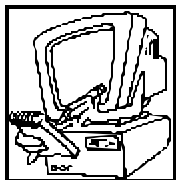
- ! 13TH PERIOD SYSTEMS - As an option, AS/AP™ can be installed to use 13 accounting periods. If this is the case on your system, period 14 is used for the new year postings until the year is closed. As described above, the new year postings will be made into period 14 until the General Ledger is closed, at which time the period 14 postings are changed to period 1 of the new year and the batches are renumbered.

The most important factors to remember are that you cannot have too much information. You cannot have too many backup disks (or tapes). You cannot have too many reports. In subsequent years, the company may decide they don't need all of the reports, but, the worst, situation is needing a report that doesn't exist.

Appendix O: Embedding Non-Standard Sized Forms in Windows

Windows 3.x and higher

Non-standard sized forms, i.e. Payroll checks, that will print in the Windows environment need to undergo a special procedure to ensure proper printing. The procedure will embed the printer settings into the form. After the procedure is complete, the printer settings will be automatically established whenever the user initiates the printing of the particular form embedded.



NOTE: THE EMBEDDING PROCEDURE MUST BE PERFORMED FOR ALL USERS WHO PRINT NON-STANDARD SIZED FORMS. IN ADDITION, ASAP RECOMMENDS THAT A LOCAL PRINTER BE USED FOR PRINTING.

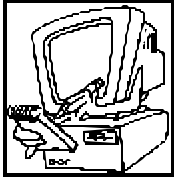
Below is an example of embedding a payroll check which has a length of 7 inches and a width of 8½. However, before you perform this procedure, you must determine:

- A. *The user's PC who will be printing the form.*
- B. *The printer that will be used AND it must be installed.*
- C. *The NAME of the form. Please contact ASAP if you do not know the name of the form.*

Procedures

1. In Windows 3.x, go to Control Panel / Printers and select the printer you will use for this form. Make sure that the box <Use Print Manager> is **NOT** marked. Select <Setup>. Under <Paper Size>, pull down the list and select <User Defined Size>. Under <Unit>, select <0.01 inch>. Set Width and Length as appropriate for this form. In our example below, the form is defined as 8 ½ X 7 inches.

 A screenshot of a Windows 3.x printer setup dialog box. The window title is partially visible as "=". Inside the dialog, there are two radio buttons under the heading "Unit": "0.1 mm" (unselected) and "0.01 inch" (selected). To the right, there are two ranges: "Width Range: [100 .. 1400]" and "Length Range: [100 .. 9102]". Below these are two input fields: "Width:" with the value "850" and "Length:" with the value "700". At the bottom are "OK" and "Cancel" buttons.



NOTE: YOU MAY ONLY HAVE ONE USER DEFINED FORM FOR EACH PRINTER TYPE IN WINDOWS. IF YOU HAVE 2 DIFFERENT NON-STANDARD FORMS, THEY WILL EITHER HAVE TO BE PRINTED ON 2 DIFFERENT TYPES OF PRINTERS FROM THE SAME WORKSTATION, OR THEY WILL HAVE TO BE PRINTED FROM 2 DIFFERENT WORKSTATIONS. FOR EXAMPLE, YOU HAVE THE CHECK AS DESCRIBED ABOVE, PLUS YOU HAVE A SHORT STATEMENT WHICH IS 8 INCHES LONG. FURTHER, ALL OF YOUR DOT MATRIX PRINTERS 1180, THEN YOU WOULD HAVE TO SETUP EACH FORM COMPUTER.

ARE PANASONIC KX-
ON A DIFFERENT

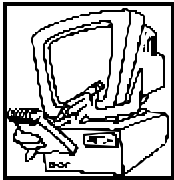
2. Launch FoxPro for Windows. From the Main FoxPro Menu, choose <File><Printer Setup>. Make sure that the **DEFAULT** printer button is checked, and that the default page size (8 ½ x 11 in) is checked. Select <OK>.

3. Open the report form from the COMMAND WINDOW. This is done by typing MODIFY REPORT {FORM NAME}. Under <Report><Page Layout>, select <Print Setup>. Select <Specific Printer>, and select the printer for this form. Select <Paper><Size> and choose <User Defined Size>.

4. Select <OK> until you get back to the form, then **Save** the form with <Ctrl><W>.

WINDOWS 95

Non-standard sized forms, i.e. Payroll checks, that will print in the Windows environment need to undergo a special procedure to ensure proper printing. The procedure will embed the printer settings into the form. After the procedure is complete, the printer settings will be automatically established whenever the user initiates the printing of the particular form embedded.



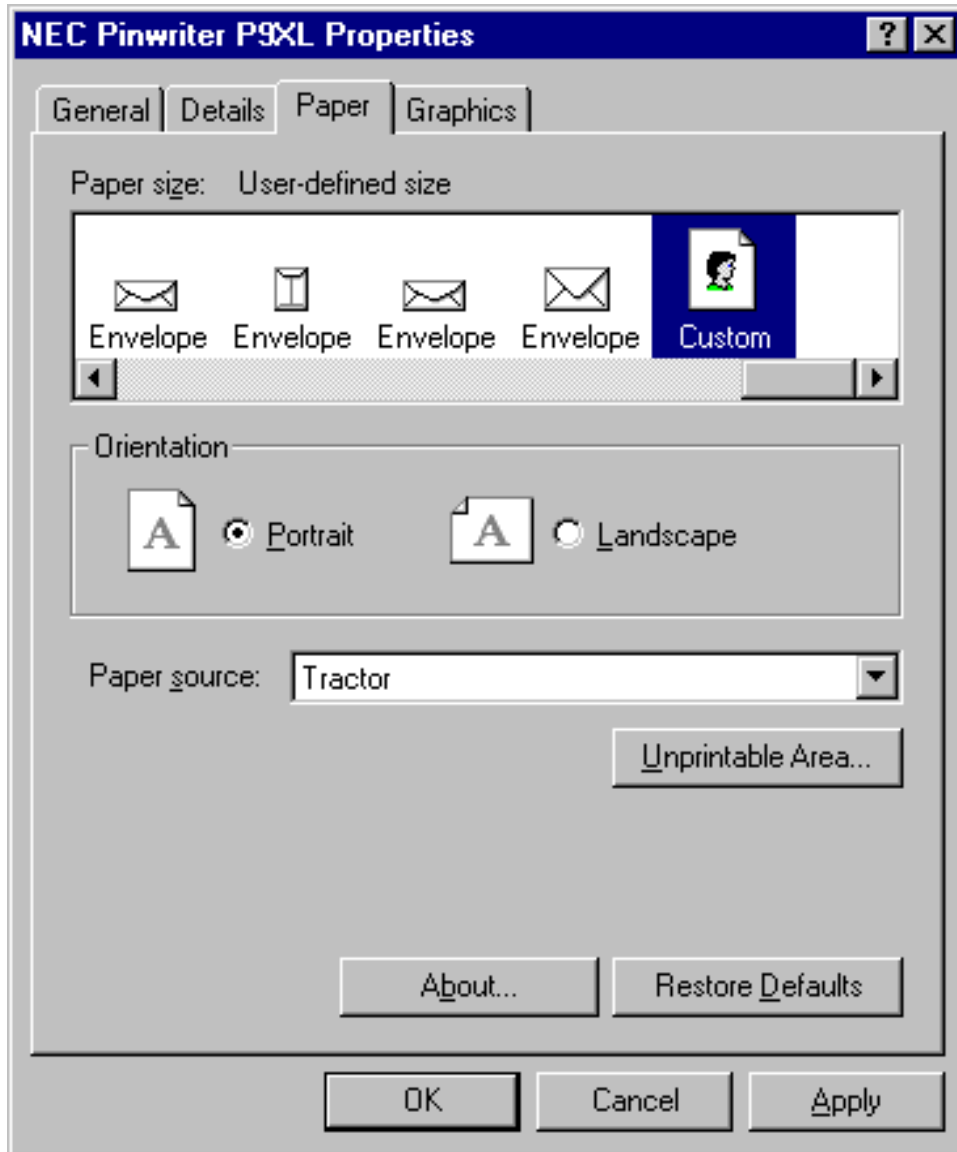
NOTE: *THE EMBEDDING PROCEDURE MUST BE PERFORMED FOR ALL USERS WHO PRINT NON-STANDARD SIZED FORMS. IN ADDITION, ASAP RECOMMENDS THAT A LOCAL PRINTER BE SELECTED FOR PRINTING.*

Below is an example of embedding a payroll check which has a length of 7 inches and a width of 8½. However, before you perform this procedure, you must determine:

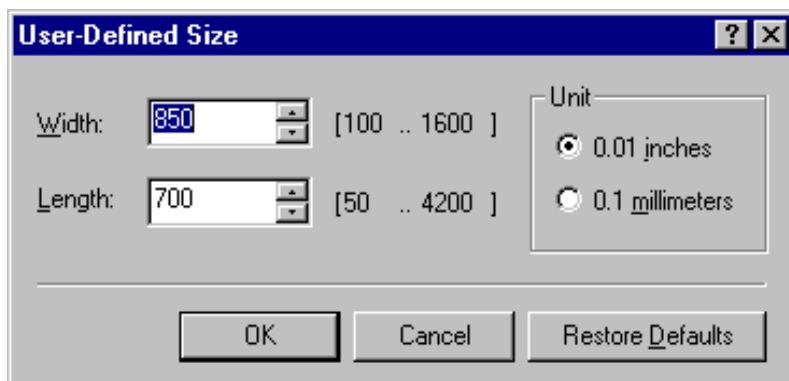
- A. *The user's PC who will be printing the form.*
- B. *The printer that will be used AND it must be installed.*
- C. *The NAME of the form. Please contact ASAP if you do not know the name of the form.*

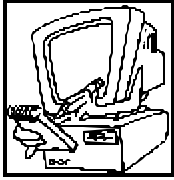
Procedures

1. Left click on <Start>, select <Settings> then <Printers>. Double-click on the printer you wish to embed. Left click on <Printer>, then select <Properties>. Left click on the tab marked <Paper>. Scroll to the right until your screen looks like this:



2. Double click on <Custom>. Next set the <Unit> to 0.01 inch. Then set the <Width> and <Length> to the length of the particular form. In this example, our Payroll Check is 8.5 by 7.





NOTE: YOU MAY ONLY HAVE ONE USER DEFINED FORM FOR EACH PRINTER TYPE IN WINDOWS. IF YOU HAVE 2 DIFFERENT NON-STANDARD FORMS, THEY WILL EITHER HAVE TO BE PRINTED ON 2 DIFFERENT TYPES OF PRINTERS FROM THE SAME WORKSTATION, OR THEY WILL HAVE TO BE PRINTED FROM 2 DIFFERENT WORKSTATIONS. FOR EXAMPLE, YOU HAVE THE CHECK AS DESCRIBED ABOVE, PLUS YOU HAVE A SHORT STATEMENT WHICH IS 8 INCHES LONG. FURTHER, ALL OF YOUR DOT MATRIX PRINTERS ARE PANASONIC KX-1180, THEN YOU WOULD HAVE TO SETUP EACH FORM ON A DIFFERENT COMPUTER.

2. Launch FoxPro for Windows. From the Main FoxPro Menu, choose <File><Printer Setup>. Make sure that the **DEFAULT** printer button is checked, and that the default page size (8 ½ x 11 in) is checked. Select <OK>.


3. Open the report form from the COMMAND WINDOW. This is done by typing MODIFY REPORT {FORM NAME}. Under <Report><Page Layout>, select <Print Setup>. Select <Specific Printer>, and select the printer for this form. Select <Paper><Size> and choose <User Defined Size>.

Printer

Default Printer
[currently NEC Pinwriter P9XL on LPT1:]

Specific Printer:
[]

Orientation

 Portrait
 Landscape

Paper

Size: [User Defined Size]

Source: [Tractor]

OK
Cancel
Options...
Network...

4. Select <OK> until you get back to the form, then **Save** the form with <Ctrl><W>.

Appendix P: Temporary Files

Yes, it's finally time to discuss the dreaded TMP files. FoxPro creates temporary work files which are named with an 8-digit random number and a .tmp extension (i.e. 41408320.TMP and 41413346.TMP). There are several issues of importance related to these TMP files, however.

First, it is critical that the files created by each user be hidden from the other users. Until recently we accomplished this by installing systems so that each user's TMP files were directed to the user's subdirectory, usually F:\USERS*username*. Although this worked, there were maintenance issues, and a new directory had to be added when users were added.

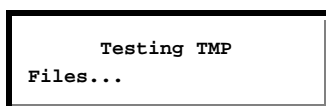
Recently, we began recommending that the TMP files be directed to the C:\TEMP directory. This way you only have to confirm that each workstation has a C:\TEMP directory.

The second critical issue related to these TMP files, is that under normal circumstances FoxPro deletes the files as you quit **AS/AP™**. However, if you crash out of **AS/AP™**, or FoxPro fails to delete these files, they accumulate in the default directory (wherever) it is. This potential has the same effect as FoxPro seeing other users files.

According to Microsoft, for whatever reason, if FoxPro can see the old TMP files or current TMP files from other users, FoxPro will inadvertently use them and get confused. This means that it is important that old files be deleted and new (current) files be separated.

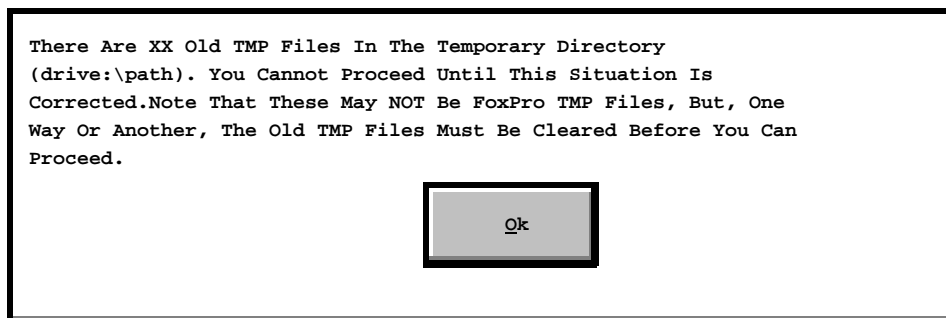
This is also the main reason we activated the new function of testing the program directory for TMP files before running the AS/AP program. This is the comment that you see in the top right corner of your screen when you log onto the system. Unfortunately, we found that FoxPro drops the TMP files in the program directory if it can't find the default TMP directory. We feel that the few seconds involved are well worth the improved data security.

There is a down side, however. Due to the lack of response to clearing the TMP files we have had to resort to a new routine. This is as follows. Upon entering the **AS/AP™** system the program will display the following prompt:



```
Testing TMP
Files...
```

Once the system has successfully tested the TMP files and none have been found you will be admitted into the system. If, however, TMP files were discovered the following prompt will appear:



```
There Are XX Old TMP Files In The Temporary Directory
(drive:\path). You Cannot Proceed Until This Situation Is
Corrected. Note That These May NOT Be FoxPro TMP Files, But, One
Way Or Another, The Old TMP Files Must Be Cleared Before You Can
Proceed.

Ok
```

Selecting <OK> will not permit you into the system. At this point, go to the location of the TMP files (designated in the prompt) and delete the TMP files that are found there. **It is VERY important that you go to the exact drive and path that is specified in the prompt!** Once the .tmp files have been deleted, return to the system. You will again see the 'Testing TMP Files...' prompt appear, however, afterwards you will not (if the deletion was performed correctly) receive the prompt shown above.

We are constantly working on better ways to clear data from the FoxPro and AS/AP™ Temporary Files. However, when it comes to FoxPro, it is not an easy task. This is due to the fact that so much is based on your network environment.

Deleting Temporary Files

In any AS/AP application and data directories you can clear FoxPro temporary files by locating the appropriate directory and typing the following:

```
DEL *.TMP<Enter>
```

This should work because we do not create the files with the "TMP" extension, so there is no danger of deleting our files. However, be cautious, because other programs DO NOT USE THIS EXTENSION and important files can be deleted. For this reason it is extremely important that you are in the correct directory for the location of your temp files. This location can be found in Screen 3 of the Company Master File under Setup Parameters.

Appendix Q: User/System Configurations

A quick note on this topic should be made. If, while running the system you receive a **'Too Many Files Open'** error the first step that should be performed is to check and see how the user's CONFIG.SYS is setup for **FILES** and **BUFFERS**. Files should be set to **not less than 100** and the Buffers should be set to **not more than 22**. However, if you've been running **AS/AP™** for any extended length of time, it's probably an issue of memory, in which case, you should try a "cold boot" meaning that you should log out of everything and turn the computer off. Then turn it back on and proceed as you were before the error occurred.



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