OSAS ®

OPEN SYSTEMS® Accounting Software

Resource Manager
User's Guide

Version 7.5

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

C O N T E N T S

Section Resource Manager: Executive Information Summary

Section Resource Manager: Print Manager

CHAPTER 1

1

Welcome to OSAS

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

About this Guide

This guide describes Resource Manager functions, covers processes and procedures, and contains information to help you manage the OSAS system.

- Chapter 1 introduces OSAS and the Resource Manager application, and contains details about how to navigate within the software.

- Section I, OSAS Administration, describes the functions you use to set up and maintain Resource Manager and the entire OSAS system.

  This section contains function descriptions in chapters ordered by menu. This order may not exactly mirror the appearance of the Resource Manager menu.

- Section II, Executive Information Summary, details how to use EIS and contains descriptions of the EIS dashboards and related EIS functions.

- Section III describes Print Manager and contains its related function descriptions.

- The Appendixes contain supplementary material about Resource Manager.

- The Index is a topical reference to the information in this guide.

Conventions

In this manual (and in all other OSAS manuals), we've used some conventions to present information to you in the clearest manner possible.
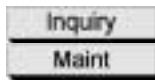
Inquiry
Maint

When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-21 and page 1-25 for more information on these commands.

When you see the phrase "use the **Proceed** (**OK**) command" in this guide, press **Page Down** in either text or graphical mode. In graphical mode, you can also click **OK** to proceed.

If a function or feature is only available if the Banking application is installed, this banking flag appears in the margin.

Look for the book icon—this icon alerts you that this section provides more detailed information about the function or topic. Often, this information is more technical in nature to serve the needs of advanced users, network administrators, or resellers. In other cases, this section gives additional background about the function, describes how the function works within the system, or details interactions between this and other functions.

Examples are presented in a table, like this one.

Example
In the manual, this table contains specific examples on how to use OSAS functions or tools. These examples are for demonstration only; you may need to substitute your own data and values or modify the procedure slightly to fit your business practices and obtain the results you need.

About Resource Manager

The Resource Manager application is the engine that drives the entire system: it holds the data files that store basic information used by functions in every other application, it contains default settings used by individual workstation terminals, and it manages access and tracks usage for each application installed. Resource Manager also contains the powerful Global Inquiry tool that helps you drill through your accounting data to find information throughout your system. Because it provides the operating environment that holds other applications, Resource Manager is required for every OSAS application.

In addition to the OSAS administrative functions, Resource Manager also contains two other powerful business tools: Executive Information Summary (EIS) and Print Manager. With EIS, you can access company information quickly and view summaries of all aspects of a single company or a group of companies. Print Manager manages the reports you print to files so that you can sort, reprint, and search them for specific text.

Resource Manager Menus

Like all OSAS applications, Resource Manager organizes functions by menus. Each Resource Manager menu is described below. For details on the functions each menu contains, please refer to that chapter in this guide.

Installation and Configuration

Use the functions in this menu to install applications on your system and remove applications when necessary, and to set up user IDs for the employees who access OSAS, set up access codes, and define multiple terminals, printers, and graphics devices. You can also set up and maintain the system, including its directory file paths, and support, e-mail, and web/Internet information. Use the e-mail history report and purge e-mail history functions to manage your system e-mail.

Company Setup

Use the Company Setup functions to set up company information, set up bank accounts, define accounting periods, create or convert the data files for each application, select options for each application and the interfaces between applications, set up access codes to protect your data from unauthorized access, set up form codes, set up forms printer definitions, and set up codes for countries and states.

User Setup

Use the User Setup functions to keep track of user activity, application and favorites menus; assign colors on a text workstation; define the keys that execute particular functions and editing commands on a text workstation; enter file associations for the software programs you use so that OSAS can automatically launch these programs to view documents or maps; and specify default system information.

Sales Tax Reporting

Use the Sales Tax Reporting functions to set up critical tax information such as Tax Classes, Tax Locations, and Tax Groups. You can also produce the Sales Tax Report and other File Lists, as well as purge sales tax information from tax authorities and locations with the Clear Sales Tax function.

Database Utilities

Use the Database Utilities functions to build application tables, change file size and field contents, view file contents, rebuild and verify files, purge data records, and set up user-defined fields or change field definitions.

System File Utilities

Use the System File Maintenance functions to set up and maintain laser labels, system menus, application information, help screens, inquiry and global inquiry window definitions, help screen text, and system messages. You can also use this menu to manage state and country codes, and produce file lists.

Executive Information Summary

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

EIS Setup

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

Print Manager

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

Reports and Inquiry

Use the Reports and Inquiry functions to audit the amount of disk space data files occupy and to print product suggestions, error logs, and global inquiry window definitions. If you use the OSAS e-mail functions, you can also print a report listing the e-mails sent through OSAS or purge this e-mail history. You can also view the locations of other OSAS users through the **User Login Activity** function.

Master File Lists

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

Data Files

All OSAS applications store information in data files. As you enter transactions, edit records, and post data, the system transfers information between data files as needed for correct accounting and to keep all applications current.

Because Resource Manager is the basis of the OSAS system, many of its data files are used in basic processing throughout the system. For example, the files that store tax information are accessed whenever the system calculates or stores tax amounts for transactions. Other files pertain to how the system works in general: some control the menu and installation behavior, others manage basic function access and data formatting, and others store application preferences and related information.

Refer to "File Descriptions" on page C-1 for detailed information on the individual files Resource Manager uses to maintain the OSAS system.

Installing and Setting Up Resource Manager

Refer to the installation guide you received with your OSAS media to install Resource Manager and its related components. You must install and set up Resource Manager and terminals before installing other OSAS applications.

To set up Resource Manager, follow these steps for each workstation that uses OSAS. Refer to your installation guide for more detailed information.

1. Work through all functions on the **Installation and Configuration** menu**.**

    •   Except for the **Devices** function, you must work through the functions for each workstation. Use the **Copy From** field to copy settings to other workstations.

    •   Verify that the correct paths appear in the **Directories** function. If the paths are not correct, enter the correct ones.

    •   Use the **User-Defined Field Setup** function to set up the customized fields your business uses.

    •   If you want to e-mail selected reports to others, use the **E-Mail Setup** function to enter information about your e-mail system.

2. Work through all functions on the **Company Setup** menus.

    •   Set up **Form Codes** and **Form Printers** to print forms for your business.

3.   Work through the three tax functions on the **Sales Tax Reporting** menu, then use the **Period Setup** function to enter the fiscal year and period dates.

4.   Work through all functions on the **User Setup** menu, as appropriate for your setup—some apply only if you use text screens.

   •   If you want to customize the menu or add **Favorites** menus to individual workstations, use the **Menus** and **Favorites Menus** functions (**Favorites** menus are specific to individual workstations).

5.   Use the appropriate functions on the **Master File Lists** menu to print lists of the information you have set up for your records and for later reference.

Consult the function descriptions in this guide for details on individual functions.

Starting OSAS

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

Starting OSAS in Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

You can set up OSAS such that it always opens using a certain access code and a specific company. To do so, open the OSAS program shortcut properties and enter the access code and your company ID, along with their corresponding parameter marks, in the **Target** box. For example, using **Sam** as your user ID, **apple** as your access code, and **H** as your company ID, enter the following (be sure to replace the directories below with the correct ones, if necessary):

C:\basis\bin\bbj.exe osasstrt.txt **-q -t**T00 **-c**D:\osas70\progrm\config.bbx **- -u**Sam **-a**apple **-c**H

This path uses these parameters:

- The **-q** parameter allows OSAS to open faster by suppressing splash screens.
- The **-t** parameter (required for PRO/5) specifies the terminal you are using.
- The **-c** parameter specifies the path to the config.bbx file.
- The **-u** parameter specifies your user ID.
- The **-a** parameter specifies the access code to use.
- The second **-c** parameter specifies the company in which to open OSAS.

When you start OSAS, the values you specified for the **-u**, **-a**, and **-c** parameters appear in the appropriate fields on the OSAS login screen so that you can log in faster. If these parameters are not specified, you must fill in these fields manually. These parameters can be entered in any combination after the separator dash.

Starting OSAS in other Operating Systems

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt. The **osas** command recognizes three parameters: **-t**, **-c**, and **-a**.

- The terminal ID (**-t**) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems, each terminal usually has a default ID assigned when the terminals were added to the system. Use the **-t** parameter to log on using a specific terminal. If you do not specify a terminal, OSAS uses the first terminal defined in the Devices config.bbx file.

- The company ID (**-c**) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, OSAS enters the company used by the last person at that terminal.

- The access code (**-a**) is your personal password. Use the **Access Codes** function on the Resource Manager **Installation and Configuration** menu (page 2-13) to set up access codes.

The most general expression for launching OSAS takes all the parameters into account. For example, if you are on terminal 2 (**T2**) working with company **B**, and the password is **apple**, specify that information to access the system:

osas -t T2 **-c** B **-a** apple

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

Logging In

After the system is set up (including users and access codes), the login screen appears when you start OSAS.

To log in to OSAS, enter your **User ID**, the **Company ID** you want to work with, and your **Access Code**. If you want to save your access code so that you do not need to enter it again, select the **Save Password?** check box (or enter **Y** in text mode) to save your information. This check box appears only if the **Save Access Code** option is selected for your user ID in the **Users** function (page 2-9). Finally, press **Enter** or click **OK** to log in.

In Windows, you can set up your OSAS shortcut properties such that the user ID, company ID, and access code you use most frequently automatically appear on the login screen so that you can log in faster. See page 1-9 for more information.

This screen appears only after you have set up the system, including setting up users and access codes. See "Users" on page 2-9 and "Access Codes" on page 2-13 for information on setting up users and access codes.

Access Codes

Access codes limit use of the system and protect sensitive information. Each code allows access to specific applications, menus, and functions. If you cannot select a menu or function, your access code is not authorized for it. Use the **Access Codes** function (page 2-13) to set up access codes.

To change access codes, select **Access code** from the **File** menu, click the **Access Code** button on the toolbar, or press **F4** on the main menu. When the Access Code box appears, enter the access code to change to and press **Enter**.

Workstation Date

To change the workstation date, select **Workstation date** from the **File** menu, click the **Change Date** button on the toolbar, or press **F6**.

When the Workstation Date box appears, use the button or your keyboard to enter the date and press **Enter**.

Navigating OSAS

OSAS menus and functions are available in two modes: graphical and text. The graphical mode allows both keyboard and mouse commands and uses data entry fields and buttons similar to those found in any graphical software program. The text mode presents information in a simpler text format and uses keyboard commands to access functions and move around the screen. If you use an operating system that does not have graphical capabilities, the text mode is the only mode available.

You can use either text or graphical function screens antepenult of the main menu. For example, you can use text function screens while using the graphical main menu, and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

When available, press **Shift+F5** to switch between graphical and text menu modes, or press **Shift+F6** to switch between modes on function screens. You can also use the **Preferences** function to select the default mode to use for the main menu and function screens. See "Preferences" on page 4-7 for more information.

In text mode, use the **Page Up**, **Page Down**, arrow, and **Enter** keys to move between menus, select and enter functions, and move around function screens. When a list of commands appears at the bottom of a function screen, press the highlighted letter to use a command. These methods also work in graphical mode, or you can use the mouse to click on fields and command buttons.
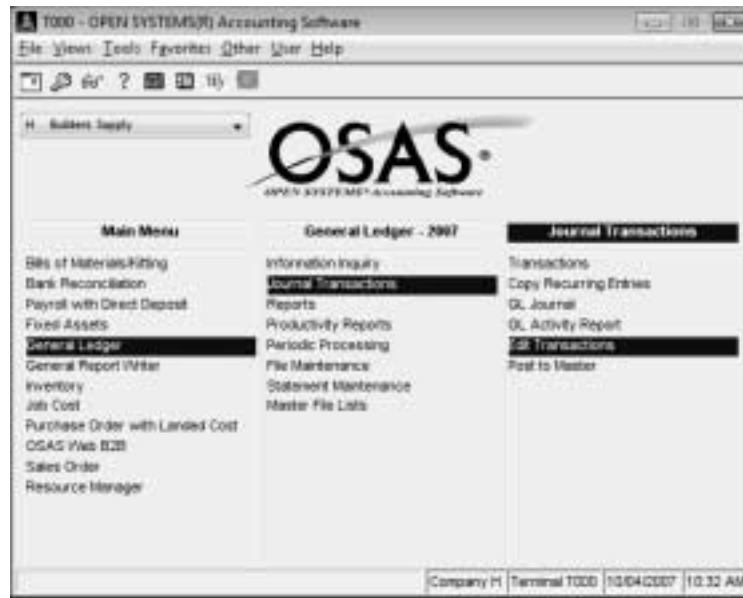
Graphical Mode

If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

Main Menu

If you use BBj in graphical mode, the main menu is available in two flavors: graphical and MDI. To switch between the two styles, press **Shift+F5** or select the **Menu Style** to use on the Preferences screen (page 4-7). If you use Visual PRO/5, the graphical main menu is the only graphical menu available.

Graphical Main Menu

The graphical main menu is shown below.

You can move around the graphical menu in these ways:

- Click an application to view that application's menu. Click a menu item to view its functions. Double-click a function name to enter that function.

- To exit from the graphical menu, click a different application or menu name or press **Tab** to return to the main menu.

- To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

MDI Main Menu

The MDI menu centralizes all OSAS functionality in one location: applications appear as tabs at the top of the screen, their menus and functions appear in a navigation pane on the left side of the screen, and function screens appear in the large pane on the right.

Using this menu, you can open more than one function screen at a time and move or minimize each screen as needed. Keep in mind, however, that you cannot open two functions that lock the same data file at the same time.
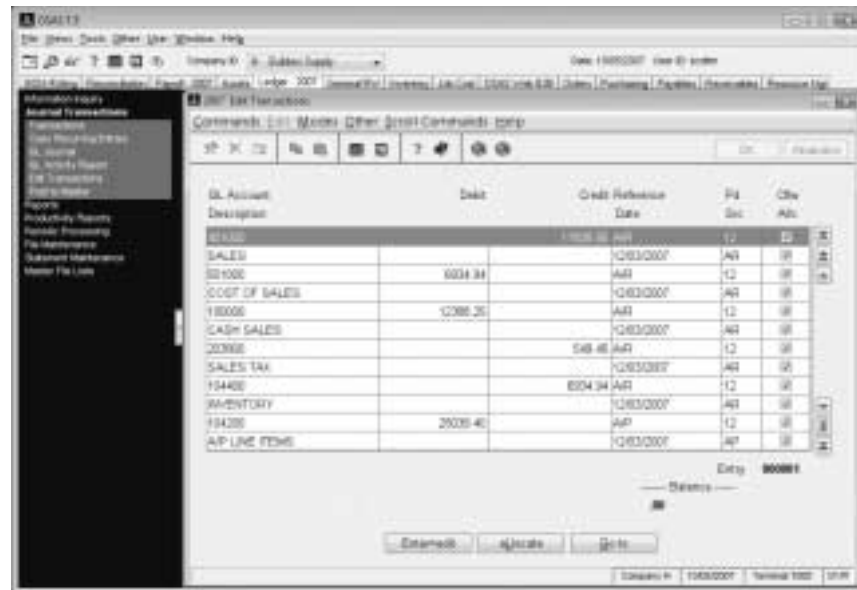
You can move around the MDI menu these ways:

- To view an application's menus, click that application's tab.

- To view the functions a menu contains, click the menu name. The menu expands to list the functions it contains. Click the function name to enter the function. The function screen appears in the right pane.

- To exit from a menu, click a different menu name or application tab. To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

Function Screens

Graphical screens contain the same functionality as text screens, presented in a
graphical format that includes easy access to commands via the mouse.

You can move around the screen in these ways:

•   Use the mouse or press **Tab** to move from field to field. Use the scroll
       buttons to move from line to line in scrolling regions.

•   If a screen appears prompting for the kind of information to enter or
       maintain (such as on File Maintenance or Transactions screens), select the
       appropriate option and click **OK** to continue.

•   Press **Page Down** if prompted to move to the next section.

•   Click **Header** when it appears to return to the screen's header section.

•   Press **F7** to exit the screen and return to the main menu.

Menus

Both the graphical main menu and graphical function screens contain drop-down and shortcut menus that give you access to additional commands without using the function keys. While you can use the function keys to access commands in graphical mode, you may find it easier to access command through these menus.

To access a drop-down menu's commands, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination.

Main Menu Drop-down Menus

The menu bar for the graphical main menu is shown below.
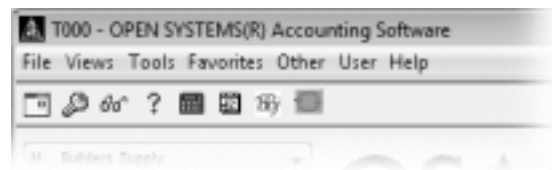
Select a menu to access the command you need. For more detailed information on these menus, refer to "OSAS Menus" on page A-1.

• The **File** menu lets you change the access code you're using, toggle between live and sample data, change the workstation date, or exit from OSAS.

• The **Views** menu lets you toggle between graphical and text function screens and scale graphical screens to enlarge them, if needed.

• The **Tools** menu opens the OSAS calculator.

• The **Favorites** menu toggles between the **Favorites** and main menu. The Favorites menu is a menu you can customize to contain the functions you use most often. See "Favorites Menu" on page A-15 for more information.

• The **Other** menu gives you access to additional OSAS commands not directly related to the function you're using. See "Other Commands Menu" on page A-17 for more information.

• The **User** menu give you shortcut access to several setup functions found in the User Setup menu of Resource Manager, including Preferences, Favorites, File Types, Colors, and Keyboard.

• The **Help** menu gives you information about function keys and keyboard navigation or copyright information about the OSAS applications you have installed.

Function Drop-down Menus

The menu bar for function screens is shown below. Not all menus appear on every function screen; some menus appear only when appropriate for the screen.
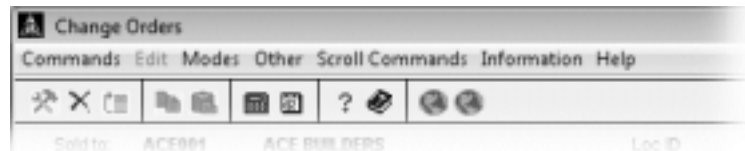

Select a menu to access the command you need. For more detailed information on these menus, refer to "Function Menus" on page A-9.

• The commands on the **Commands** menu help you move around the screen.

• The **Edit** menu contains the common Copy, Paste, and Undo commands that let you work with the contents of a field.

• The **Modes** menu contains options that control whether verification is needed before you can exit or abandon the function, whether a bell sounds at an error or verification step, whether you can use quick entry to skip field or stop at every field, and whether verification is needed when you press **Page Down** or use the **Proceed** (**OK**) command.

• The **Other** menu gives you access to additional OSAS commands not directly related to the function you're using. See "Other Commands Menu" on page A-17 for more information.

• The **Scroll Commands** menu appears only on screens with scroll regions and helps you move around in those regions.

- The **Inventory Lookups** menu appears if you use the Inventory application when you are on a screen that contains an **Item ID** field. Use its commands to search for information about inventory items and enter an item into the field you are in. See "Inventory Lookup" on page 1-31 for more information.

- The **Information** menu appears on some functions screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. See "Information Menu" on page A-33 for more information.

- The **Help** menu gives you access to help on function keys and keyboard navigation, to help on individual fields, or to the online .PDF documentation.

Shortcut Menu

OSAS gives you quick access to commands relating to the screen you're using via a shortcut menu. The commands that are available depend on the function and the field you are currently using.

To use these commands, click the right mouse button and select the command from the menu that appears. An example of the shortcut menu that appears on function screens is shown below.

```
Online Documentation
Proceed
Start Over
Field Up
Field Down
Abandon
Delete
Jump
Exit
```

On the main menu, the shortcut menu gives you access to commands that help you manage your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. On function screens, this menu helps you access help documentation, move around the function screen or move between transactions, work with EIS dashboards, and so on.

Toolbars

As with menus, graphical screens also contain toolbars that give you fast access to the most frequently used OSAS commands. The toolbar for the main menu differs slightly from that of function screens.

Main Menu Toolbar
The toolbar for the main menu is shown below. Click a toolbar button to access that command.
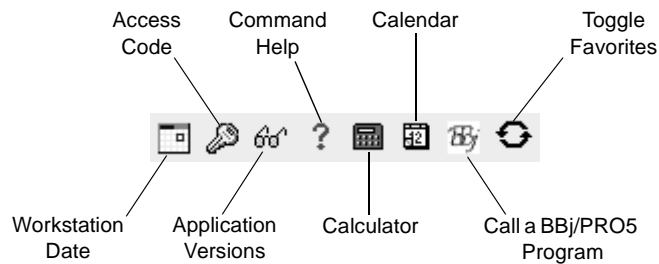
Function Screen Toolbar
The toolbar for function screens is shown below. Click a toolbar button to access that command.
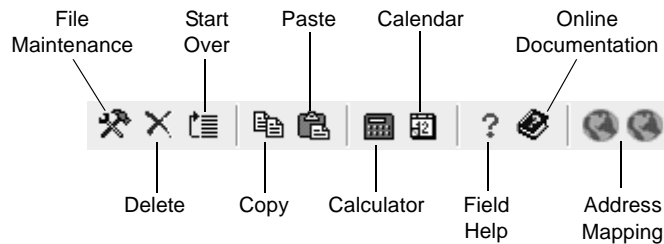
Date Fields

If you use BBj in graphical mode, click the **Calendar** button when it appears next to date fields to open a calendar so that you can select the date you want to enter into that field.

Address Mapping

When you are working with a screen that contains one or more addresses, you can use the **Address Mapping** command to view a map of those addresses. This command combines the address information on the screen with the URL and search variables in the **Address Mapping** function and the **Map Lookup ID** specified in the **Company Information** function to automatically direct your web browser to an Internet mapping website and generate the map. To view maps of addresses, click the **Address Mapping** button on the toolbar.

The two Address Mapping buttons on the toolbar let you map both addresses when two addresses appear on the screen (such as on order Header Information screens). If the screen contains only one address, the second button is not available.

Note: Before you can view maps, you must set up information about the mapping websites you use in the **Address Mapping** function, enter the path to your web browser in the **Preferences** function, and specify the **Map Lookup ID** to use in the **Company Information** function. See page 2-57, page 4-7, and page 3-3 for information.

Browse

If you use BBj in graphical mode, you can use the **Browse** button when it appears next to fields to navigate to directories and files and automatically enter file paths into that field. Click the **Browse** button to open the Select Directory/ File screen, then navigate to the directory or file and click **Open** to automatically enter the file path in the field.

Inquiry

The Inquiry command helps you look up and select valid entries for fields that are connected to master file records. For example, when you use the Inquiry command in a **Batch ID** field, OSAS lists all batches you have set up so that you can select the one you want to enter in that field.

When the **Inquiry** button appears next to a field, you can either click the button or press **F2** to open the Inquiry screen and search for valid entries.

Maintenance

The Maintenance command allows you to enter or edit master file records on the fly from within functions. For example, you can use the Maintenance command to add a new customer or item from within the **Transactions** function.

The Maintenance command is available when the **Maintenance** button appears on the toolbar. Click the button or press **F6** to open the File Maintenance function associated with that field and enter or edit a new master file record.

Text Mode

The OSAS text mode is available on all operating systems. If you use OSAS on an operating system that does not have graphical capabilities, the text mode is the only mode available. In text mode, all screens are presented in an easy-to-use textual interface that you navigate through using keyboard commands.

Main Menu

The text main menu is shown below.

When you select an application, the application's menu is superimposed over the main menu. Selecting an entry on an application menu opens a function screen or a submenu.

You can move around the text main menu in these ways:

• Use the arrow keys to move the cursor up and down to highlight the application you want. Then press **Enter** to select it.

• Press the first letter of an application name to move the cursor to the first application beginning with that letter. Continue to press the letter key or the down arrow until the application you want is highlighted, then press **Enter** to select it.

• Use the mouse to click an application to view that application's menu.

• To move to the first application on the menu, press **Home**. To move to the last application on the menu, press **End**.

• On an application menu, press **Page Up** to move to the menu immediately behind it. If you are several levels away from the main menu, you can return to the main menu by pressing **Page Up** repeatedly or by pressing **Tab** once.

• To exit from OSAS, press **F7**.

Function Screens

Like the text menu, OSAS text function screens can be used on all operating systems and in combination with graphical menus.

You can move around the screen these ways:

- Press **Enter** or the down arrow to move from field to field.

- To use a command listed in the command bar, press the highlighted letter.

- Use commands to access information screens or to toggle commands on and off. Refer to "OSAS Commands" on page B-1 for more information.

- If a screen contains more than one section, press **Page Down** when prompted to move to the next section.

- If a menu appears prompting you for the kind of information to enter or maintain (such as in the example), select the option to use and press **Enter**.

- To exit the screen and return to the menu, press **F7**.

Commands and Flags

Both the text menu and text function screens let you use commands to drill down to more information, change companies or access codes, switch to sample data, and perform tasks related to the function you are using. These commands are analogous to the commands contained on drop-down menus in graphical mode. Refer to "OSAS Commands" on page B-1 for a list of all commands and their associated hot keys.

You access commands by pressing the hot key combination for the command you want to use. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command hot keys are shared between the main menu and function screens and are context-sensitive. That is, shared hot keys access different commands depending on whether you press the hot key on the main menu or in a function.

Not all commands are available for every function or field; when a command is available, a flag appears at the bottom of the function screen. Common flags include **Quick**, **Info**, **Maint**, **Inquiry**, and **Verify**.

- The **Quick** flag reminds you that you are using the Quick Entry mode to skip fields that are not required. Press **Ctrl+F** to toggle quick entry on and off.

- When the **Info** flag appears, press **Shift+F2** to access the Information menu to view additional information about a customer, vendor, item, job, bill of material, or employee. See "Information Menu" on page A-33.

Maint
- When the **Maint** flag appears, press **F6** to open the appropriate File Maintenance function to edit a master file record or enter a new one "on the fly." When you finish, press **F7** to return to the task you were working on.

Inquiry
- When the **Inquiry** flag appears, press **F2** to use the **Inquiry** command to look up information and select valid entries for the field you are in.

- The **Verify** flag reminds you that verification is turned on. When verification is on, you must verify the command when you press **Page Down** or use the **Proceed** (**OK**) command. Press **Ctrl+V** to toggle verification on and off.

Command Bar

The command bar appears at the bottom of function screens and gives you access to commands that allow you to add or edit information, change selected line settings, or select output devices. Press the highlighted key to use a command.

```
Enter = edit, Append, Header, Totals, View, Online, Next trans
```
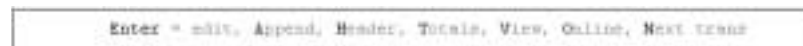
The commands that are available depend upon the function you are using and are analogous to the command buttons available on graphical screens. Consult your application guides for information on available function commands.

Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

```
Verification
                        Press <PgDn> to proceed
```

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command to view a map of that address. This command combines the address information on the screen with the URL and search variables in the **Address Mapping** function and the **Map Lookup ID** specified in the **Company Information** function to automatically direct your web browser to an Internet mapping website and generate the map. To view maps of addresses, press **Shift+F4** (to map the first address on the screen) or **Shift+F5** (to map the second, if present).

The two **Address Mapping** commands let you map both addresses when two addresses appear on the screen (such as on order Header Information screens). If the screen contains only one address, the second command is not available. The **Address Mapping** command is available when the **Map** flag appears.

Note: Before you can view maps, you must set up information about the mapping websites you use in the **Address Mapping** function, enter the path to your web browser in the **Preferences** function, and specify the **Map Lookup ID** to use in the **Company Information** function. See page 2-57, page 4-7, and page 3-3 for information.

Inquiry

When the Inquiry button 🔍 appears next to a field or the **Inquiry** flag appears in the lower-right corner of the screen, the **Inquiry** command is available. Click the button or press **F2** to open the Inquiry screen to look up and select a valid entry.
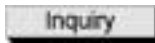
Inquiry   In this guide, the Inquiry flag appears in the margin when discussing fields for which this commands is available.

The Inquiry screen operates in two modes: search and sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for Inquiry windows by using the **Preferences** function (page 4-7).

- In search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you press **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

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

- In sort mode, you can change the order of certain Inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any Inquiry window by pressing **Esc** (**Command Help**).

The following commands are available inside Inquiry windows. The scroll buttons are available in graphical mode only.

Key	Button	Description
Home	⬆	Moves directly to the first item on file.
PgUp	⬆	Displays the previous page of the window.
Up	▲	Moves up one item.
Down	▼	Moves down one item.
PgDn	⬇	Displays the next page of the window.
End	⬇	Moves directly to the last item on file.
Ins		Toggles between **Search** mode and **Sort** mode.
F7		Leaves the **Inquiry** window without selecting anything.
Enter		Selects the item to which the cursor is pointing.
Esc		Opens a window that shows **Inquiry** window commands and the Window ID. The **Esc** key is available in text mode only.
		In graphical mode, select **Command Help** from the **Help** menu to view a list of commands available.

Inventory Lookup

If you use the **Inventory** application and the cursor is in an **Item ID** field on a function screen, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field. In graphical mode, these commands are available on the **Inquiry Lookup** menu. In text mode, the **IN Search** flag appears at the bottom of the screen to alert you that these commands are available.

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

Reports

OSAS applications contain a variety of reports that help you make the best decisions for your business. With reports, you can view transaction summaries, print audit trails of activity managed through OSAS functions, make lists of your basic master file information for reference, and analyze all aspects of your company's cash flow.

This section summarizes the basics of using reports. For detailed information on a specific report, see that report's description in the appropriate application guide.

Selecting a Range of Information

To produce a report, you must specify what information you want to include in the report.

- To produce a report that includes all information available, leave the **From-Thru** fields on the report screen blank. For example, if you want to include information about all the vendors you work with in a report, leave the **Vendor ID From** and **Thru** fields blank.

- To limit the amount of information in the report, enter a range in the **From-Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter **ACE001** in both the **Vendor ID From** and **Thru** fields. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

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

Sorting

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

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

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, rather than numerical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items would be labeled 000001 through 000020.

Outputting Reports

You can output reports in a variety of ways, but keep in mind that the mode you use controls which output options are available to you. If you use graphical function screens, you have the following output options: **Printer**, **Print Preview**, **File**, or **E-mail** (for selected reports). If you use text function screens, you have these options: **Printer**, **File**, **Screen**, or **E-mail** (for selected reports).

If you use graphical screens, the Output Information dialog box appears after you select the range of information to include in the report.

If you use text screens, these options appear at the bottom of the screen after you select what to include in the report and how to organize it.
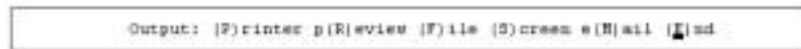
Print the Report

Follow these steps to print a report:

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

    Use the **Devices** function (page 2-17) to add printers to the terminal.

3. When available, select either **Standard** (or enter **S**) to print the report in standard width or **Compressed** (or enter **C**) to print it in compressed width.

4. Click **OK** or press **Enter** to begin printing the report.

5. If you want to stop printing after it has begun, press **Ctrl+Break**.

6. Click **OK** or press **Enter** to continue.

Preview the Report

The Print Preview option is only available for graphical workstations. However, before Print Preview will work in Windows, you must add a **sysprint** device line in the **config.bbx** file for that workstation. Use the **Devices** function on the Resource Manager **User Setup** menu to add this line.

Follow these steps to view a report using Print Preview:

1. Select **Print Preview** (in graphical screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

    Use the **Devices** function on the Resource Manager **Installation and Configuration** menu to add printers to the terminal.

3. Click **OK** or press **Enter** to continue.

4. When available, either select **Standard** or enter **S** if you want to view the report in standard width or select **Compressed** or enter **C** if you want to view it in compressed width.

5. Press **Enter**. The **Print Preview** screen displays the report as it will look when printed out in hard copy.

6. To print from this screen, select **Print** from the **File** menu. To exit from this screen, select **Exit** from the **File** menu.

Save the Report as a File

To save the report as a text file, select **File** or enter **F**. The data path set up for the workstation in the **Preferences** function (page 4-7) appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the file name followed by the **.txt** extension. The file name plus extension that you enter must be less than 35 characters. Press **Enter** to save the report in that directory.

Note: To preserve spacing and formatting, view text file reports with a fixed-width or monospaced font (Courier, Letter Gothic, or Lucida Console, for example).

View the Report on Screen (Text Screens Only)

If you use text screens, you can view selected reports directly in the OSAS screen. Keep in mind that this option displays the report one page at a time, storing previously viewed pages in the workstation's memory. Use the **Preferences** function on the Resource Manager **User Setup** menu to limit the number of screen pages you can view to conserve memory resources.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.

2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.

3. When the report appears, press **Enter** to view the next page or **Page Up** to view previous pages.

E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **Installation and Configuration** menu. You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**.

2. When available, select either **Standard** (or enter **S**) to e-mail a standard width report or **Compressed** (or enter **C**) to e-mail it in compressed width. The E-Mail Information screen appears.

3. If you e-mailed this report previously, the last e-mail address to which you sent the report appears. Press **Enter** to use this address, or change it.

4. Enter another address to send the e-mail to as a carbon copy, if necessary.

5. OSAS automatically enters the name of the report in the **Subject** field. Change this subject line, if necessary.

6. Select the **Attachment** check box (or enter **Y** in text mode) to send the report as a text file attachment to the e-mail message. If you clear this box (or enter **N** in text mode), the report is sent in the body of the e-mail.

7. Click **OK** or press **Enter** to e-mail the report.

Note: To preserve formatting, view e-mailed reports (or e-mail attachments) with a fixed-width or monospaced font (Courier or Lucida Console, for example).

Commands

Use the following commands when a report appears on the screen:

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

OSAS Administration

2

CHAPTER 2

Installation and Configuration

Use the Installation and Configuration functions to customize and optimize OSAS for your network and network devices.

- Use the **Install Applications** function to install applications in your OSAS system.

- Use the **Users** function to set up users of the system and the terminals to associate with them.

- Use the **Access Codes** function to set up codes that grant and deny user access to different menu choices.

- Use the **Devices** function to define the devices that can access OSAS, such as other terminals, printers, or plotters.

- Use the **Directories** function to add and change the directories used by OSAS for installation media, programs, data files, system files, and so on.

- Use the **User-Defined Field Setup** function to define, display, and enter user-defined fields.

- Use the **E-Mail Setup** function to enter details about the server, login ID and password, and address you use to send and receive e-mail.

- Use the **Address Mapping** function to enter the URL and search variables of the mapping website you use.

- Use the **Support Information** function to enter all the relevant information for technical support.

- Use the **ODBC Configuration File** function to create and edit the config.tpm database configuration file required by the BASIS PRO/5 ODBC driver.

- Use the **E-Mail History Report** function to print a report containing information about e-mail messages.

- Use the **Purge E-Mail History** to clear the E-mail History file.

- Use the **Remove Applications** function to remove any application except Resource Manager from the system.

Install Applications

Use the **Install Applications** function to install or reinstall applications (including Resource Manager), to update existing applications with new versions, or to install OSAS updates. This function installs from the path defined in the **Directories** function (page 2-45).

For applications in which the order of installation is important (Accounts Receivable and Sales Order, for example), this function automatically installs applications in the correct order and warns you when you also need to install complementary applications if they are not already present on your system.

Note: Before you install applications or updates, you must first identify the installation path for the CD drive or update directory in the **Directories** function (page 2-45). In Windows, enter the drive letter of the CD-ROM drive or the directory to which you copied the update as the installation path. In Linux or UNIX, enter the CD-ROM root directory (for example, **/mnt/cdrom**) or the directory to which you copied the update.

Installing Applications

Follow these instructions to install an application:

1. Select **Install Applications** from the **Installation** menu.

2. If you are installing from a CD-ROM, the Select Sort Method screen appears.


    If you are installing base applications, select **CD Application Installation**. If you are installing CJC, select **CJC Enhancement Installation**. CJC uses a slightly different installation routine than base applications, and OSAS requires you to specify which method to use before you can continue.

3. When the Activation Key screen appears, verify the activation key that appears or enter a new one, then use the **Proceed** (**OK**) command.
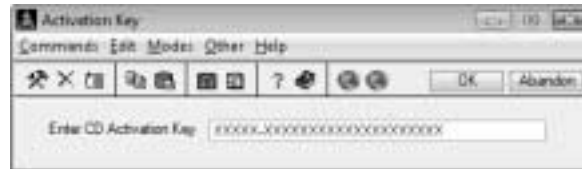
The activation key controls which applications are available for installation.

4. When the Install Applications screen appears, select the applications you want to install and the directories in which to install them.
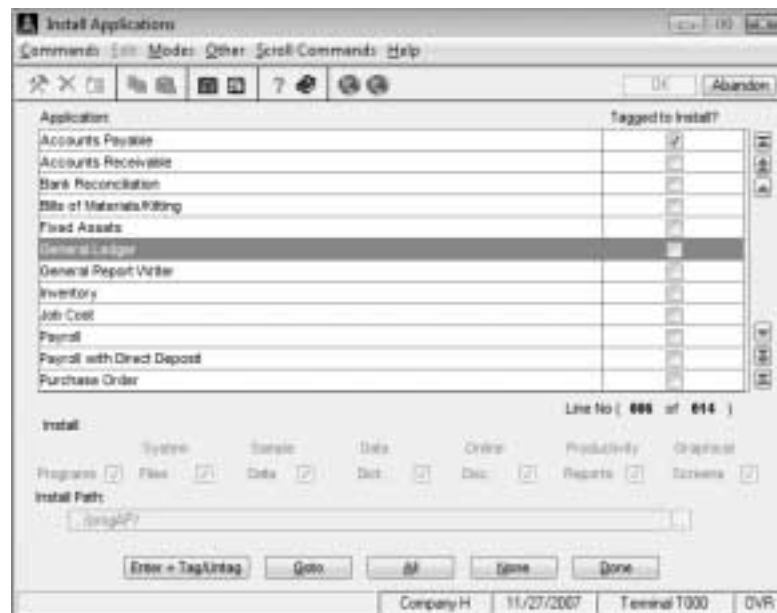
Use the commands at the bottom of the screen to select applications:

•   Press **Enter** to tag the selected application for installation. If an application is tagged but you do not want to install it, press **Enter** again to untag the application.

After you press **Enter**, the system jumps to the directory path field at the bottom of the screen. Change the directory in which the application will be installed, if necessary, then press **Page Down** to return to the application listing.

- Press **G** to jump to a specific application. This command is available only if there is more than one screen of applications.

- Press **A** to tag all applications for installation. When you use this command, OSAS installs applications in default directories.

- Press **N** to untag all applications.

- Press **D** when you finish to begin the install.

5. After selecting the applications to install, press **D** to begin the installation process. OSAS copies and extracts files as necessary and restarts when the installation process completes.

6. Set up the new applications. Refer to your application guides for more information.

Reinstalling Applications

Follow these steps to reinstall an application:

1. Follow steps 1 through 4 in the previous section to select the application you want to reinstall.

   If you press **Enter** to tag an application to reinstall, the system jumps to the component options at the bottom of the screen rather than to the directory path field. Installations are reinstalled in the directories where they were originally installed.

   Select the check box (or enter **Y** in text mode) for the components you want to reinstall, clear it (or enter **N**) for those you do not. After making your selections, press **Page Down** to return to the application listing.

   - Select **Programs** to reinstall all application programs (those in the **\progXX** directory) and all common programs (those in the **\progRM** directory).

- Select **System Files** to reinstall all files in the **\sysfil** directory, which includes files shared between live and sample data (such as inquiry window definitions, help files, and menu files).

- Select **Sample Data** to reinstall all data files and information for the sample Builder's Supply company provided to help you familiarize yourself with OSAS before using your own live data.

- Select **Data Dict.** to reinstall application data dictionary files used by the ODBC Kit and data dictionary files and stock reports used by the General Report Writer application.

- Select **Online Doc.** to reinstall the .PDF files for the application manuals.

- Select **Productivity Reports** to reinstall the application's productivity reports. These Microsoft Excel reports connect directly to OSAS data and allow you to use spreadsheet tools to manipulate the information.

- Select **Graphical Screens** to reinstall the .BRC files used by OSAS graphical screens.

If you press **A** to reinstall all applications, OSAS automatically reinstalls all application components as well.

2.   After selecting the applications to install, press **D** to begin the reinstallation process. OSAS copies, extracts, and removes files as necessary and restarts when the process completes.

Installing Updates

Follow these steps to install OSAS updates:

1.   Download the.zip update file to a directory (for example, c:/temp).

     Note: Install only one .zip update file at a time.

2.   Use the **pkzip** utility included with OSAS or another zip extraction utility (WinZip, for example) to extract the files from the .zip file you downloaded.

3. Select **Directories** from the **Installation and Configuration** menu. When the Directories screen appears, enter the directory in which you downloaded and extracted the update files in the **Install** path. Use the **Proceed** (**OK**) command to save the change and return to the main menu.

   After installing the update, you can change this path back to the original, if necessary.

4. Select **Install Applications** from the **Installation and Configuration** menu to install the update. A message similar to this one appears.

5. When the Install Applications screen appears, use the commands to select the applications and components to which to apply the update.

6. Press **D** to install the update. OSAS copies, extracts, and removes files as necessary and restarts when the update completes.

Users

The **Users** function allows you to set up user IDs for the employees that are allowed to use OSAS. When you set up user IDs, employees are required to log in when they start OSAS, increasing security. The OSAS Login screen appears when you start OSAS after you set up at least one user.

You are not required to set up user IDs. However, certain OSAS processes (such as some posting processes) create lock files to prevent data corruption, and these lock files are dependent on the terminal ID. If you are in a multi-user environment and you do not set up users, everyone using OSAS uses the same terminal ID, which may cause file locking problems. That is, a second user will not be able to access a function that locks a file until the process completes and the lock is released. You can avoid such situations entirely by setting up user IDs and specifying different terminals for each user.

Each user ID must be associated with its own terminal. User IDs and terminals work differently depending on the language you use:

- If you use PRO/5, the system detects the terminal (from the required **-t** parameter used to launch OSAS) and determines which user is associated with that terminal when you start OSAS. After determining the user, OSAS defaults that user ID into the login screen and you can log in.

- If you use BBj, the system determines which terminal is associated with the user ID you enter when you log in, then uses the default settings associated with that terminal. Because the terminal is determined from the user ID, your preferences travel with you, regardless of which computer you use to log in.

User ID and terminal information is saved in the **OSUS** file in the **\sysfil** directory. While you cannot delete this file, you can clear all user information from it.

Follow these steps to set up user IDs:

1. Select **Users** from the **Installation and Configuration** menu. If you have set up users, the Users screen appears and lists those user records.
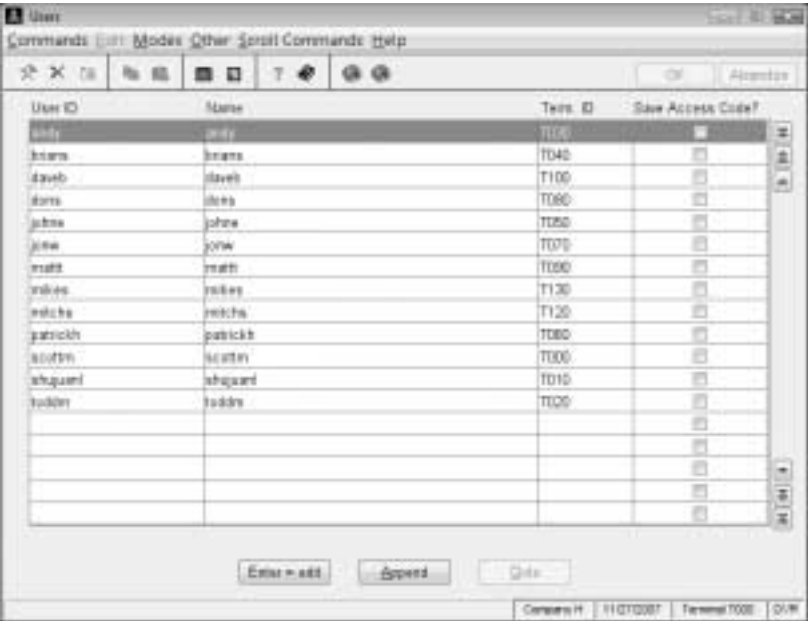
If you have not set up any users, the Append User screen appears over the Users screen so that you can enter the first user record. Continue to the next step for information on adding a user.

2. To add a new user, click **Append** or press **A**. The Append User screen appears.
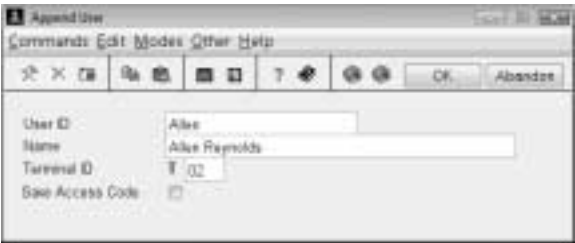
Enter the **User ID**, **Name**, and **Terminal ID** (up to three characters, the **T** appears automatically for you) to associate with the new user. Special characters may not be used in the **User ID** field.

Note: If you use Windows, use caution when you select terminal IDs as they are not case-sensitive. That is, Windows does not differentiate between **TSAM**, **TSam**, and **Tsam** as referring to three different terminals; all three of these examples would refer to the same terminal. To avoid causing errors with files, do not rely on capitalization to create unique terminal IDs.

Select the **Save Access Code** check box (or enter **Y** in text mode) if you want this user to be able to save his or her access code on the OSAS Login screen for faster logins. When you select this check box, the **Save Password?** option appears on the OSAS Login screen.

Clear the **Save Access Code** check box (or enter **N** in text mode) if you do not want users to save access codes. When you clear this check box, the **Save Password?** option does not appear on the OSAS Login screen.

Use the **Proceed**/**OK** command to save your changes.

3. When the "Do you want your config.bbx modified automatically?" message appears, click **Yes** (or enter **Y**) to add the new terminal information to the config.bbx configuration file. Click **No** (or enter **N**) if you want to manually add this information to the file.

    If you add new terminals, you must add these terminal IDs to the config.bbx file for OSAS to function correctly.

4. To edit an existing user record, select the record to edit and press **Enter**. When the Edit User screen appears, edit the **User ID**, **Name**, or **Terminal ID**, then select or clear the **Save Access Code** check box. Use the **Proceed**/**OK** command to save your changes and return to the Users screen.

    Other than the title, this screen is identical to the Append User screen.

5. To jump to a specific entry in the list, click **Goto** or press **G**. This command is only available when there is more than one screen of user records.

6. Close the screen to save your changes and return to the menu.

Access Codes

Access codes control the rights users have when they log on to OSAS using that code. Use the **Access Codes** function to set up codes that grant and deny access to different menu choices. The OSAS Login screen appears when you start OSAS after you set up at least one user (see page 2-9) and one access code.

It is important to remember that once you establish one access code, **all** users must have an access code. If you set up access codes, make sure that you set up an administrative code that has unlimited access, especially to Resource Manager.

If you use access codes, you (and all OSAS users) must enter your access code when logging in to OSAS. You can also use the **Access Code** command or press **F4** to change access codes.

All access codes and their rights are stored in the **OSCODE** file in the **\data** directory.

If you deny rights to a function in an access code, you can keep that function from appearing on the menu by setting the **Hide menu entries when access is denied?** option to **Yes** in the **Options and Interfaces** function (page 3-25). If this option is set to **No**, functions that are excluded from the access code still appear on the menu but are unavailable.

Follow these steps to work with access codes:

1. Select **Access Codes** from the **Installation and Configuration** menu. The Access Codes screen appears.
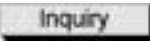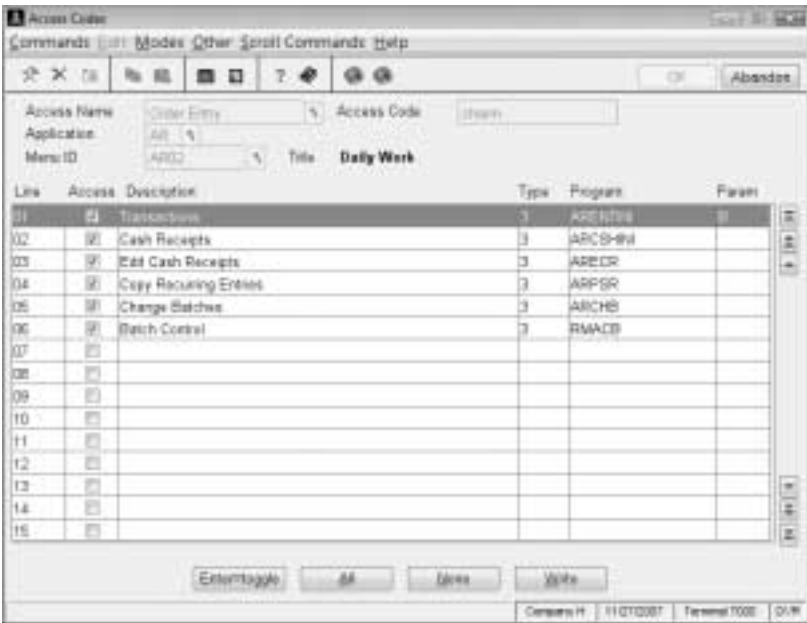
2. Enter the **Access Name** for the individual or group that will use this code. An example is **ORDER ENTRY** for the group of users that processes orders.
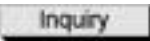
3. If you enter a new access name, the **Copy From Company ID** field appears. Enter the company from which you want to copy an access code.

    Use this field if you want to use the same access code for multiple companies to avoid data entry errors. Using the same code for multiple companies can reduce the number of codes users need to remember, but also makes information for these companies more readily available.

4. Enter the **Access Code** the individual or group will use. Remember that access codes are case-sensitive.

Inquiry
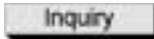
5. To assign access rights to an application's menu items for the access code, enter the **Application** and **Menu ID**, then use the **Proceed** (**OK**) command to assign access rights to that menu's functions in the scrolling region.

   To assign access rights to the main menu, leave the **Application** field blank and enter **MAIN** in the **Menu ID** field.

6. Use these commands to grant access to the menus or functions listed in the scrolling region:

   • Press **Enter** to toggle access on and off to the selected item.

   • Press **A** to grant access to all the listed items.

   • Press **N** to deny access to all the listed items.

   • Press **W** to save your changes. When the confirmation message appears, select **Yes** to save your changes to the **OSCODE** file or select **No** to exit to the main menu.

     If you select **Yes**, you are returned to the **Application** field for the access code you defined in steps 2 and 4.

7. Repeat steps 5 and 6 for the other applications and functions you want to grant or deny access to for this access code.

8. To enter or edit information for a different access code, press **F5**.

9. When you finish defining access codes, press **F7** to return to the main menu.

   If you set up and saved any access codes, all items on the menu are unavailable. You must press **F4** and enter an access code in the Set Access Code screen before you can select any menu item.

Devices

Because OSAS runs on so many operating systems, it requires the **config.bbx** configuration file to use devices in a standard manner. This file is a text file that contains system-wide information about your hardware and must be present for OSAS to run. If the config.bbx file is missing, the system displays an error message when you launch OSAS.

Use the **Devices** function to edit this file and set up the terminals, printers, Windows graphic devices, and other graphics devices (such as plotters) you use on your system. If you have a multiuser system, you can also specify whether a device is local (used by only one workstation) or shared by all workstations.

Note: Do not edit the config.bbx file in DOS or in a text editor. It is too easy to enter incorrect information, which causes problems in OSAS. Using the **Devices** function is the best way to make changes to the config.bbx file and automatically adjust the ALIAS parameters and STBLEN values.

The **Devices** function uses several different screens to capture data about the devices you use. The screen that appears depends on the type of device you are adding or editing:

• Use the main Devices screen (page 2-18) to view, add, and edit entries in the config.bbx file.

• Use the Terminals screen (page 2-21) to define the terminals that use OSAS.

• Use the Printers screen (page 2-23) to define the shared and local printers on your system.

• Use the Plotters screen (page 2-33) to define plotters used on your system.

• Use the Other screen (page 2-35) to add manual lines describing other types of devices to the config.bbx file.

Using the Devices Function

Follow these steps to view or edit the config.bbx file:

1. Select **Devices** from the **Installation and Configuration** menu. The Devices configuration backup screen appears before you're allowed to make any changes to device settings. You must save a backup before continuing.

    To save a backup copy of your current settings, enter a new file name (such as **cnfg1203.bak**). If you don't need a backup copy, leave the file name as is—the system erases the old backup file and overwrites it with the new one.

2. After you specify the backup file name, the Devices screen appears and lists information about the devices and terminals set up on your system.
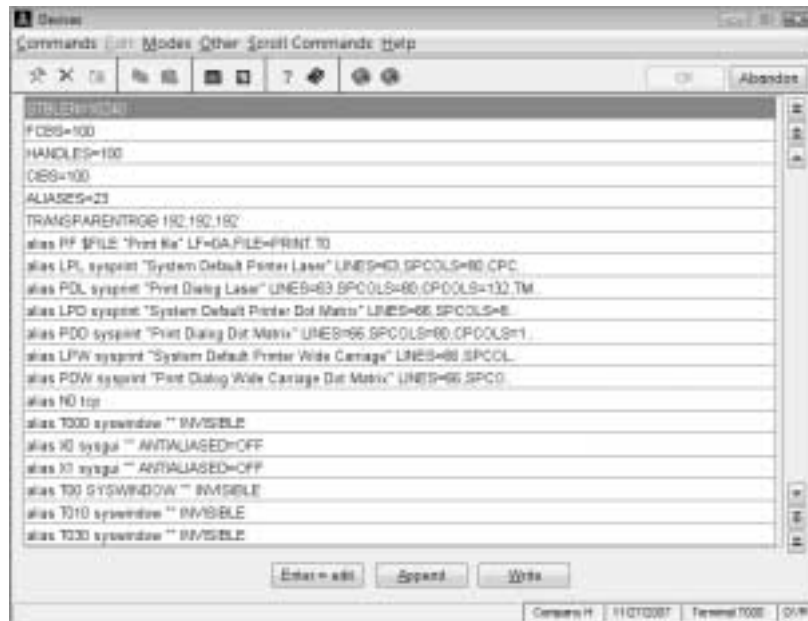
3. Use this screen to edit a line in the devices file, add a new device to the system, or write your changes to the devices file:

• To edit a line in the devices file, select the line you want to edit and press **Enter**. The appropriate screen for that device appears where you can make changes to the device information. See the corresponding screen description for more details.

   Note: If you misspell something in the config.bbx file, OSAS ignores that line. For example, if you spell the word "alias" incorrectly in a terminal line, the screen may display incorrectly when you log on to OSAS because the system does not recognize the terminal as defined.

• To add a new device to the system, press **Insert** to place the new device at the selected line or press **A** to add a new line at the bottom of the file. This screen appears.
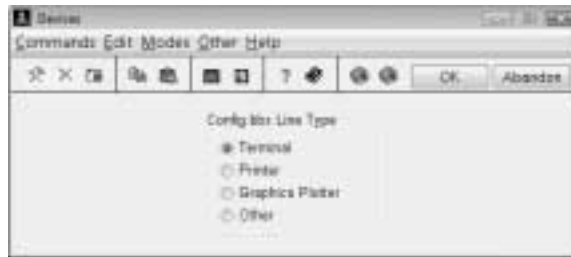
   Select the type of device you want to add and click **OK** or press **Enter**. The screen for that device appears where you can enter information about the device you are adding. See the corresponding screen description for details.

• To write your changes to the config.bbx file, press **W**.

• To delete a line in the file, select the line you want to delete and press **F3**. When the confirmation message appears, select **Yes** to delete the line or **No** to return to the Devices screen without deleting.

• To exit the function without saving any changes, press **F7**.

Common Config.bbx Components

The config.bbx file contains entries that are common to all operating systems:

Command	Description
STBLEN	The size, in bytes, of an internal list of all alias names and disk names. The default is 10240; the maximum is approximately 30000. When you install OSAS, this value is calculated and set automatically. For networks, we recommend using this formula: **1024 * number of terminals + 2048**
ALIASES	The number of terminals and printers in your configuration. The default is 22. OSAS uses the default for Windows systems and automatically calculates this value for UNIX/Linux systems.
FCBS	The total number of disk files that can be simultaneously accessed by one workstation. The default is 10; OSAS sets FCBS to 100.
CIBS	The total number of I/O channels that can be simultaneously accessed by one workstation. The default is 16; OSAS sets CIBS to 100.
HANDLES	The maximum number of file handles to be used by each invocation of BBx. If you enter a large number, BBx retains a large number of open files or lets you open a large number of files. OSAS sets HANDLES to 100.

Note: Insufficient values for the HANDLES, FCBS, or CIBS entries can cause error 16s.

The **TRANSPARENTRGB 192,192,192** entry allows OSAS to bring in your system default colors. Do not remove this line from the file.

The **Alias PF $FILE "Print File" LF=0D0A** entry is a device created by OSAS that allows the **File** output selection when printing reports (or when you print screen via the **F8** key).

Devices–Terminals Screen

The Terminals screen appears when you add or edit a terminal line.
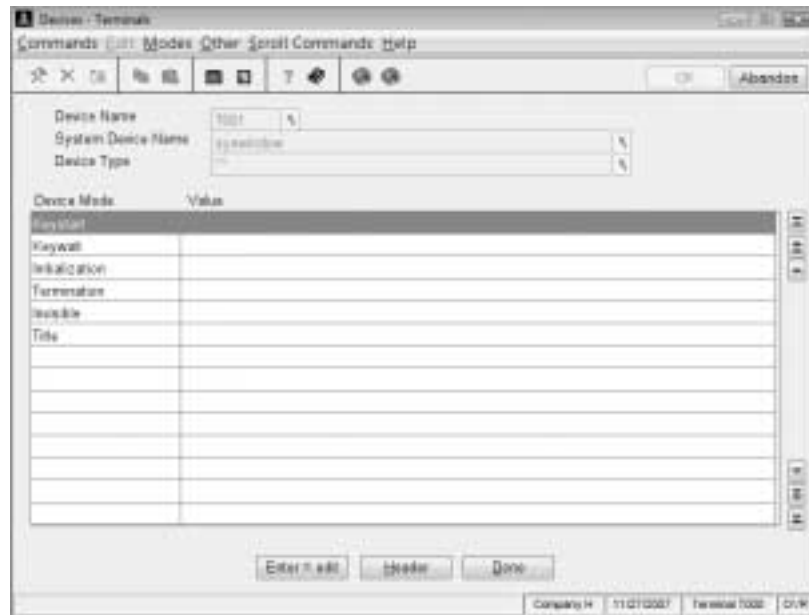
OSAS automatically enters lines for each terminal into the config.bbx file when you set up terminals during Resource Manager installation and set up. Use the Terminals screen to edit these terminal entries or add new ones.

Enter or edit this information in the header section:

Inquiry

• Enter the **Device Name**. This is the terminal ID assigned to the workstation for identification purposes.

Inquiry

• The **Copy From** field appears if you enter a new device name. Enter the name of the device whose settings you want to copy, or skip this field.
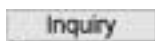
Inquiry
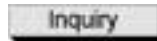
• Enter a **System Device Name**. Use **syswindow** to set up a Windows graphical workstation. On Linux/UNIX systems, the value you enter here depends on the type of terminal emulation software you use.

If you enter **syswindow** to set up a Windows graphical workstation, the **This device type is unavailable** message appears because the syswindow device is a logical device rather than a physical one. Press **Enter** to continue.

• Leave the **Device Type** field blank. Terminals generally do not use this field.

After you enter values in the header section, OSAS lists the characteristics available for the terminal in the scrolling region. To edit the selected characteristic, press **Enter**. To return to the header section, press **H**. When you finish defining characteristics, press **D** to return to the main Devices screen.

Depending on terminal you are adding, you can define these characteristics:

Device Mode	Description
Driver Name	If you select **doscon** as the device type, enter the name of the device driver file.
DMA	If you select **doscon** as the device type, select the box (or enter **Y** in text mode) for a terminal that supports direct memory addressing (DMA). Clear the box (or enter **N** in text mode) for a terminal that does not support it.
Mode	If you select **doscon** as the device type, refer to the terminal manual for the modes it supports. To change the terminal's mode when you start OSAS, enter the mode number.
Keystart	If your terminal has function keys assigned to entry functions (for example, the termcap 'k0' entry is assigned to function key 10), select the check box (or enter **Y** in text mode); if it does not, clear the check box (or enter **N** in text mode).
Keywait	Enter the number of seconds the terminal should wait before processing a group of characters.
Initialization	Enter an operating system command that the system executes before using the terminal.
Termination	Enter an operating system command to reset the terminal when the job finishes.
Invisible	If you use the MDI menu, select the check box (or enter **Y** in text mode) to eliminate any screen "flickering" that may occur as you navigate around the OSAS menu.
Title	Enter the title to use for the syswindow.

SCO Open   If graphics do not display correctly on your SCO Open Server 5 system, it may
Server Errors be because Open Server 5 sets console devices to be IBM terminals instead of
                  ANSI terminals. To fix the problem, enter **mapchan -n** into the **.profile** file.

Devices–Printers Screen

The Printers screen appears when you add or edit a printer line.

Enter or edit this information in the header section:

Inquiry
• Enter the **Device Name**. For printers, this name must begin with the letter **P**
  or the letter **L** and follow the format **Pxxx** (P99, for example).

Inquiry
• The **Copy From** field appears if you enter a new device name. Enter the
  name of the device whose settings you want to copy, or skip this field.

Inquiry
• Enter a **System Device Name**. This name tells OSAS what system device to
  use when the device name is selected.

Use the **LPTx** device name for printers attached directly to your machine in Windows NT, 2000, and XP environments.

Use the **/dev/prn**, **/dev/lptx** and **/dev/comx** device names for printers attached directly to your workstation or captured in Windows 98 environments, and all printers in UNIX and Linux environments.

Use the **sysprint** device name for printers accessed through the Windows Print Manager in any Windows environment. A message appears when you select this device name because the **sysprint** device is a logical device rather than a physical one.

Inquiry   • Enter the **Device Type** to identify the printer. Use the **Inquiry** (**F2**) command to select the device type from a list, or enter your own.

After you have entered all values in the header section, OSAS lists the characteristics available for the printer in the scrolling region. To edit the selected characteristic, press **Enter**. To return to the header section, press **H**. When you finish defining characteristics, press **D** to return to the main Devices screen.

Note: BBj lacks the ability to add **server** as a device mode alias line. If you use OSAS on BBj and you use server-based printing, you need to modify the config.bbx file using a text editor to add this line.

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

Device Mode	Description
Backspace	If the printer supports an ASCII backspace code, enter **YES** to use the hexadecimal code **08**, or enter a different hexadecimal code to perform a backspace. If the printer does not have backspace capability, enter **NO**.

Device Mode	Description
Bottom Margin	If you use BBj, enter the amount of offset you want for the bottom margin. This option has no effect on PRO/5. For sysprint devices, the size appears in decimals. If you change the default setting, the new setting overrides the Windows default. If you change the default, the new setting overrides the Windows default.
Carriage Return	If the printer supports the ASCII carriage return code, enter **YES** to use the hexadecimal code **0D**, or enter a different hexadecimal code to perform a carriage return. If the printer does not have this capability, enter **NO**. **YES** is selected by default to put a carriage return after a line feed. If your reports or print files show a "stair step" effect, changing this value to **NO** could solve the problem.
Compress Print	Enter the hexadecimal code for compressed print (about 17.6 characters per inch).
Compress Cols	Enter the number of columns that can be printed on one line in compressed printer mode. For a standard narrow carriage printer this value defaults the width of the paper to 132 columns wide. If you are using a wide carriage printer, this value defaults to 240. The maximum value you may use is 255; larger values are interpreted as the default value by the system.
Dialog	If you use Windows, select the box (or enter **YES** in text mode) if you want to open a dialog box that lets you select a printer. Clear the box (or enter **NO** in text mode) if you want to print to the Windows default printer.
Expanded On	Enter the hexadecimal code that turns on expanded print mode.
Expanded Off	Enter the code that turns off expanded print mode.
Expanded Cols	Enter the number of columns that can be printed in expanded print mode.
Expanded Lines	Enter the number of expanded print lines that fit on a page.

Device Mode	Description
Form Feed	Enter the hexadecimal code that makes the printer skip to the top of the next page.
Font	Enter the font in which you want your reports printed. For sysprint devices, enter the name of the TrueType® font to use surrounded by quote marks—for example, **"Courier New"**. Leave this field blank to use the default font.
	If illegible characters print when you use a sysprint device, this setting may be at fault. Enter **"Courier New"** (including the quote marks), save, then test the printer. If this font does not fix output problems, try other fonts.
Initialization	Enter an operating system command that the system executes before a job is sent to the printer.
Left Margin	Enter the amount of offset you want for the left margin.
	For sysprint devices, the default is blank. If you change the default, the new setting overrides the Windows default.
Legacy Margins	If you have alignment issues when printing reports in BBj, select the check box (or enter **Y** in text mode) to closely approximate PRO/5 report printing. This option has no effect if you use PRO/5.
	If you still have alignment issues after enabling this option, try changing the top, left, right, and bottom margin values to correct report alignment.
Line Feed	Enter the hexadecimal code that makes the printer move to the next line without a carriage return.
Lines Per Page	Enter the maximum number of lines you can print per page.
Lock File	If your system has a printer locking mechanism or if you have a single-user system, skip this field. If your system does not have a printer locking mechanism, enter the name of a file that is created on the disk when the printer is being used to prevent others from using it.
	Typically, this is only used for a direct printer. Name the file so that it has meaning to you and enter the full path to the lock file (for example, "C:\tmp\lock.fle").

Device Mode	Description
Printer On	Enter the codes that initialize the printer before a print job.
Printer Off	Enter the codes that reset the printer when print jobs finish.
Print File	If you entered the system device name **$FILE**, you must enter the name of the default file for output to the disk.
Right Margin	If you use BBj, enter the amount of offset you want for the left margin. This option has no effect if you use PRO/5. For sysprint devices, the default is blank. If you change the default, the new setting overrides the Windows default.
Setup	If you use Windows, select the box (or enter **YES** in text mode) to open a dialog box when you print reports to select the amount of copies per page, printer choices, print formats, and page layout (the options available depend on your printer driver). Clear the box (or enter **NO**) to make print jobs use default Windows printer settings.
Slave On	Slave printers are attached to one terminal and can be used from other workstations. (This feature is not available with some operating systems.) To communicate with slave printers, the system may need to send hexadecimal codes before and after the text.
	Enter the hexadecimal codes to send before the text.
Slave Off	Enter the hexadecimal codes to send after the text.
Standard Cols	Enter the number of columns that can be printed in standard print mode. For a standard narrow carriage printer, this value defaults the width of the paper to 80 columns wide. If you use a wide carriage printer, this value defaults to 132.
Standard Print	Enter the hexadecimal value for standard print (in characters per inch) for the font you use. OSAS uses a value of 10 for all forms; however, you can use a different size for reports and logs.
Termination	Enter the commands that reset the printer when print jobs finish.
Timeout	Enter the number of seconds the system waits for a device to become available before displaying an error. This characteristic is disabled by default, as it has little value.

Device Mode	Description
Top Margin	Enter the amount of offset the top margin. For sysprint devices, the size appears in decimals. If you change the default setting, your change overrides the Windows default.

Sysprint Defaults

When you install Resource Manager in a Windows environment, OSAS automatically creates these default sysprint devices:

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

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

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

Aligning Laser Forms

There are many discrepancies in the way different laser printers print: some print higher or lower than others, or shift characters left to right. There can even be printing differences between two identical printers.

The first place to check when you notice improper alignment is your printer. To make sure lines and characters align properly when printing any form to a laser printer, set the default lines per page to 60 to keep lines from creeping up the form. Follow these steps to check the lines per page setting:

1. Access the printing menu on the printer itself.

2. Press the item button until the **FORM=## LINES** entry appears. The ## must be 60; if it is another value, change it.

Up and down differences are usually slightly less than one line, and can only be resolved by programming code to shift one full line at a time. Similarly, left to right differences are usually slightly less than one character, but can only be resolved by programming code to shift one full character at a time. However, you may be able to send printer commands through the config.bbx file to properly align characters and lines.

Note: Remember that if you decide to edit the config.bbx file to correct alignment problems, these changes affect all OSAS forms to that particular alias. Make a copy of the config.bbx file (in **\progRM**) before making any changes.

Always print one form at a time until you get the alignment you like.

Left to Right Issues

Sysprint Devices

If you print to a sysprint device in Windows, you can place a decimal in the printer's **Left Margin** field on the alias line to shift text left or right. For example, if the left margin setting is .260, increasing the number (.285) moves text to the right while decreasing the number (.235) moves text to the left. A 1/4 character shift is approximately .025 added to or subtracted from the left margin value.

Direct Printers

If you use a direct printer in Windows, Linux, or UNIX, you cannot move text to the left. However, if your forms are aligned too far to the left and you wish to move text to the right, you must add the following configuration values to the config.bbx file for the printer alias you are using. These values let you shift text to the right in 1/720 inch increments. Follow these steps:

1. Select **Devices** from the **Installation and Configuration** menu.

2. Edit the appropriate alias line and add **1B266C323255** at the end of the **Standard** or **Compressed Print** field.

    3232 is the hexadecimal code for 22, which moves everything to the right 22/720 of an inch. If you need to move text farther to the right, change the second and last numbers in 3232 because the 3s are always constant. For example, to move the text farther to the right, try 25, which changes the hex code to 3**235**. In hex, each number is represented by 3 and then the number, so 2 = 32 and 5 = 35.

Up and Down Issues

Sysprint Devices   If you print to a sysprint device in Windows, you can place a decimal in the printer's Top Margin field on the alias line to shift text up or down. For example, if the top margin setting is .5, increasing the number (.54) moves text down while decreasing the number (.46) moves text up. A 1/4 character shift is approximately .04 added to or subtracted from the top margin value.

Direct Printers   If you use a direct printer in Windows, Linux, or UNIX, you cannot move text up. To move lines down, you must add the following configuration values to the config.bbx file for the printer alias you are using. These values let you move text down in 1/720 inch increments. Follow these steps:

1.   Select **Devices** from the **Installation and Configuration** menu.

2.   Edit the appropriate alias line and add **1B266C343555** at the end of the **Standard** or **Compressed Print** field.

      3435 is the hex code for 45, which moves text down 45/720 of an inch. To move text down more, change the second and last numbers in 3435 because the 3s are always constant. For example, try 56 to move text farther down, which changes the hex code to 3**5**36. In hex, each number is represented by 3 and then the number, so 5 = 35 and 6 = 36.

Left to Right and Up and Down Issues

If you use a direct printer in Windows, Linux, or UNIX and must add hex codes to the config.bbx file to adjust text both left to right and up and down, you must edit the file with a text editor because the command is too long to enter through the **Devices** function. Open the config.bbx file with a text editor and add the codes to the end of the **SP=** section of the alias line for standard forms or to the end of the **CP=** section of the alias line for compressed forms.

Printing Laser Forms on Ink Jets, Bubble Jets, or Desk Jets

These printers cannot interpret laser definitions, meaning that there is no way to control how the forms print. Either they print correctly or they do not. Models labeled "for Windows" have better success, but there is no way to control how the forms print. Test your situation before ordering laser forms.

Continuous Forms

When you print forms less than 11 inches in length (such as checks or invoices) through a sysprint device, we recommend you turn off alignment mark printing. Printing the alignment mark requires Windows to open and close the printer, which automatically triggers a form feed through Windows, causing forms to misalign. Use the **Form Codes** function (page 3-29) to turn off alignment marks to avoid printing extra form feeds.

If you want to print directly without the form feed, you need to set up a device in OSAS that prints to the local port (**/dev/lpt1** or **LPT**, for example) and the Windows print driver needs to print directly to the port.

Ordering Forms

Forms are loaded into printers face up or face down. When you order pre-numbered forms for a printer that loads face down, the order must be reverse collated. Request this when ordering.

Devices–Plotters Screen

The Plotters screen appears when you add or edit a plotter line in the devices file.

Enter or edit this information in the header section:

| Inquiry | • Enter the **Device Name**. |

| Inquiry | • The **Copy From** field appears if you enter a new device name. Enter the name of the device whose settings you want to copy, or skip this field. |

| Inquiry | • Enter a **System Device Name**. This name tells OSAS what system device to use when the device name is selected. |

Use **sysplot** for plotters in Windows environments. A message appears when you select this device name because the **sysplot** device is a logical device rather than a physical one.

| Inquiry | • Enter the **Device Type** to identify the plotter. Use the **Inquiry** (**F2**) command to select the device type from a list, or enter your own. |

After you have entered all values in the header section, OSAS lists the characteristics available for the plotter in the scrolling region. To edit the selected characteristic, press **Enter**. To return to the header section, press **H**. When you finish defining characteristics, press **D** to return to the main Devices screen.

Depending on the type of printer you defined in the header section, Resource Manager lists these options for plotters in the scrolling region:

Device Mode	Description
Driver Name	Enter the name of the device driver.
Mode	If your graphics device supports multiple modes of operation, enter a mode number.
Font1/Font2/Font3	Enter the names of one to three files that contain fonts the device can use. **Font1** is the default.
Slave On	Enter the hexadecimal codes to be sent to the plotter before the text for the graphics device.
Slave Off	Enter the hexadecimal codes to be sent to the plotter after the text.
Initialization	Enter an operating system command that the system executes before a job is sent to the plotter.
Termination	Enter the commands to reset the device when the plotting job finishes.

Devices–Append Line/Other Screen

The Append Line/Other screen appears when you add an alternate device line or edit one of these lines in the devices file.

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

alias X0 sysgui

To save your entry and return to the Devices screen, click **OK** or press **Enter**.

Sample Config.bbx Files

The following pages include samples of config.bbx files for these systems and short explanations of their components:

• Windows (Open Windows)
• Linux/UNIX
• Novell

Remember that you should not edit these files in a text editor as it is too easy to enter incorrect information. Edit these files only through the **Devices** function.

Sample Windows Config.bbx File

```
stblen=10240
aliases=23
FCBS=100
HANDLES=100
CIBS=100
TRANSPARENTRGB 192,192,192
alias PF $FILE "Print file" LF=0D0A,FILE=PRINT.T0
alias LPL sysprint "Windows Default Printer Laser"
    LINES=63,SPCOLS=80,CPCOLS=132,TMARGIN=.5
alias PDL sysprint "Print Dialog Laser"
    LINES=63,SPCOLS=80,CPCOLS=132,TMARGIN=.5,dialog
alias PSL sysprint "Print Setup Laser"
    LINES=63,SPCOLS=80,CPCOLS=132,TMARGIN=.5,setup
alias LPD sysprint "Windows Default Printer Dot Matrix"
    LINES=66,SPCOLS=80,CPCOLS=132
alias PDD sysprint "Print Dialog Dot Matrix"
    LINES=66,SPCOLS=80,CPCOLS=132,dialog
alias PSD sysprint "Print Setup Dot Matrix"
    LINES=66,SPCOLS=80,CPCOLS=132,setup
alias LPW sysprint "Windows Default Printer Wide Carriage"
    LINES=66,SPCOLS=136,CPCOLS=240
alias PDW sysprint "Print Dialog Wide Carriage Dot Matrix"
    LINES=66,SPCOLS=136,CPCOLS=240,dialog
alias PSW sysprint "Print Setup Wide Carriage Dot Matrix"
    LINES=66,SPCOLS=136,CPCOLS=240,setup
alias N0 tcp
alias T000 syswindow
alias T001 syswindow
alias T002 syswindow
alias T003 syswindow
alias T004 syswindow
alias T005 syswindow
alias T006 syswindow
alias T007 syswindow
alias T008 syswindow
alias X0 sysgui
alias X1 sysgui
```

1. Notice the number of printers that are available to all terminals, although they may not all be needed. The interpreter for Windows automatically sets up these entries and refers them to specific laser, dot matrix, and wide carriage printer types when you install Resource Manager.

You can define local printers for Windows workstations as well. Typically, you should use the logical **sysprint** device for the printer as this tells OSAS to use the Windows software definition for this printer. You can still define the printer using the **/dev/lptx** device if your prefer, but keep in mind that it may create a conflict with the setup of the same printer in Windows.

2.   This line enables e-mail capabilities in OSAS.

3.   Terminals are defined as Windows workstations (**syswindow**). As an example, the first terminal is defined as **T000** and each session available to that terminal are defined as alias **T000** through **T009**. Another terminal would be defined as **T010** and its individual sessions as alias **T010** through **T019**, and so on. Multiple session entries are created as OSAS allows Windows workstations to have multiple sessions available to them.

Accept the default **syswindow** device name for Windows terminals. If you edit the terminal, a "This device type is unavailable" message appears because syswindow refers to a logical device rather than a physical one. Press **Enter** to dismiss the message and continue with the terminal definition.

4.   These lines enable graphical capabilities in OSAS.

Sample Linux/UNIX Config.bbx File

```
stblen=10240
aliases=18
fcbs=100
cibs=100
handles=100
alias LP ">lp -dhp4si -s 2>/dev/null" "spooled printer"
    CR,SP=12,SPCOLS=80,CP=0F,CPCOLS=132
alias P1 /dev/lp0 "shared direct printer"
    CR,SP=12,SPCOLS=80,CP=0F,CPCOLS=132,LOCK=/tmp/LOCKP1
alias T1 /dev/tty1 linux
alias T2 /dev/tty2 ansico
alias T3 /dev/tty3 term
alias T4 /dev/tty4 vt100
if T1
alias PF $FILE "Print File" FILE=PRINT.1
rem no graphics device
endif
if T3
        alias P2 /dev/ttyp0 "local printer ttyp0"
          CR,SP=12,SPCOLS=80,CP=0F,CPCOLS=132,SLON=1B5B3569,
          SLOFF=1B5B3469
endif
alias N0 tcp
```

(1) — marker next to `alias LP`
(2) — marker next to `alias T1`

1. Shared direct and spooled printers appear before terminal definitions, and
    slave or local printers are listed after the terminals are defined.

    In this sample, the alias LP printer definition is created using a **-d** destination
    switch followed by the UNIX device name for the printer. The **lpstat -t**
    command lists all of the UNIX and physical device names available for your
    printer. Then redirect your BBx output to UNIX (for example, **LP ">lp -
    dhp4si -s 2>/dev/null" "spooled printer"**).

    The **-s** switch suppresses system messages on the terminal, while **2>**
    suppresses system messages on the console and then redirects those system
    messages to the device **/dev/null**.

To create a shared direct printer, use a BBx device in the form of **Pxxx**, then the system device of **/dev/lpx** and the physical device name, as in the alias P1 line in the sample. The lock parameter prevents print jobs from printing at the same time. OSAS allows only one print job to print to a shared printer at a time.

In creating a local or slave printer for a terminal, the BBx name must be unique for each printer if it is outside an **if/endif** loop; otherwise it may be the same.

2. In UNIX/Linux, there are two ways to configure terminals: tell the system everything you know about the terminal or supply a token and ask the operating system to supply terminal-specific information.

    In alias T2, OSAS is told the system devices are defined as **ansico** so that the software can make the best use of its capabilities (colors or graphics, for example).

    In alias T3, OSAS is told the system devices are defined as **term** so that the software uses the terminal as defined by the operating system and the capabilities defined for it in the OSAS termcap file. If the terminal definition is not in the termcap file, you must edit it. Follow the instructions in the BBx documentation that is included with Resource Manager.

    Like ansico, alias T1 and T4 are defined by particular system device names that allow OSAS to make the best use of terminal capabilities associated with those kinds of terminals.

Sample Novell Config.bbx File

```
stblen=10240
aliases=52
fcbs=100
cibs=100
handles=100
transparentrgb 192,192,192
alias PF $FILE "Print File" LF=0D0A
```
①
```
novell_locks
```
②
```
alias PSP nspool "Dot Matrix Printer" CR, SP=12, SPCOLS=80,
    CP=0F,CPCOLS=132,LOCAL=1,QUEUE=Q_NAME_2,
    SERVER=SERVER_NAME_2
```
③
```
alias T00 syswindow
alias T000 syswindow
alias T001 syswindow
alias T002 syswindow
alias T003 syswindow
alias T004 syswindow
alias T005 syswindow
alias T006 syswindow
alias T007 syswindow
alias T008 syswindow
alias T009 syswindow
```
④
```
if T01
    alias T01 syswindow
    alias PF $FILE "Print File" LF=0D0A,FILE=PRINT.01
    alias P1 sysprint "Okidata 192/193" SPCOLS=80,CPCOLS=132
endif
if T010
    alias T010 syswindow
    alias P1 sysprint "Okidata 192/193" SPCOLS=80,
        CPCOLS=132,lock=LOCK.T00
endif
if T011
    alias T011 syswindow
    alias P1 /dev/lpt1 "Okidata 192/193" CR,SP=1E,SPCOLS=80,
        CP=1D,CPCOLS=132
endif
.           ◄─── If/End If loop continues through each of the available 10 sessions
.
alias X0 sysgui
alias X1 sysgui
```

1. This line tells BBx to perform file and record locking in a special way when running on Novell systems. It is required for Novell systems.

2. This line illustrates the **nspool** logical print device. When you define an nspool print device, you must also define these parameters for it:

    •   The **LOCAL** printer is the port to which the output is sent. Typically, this will be 1 (referring to LPT1), but it can also refer to any other local port. It can be used an unlimited number of times, but must contain a value when using the **nspool** device.

    •   The **QUEUE** is the print queue to which the print job is sent and must be defined for the **nspool** device. If you are going to capture the output from a port, it is not necessary as you do the capture through Novell.

    •   The **SERVER** is the name of the file server that stores the print queue.

    If you choose to capture a printer through the network, use a **/dev/lptx** device and then use the capture command and the parameters available to you through the network.

3. In Novell, Windows terminals are defined as **syswindow** workstations. T00 is an example of how a terminal with no local printers is defined—alias T00 is the terminal definition and the sessions available are defined as T000 through T009.

    Multiple sessions are created as OSAS allows Windows workstations to have multiple sessions available to them.

4. When you define a local printer for a Windows workstation, its definition appears similar to that of T01 in the sample. Typically, you should use the logical **sysprint** print device for your printer as it tells OSAS to use the printer as defined in Windows software.

    You can also define the printer using the **/dev/lptx** device if you prefer (see T011), but it may conflict with the setup of the same printer in Windows.

When defining local printers, an **if/endif** loop must be created for both the terminal definition (T01) and each available session (T010 through T019). You can do this by editing the config.bbx file for individual workstations or by using the RMSET program. See the next section for more information.

Note: Although not shown in the sample, the **novell_tts** parameter should be included in the config.bbx file if you have Novell with the Transaction Tracking System (TTS) and you want BBx to use it. However, this is not recommended because some OSAS function erase data files and TTS does not allow you to erase files. Enter **NO** for this question when you install OSAS.

Using the RMSET Program to Create a New Config.BBX File

If your network has multiple workstations, each with its own local printer, a quick and easy way to define the config.bbx file for these workstations and printers is to use the RMSET program.

Before running this program, save the current config.bbx file and the config.bak backup file in an outside directory or on a disk in case a device is defined incorrectly. You can also print the config.bbx file if you wish to list current definitions, keep changes in definition limited, and reduce the need to communicate changes to all OSAS users.

Follow these steps to use the RMSET program to create the config.bbx file:

1. With everyone else out of OSAS, select **Call a PRO/5 program** from the **Other Commands** menu.

2. When the Call a PRO/5 Program screen appears, enter **RMSET** in the **Program** field and leave the **Parameter** field blank. Use the **Proceed** (**OK**) command to continue.

3. When the Multiuser Configuration screen appears, select the network type, enter the number of workstations (be sure to account for terminal 000), and enter the number of shared printers available to all workstations. Use the **Proceed** (**OK**) command to continue.

4. When the Shared Printer screen appears, enter the **BBx Device Name** of the first shared printer.

Try to keep the device names the same as they were originally set to
minimize the effects of users having to remember the new printer definitions
when the new config.bbx file is in place.

5. After defining the shared printer's device name, the Printers screen (page 2-
    23) appears as it would for any new printer. Enter the appropriate
    information and press **D** to add the definition to the new config.bbx file.

6. Add the remaining shared printers for the network (the system prompts you
    for as many shared printers as you indicated).

7. After defining shared printers, the Terminals screen (page 2-21) appears so
    that you can add terminal definitions for each workstation for your network.

    Note: Be sure that you know specifically what terminal is currently the
    terminal you are defining so that you can define it properly regarding local
    printers. Consult your original config.bbx file.

    Press **D** to add the new terminal definition to the config.bbx file.

8. For each terminal definition, the Workstations screen appears prompting for
    the number of local printers connected to the terminal. Enter the number of
    local printers and use the **Proceed** (**OK**) command to continue.

9. When the Local Printers screen appears, enter the device name for the local
    printer for this workstation.

10. The Printers screen reappears so that you can define the local printer. Enter
    the appropriate information and press **D**. The next terminal to be defined will
    appear.

11. When all workstations and printers have been defined, the system prompts
    you to confirm the creation of the new config.bbx file. Verify your changes
    to overwrite the existing file with the new definitions, or press **F7** to exit the
    program without saving the new definitions.

    After confirmation, OSAS closes. All your changes take effect the next time
    you log on to the system. If your changes are not correct, copy the original
    config.bbx and config.bak files to their original locations and repeat the
    process.

Directories

Use the **Directories** function to add data directories to those that were established when Resource Manager was installed and to change the directories used by OSAS for installation media, programs, data files, system files, and so on. Directory information is stored in the **OSINFO.DOS** or **OSINFO.UNX** file (depending on your operating system) in the **\sysfil** directory and may be accessed while working with live or sample data. This file is a text file that you can edit with any text editor, if necessary.

Keep in mind that OSAS restarts after you save changes to the directories listed in this function. Before you change directory paths, make sure that the progRM **Program Directory** path is correct in the **Application Information** function (page 7-9) and that all directory changes you make here are valid.

To view or change directory information, select **Directories** from the **System Setup** menu. The Directory screen appears.
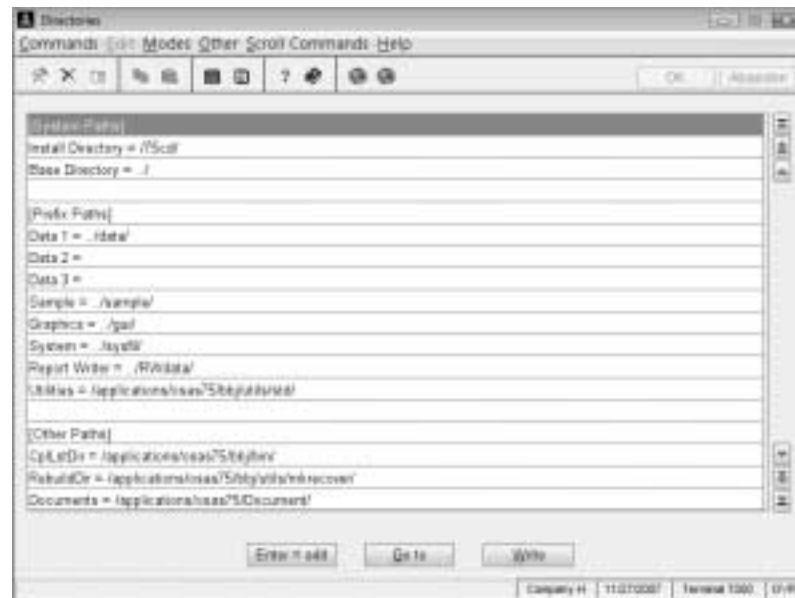
The directories OSAS uses appears.

• If you need to install an application or an update from a location other than the one listed, change the **Install** directory path.

• You can have up to three data directories. Enter the additional directories in the **Data 2** and **Data 3** paths. If you use OSAS in an enterprise environment, see "Using Data Server Pathing" on page 2-49 for information on using data servers in data paths.

• OSAS graphical screens are stored in data files called Binary Resource Control (*.BRC—for VPRO/5) and ASCII Resource Control (*.ARC—for BBj) files. The **Graphics** path contains the directory that houses these screens so that the OSAS graphical mode functions correctly.

• The **Report Writer** and **Utilities** paths are automatically updated with the appropriate directory paths when you install the Report Writer and Software Development Utilities applications.

• The **CplLstDir** path (listed in the **[Other Paths]** section) lists the directory in which the **PRO5CPL** or **bbjcpl** programs are located. You use one of these programs (depending on the language you use) for maintenance merges.

• The **RebuildDir** path (listed in the **[Other Paths]** section) lists the directory in which the **mkrecover** program is located. You use this program to rebuild data files.

• The **Documents** directory (listed in the **[Other Paths]** section) lists the local directory on the application server or desktop (as in **C:/osas/Document**) in which the OSAS .PDF user's manuals, .XLS productivity report files, and document attachments (either yours or the OSAS sample attachments) are stored.

The directory listed here refers to the local directory on the application server or desktop (as in **C:/osas/Document**) in which OSAS installs documents. Do not change this directory path as OSAS uses it internally when installing program-related documents (such as during initial installation or re-installation). Changing this path may cause errors.

- The **DocumentShare** directory (listed in the **[Other Paths]** section) initially lists the same file path as the **Documents** directory. If you use OSAS in an enterprise environment, change this path to use the UNC pathing for the **\osas\Document** directory on the server (as in **\\osassrv\osas\Document**) so that documents in this directory can be accessed by client workstations.

    When you press **Shift+F1** to open a user's manual, use the **Open document** command on the Documents screen, or add a document to the OSAS menu, OSAS opens the file from this directory.

    You use this directory to store document attachments so they are accessible to all OSAS users—see page 2-49 for details.

    Note: If you use OSAS in an enterprise environment, you can change this path so that it references a directory other than the **/osas/document** directory on the application server. However, if you do so, you will need to copy the document files that OSAS installs to the new location manually.

Press **Enter** to edit the selected directory path, if necessary, then press **W** when you finish to save your changes and restart OSAS. If you do not want to restart OSAS, press **F7** to exit to the menu without saving. To restore any original values that you changed, use the **Abandon** (**F5**) command.

If you change the paths for the **Data**, **Sample**, **System**, or **Report Writer** directories within the OSAS **Directories** function and write your changes, a message appears. Select the action that you want to take:

- To copy the existing data files on the application server to the new location on the data server, select **Copy**. This action leaves a copy of the files in the old location on the application server (which may quickly become outdated).

- To move the data files to the new location (without leaving a copy), select **Move**. This action does not delete the files from the old location until after every file has been copied to the new location successfully.

    For example, if the process fails due to a power outage, only the files that were copied successfully before the outage occurred will be found in the new location. Since the process failed midway, all files are still retained in the old location. To finish the process, delete the files from the new location and try again.

- If you want to manually copy or move the files to the new location yourself, select **None**. This action leaves all files in their original locations. Errors may result during OSAS processing if you do not copy or move the files to the new location manually.

  If you are using a mixed Linux/UNIX and Windows PRO/5 enterprise environment, you may not want to copy or move files from the Windows server to the Linux/UNIX Data Server as doing so will overwrite the existing files you created when you installed the Linux/UNIX Resource Manager.

  Note: If you are changing directories for the first time, **do not** select **None** as doing so may accidentally delete directories and their contents. If you are changing directories for the first time during setup, select **Copy** or **Move**.

Entering Directory Paths

You can use relative and UNC pathing in addition to absolute pathing when you enter directories:

- To refer to a subdirectory in the current directory, enter *./directoryname*.

- To refer to a directory that is at the same level as the current directory, enter *../directoryname*.

  This convention tells OSAS to go up one level, then go back down to the specified directory within that level. For example, *../data* goes up one level from the /osas/progRM directory to the /osas directory, then goes back down to the /osas/data directory.

- To refer to a directory that is one level higher than the current directory, enter *../../directoryname*.

- To refer to a directory on a network, use UNC pathing. Enter *//servername/directoryname/subdirectory*.

Note: If you use OSAS on BBj, use caution when entering directory paths. Since BBj does not allow access from mapped drives, you cannot use mapped drives if you use OSAS on BBj. Instead, specify the BBj data server in the path name (see the example below) if you use a separate data server to house your data files.

Using Data Server Pathing

If you use a data server on a separate computer to house your data files and manage access to them, you must edit these directories after installation so that OSAS stores and accesses data files in the correct location.

To change these directory paths to use data server pathing, use these conventions:

BBj Data Server   **/<tiger>C:/osas/data** or
                         /<tiger, ssl>C:/osas/data if you use secure connections
                                           (see the RM installation guide)

PRO/5 Data Server   **/<tiger, pro5srv>C:/osas/data**

Where **tiger** is the machine name of the computer on which the data server is installed, **pro5srv** is the name of the PRO/5 data service as noted in the **services** file, and **C:\osas\data** is the directory on that server in which you want to store your OSAS data files.

Sharing Document Attachments

If all users have access to the **DocumentShare** directory, you can use it to store document attachments so that they are available to all OSAS users and to simplify entering attachment information. When you attach a document, store the document file in this directory first, then enter **(DOC)** in the **Path** field (be sure to include the parentheses) on the Append Documents screen that appears when you add a document attachment to a record.

When you use this convention, OSAS replaces the **(DOC)** variable with the file path listed for the **DocumentShare** directory to open document attachments.

If you do not store document attachments in the **DocumentShare** directory (saving them in some other location instead), do not enter the **(DOC)** variable in the **Path** field. Instead, enter the full file path of the directory in which the attachment is stored. OSAS will not be able to locate the file to open it if you enter an incorrect directory path.

Note: You must copy all files from the old location to the new location manually if you change the path listed for the **DocumentShare** directory. If your document attachment files are not located in the directory specified here, OSAS will not be able to open those files when you use the **(DOC)** variable.

User-Defined Field Setup

OSAS user-defined fields provide a consistent method of defining, displaying, and entering user-defined fields for key master files throughout OSAS applications. To set up user-defined fields, follow these steps:

1. Select **User-Defined Field Setup** from the **Installation and Configuration** menu. The User-Defined Field Setup screen appears.

2. Select the application for which you want to set up user-defined fields. You can add user-defined fields to Accounts Payable, Accounts Receivable, Payroll, and Job Cost. Consult your reseller for information on adding user-defined fields to other applications.

Inquiry

3. You can add user-defined fields to these files: **ARCUx**, **APVEx**, **PAEGx**, and **JOBSx**. Select one of these files in the **File** field. Consult your reseller for information on adding user-defined fields to other files.

4. Select the line you want to edit and either double-click the line or press **Enter**. The Edit User Defined Field screen appears.
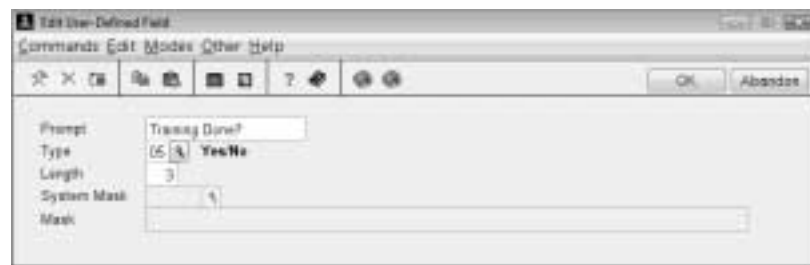
• Enter the text you want to use for the field in the **Prompt** text box.

Inquiry

• Enter the field **Type** or use the **Inquiry** command to look up and select it from the list that appears.

• Change the number of characters that can be entered into the field, if necessary.

Inquiry

• If you are working with a numeric field, enter the **System Mask** to use for the field or use the **Inquiry** command to select one from a list.

• Use the **Mask** text box to enter whatever type of mask you require, for example, a phone number mask. You cannot enter anything in the **Mask** text box if you select a system mask.

Use the **Proceed** (**OK**) command to return to the User-Defined Fields Setup screen and enter other user-defined field information.

5. Use the **Move** and **Swap** buttons to move lines around on the screen. Select a line and click either **Move** or **Swap**. A dialog box appears for defining where you want to move the selected line.

6. Press **H** to return to the **Application** field to select a different application and file for which to enter user-defined fields.

7. When you finish working with user-defined fields, use the **Proceed** (**OK**) command to close the screen and return to the **Installation and Configuration** menu.

8. Perform these steps within each application for which you set up user-defined fields.

    •   Open the **File Maintenance** menu within each application for which you set up user-defined fields in Resource Manager.

    •   Check the **User-Defined Fields?** box within the **Employees**, **Vendors**, **Jobs and Phases** or **Customers** functions and use the **Proceed** (**OK**) command to continue.

    •   When the User-Defined Fields screen appears, enter the information for the fields you set up in Resource Manager.

E-Mail Setup

Use the **E-Mail Setup** function to enter details about the server, login ID and password, and address you use to send and receive e-mail. You must use this function to enter information about your e-mail system before you can e-mail reports to other people (when available).

OSAS uses TCP/IP protocol to send e-mail messages. When it experiences problems using TCP/IP, OSAS uses a backup executable on Windows machines or a Perl script on UNIX machines to send e-mail. If you have problems sending e-mail through OSAS on UNIX machines, download Perl at www.Perl.org.

Follow these steps to set up OSAS for e-mail:

1. Select **E-Mail Setup** from the **System Setup** menu. The E-Mail Setup screen appears.

2. Enter the name of your e-mail server in the **SMTP Server** field.

3. Change the **Port** number, if necessary.

4. If your SMTP server requires authentication, enter your login ID and password; otherwise, leave these fields blank. The password is saved in an encrypted password file.

5. Enter your e-mail address in the **E-Mail From** field.

    OSAS uses the address you entered in the **E-Mail From** field in the **Preferences** function (page 4-7) first when creating e-mail messages. If you leave that field blank, OSAS uses the address you enter here when creating e-mail messages.

    You cannot change the address that appears in the **E-Mail From** field on the E-Mail Information screen that appears when you send e-mails through OSAS.

6. Enter your time zone (for example, **CST** for Central Standard Time, **MDT** for Mountain Daylight Time, and so on).

7. Use the **Proceed** (**OK**) command to save your changes and return to the menu.

8. To test the system, send an e-mail to yourself. Select a master file list that can be e-mailed (the Options and Interfaces List, for example) and then select the e-mail output option. Enter your e-mail address in the **E-Mail To** field, then use the **Proceed** (**OK**) command to send the e-mail.

    If the e-mail does not arrive, there is some problem with the information you entered about your e-mail system. Consult your IT department or network specialist for assistance.

Address Mapping

Use the **Address Mapping** function to enter the URL and search variables of the mapping website you use. After you set up information about the website here, you can use the **Address Mapping** command when it is available on any OSAS screen that contains an address to view a map of that address generated by the mapping website.

OSAS uses these variables to pass the address information on the screen to the mapping website to search for and generate the map:

- [address]
- [city]
- [state]
- [zip]
- [country]

You must include these variables (including the brackets) after the appropriate search terms that you enter on the Address Mapping screen. Examine the mapping website's URL to identify these search terms; examples include **&strt1=**, **&zipc1**=, **&country=**, and the like.

After you've set up the mapping websites you use, enter the default **Map Lookup ID** to use for the company in the **Company Information** function (see page 3-3). You cannot use the **Address Mapping** command without both setting up mapping website information and specifying the **Map Lookup ID** to use for the company.

When you use the **Address Mapping** command to view an address map, OSAS launches your web browser and directs it the URL you enter here, replacing the variables with the address you're looking up.

Follow these steps to set up a mapping website:

1. Select **Address Mapping** from the **Installation and Configuration** menu.
    The Address Mapping screen appears.
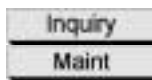
2. Enter the **Map ID**, then enter or edit the mapping website's **Description**.

3. Enter the base URL of the mapping website you use in the **Path** field.

4. Enter the search terms the website uses followed by the OSAS search
    variables (including the brackets) in the **Address**, **City**, **State**, **Zip**, and
    Additional Info fields.

    To find the search terms that the mapping website uses, use the website to
    enter an address to locate, then examine the resulting URL.

5. In the **Space Character** field, enter the character the website uses to
    represent spaces that are present between words in a search value. Many
    websites use a plus sign (+) to represent spaces. For example, "134
    Hennepin Avenue" becomes "134+Hennepin+Avenue."

6.   Close the screen to save your changes and return to the menu.

Support Information

Use the **Support Information** function to enter all the relevant information for technical support. This information also appears on the Other Commands Support Information screen. You can also access this function by pressing **Shift + F3** when a Basic Error window appears.

Technical support may prompt you to access this screen if you call for technical support for basic information, such as your site number and the telephone numbers for your reseller or dealer.

To enter support information, select **Support Information** from the **System Setup** menu. The Support Information screen appears.

Enter or edit your reseller or dealer's contact information as well as any notes you want to remember.

Enter or edit the United States or Canadian phone number you call for support and make sure the correct URL address, www.osas.com, appears in the **Web Site** field.

Use the **Proceed** (**OK**) command to save any changes and return to the menu.

E-Mail History Report

Use the **E-Mail History Report** function to print a report containing information about e-mail messages. The report pulls information from the **OSEL** file to list the e-mail addresses of the sender and recipient along with the date, subject, and OSAS application and menu title from which messages have been sent.

Sample Report

```
05/22/2007                          Builders Supply                            Page    1
4:41 PM                           E-Mail History Report
                                 Sorted By Sequence Number

Seq. No  Company ID   E-Mail From                        E-Mail Date / E-Mail Time
         Terminal ID  E-Mail To                          E-Mail Subject
                      E-Mail CC                           Application ID / Menu Title
------------------------------------------------------------------------------------------

00000001 H            johnl@builderssup.com              04/15/07    8:09 AM
         T001         rbernard@acme.com                  Data File Allocation Report
                                                         RM  Data File Allocation Report

00000002 H            saram@builderssup.com              04/17/07   12:10 PM
         T002         bhumphrey@aceplumbingsupply.com    Vendor Detail List
                                                         AP  Vendor Detail List

00000003 H            saram@builderssup.com              04/17/07    1:37 PM
         T002         bhumprhey@aceplumbingsupply.com    Order Fulfillment Report
                                                         SO  Order Fulfillment Report

00000004 H            johnl@builderssup.com              04/22/07    4:23 PM
         T003         juliec@bigmail.com                 Open Order Report
                                                         PO  Open Order Report

00000005 H            billw@builderssup.com              04/22/07    4:35 PM
         T000         robin_bauer@altos.com              Purchases Journal
                                                         PO  Purchases Journal


End of Report
```

Purge E-Mail History

Use the **Purge E-Mail History** to clear the **OSEL** (E-mail History) file. This file stores the addresses of the sender and recipient, the date and time, the subject, and the application ID and menu title of e-mail messages sent through OSAS.

Follow these steps to clear this file:

1. Select **Purge E-Mail History** from the **Reports** menu.

2. When the Purge E-Mail History screen appears, enter the date before which to purge e-mail history. All e-mail messages saved in the history file with a date before the date you enter are purged.

3. Use the **Proceed** (**OK**) command to begin processing.

Remove Applications

Use the **Remove Applications** function to remove any application except Resource Manager from the system.

Note: This function removes the entire application from your system, including your data files. If you want to save your data files, back them up, copy them to a new directory, or do not use this function to remove the application.

Follow these steps to remove an application:

1. Select **Remove Applications** from the **Installation** menu. The Remove Applications screen appears.
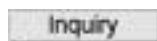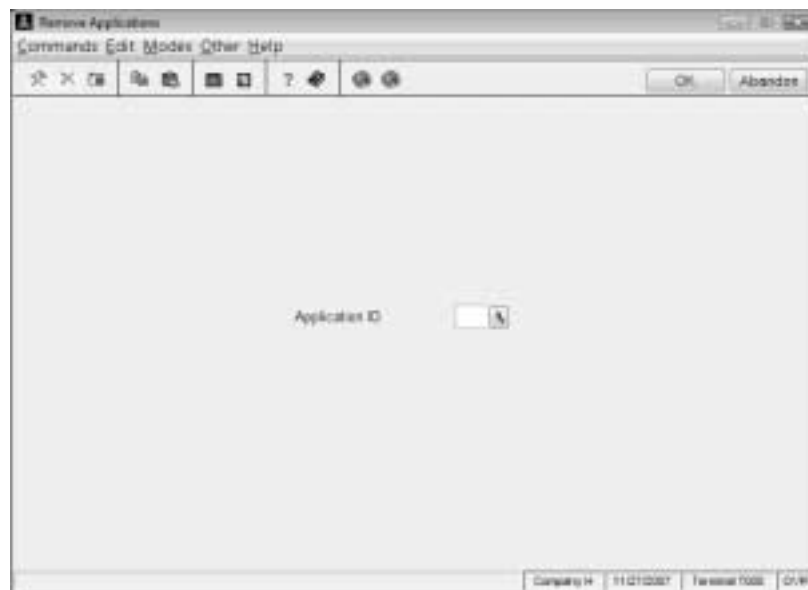
2. Enter the two character code for the application you want to remove and press **Enter**.

3. Because removing application removes all data files for that application as
    well, the system prompts you for verification before processing continues.
    When the verification message(s) appears, verify that you want to remove
    the specified application and use the **Proceed** (**OK**) command to continue.

    After you verify the application's removal, OSAS removes the application
    from the system and returns you to the main menu.

CHAPTER 3

3

Company Setup

Use the functions on the **Company Setup** menu to maintain information about the companies you manage through OSAS, set up bank accounts, create data files or convert them to a newer version, set options and interfaces for all applications, set up form codes and printers, and manage application tables, and print file lists.

Company Information

Use the **Company Information** function to perform these tasks:

- Add and remove companies.
- Change the name, address, and phone and fax numbers for a company.
- Activate the company's files for use with the OSAS Web application.
- Select the date and time format for a company's reports and screens.
- Set a company's location, bank ID, and OSAS Web batch ID defaults.
- Set the user-defined unit of weight and masks for numeric values.
- Change the company's web site or e-mail addresses.

The information you enter in this function is stored in the **OSCOMP** file.

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

To enter or edit company information, select **Company Information** from the **Company Setup** menu. The Company Information screen appears.

Inquiry

Enter the **Company ID**. IDs can be three characters long, and can include both letters and numbers. You can use the **Delete** (**F3**) command to delete a company from the system only if there are no data files for it.

The remaining fields on the screen are available only after you enter the company ID and press **Enter**.

If you enter a new company ID, the **Copy From** field appears. Enter the company ID from which you want to copy data, or leave the field blank to continue.

On the left side of the screen, enter or edit the company's information.

• The country code you enter also controls the defaults for the country code in other OSAS applications and the default phone number mask.

• In the **Site** field, enter the company's OSAS site number for reference, or use this field as a user defined field.

- If you would like to print the company's logo on plain paper forms, enter the link to the logo graphic in the **Logo File** field, or use the browse button to navigate to the logo's location.

- If you want to use certain data files for this company with the OSAS Web application, making them available for Internet access, enter **Active** in the **OSAS Web** field; otherwise, enter **Inactive**.

- If you want dates in the company's reports and on OSAS screens to appear in American format (mm/dd/yyyy), enter **0** in the **Date Mask** field. If you want dates to appear in European format (dd/mm/yyyy), enter **1**.

- If you want times in the company's reports and on OSAS screens to appear in standard 12-hour format (hh:mm A.M./P.M.), enter **0** in the **Time Mask** field. If you want times to appear in military 24-hour format, enter **1**.

The right side of the screen contains default values to enter in fields throughout OSAS and the number of decimal places to use for values in numeric fields.

Inquiry
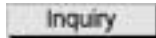
- Enter the default **Location ID** and **Bank ID** to use for these fields.

Inquiry
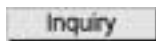
- If you use the OSAS Web application, Enter the Sales Order batch ID the OSAS Web application uses when posting sales orders received from customers on the Internet in the **OSAS Web Batch ID** field.

  Next, enter a one-character to two-character prefix to add to order numbers for sales orders entered through the Internet in the **OSAS Web Order Prefix** field. This prefix identifies orders entered through the web so that you can quickly differentiate them from orders entered through Sales Order. The remaining seven or six digits in the order number are incremented normally.

- The **Weight Unit** applies to all item weights you enter in the Inventory and Sales Order applications, and is printed on some screens, reports and forms. Enter the standard weight system your company uses. For example, enter **LBS** or **lbs** if you use pounds, or **KG** or **kg** if you use kilograms.

- For each **Mask Type** listed, enter the **Number of Decimals** to use for that value throughout OSAS. The Sample Display shows you an example of how the numbers will appear. Notice that the number of places to the left of the decimal decreases as you increase the number of decimal places. Make sure the mask is large enough to accommodate the totals you expect.

- The fields at the bottom of the screen contain information about the applications and mapping websites you use to integrate OSAS with the Internet.

- Enter the company's **E-mail Address**. If you like, press **Shift+F3** to launch your e-mail software and create a new message to send to that address.

- Enter the company's **Web Site** URL. If you like, press **Shift+F3** to launch your web browser and direct it to that website.

- Select the **Map Lookup ID** to use to view maps of addresses with the **Address Mapping** command.

   Note: You must set up information about the mapping websites you use in the **Address Mapping** function (page 2-57) before you can select an ID here.

   After you've set up mapping websites and selected the **Map Lookup ID** to use for this company, you can use the **Address Mapping** command when it is available on function screens to view maps of the addresses they contain.

Bank Accounts

Use the Bank Accounts function to create and maintain bank accounts and credit card bank accounts. The maintenance and master file list functions will include the fields necessary for the credit card accounts used with Accounts Payable, Purchase Order, and Landed Cost.

For instructions to set up a Bank Account type of account, see "Bank Account Type Account" on page 3-8. For instructions to set up a Credit Card type of bank account, see "Credit Card Type Account" on page 3-12.

Bank Account Type Account

General Information

Enter the general information that pertains to the bank account, including the additional description, address information, phone and fax numbers, contact name, and email and web site addresses.

Inquiry

1. Enter a unique ID for the bank account in the **Bank Account ID** box.

2. Choose **Bank Account** in the **Type** field.

Inquiry
Maint

3. In the **GL Account Number** box, enter the number of the general ledger account affected by transactions made to the account. (The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Bank Reconciliation interfaces with General Ledger.) Assign a unique account number to each bank account record.

4. In the **Account Description** box, enter a description of the bank account (for example, the name of the bank).

5.   Enter the **Address, City, State, Zip,** and **Country** for the Bank Account.

6.   Enter the bank's phone and fax numbers using the phone mask that appears.

7.   In the **Contact** box, enter the name of the person you contact when you have questions about the account.

8.   Enter the **E-Mail Address** for the contact, and the **Web Site** of the bank.

9.   Proceed to the Account Information screen.

Account Information

The next screen contains the account information associated with bank accounts beginning with the account and routing numbers.

1.   Enter the number the bank assigned to the account in the **Account Number** box. If you enter a number longer than 15 characters, the account number is truncated on deposit slips.

2.   Enter the **Routing Code** for your bank.

3. Check the **Allow ACH Creation?** box if this account can be used for ACH electronic payment files; if you do not have Direct Deposit installed for this company, this prompt is set to NO and cannot be changed (disabled on graphical screens).

4. Enter or choose the **Positive Pay Format** to use with this bank.

5. Enter the **Next Check Number** to be used when printing checks for this account using AP/PO or PA.

The remaining fields on this screen are disabled if the **Allow ACH Creation?** prompt is set to NO. Otherwise, enter the information required to produce the ACH files for direct deposit/transfer of fund.

6. Enter the **Next Voucher Number** you want to use for the next direct deposit voucher you print. This field is updated when you print checks.

7. The last direct deposit posting date appears in the **Last ACH Posted** field. This field is updated when you post checks and vouchers.

8. The last batch number transferred to the bank for direct deposit appears. Accept this batch number or enter the number of the first batch you want to transfer to the bank if you are transferring several batches posted on different days.

9. In the **Print Field on ACH File** field, enter **F** to include your company's federal tax ID number in the ACH file you produce, **R** to include your company's routing code, or **B** to include the federal reserve bank routing code.

10. If your bank is a federal reserve bank, enter the **Federal Reserve Routing Code.**

11. Enter the identifying code your bank requires for direct deposit records in the **Company Identifier Type/Number** field:

    •   Enter **1** if the bank requires your federal tax employer ID number
    •   Enter **3** if the bank requires your DUNS number
    •   Enter **9** if the bank requires a different number of the bank's choosing

After you enter the code, enter the corresponding number.

12. If your bank requires the 627 record to be included in your direct deposit media files, select the box (or enter **Y**); if not, clear the box (or enter **N**).

13. If your bank expects your ACH file to begin with a security code, enter the **Security Code for File Transfer** in the field at the bottom of the screen. If your bank does not require a security code, leave this field blank.

14. Enter the required length of the security code for your bank. If your code is shorter than required, the system appends the required number of characters to your security code. The maximum length you can enter is **94**.

Reconciliation Information

1. If you are using Bank Reconciliation and interfacing it with General Ledger, the balance of the general ledger account you specified appears in the **GL Balance** box and you cannot change it. The balance is updated when a transaction is posted in General Ledger to the general ledger account specified.

2. If Bank Reconciliation does not interface with General Ledger, enter the balance of the general ledger account you specified. This field is updated when you post transactions (in Bank Reconciliation and in interfaced applications) that affect this bank account ID.

3. If you are setting up the Bank Reconciliation system, enter the balance of the last statement you received for the bank account in the **Last Statement Balance** box.

   The last statement balance is updated each time you use the **Cleared Transactions** function for the bank account ID.

4. Enter the date of the last statement you received for the bank account in the **Last Statement Date** box.

   The last statement date is updated each time you use the **Cleared Transactions** function for the bank account ID.

5. Enter the GL period of the last statement you received for the bank account in the **Last Statement Period** box.

6. Enter or select the **Reconciliation File Format** to use with this bank.

Credit Card Type Account

Bank account IDs may be flagged as "Credit Card" type accounts, which restricts the types of transactions that can be made in Bank Reconciliation. Only adjustment transactions will be permitted for credit card bank accounts.

Regular bank accounts carry an asset GL account number, the balance of which is used to reconcile against bank statements. Credit card bank accounts carry a vendor ID instead; this vendor ID, in turn, carries a liability GL account number, the balance of which is used to reconcile against credit card statements. Vendors associated with credit cards should be used only for the purpose of entering transactions for payments on the credit card and for cutting checks against those transactions.

Credit Card Charges

In AP, charges occur when AP invoices are paid using a credit card. The charges are treated in all respects in BR as check disbursements are today. They can be stopped or voided, and are cleared during the reconciliation process in BR. Instead of crediting the bank's asset account, charges credit the credit cards payable liability account.

General Information

Enter the general information that pertains to this credit card account: description, address information, phone and fax numbers, contact name, and email and web site addresses.

Inquiry

1. Enter a unique ID for the credit card-type bank account in the **Bank Account ID** box.

2. Choose **Credit Card** in the **Type** field.

Inquiry

Maint

3. Enter the **Vendor ID** to be associated with this credit card.

4.   In the **Account Description** box, enter a description of the credit card.

5.   Enter the **Address, City, State, Zip,** and **Country** for the credit card.

6.   Enter the vendor phone and fax numbers using the phone mask that appears.

7.   In the **Contact** box, enter the name of the person you contact when you have questions about the account.

8.   Enter the **E-Mail Address** for the contact, and the **Web Site** of the vendor.

Account Information

Enter the account information for the vendor's credit card in the Account Information screen.

Enter the **Cardholder Name**, the **Card Number**, the credit card's **Expiration Date**, and **Memo**.

Reconciliation Information

The Reconciliation Information screen is available only if Bank Reconciliation is installed for this company.

1. If you are using Bank Reconciliation and interfacing it with General Ledger, the balance of the general ledger account you specified appears in the **GL Balance** box and you cannot change it. The balance is updated when a transaction is posted in General Ledger to the general ledger account specified.

2. If Bank Reconciliation does not interface with General Ledger, enter the balance of the general ledger account you specified. This field is updated when you post transactions (in Bank Reconciliation and in interfaced applications) that affect this bank account ID.

3. Enter the last statement balance. The last statement balance is updated each time you use the **Cleared Transactions** function for the bank account ID.

4. Enter the date of the last statement you received for the bank account in the **Last Statement Date** box.

The last statement date is updated each time you use the **Cleared Transactions** function for the bank account ID.

5. Enter the GL period of the last statement you received for the account in the **Last Statement Period** box.

Accounting Periods

Use the **Accounting Periods** function to set up the Period Conversion (CNVTxxx) table, the current fiscal year, and the number of periods per year when you set up OSAS. OSAS automatically updates this table when you complete year-end processing in General Ledger. To avoid problems with accounting periods, do not manually change this table during the year.

To define these dates, select **Accounting Periods** from the **Company Setup** menu. The Period Setup screen appears.

Enter the **Current Fiscal Year** and the number of periods per year in the header section, then use the **Proceed** (**OK**) command to view or change the beginning and ending dates for each period.

If you use 13 periods, you need to define the beginning and ending dates for periods 12 and 13. In this situation, most people define period 12 as 12/01 through 12/30 and period 13 as 12/31 to 12/31 for closing entries. Typically, period 13 is used to make closing entries for the fiscal year, but you should decide how your accounting department handles this period.

You can leave dates out of the Period Conversion table, if necessary, but do not overlap dates.

Use the **Proceed** (**OK**) command to save your changes, then press **F7** to return to the main menu.

Quarterly Systems   If you use a quarterly system with an accounting period of one week, you need to edit the beginning and ending dates at the end of each quarter after you've closed the books so that the system uses the correct accounting period.

Data File Creation

Use the **Data File Creation** function to create the data files you need to process information for a company. Except for the ODBC and General Report Writer applications, OSAS applications do not appear on a company's main menu until you have created or converted their data files.

You do not have to use this function if you are upgrading from an earlier version of OSAS. Use the **Data File Conversion** function (page 3-21) instead to convert your existing data files to the new version.

Creating Data Files

Follow these steps to create data files:

1. Select **Data File Creation** from the **Company Setup** menu. The Data File Creation screen appears.

2. The data file directories you established for the system appear in the list. If more than one directory is listed, select the data directory where you want the new files to be created.

Inquiry
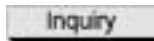
3. Enter the ID of each application for which you want data files created.

4. If the system finds data files for the application you enter in the data path, the **Data files exist. Do you want this task to erase them?** message appears. Select **Yes** to erase the existing files and create new ones, or **No** to leave the existing files as they are and enter a different application ID.

    If you select **No**, only files that are missing or that don't exist for the application you selected are created. Existing files are left as they are.

    Note: Once files are erased, you cannot undo the action.

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

Restoring Corrupt Files

You can use the **Data File Creation** function to create one new data file if it has become corrupted and you do not have a backup to restore. Follow these steps to create a data file in this situation:

1. Rename the corrupt file or move it to a different location.

2. Access the **Data File Creation** function and enter the application ID that contains the corrupt file.

3. When the message appears, select **No** so that the system does not erase the existing files for the application you selected.

4. Use the **Proceed** (**OK**) command to create the corrupt file. The system creates only the missing file (the one you renamed or moved in step 1).

5. Use the function related to the corrupt file to verify the file was created successfully, and to re-enter any data that was lost.

6. After you are certain the new file is working correctly, erase the corrupt file you renamed or moved.

Data File Conversion

Use the **Data File Conversion** function to convert data files and EIS screen definitions from OSAS version 3.2 or higher to the latest version. Some versions of certain applications require this conversion to be performed in a specific order. Consult the application guide or the release notes you received for specific instructions.

If you are converting from an older version of Resource Manager to the current version, you may need to convert your files in a certain order. Consult "Data File Conversion" on page D-1 for detailed information on the order in which you should convert files.

Before you convert an application's files, make sure you:

• Note the version number of the application you are converting. The **Data File Conversion** function has no way of determining this information.

• Consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your reseller.

• Back up your data files.

Note: If you use Contractor's Job Cost, OSAS does not consider the **APFORMX** and **CJFORMX** (where **X** is a number between 0 and 9) to be data files and thus, does not convert them when you use the **Data File Conversion** function. To use these files in a new version, you must either set them up again in the new installation or copy the files manually from the old directory to the new **\sysfil** directory.

Note: Because tables are also converted when you convert data files, any changes made (including those in **Options and Interfaces**) since the initial set up may be lost. Check table settings and verify your options and interfaces selections after converting all companies. If you need to reconvert a company, either reset your options after conversion or back up the **xxTB** files before converting.

Follow these instructions to convert data files:

1. Select **Data File Conversion** from the **Company Setup** menu. The Data File Conversion screen appears.
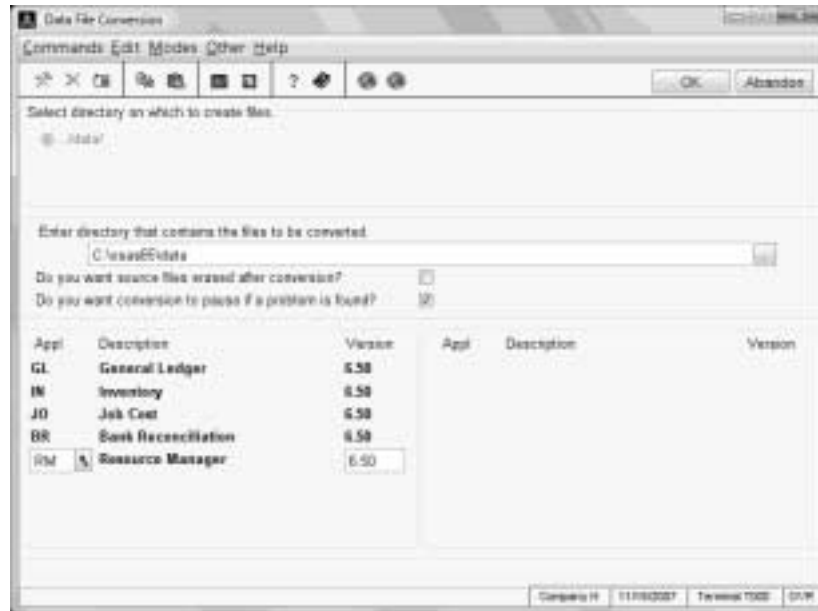
2. The system lists all valid OSAS data paths. If more than one directory is listed, select the data directory where you want to store the converted files.

3. Enter the path (drive and directory) that contains the files you want to convert. You cannot enter the same path as the path you selected above.

4. If you want to erase source files after conversion, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N**).

Note: Erasing data files is always risky. Be sure you have a backup copy of your data files before you select this check box or enter **Y**.

5. If you want the conversion process to pause if a problem occurs, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N**). The system considers file corruption or evidence of data not converting correctly a problem.

    If you select this check box, a message appears when OSAS encounters a problem during conversion. When error messages appears, you can elect to skip the error and continue or break to console mode to fix the problem before continuing. If you cleared the check box, error messages do not appear during conversion.

    All error messages are also printed in the error log that OSAS produces after conversion completes, regardless of whether you elected to pause when an error is found.

Inquiry

6. Enter the IDs and version numbers for the applications you want to convert.

    If there are data files in the specified directory for that application, the system asks whether you want to erase them. Select **Yes** to erase those files during conversion. If you select **No**, the system returns you to the **Appl** field.

    The order in which you convert applications can be very important depending on what version you are converting. We recommend that you convert applications in this order: GL, AR/SO, AP/PO, IN, BK, and then other applications.

    If you have applications that extend base applications (Sales Order, for example; it extends the base Accounts Receivable application), you only need to enter the ID for the plug-in application; the base application's files will also be converted automatically. For example, enter **SO** to convert the files for both Sales Order and Accounts Receivable; the system converts Accounts Receivable files automatically.

7. Use the **Proceed** (**OK**) command to begin the conversion. If any errors occur during conversion, the system prompts you to print the error log after conversion completes.

Options and Interfaces

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

To produce a list of the information entered in the **Options and Interfaces** function, use the **Options and Interfaces List** function on the **Master File Lists** menu.

Select **Options and Interfaces** from the **Company Setup** menu. The Options and Interfaces selection screen appears.
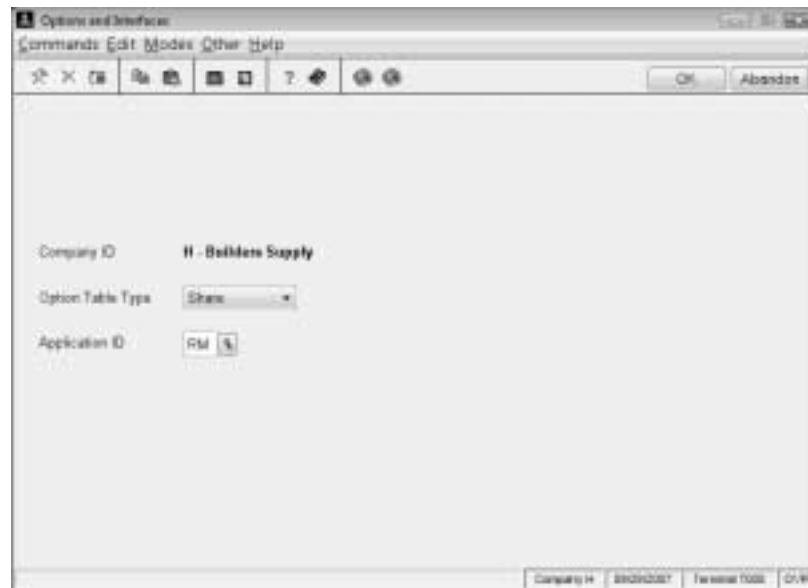
Select the **Option Table Type**: **Share** or **Own**. If you have multiple companies and you want them to use the same options and interfaces, select **Share**. If you want each company to have unique options and interfaces, select **Own**.

For example, if you want company A to save Payroll transaction history, but not company B, enter **Own** for A's option table type. Then set the options accordingly for each company.

  Enter the **Application ID** for which you want to set or view options. When you use the **Proceed** (**OK**) command, the Options table for that application appears and lists the options and interfaces available. The Resource Manager Options screen is shown below as an example.

Use the commands to work with the options and interfaces:

- Press **Enter** to toggle between values for the selected line.

- Press **G** to go to a specific option. This command is available only if there is more than one page of options for the application.

- Press **W** to save your changes and return to the Options and Interfaces screen.

Resource Manager Options and Interfaces

Option	Description
Interface to General Ledger?	Select **Yes** to use and post to General Ledger accounts for tax liability, refundable, and expenses in the **Tax Locations** and other Resource Manager functions. If you select **No**, you will need to manually enter these accounts.
Automatically check reminders on startup of OSAS?	Select **Yes** if you want Resource Manager to check for and display reminders in the Pop-up calendar when you start OSAS. Select **No** if you want to manually access these reminders.
Use Print Manager?	Print Manager automatically stores copies of the reports you print to files for later use. Select **Yes** to enable Print Manager; select **No** to disable it. If you want to use any of the Print Manager options listed below, select **Yes**.
Track user login activity?	This option keeps a log file of users who log on to OSAS and their terminal ID. Select **Yes** to log the last 2 functions accessed by each user by terminal ID; select **No** if you do not want to track user activity.
Do you want the system to assign automatic file names?	OSAS can automatically generate sequential file names for the reports saved by Print Manager. Select **Yes** to use this option; otherwise, select **No**. Unless you manually keep track of file names, we recommend you set this option to **Yes**.
Do you want the system to assign automatic archive names?	OSAS can automatically generate sequential file names for the reports archived in Print Manager. Select **Yes** to use this option; otherwise, select **No** to manually assign archive file names at print time. Unless you manually keep track of file names, we recommend you set this option to **Yes**.
Do you want to use report classes with Print Manager?	Print Manager allows you to assign a class to the reports you print to files. In addition to sorting, report classes remind you to load the proper forms before you print a report. Select **Yes** to use report classes; otherwise, select **No** if you do not want to use report classes.
Do you want to keep Print Manager report history?	Select **Yes** to keep a history log file of all reports printed through Print Manager; otherwise, select **No**.
Display Print Manager control lists for:	Select **All** to list all files saved by Print Manager in the **Active Report Control** and **Archive Report Control** functions, select **User ID** to list the Print Manager files created by the current user ID, or select **Term ID** to list the Print Manager files created by the current terminal ID.
Keep field level access codes for EIS?	EIS allows you to set access codes for particular fields. Select **Yes** to allow the system to import access codes set up in Resource Manager to EIS field level. Select **No** if you do not want to use access codes in EIS.
Keep value files history for EIS?	Select **Yes** to keep value file history for EIS fields accessed from the **Global Dashboard Update** function (page 11-3); otherwise, select **No**.

Option	Description
Keep E-Mail History?	Select **Yes** to save e-mail message history (such as From/To addresses, date, and subject) in the **OSEL** file; otherwise, select **No**. OSAS accesses this file to print the E-Mail History Report (page 2-63).
Hide menu entries when access is denied?	If a function is not included in an access code, you can choose to keep that function from appearing on the menu when someone uses that access code. Select **Yes** to hide unauthorized functions for access codes; otherwise select **No**. If you select **No**, unauthorized functions appear on the menu, but are unavailable.
Bank account and credit card display	Choose **Last 4**, **Hide All**, or **Show All** to define how bank account and credit card numbers are displayed.
Allow viewing of encrypted files in View File Contents?	

Form Codes

Form codes are used primarily to assign copy names to the laser forms that you need to print multiple times (for example, to provide a file copy, a customer copy, an accounting copy, and so on). When you print a form to which you have assigned a form code, all the copies you need also print automatically.

Use the **Form Codes** function to set up and maintain codes in the **OSFRM** file for the forms you use in the OSAS applications you have installed. You can set up company-specific form codes that apply only to the company you select or general form codes that are used by all companies. Form codes can also be matched to specific printers using the **Form Printers** function (page 3-31).

Follow these steps to work with form codes:

1. Select **Form Codes** from the **System Setup** menu. The Form Codes screen appears.

Inquiry

2. Enter the **Company ID** to create company-specific form codes, or leave this field blank to create general form codes used by all companies.

Inquiry
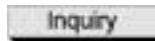
3. Enter the **Form Type** for which you want to set up or change a form code.

4. The **Form Name** for the type you selected appears. Edit it, if necessary.

5. Enter or edit the **Number of Copies** you want to print each time you print that form. Entries for the number of copies you enter appear in the lower section of the form.

6. For each copy, enter the name to print on the copy and select the check box (or enter **Y** in text mode) if you want the system to prompt you to load forms into the printer for each copy (so you can change the paper stock color, for instance).

   Clear the check box (or enter **N** in text mode) if you do not want this prompt to appear for each copy of the form printed.

7. After defining each form copy, select the check box at the bottom of the screen (or enter **Y**) if you want to print an alignment mark before proceeding to print the forms. Clear the check box (or enter **N**) if you do not want to print this alignment mark.

   Alignment marks are useful if you use pre-printed forms. In this case, these marks ensure that the data you print appears and is aligned correctly in the pre-printed form.

8. Use the **Proceed** (**OK**) command to save your changes, then enter another company ID or form type to work with or press **F7** to return to the menu.

Form Printers

Use the **Form Printers** function to define the printers and workstations from which to print forms. If you have set up a form code for the form, use this function to specify which printer should print the copies of the form.

To work with form printers, select **Form Printers** from the **Company Setup** menu. The Form Printers screen appears.

Use the commands to add or edit form printer lines:

- Press **Enter** to edit the selected form printer line. See "Adding or Editing a Form Printer" on page 3-32 for more information.

- Press **A** to add a form printer line to the end of the list. See "Adding or Editing a Form Printer" on page 3-32 for more information.

• Press **G** to go to a specific line. This command is available only if there is more than one screen of form printer lines.

Adding or Editing a Form Printer

To add a form printer, press **A** on the Form Printers screen. To edit the selected form printer, press **Enter** on the Form Printers screen. The Add or Edit Printer screen appears.

Follow these steps to use the screen to add or edit a form printer:

1. If you are adding a new printer, select the **Form Type** that you want to print to a specific printer. If you are editing an existing printer, the form type for the selected line on the Form Printers screen appears.
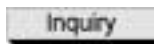
2. To print the selected form for a specific company to the printer you select, enter or edit the **Company ID** for which to print the form type. Leave this field blank to print this form for all companies to the printer you select.
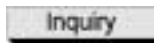
3. To print forms generated by a specific workstation to the printer you select, enter or edit the **Workstation ID**. Otherwise, leave this field blank.

4. Enter the **Printer Device ID** to use to print the selected form. You can select only from the printers that are set up in the **Devices** function on the **Installation and Configuration** menu. The printer name appears.

   If you use multiple printers, you need to define each on a separate line.

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

Application Tables

Use the **Application Tables** function to edit and view the tables used by any application. The tables in Resource Manager are updated and maintained by other menu functions. You need not maintain any of the Resource Manager tables using this function. To produce a list of the information entered on the Tables screen, print the Tables master list.

To work with an application's tables, select **Application Tables** from the **Company Setup** menu. The Application Tables screen appears.

In the **Enter File Name** field, enter the application table file name in the format **XXTB**, where **XX** represents the application ID. For example, ARTB is the Accounts Receivable Tables file, GLTB is the Tables file for General Ledger, and so on. The remaining fields on the screen are available only after you enter the file name.

Inquiry

After you enter an application table file, enter the name of the table you want to work with in the **Table ID** field and press **Enter** to enable the remaining fields and list the table's information.

Inquiry

If you entered a new table ID, the **Copy From** field appears. Enter the table from which you want to enter information, or leave the field blank to continue.

Enter or edit the table's **Description**, number of columns, **Column Length**, and **Type** of characters it contains (**A** for alphanumeric, **N** for numeric, **3** for numeric with 3 decimal places, or **4** for numeric with 4 decimal places).

The long bar at the top of the screen contains the headings for the columns in the table. Enter or edit these headings, if necessary, then enter or edit the table's data in the remaining fields. The data in the table depends on the application used to create it. If any of the data is incorrect, edit the appropriate entry.

Use the **Proceed** (**OK**) command to save your changes, then enter another table ID to work with, use the **Abandon** (**F5**) command to change the application table file, or use the **Exit** (**F7**) command to return to the main menu.

GL Account Audit Report

Use the **GL Account Audit Report** function to scans all tables and data files in the current company for selected applications and verifies the presence and validity of the General Ledger account numbers stored there. This function is also available in the Master Files List menu of each application that stores GL account numbers in its files or tables, but is limited to auditing GL account information for that application only.

To perform the audit, select **GL Account Audit Report** in the **Company Setup** menu. The GL Account Audit Report screen appears.
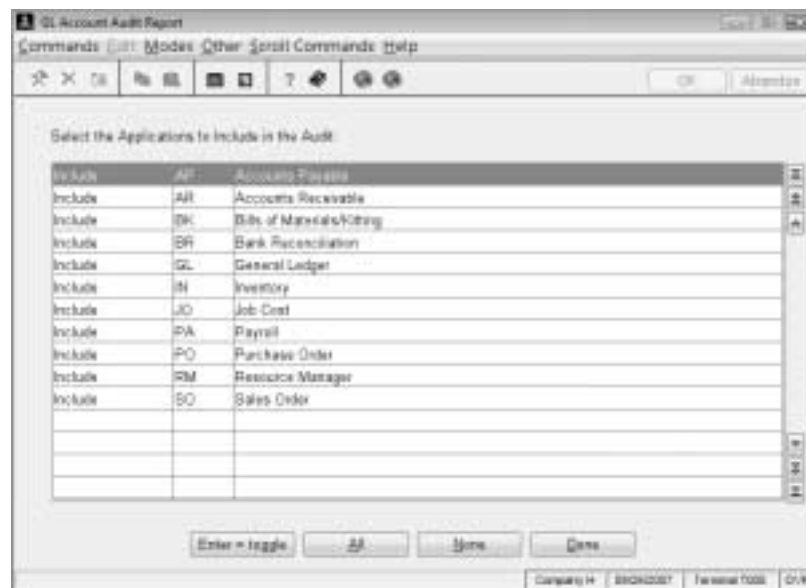
The screen lists all installed applications currently interfaced with general ledger.

Use the commands to add or remove applications from the audit report:

• Press **Enter** to toggle a selected application between **Include** and **Exclude**.

- Press **A** to include all applications in the GL account audit report.

- Press **N** to set all applications back to **Exclude** status.

- Press **D** to run the GL account audit report.

GL Account Audit Report List

The GL Account Audit Report List shows tables and data files with invalid or missing GL account numbers.   .

File Lists

Use the functions on the **File Lists** menu to print lists of company setup information. These lists are excellent references for the fields, functions, and setups you have defined and can help you when gathering information about your company or companies.

Printing a File List

You produce all file lists in the same way. Use the instructions on the next page to print a file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow the steps on the following page to print a file list.

Select the list you want to print from the **File Lists** menu. The selection screen for that list appears. The Bank Accounts List screen is shown below as an example.

Inquiry

6. Select the range of values to print in the list boxes. Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list.

7. If the screen contains check boxes or Yes/No options, select the check box (or enter **Y** in text mode) to print that information on the list. Clear the check box (or enter **N**) if you do not want to print that information.

8. If the screen contains option buttons or numbers, select the option to use to print the list for that mode (text/character, graphical, or both) or to print the list in full detail or summary only.

9. Select the output device to begin printing the list. See "Outputting Reports" on page 1-34 for more information. After you produce the list, the **File Lists** menu appears.

Company Information List

The Company Information List shows the names and addresses of companies that you have set up.

Bank Accounts List

The Bank Accounts list shows the bank accounts that have been setup in the Bank Accounts function.

Options and Interfaces List

The Options and Interfaces List shows the options and interfaces for the
applications that are on your systems and the information they contain.

Tables List

The Tables List shows the tables that are in any application and the information they contain.

CHAPTER 4

4

User Setup

Use the functions in the User Setup menu to set workstation preferences and manage information about user activity.

User Activity Inquiry

If you elected to track user login activity in the Resource Manager **Options and Interfaces** function (page 3-25), use the **User Login Activity** function to view OSAS activity for all workstations. You can see whether users have multiple sessions open, which functions are currently being used, and at what time users or terminals exited the system.

You cannot access this function if you have the **Track user login activity?** option set to **No** in the Resource Manager **Options and Interfaces** function.

To view user activity, select **User Login Activity** from the **User Setup** menu. The User Login Activity screen appears.

The screen lists all user IDs and terminals currently logged on to OSAS, the application and function those terminals are using, and the time the functions were accessed.

Use the commands to refresh, sort, or view additional information about the activities listed:

- Press **R** to update the screen with the most current information from the system. If you have been monitoring user activity for some time, use this command to update the view.

- Press **S** to sort the activities listed so that you can more easily find the information you need.

  When the Select Sort Method screen appears, select the field you want to use to sort the information and use the **Proceed** (**OK**) command to return to the User Login Activity screen and sort the information.

- Press **V** to view detailed information about the selected activity. The View Detail screen appears and lists more information about the current and previous menu selection for that terminal. Press any key to return to the User Login Activity screen.

User Activity Report

The User Activity Report displays the application a user has used, when they used them, and for how long. The report can be sorted by User ID, Application ID, Menu Function, or Date/Time.

Sample User Activity Report

Preferences

Use the **Preferences** function to activate or deactivate toggled commands, select options for the OSAS graphical mode, select default values for common fields and for system functionality, and specify directories for print files, sort files, and your .PDF viewer, web browser, and e-mail software.

The Preferences screen is a two-part screen. The first screen contains default values for toggle commands, the OSAS graphical mode, and fields. The second stores directory paths for print and sort files and your .PDF viewer, web browser, and e-mail software; and the e-mail address to insert in the **From** field when you send e-mails with OSAS.

Note: Some of the preferences you set using this function override any equivalent defaults specified using the Company Setup functions.

Launching Your Web Browser or E-mail Software

When you enter an internet or e-mail address field anywhere in an OSAS application, you can automatically launch your web browser or e-mail software if you entered paths to these applications in the **Preferences** function. Launch these applications using one of these methods:

- On graphical screens, select the command from the right-click menu.
- On graphical screens, select the command from the **Commands** menu.
- Press **Shift+F3**.

If you are on a Windows workstation and have not entered default paths to these applications, OSAS uses the default Windows **start** command to launch the appropriate application. See page 4-17 for more information on this command.

Note: OSAS uses TCP/IP protocol to send e-mail messages. When it experiences problems using TCP/IP, OSAS uses a backup executable on Windows machines or a Perl script on UNIX machines to send e-mail. If you have problems sending e-mail through OSAS on UNIX machines, download Perl at www.Perl.org.

Preferences Screen - Workstation Preferences

Select **Preferences** from the **User Setup** menu. The first Preferences screen appears.
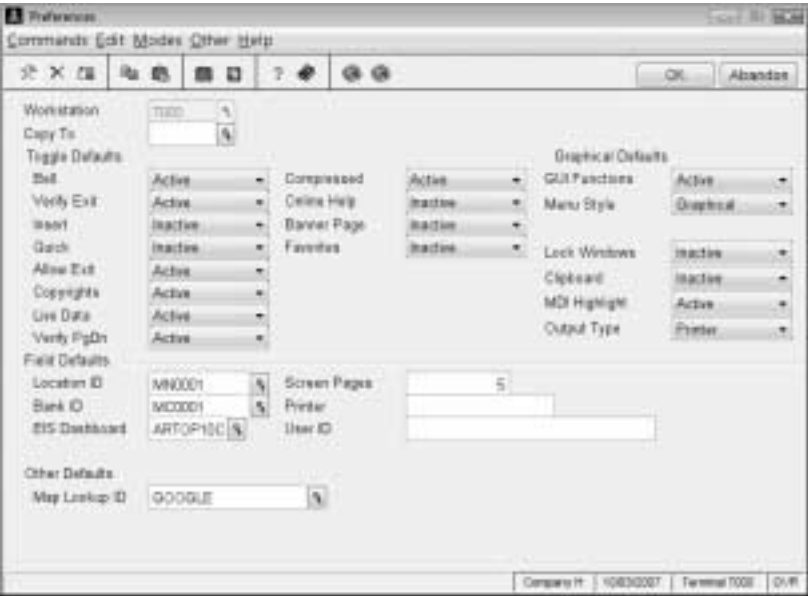
Inquiry

Enter the **Workstation** for which you want to define default values. The rest of the fields on this screen are available only after you enter the workstation ID. If you enter a new workstation ID, the **Copy From** field appears. Use this field to copy default settings from another workstation to save time.

Inquiry

Inquiry

In the **Copy To** field, enter the workstation ID to which you want to copy these default settings, enter ***ALL** to copy the default settings to all workstations, or leave the field blank to work with the Preferences for this workstation only.
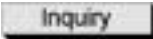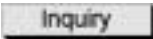
Select or enter the values you want to use for the options listed. See the field definitions for more information on a specific field.

To proceed to the second screen after you've made your changes, press **Page Down**. Press **Page Up** to return to this screen. Your changes are not saved until you use the **Proceed** (**OK**) command on the second screen.

Field Definitions

Field Name	Description
Bell	If you want the computer to beep during verification of commands such as **Exit** (**F7**), **Abandon** (**F5**), and **Proceed** (**OK**), enter **A**; if not, enter **I**.
Verify Exit	If you want to confirm the **Exit** (**F7**) and **Abandon** (**F5**) commands by issuing the commands a second time, enter **A**; if not, enter **I**.
Insert	If you want the character you type to appear before (to the left of) the cursor by default, enter **A**. If you want the character you type to replace the one the cursor is on, enter **I**.
Quick	In some applications, quick entry lets you skip nonessential fields on a screen.
	If you want the cursor to stop only at fields that require new data, enter **A**. If you need to change a nonessential field when quick entry is active, use the up-arrow key to move back to the field after you pass it (or click on the field in graphical mode). If you want the cursor to stop at every field you can change on the screen, enter **I** (the normal mode).
	Press **Ctrl+F** to toggle quick entry on and off during data entry.
Allow Exit	If you want to exit from OSAS and run other programs, enter **A** (the normal setting). If you want to prevent this workstation from exiting OSAS, enter **I**.
Copyrights	If you want the OSAS copyrights to appear each time you start OSAS in text mode, enter **A**; if not, enter **I**. (You can view copyrights in graphical mode by using the **About** command on the **Help** pull-down menu.)
Live Data	If you want to use OSAS with live data files, enter **A** (the normal setting). You can still toggle to the sample data path by pressing **F5** on the main menu. If you want use OSAS with sample data only, enter **I** (the demo setting).
Verify PgDn	If you want to confirm the **Proceed** (**OK**) command by issuing the command a second time, enter **A**; if not, enter **I**.

Field Name	Description
Compressed	If you want to be able to select compressed screen printing in text mode, enter **A**. If you use graphical mode only, never use compressed print for screen printing, or if your workstation does not support it, enter **I**.
Online Help	If you want the function keys and the functions they represent to appear at the bottom of the screen in text mode, enter **A**; if not, enter **I**.
Banner Page	If you want to print a banner page that shows the pick screen of each report, enter **A**; if not, enter **I**. The banner page is useful when printing multiple selections for the same report.
Favorites	If you want to start OSAS using the **Favorites** menu, enter **A**; if you want to start OSAS using the main menu, enter **I**. Press **F2** to toggle between the two menus.
Alt Sorts	If you want to begin in **Sort** mode when using an Inquiry window, enter **A**; if you want to begin in **Search** mode, enter **I**.
GUI Functions	If you want to use Windows graphical screens, enter **A**. If you want to use the text screens, enter **I**. You can change modes at the menu by pressing **Shift+F6**.
Menu Style	Enter the type of menu you want to use on this workstation: **T** = text menu **G** = graphical (panelled) menu **M** = MDI graphical menu
Lock Windows	Select **Active** functions with multiple windows retain relative positions for hidden or new windows.
Clipboard	If you want the OSAS copy and paste commands to use the windows clipboard, making the information available for use in other applications, enter **A**. If you want the copied data to remain local to OSAS, enter **I** (the normal setting). This setting applies to copying in graphical mode only.
MDI Highlight	If you use the MDI menu, enter **A** if you want to highlight menu and function names as you move the mouse over the menu. Enter **I** to disable this functionality for faster processing. Use this option only if you also use the MDI menu.
Output Type	Choose a default output type for reports and lists.

Although these options are available for any terminal, OSAS uses them only when accessed from graphical workstations.

Field Name	Description
Location ID	Enter the ID of the default location for the workstation. This ID appears in any **Location ID** field throughout OSAS for this workstation.
Bank ID	Enter the ID of the default bank for the workstation.
EIS Dashboard	Enter the default EIS Dashboard for the workstation. If you leave this field blank, the **EISDFLT** (Company Summary) dashboard is used.
Screen Pages	Enter the maximum number of pages you want to store in memory for a report that you print to the screen in text mode. The system default is five screen pages. The larger the number of pages, the more memory required.
Printer	Enter the device name of the default printer, such as **LPL, LP** or **P0**. You can also enter the printer name.
User ID	Enter the user ID that you want to associate with the terminal ID. The user ID can be used as another identifier when adding forms printers or pop-up calendar reminders.
Map Lookup ID	Select the ID to use with the **Address Mapping** command to view maps of addresses generated by mapping websites. **Note:** You must set up information about the mapping websites you use in the **Address Mapping** function (page 2-57) before you can select an ID here. After you've set up mapping websites and selected the **Map Lookup ID** to use for this workstation, you can use the **Address Mapping** command when it is available on function screens to view maps of the addresses they contain. See page 1-21 and page 1-26 for more information on this command.

Preferences Screen - Directory and Application Paths

The second Preferences screen appears after you press **Page Down** on the first Preferences screen. Press **Page Up** to return to the first Preferences screen. Your changes are not saved until you use the **Proceed** (**OK**) command on this screen.
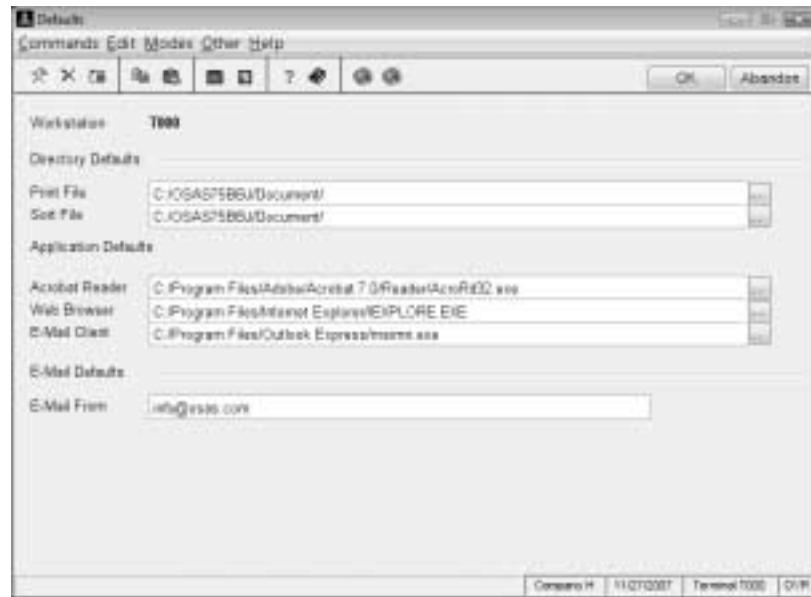
Enter the full path and application extension (when applicable) for each directory listed, then enter your e-mail address in the **E-Mail From** field. Refer to the field definitions for more information on a specific field.

Note: If you use OSAS on BBj in an enterprise environment, keep in mind that the **Browse** button lists directories and their contents on the application server, not on a client workstation. If you are entering default directory paths for a client workstation, you need to enter the full paths to the .exe files on the client for these applications manually.

Use the **Proceed** (**OK**) command to save your changes and return to the **User Setup** menu.

Field Definitions

Field Name	Description
Print File	Enter the subdirectory where you want the reports you print to a file to be stored. This directory does not necessarily need to be inside the OSAS directory system.
Sort File	Enter the subdirectory where you want sort files created by OSAS to be stored. This directory can be outside the OSAS directory system.
Acroread Path	If you want to access the online documentation using the **Shift+F1** hot key, enter the full path and file name of the Adobe® Acrobat® Reader executable (or that of a comparable program capable of reading and displaying .PDF documents). If you use OSAS in an enterprise environment, enter the path to the executable file on the client, not on the application server.
	If you don't want to access the online documentation files, if your terminal does not support graphical display, or if you don't have a compatible reader, leave this field blank.
	If you use OSAS on Mac OS X, enter **/usr/bin/open** in the **Acroread Path** box. This command launches the appropriate application for registered file extensions on the Mac.
	The Adobe Acrobat Reader is a freeware product available for many operating systems. If you have an OSAS CD-ROM, you can install the Adobe Acrobat Reader for Windows from the Autorun screen on the CD.
Web Browser	If you want to launch your web browser from within an internet address field anywhere in OSAS using either the right-click menu, the **Commands** menu, or the **Shift+F3** hot key, enter the full path and file name of your web browser. If you use OSAS in an enterprise environment, enter the path to the executable file on the client, not on the application server.

Field Name	Description
	If you leave this field blank on Windows workstations, OSAS uses the default Windows **start** command to launch your web browser. See "File Types" on page 4-17 for more information on the **start** command.
	If you use OSAS on Mac OS X, enter **/usr/bin/open** in the **Web Browser** box. This command launches the appropriate application for registered file extensions on the Mac.
E-Mail Client	If you want to launch your e-mail software from within an internet address field anywhere in OSAS using either the right-click menu, the **Commands** menu, or the **Shift+F3** hot key, enter the full path and file name of your e-mail software. If you use OSAS in an enterprise environment, enter the path to the executable file on the client, not on the application server.
	If you leave this field blank on Windows workstations, OSAS uses the default Windows **start** command to launch the e-mail software. See "File Types" on page 4-17 for more information on the **start** command.
	If you use OSAS on Mac OS X, enter **/usr/bin/open** in the **E-Mail Client** box. This command launches the appropriate application for registered file extensions on the Mac.
E-Mail From	OSAS uses the e-mail address you enter here first when creating e-mail messages. If that field is blank, OSAS then uses the address entered in the **E-Mail From** field in the Installation and Configuration **E-Mail Setup** function (page 6-57).
	Enter the e-mail address you want placed in the **From** field of e-mail messages you send using OSAS. Leave this field blank if you want to use the e-mail address entered in the **E-Mail Setup** function.
	You cannot change the address that appears in the **E-Mail From** field on the E-Mail Information screen that appears when you send e-mails through OSAS.

Favorites Menu

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

- To add a menu or a function to the **Favorites** menu, select the menu or function you want to add and press **F10**.

- To remove a entry from the **Favorites** menu, select the entry to remove and press **F10** again.

- To toggle between the Favorites and main menus, press **F2**.

Use the **Favorites Menu** function to modify the **Favorites** menu that is created automatically when you add functions to it. For example, use this function to group some functions together into a submenu. Keep in mind that **Favorites** menus are specific to individual workstations.

To customize the **Favorites** menu, select **Favorites Menu** from the **User Setup** menu. The Favorites Menu screen appears.
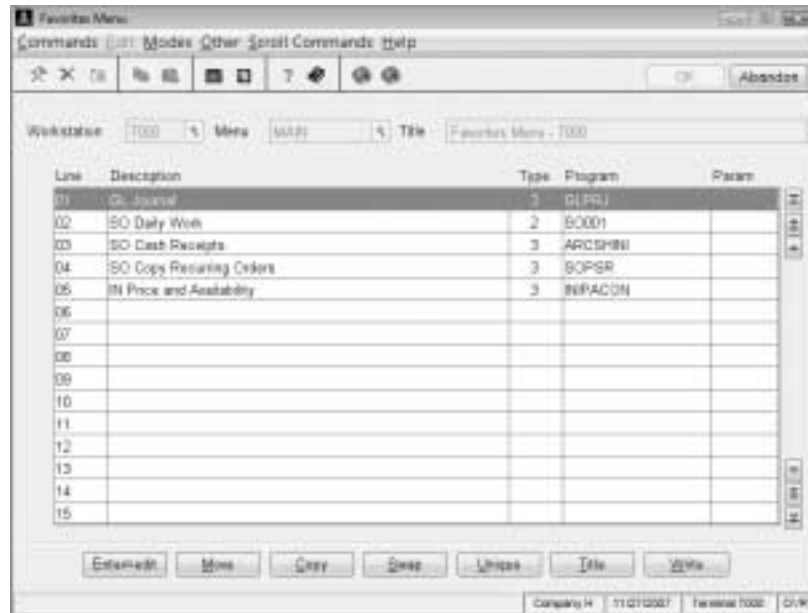
This screen works in the same manner as the Menus screen. See page 7-5 for detailed information on customizing menus.

You can create submenus that group functions together in two ways:

• Press **F10** to add an entire existing submenu (like the Sales Order **Daily Work** menu, for example) to the **Favorites** menu, then switch to the **Favorites** menu and remove functions as needed until only the functions you use most often appear on it. Edit the title of the menu, if necessary.

• Enter a new menu ID in the **Menu** field and give it a **Title**, then press **Enter** in the scrolling region to add functions to the new menu. You may need to use the **Menus** function to note down information about specific functions (such as the programs they call and any parameters they need) before you can enter it here.

File Types

Use the **File Types** function to set up associations for various types of files. These associations help OSAS open the appropriate software program to view files and give you the ability to attach documents (spreadsheets, word processing documents, images, and so on) to master file records. Once you have set up file types and associations, use the **Documents** command when it appears on File Maintenance function screens to attach documents to master file records.

The File Types screen is divided into two sections. You must use the top header section to specify the workstation to which the file types apply and to enter the default start command or script location and name. However, you do not need to set up file types in the bottom section of the screen if you or your users use only the programs corresponding to the default file associations in Windows or Mac OS X or in the Linux/UNIX script mentioned below. You only need to enter file types if you or a user uses an alternate program for these file extensions (for example, if you use Wordpad instead of Word to open files with a .DOC extension or if you use a .PDF viewer other than Adobe Acrobat Reader).

On Windows and Mac OS X workstations, OSAS uses the default start command for these operating systems to launch the appropriate program for a given file type. Since Linux/UNIX machines lack a similar command, you need to write a script to call and launch the program for a corresponding file type, then specify that script name in the **Default Start** and **Program Name** fields on the File Types screen for these workstations.

When OSAS launches a program to view an attached file, it uses two variables to identify the file so that the program can open it: **(PTH)** and **(FIL)**. The **(PTH)** variable contains the attached document's file path while the **(FIL)** variable contains the document's file name. The values for these variables are taken from the information you enter when you attach a document to a master file record. In order for information to be passed correctly between OSAS and your other software programs to view attached files, you must enter the **(PTH)** and **(FIL)** variables after program or script names in the **Default Start** and **Program Name** fields on the File Types screen.

Follow these steps to set up file types:

1. Select **File Types** from the **User Setup** menu.

Inquiry
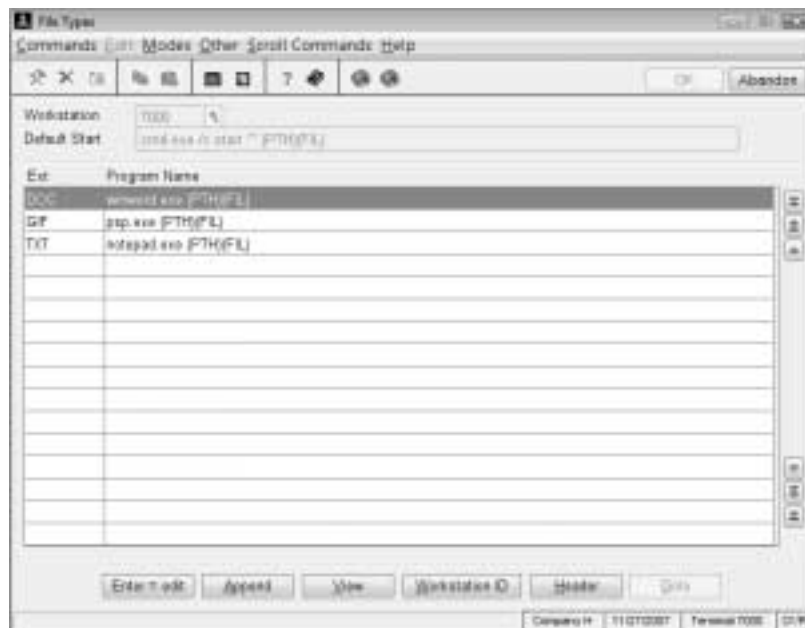
2. Select the workstation ID.

3. If you're working on a Windows or Mac OS X workstation, OSAS automatically detects the operating system and enters the appropriate start command string in the **Default Start** box, followed by the **(PTH)(FIL)** variables. Examples of these command strings are:

Windows: **cmd.exe /c start "" (PTH)(FIL)**
Mac OS X: **/usr/bin/open (PTH)(FIL)**

If you're working on a Linux/UNIX workstation, enter the directory path to the script that launches the appropriate program for a given file type. An example of this entry for Linux/UNIX machines is the following:

/usr/bin/runpgms (PTH)(FIL)

4. Press **Enter** to exit the header.

5. If no file types are defined, the Append File Types dialog box appears.

Enter the file extension in the **Ext** field, the application's executable file name followed by **(PTH)(FIL)** in the **Program** field, and the full file **Path** in which that executable is located. Use the **Proceed** (**OK**) command to save your changes.

When you use the **View** command on the Documents screen to open and view document attachments, OSAS determines the extension of the attached file, then combines the information in the **Path** and **Program** fields for that extension with the attachment's file name to launch the appropriate application and open the document.

6. To add another file type, click **Append** or press **A**.

7. To edit a file type entry, select the entry and press **Enter**. Edit the program name and path in the Edit File Type dialog box, then use the **Proceed** (**OK**) command to save your changes and return to the File Types screen.

8. To view information for the selected file type, click **View** or press **V**.

9. To return to the **Workstation ID** field, click **Workstation ID** or press **W**.

10. To return to the **Default Start** field, click **Header** or press **H**.

11. To jump to a specific file type in the list, click **Goto** or press **G**. This command is available only when there is more than one screen of file types.

12. When you finish adding or editing file type entries, use the **Exit** (**F7**) command to return to the main menu.

Colors

Use the **Colors** function on the **User Setup** menu to customize the colors at specific terminals for each type of text screen and text window in OSAS. The changes you make are stored in the **OSCL** file in the **\sysfil** directory. Your monitor type determines the color combinations that are available. This function is not available if you use the graphical mode for function screens.

The colors you choose affect only the character-based OSAS screens. The colors used in graphical mode are based on the default Windows color scheme you use. You need to modify your Windows color scheme through the Windows Control Panel if you want to change the properties of OSAS graphical screens.

Follow these steps to change the colors used on text screens:

1. Select **Colors** from the **User Setup** menu. The Colors screen appears.
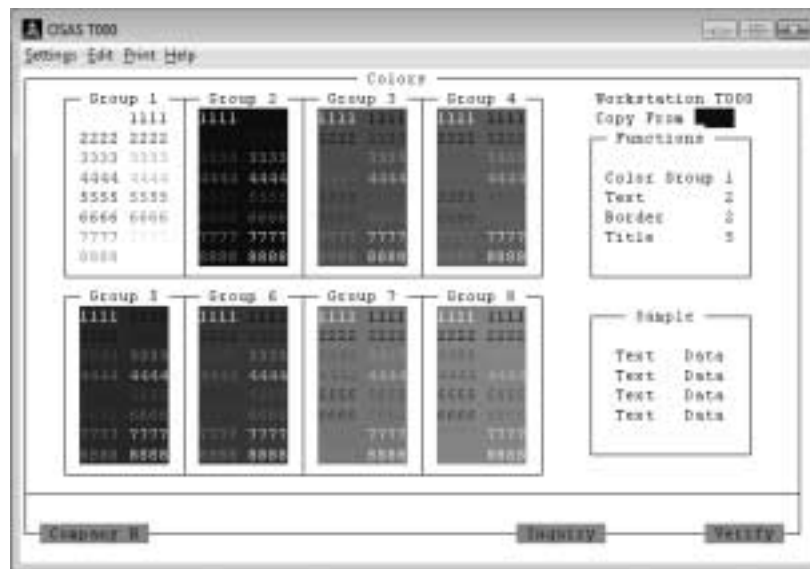
Available colors are divided into eight groups. The background color in each group represents the screen background while the colored text illustrates how text looks on that background. The muted text on the left represents system prompts; the brighter text on the right illustrates user entries.

The box at the top right (labeled **Functions** in the example screen) contains the current color settings for that type of screen. In the example screen, this box tells you that function screens currently use color group 1 for the background and color 6 for the screen's text, color 2 for the border, and color 5 for the title. You can change color settings for functions, menus, help screens, inquiry screens, information screens, errors, system and verification messages, options, and attention messages.

 Inquiry

2. If you have a multiuser system, you can copy color settings from one workstation to another with a similar monitor. To copy color settings from another workstation, enter the workstation ID in the **Copy From** field and press **Enter**.

    To restore the current workstation's colors to their original installation colors, use the **Inquiry** (**F2**) command and select **DFLT** from the list that appears.

3. Press **Tab** to select the screen type for which you want to change color settings.

4. To change the specified screen's background color, enter the color group number. To change the text, border, or title, enter a color number within the selected color group. The **Sample** box shows how the screen will appear so that you can view the new settings before you change them.

5. To change the color settings for another screen type, press **Tab** until that screen type appears and repeat step 4.

6. Press **PgDn** to save your changes, change the colors for the screen you selected, and return to the main menu; press **F5** to abandon your changes and start over; or press **F7** to close the screen without changing the color settings.

Keyboard

Use the **Keyboard** function to customize the function and editing keys for text screens on your workstation. You can also use this function to copy a keyboard layout to another workstation or set of workstations during setup. This function is not available if you use the graphical mode for function screens.

Keyboard assignments are stored in the **OSKY** file in the **\sysfil** directory. If you delete this file, OSAS creates a new one based off standard defaults.

If you experience issues with your keyboard on a UNIX system, use this function to make adjustments to keyboard assignments.

Follow these steps to change the keys assigned to commands:

1. Select **Keyboard** from the **User Setup** menu. The Keyboard screen appears.

Inquiry

2. Enter the workstation ID for which you want to edit the keyboard definition.

Inquiry

3. The **Copy From** field appears if you enter a new workstation ID. To copy the keyboard definition from another workstation, enter that workstation ID.

   If you have a multiuser system, save time when you set up workstations with similar keyboards by copying a keyboard definition to other workstations.

Inquiry

   Enter the workstation ID to which you want to copy the current keyboard definition in the **Copy To** field and press **Enter**. To copy the keyboard definitions to all workstations, enter ***ALL** and press **Enter**. If you are changing keys on one workstation only, press **Enter** to skip this field.

   To save time, copy keyboard definitions to all workstations, then edit the few workstations that need differing definitions later.

4. The command description, type (**Screen** or **Edit**), default control character or escape sequence, key label, and user label for each command appear in the list. To change a key definition, select the command for the definition you want to edit and press **Enter**.

5. An asterisk appears next to the key you are changing. To change the key assigned to the command, press the key you want to use. The cursor moves to the **User Label** field and the label of the key you pressed appears.

   You cannot reassign a key if that key is already in use for another command. For example, if you want to assign the **Delete** command to the **F6** key, you first need to change the key assigned to the **Maintenance** command, then assign **F6** to the **Delete** command.

6. To change the key's description, enter the user label you want to appear when you are prompted for a command response in the **User Label** field and press **Enter**. Press **Enter** if you do not want to change the default entry.

7. To change the definition for another key, use the arrow keys to select the command you want to change and press **Enter**, then repeat steps 6 and 7.

8. Press **W** to write your changes to the keyboard definition file and return to the main menu. To start over, press **F5**. To close the screen without saving, press **F7** and enter **N** if the system prompts you to write changes.

Purge User Activity

Use the Purge User Activity function to purge user activity from the OSAS system.

1. Select **Purge User Activity** from the **User Setup** menu.

2. Confirm that you have backed up your data files to proceed.

3. Select the range of **Applications** for which you would like to purge activity data, or leave the fields blank to include all applications.

4. Select the range of Users for which you would like to purge activity data, or leave the fields black to include all users.

5. Select a date in the **Remove Login Activity dated before** box. To remove login activity from all dates, leave the box blank.

6. Press enter to purge user activity. The system will return you to the User Setup menu.

CHAPTER 5

5

Sales Tax Reporting

Use the functions on the **ales Tax Reporting** menu to set up your company's taxes, fiscal periods, and important reminders:

• Use the three tax functions (**Tax Classes**, **Tax Locations**, and **Tax Groups**) to set up your company's tax structure to automatically calculate tax when appropriate. After you set up this information, you need to return to it only infrequently as edits are needed.

  You need to set up at least one tax class, one tax location, and one tax group.

• Use the **Sales Tax Report** and **Clear Sales Tax** functions to view tax allocations at the end of each period and clear accumulated tax totals to prepare for the next reporting period.

Tax Classes

Use the **Tax Classes** function to add or change the descriptions associated with tax classes. Tax classes identify the categories of goods or services you sell that are taxed at a set rate. Several tax classes are already preassigned, but you can edit their descriptions, if necessary.

You assign rates to these classes for locations in the **Tax Locations** function.

If you use the Inventory application, you assign a tax class to an item when you set up the item in the **Items** function.

Set up tax classes before you set up tax locations and tax groups.

To work with tax classes, select **Tax Classes** from the **Application Setup** menu. The Tax Classes screen appears.
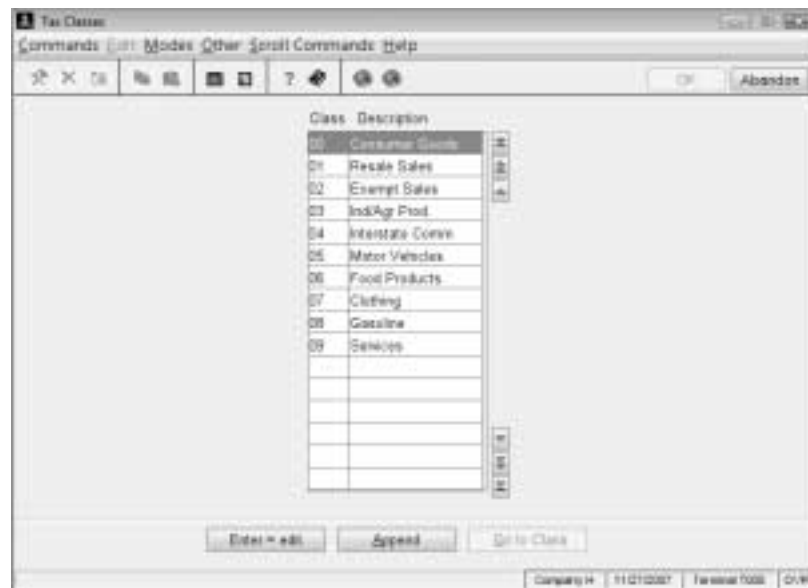
Select a command:

• Press **Enter** to edit the description for the selected class. You cannot delete a tax class; however, you can change its description.

• Press **A** to add a tax class and description. You can have up to 99 tax classes.

• Press **G** to move to a specific tax class. This command is available only if there is more than one page of tax classes.

Press **F7** when you finish to save your changes and return to the main menu.

Tax Locations

Use the **Tax Locations** function to set up and maintain the authorities and percentages for which you accumulate sales and purchase tax for each tax class. Set up tax classes before you set up tax locations.

To work with tax locations, select **Tax Locations** from the **Application Setup** menu. The Tax Locations screen appears.

Enter this information in the header section of the screen:

Inquiry

- Enter the **Tax Location** you want to set up or edit, then enter or edit the tax location **Name**.

- Enter an appropriate **Tax Level** (1–5) for this location. For example, this location may be subject to a state tax, a county tax, a city tax, and so on. National or state taxes are usually assigned level 1, city or counties are usually assigned higher levels (2 and above).

  Note: You must know in advance what your tax levels are before you can set up tax locations.

- Enter the **Authority** for this location. Tax authorities are used to group locations into larger groups. You can print the Sales Tax Report and clear tax amounts by tax authorities.
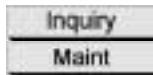
- Enter the **Tax Liability Acct** to which you want to post tax liability.

- Enter or edit the company's tax identification number for the authority.

- Select the **Freight?** and **Misc?** check boxes (or enter **Y** in text mode) if you want the system to calculate tax on freight or miscellaneous charges for any transaction that uses the tax location. Clear the check boxes (or enter **N**) if the tax location does not tax freight or miscellaneous charges.
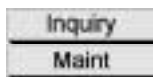
- If you have refundable taxes, enter the **Tax Refundable Acct** to which you want to post the refundable tax.

Use the **Proceed** (**OK**) command to move to the scrolling region to enter or edit sales and purchase tax rates and to view current totals for tax collected. Use these commands to work with the information in the scrolling region:

- Press **Enter** to edit sales and purchase tax percentages assigned to the selected tax class. The Edit Line screen appears. See "Editing Tax Class Percentages" on page 5-8 for more information on how to use this screen.

- Press **T** to return to the **Tax Location** field in the header section.

- Press **F** to view the first tax location record in the file.

- Press **L** to view the last tax location record in the file.

- Press **N** to view the next tax location record in the file.

- Press **P** to view the previous tax location record in the file.

- Press **V** to view detailed information for the selected tax class. Press any key to return to the Tax Locations screen when you finish viewing the information.

- Press **H** to return to the **Name** field in the header section of the screen.

- Press **G** to go to a specific tax class line. This command is available only when there is more than one screen of entries.

The bottom of the screen shows the total collected tax, the total calculated tax, and the difference between the two. The **Total** is the total tax amount that has been collected on each taxable invoice for this location. For the **Calculated** total, OSAS multiplies the Taxable Sales value by the appropriate percentage and adds that result to a running total for all tax classes in the tax location.

Any difference between the **Total** and the **Calculated** values appears in the **Over/ Short** field. These differences are usually the result of rounding. To account for this over/short amount, you may need to create a manual entry in the General Ledger, depending on how your accounting department chooses to handle this type of item.

Periodic Processing for Sales and Use Taxes

At the end of the reporting period for each tax authority, you need to clear the accumulated tax information for the next reporting period. Follow these steps to clear these totals:

1. Print the Sales Tax Report (page 5-13) for the tax authority. This report contains the accumulated tax information for the reporting period and makes up part of your audit trail.

2. Use the **Clear Sales Tax** function (page 5-15) to clear the accumulated tax totals to prepare for the next reporting period.

Editing Tax Class Percentages

To edit the sales and purchase tax percentages assigned to a tax class, select the line you want to edit in the Tax Locations screen's scrolling region and press **Enter**. The Edit Line screen appears.

On the left side of the screen, enter the sales tax percentage, purchase tax percentage, and refundable percentage (if available for the location) to assign to the tax class for the location, then enter the expense account for the location.

If you are setting up OSAS and its tax locations, enter the initial amounts of tax collected on sales and purchases in the fields on the right side of the screen. Afterwards, avoid editing these fields as OSAS updates the fields for each tax class within each tax location when you post invoices. Editing these fields manually can cause errors in your accounting data.

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

Deleting Tax Classes from Tax Locations

To delete a tax class from the selected tax location, select the class you want to delete on the Tax Locations screen and press **F3**. When the confirmation message appears, select **Yes** to delete the tax class from the tax location or **No** to return to the Tax Classes screen.

Tax Groups

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

As an example, suppose that Minnesota has a state sales tax and Minneapolis has a city sales tax. Sales in Minneapolis incur two sales taxes: one owed to Minnesota and the other to Minneapolis. This situation requires a tax location group that contains two tax locations: one for Minnesota and the other for Minneapolis. When this tax group is used for a transaction, taxes due to both tax authorities are calculated.

You can also use this function to set up tax on tax. Tax on tax means that taxing authorities charge tax on the selling price of goods or services and taxes by another tax authority. When tax on tax is calculated, the first tax rate is calculated and subtotaled before the second tax rate is calculated and added and so on for the total selling price.

Tax on tax is used primarily outside of the United States. Goods and services tax (GST) and provincial sales tax (PST) are examples of taxes that can require tax on tax capabilities. Contact your local tax authorities for more information.

As an example, suppose that Canada has a goods and serves tax (GST) and Quebec has a provincial state tax (PST), which also taxes the GST. When the tax location group is set up, Canada is the first-level tax location, and Quebec is the second-level tax location. Sales with the Quebec tax location group ID incur a Quebec PST that is calculated on the goods and services total plus the GST.

To work with tax groups, select **Tax Groups** from the **Application Setup** menu. The Tax Groups screen appears and lists the tax groups you have defined.

Use the commands to work with a specific tax group:

- Press **Enter** to edit the selected tax group. The Edit Tax Group screen appears. See "Adding or Editing Tax Groups" on page 5-11 for more information.

- Press **A** to add a tax group to the list. The Append Tax Group screen appears. See "Adding or Editing Tax Groups" on page 5-11 for more information.

- Press **G** to go to a specific tax group. This command is available only when there is more than one screen of tax groups.

Adding or Editing Tax Groups

To add a tax group to the Tax Groups screen's scrolling region, press **A**. To edit an existing tax group, press **Enter**. The Append or Edit Tax Group screen appears. The Edit Tax Group screen is shown below. Other than the title, these screens are identical.

Enter the **Group ID** and **Description**. If you are editing a group, the group you are editing appears and cannot be changed.

Select the **Reporting Method** for the tax group: **Combined** or **Separate**. **Combined** reports only the total tax, **Separate** reports a breakdown of each tax level.

Inquiry
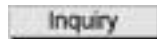
Enter or edit the tax locations to use as the tax levels for the tax group. If you enter multiple levels, the **Calculate Tax on Tax Level x?** message appears. Select the check box (or enter **Y** in text mode) to calculate tax including the previous tax level; otherwise, clear the check box (or enter **N**).

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

Example: Calculating tax on tax

If you use multiple tax levels and answered **Yes** to the **Calculate Tax on Tax Level X?** prompt, tax on tax is calculated according to this formula:

(Subtotal + Previous tax location tax) * Current tax location percent

For example, you have a transaction with a subtotal of $1000. This transaction has been assigned a tax location with five tax levels, each with a tax percent of 5%. Levels 2 - 5 also calculate tax on tax.

Tax in this example is calculated as follows:

Level 1: 1000 * .05 = $50

Level 2: (1000 + 50) * .05 = $52.50

Level 3: (1000 + 50 + 52.50) * .05 = $55.13

Level 4: (1000 + 50 + 52.50 + 55.13) * .05 = $57.88

Level 5: (1000 + 50 + 52.50 + 55.13 + 57.88) * .05 = $60.78

Transaction total: 1000+ 50 + 52.50 + 55.13 + 57.88 + 60.78 = **$1276.29**

Note that levels 2 - 5 include any calculated taxes from the previous level before calculating tax for that level.

Deleting a Tax Group

To delete a tax group, select the group you want to delete on the Tax Groups screen and press **F3**. When the confirmation message appears, select **Yes** to delete the tax group or **No** to return to the Tax Groups screen.

Sales Tax Report

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

Note: Be sure to print the Sales Tax Report as part of your audit trail before you clear sales tax as part of your periodic processing, whether it be on a period, quarterly, or yearly basis.

Follow these steps to print the Sales Tax Report:

1. Select **Sales Tax Report** from the **Application Setup** menu. The Sales Tax Report selection screen appears.

2. Select the **Tax Authority** and **Tax Location** to include in the report. Enter values into a combination of these fields to include only the data you want.

3.   Select the **Print By** option you want to use to organize the report.

4.   Select the **Print** check boxes (or enter **Y** in text mode) to include the specified information in the report; clear the check boxes (or enter **N**) if you do not want to include that type of information.

5.   Select how to output the report. See "Outputting Reports" on page 1-34 for information on producing reports.

Sample Report

Clear Sales Tax

Use the **Clear Sales Tax** function to clear the accumulated sales and tax amounts from the tax location records at the end of the tax reporting period, as part of your periodic processing, or on a regular basis (such as weekly, monthly, or yearly). This function prepares the records to accumulate new figures for the next reporting period. You can clear tax locations for a range of taxing authorities and tax locations.

You must print the Sales Tax Report as part of your audit trail for all of your tax locations and tax authorities before you clear accumulated sales tax. Once you clear sales tax, there is no way to retrieve the data without a backup.

Keep in mind that this function clears all data currently stored in the sales tax file; you cannot select a date from which to clear the accumulated tax.

Follow these steps to clear sales tax:

1. Select **Clear Sales Tax** from the Application Setup menu. The Clear Sales Tax screen appears.

2. If you have printed the Sales Tax Report, select the check box (or enter **Y** in text mode). If you have not, exit the function and do so before continuing.

Inquiry

3. Enter the range of tax authorities or tax locations for which to clear sales tax.

4. Use the **Proceed** (**OK**) command to begin processing. OSAS returns you to the main menu after clearing the sales tax file.

File Lists

Tax Groups List

The Tax Groups List shows the tax groups that are on your system.

Tax Locations List

The Tax Locations List shows the tax locations and tax authorities that are on your system. The list also identifies the sales and purchases tax collected for each tax class in each tax location.

CHAPTER 6

6

Database Utilities

The functions on the **Database Utilities** menu allow you to work directly with your system data files. You can view file contents and change file sizes, work with application tables, rebuild and verify files, define customer fields for your records, and even purge data files, if necessary.

Because the functions on this menu focus on maintaining your data files, there are no setup functions (as when you initially set up OSAS). Instead, use these functions as part of your routine maintenance or when you need to restore data.

View File Contents

Use the **View File Contents** function to display information directly from a data file for a specified range of records. The information appears or prints in a raw mode, and is not labeled but is divided by field number.

For details on what each field stores, refer to the OSAS file descriptions manuals or print the Data Dictionary from the Report Writer **Master File Lists** menu (if you have the Report Writer application).

To view the contents of a file, select **View File Contents** from the **Database Utilities** menu. The View File Contents screen appears.

Enter the **File Name** that contains the contents you want to view. The remaining fields on the screen are available only after you enter the file name.

To use the file's template when viewing the data, select the **Use Template?** check box (or enter **Y** in text mode). Using the file template places the template variable used to refer to the field next to the field's data.

Information about the file (such as its description, type, key and record size) appears in the middle section of the screen.

To reduce the amount of information produce through this function, enter the **Key chain** to use to sort the data, or enter **99** to view all key chains. A key chain represents a primary key used in the table to sort and organize data. Refer to the OSAS file descriptions manual for more information on key chains.

Enter the range of the records you want to view in the file in the **Keys** fields, then select whether you want to print only the keys or both the keys and the data together. Finally, select the output device to use to product the file contents. See "Outputting Reports" on page 1-34 for more information.

Sample File Contents List

Change File Size

Use the **Change File Size** function to create a new file and copy the data from the old file into it. You can also use this file under the direction of a qualified support technician to shrink files from which you have deleted records of old customers, vendors, employees, inventory items, and so on.

When you use this function, OSAS creates a new data file, reads the information from the existing file, and copies all records it can read to the new file.

To shrink files, select **Change File Size** from the **Database Utilities** menu. The Change File Size screen appears.

Enter the name of the file. Information about that file appears in the middle portion of the screen. In the **Actual File Information** column, the **File Type** should be **Mkeyed** or **Highly Recoverable** and the **Number of Records** should be **Dynamic**. If different values appear for these fields, consult your reseller or call Open Systems for technical support.

In the fields at the bottom of the screen, change the values to use for the new file, if necessary.

•   In the **File Type** field, enter **6** to create an **Mkeyed** (multikeyed) file or **8** to create a **Highly Recoverable** file. Most OSAS data files are Highly Recoverable files to aid recovery in case of data loss or a system crash.

•   In the **Number of Records** field, enter he number of records you want in the new file. For a dynamically allocated Mkeyed or Highly Recoverable file, enter **0**. OSAS automatically sets this field to 0 to create a dynamically allocated file.

•   In the **Bytes Per Record** field, enter the number of bytes of memory to set aside for each record in the new file. OSAS automatically sets this field to 1152.

•   In the **Key Chain** field, enter the key chain number you want to use to select the data to copy from the old file to the new one, or leave the default value as is. A key chain represents a primary key used in the table to sort and organize data. Refer to the OSAS file descriptions manuals for more information on key chains.

Use the **Proceed** (**OK**) command to save your entries and begin the copy process. After OSAS reads and copies to memory all records in the old file, the **n records copied. The old file will be replaced.** message appears.

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

If you are using this function to rebuild a damaged file, compare the number of records copied (from the message) to the number of active records that appears in the **Actual File Information** column on the screen. If the two numbers are substantially different, press **F7** to exit the function and restore a backup copy of the file or try the **File Rebuild/Verify** or **Purge Data Files** functions.

File Rebuild/Verify

Use the **File Rebuild/Verify** function to rebuild a damaged data file or to verify that a file is still usable.

This function works with data files on local or mapped drives only. It does not rebuild files on data server paths (as in \<tiger, pro5srv>D:\osas\data). If you use OSAS in an enterprise client/server environment, you must either map a drive to the data files to run this function, or run the rebuild program through the operating system locally on the data server.

To run the *mkrecover* rebuild program through the operating system on PRO/5, change to the directory where the program is located (usually in the data server directory) and type the command for the operating system you use. To run the mkrecover rebuild program through the operating system on BBj, change to the **\bbj\utils\mkrecover** directory and type the command for the operating system you use. Please note that the first character in **-lREBUILD.TXT** is a lowercase "L." Remember to substitute the full directory path and file name of the file you want to rebuild for *<filename>* in these commands:

Windows: **mkrecover -lREBUILD.TXT** *<filename>*
UNIX/Linux: **./mkrecover -lREBUILD.TXT** *<filename>*

Follow these steps to rebuild or verify a file:

1. Select **File Rebuild/Verify** from the **Database Utilities** menu. The File Rebuild/Verify screen appears.

2. Enter the name of the file you want to rebuild or verify and use the **Proceed** (**OK**) command to rebuild the file.

3. When the rebuild is complete, the **Finished with Rebuild** message appears and the screen lists information about the changes made to the file, if any.
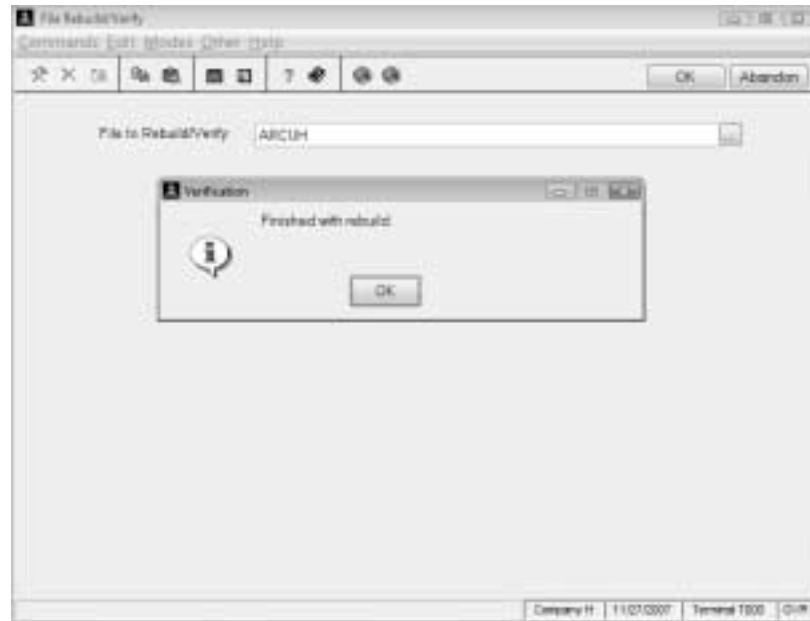
Click **OK** or press **Enter** to return to the **Database Utilities** menu.

Purge Data Records

Use the **Purge Data Records** function to remove specific records from a data file.

Note: Removing records from a file causes a loss of data that can, in turn, cause accounting problems in your data files. Do not remove records from files unless instructed to do so by your reseller or a qualified technical support representative. In addition, be sure you know what information you are deleting and how it may affect other files.

Follow these steps to purge data records:

1. Select **Purge Data Records** from the **Database Utilities** menu. The Purge Data Records screen appears.
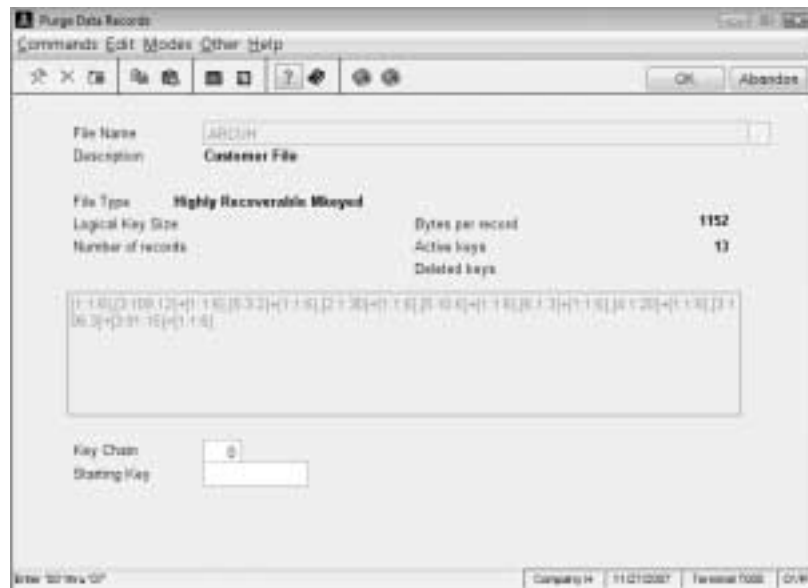
2. Enter the name of the file from which you want to purge records. The bytes per record, active keys, and key definitions appear.

3. Enter the **Key Chain** number you want to use to locate the records to remove. A key chain represents a primary key used in the table to sort and organize data. Refer to the OSAS file descriptions manual for more information on key chains.

4. Enter the **Starting Key** from which to start purging records. To start at the beginning of the file, leave this field blank.

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

   • Select **Yes** or press **F3** to delete the record from the file.

   • Select **No** or press **Enter** to leave the record in the file.

   • Use the **Exit** (**F7**) command to leave all remaining records in the file and return to the **Database Utilities** menu.

6. After you process the last record in the file, enter another file name from which to purge records or press **F7** to return to the **Database Utilities** menu.

Change Fields

Use the **Change Fields** function to change any code from one value to another. This function changes codes for any application. To produce a list of fields changed, use the **Print Log** feature. A sample of the log appears on page 6-14.

Select **Change Fields** from the **Database Utilities** menu. The Change Fields screen appears.

The screen contains three sections. In the top **Header** section, select the field ID you want to change values for and whether to print the log. In the lower left **Values** section, build a list of the values you want to change by specifying the old and new values. In the lower right **File Description** section, select the files in which you want to change the selected field's value from the list.

Follow these steps to change fields from one value to another:

Inquiry
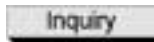
1. In the **Header** section, enter the **Field ID** you want to change. You can change only Resource Manager fields from the **Resource Manager** menu. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.

2. Select the **Print Log?** check box (or enter **Y** in text mode) to print a list of the files that are changed.

3. Use the **Proceed** (**OK**) command to switch to the **Values** section to enter the field values to change.

4. To edit or add original/new values in the **Values** section, press **Enter** to edit the current line or press **A** to add a new value to the list.

Inquiry
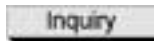
   When the Edit or Add Original/New Values dialog box appears, enter the value you want to change in the **Original Value** field, then enter the new value that you want to use for this field in the **New Value** field. Use the **Proceed** (**OK**) command to return to the Change Fields screen.

5. Continue entering old and new values until you have specified all of the values you want to change in the **Values** section.

6. Press **S** to switch to the **File Description** section to specify which files to change during processing.

   • The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.

   • The **Tag** field denotes whether the file is included in the change process. Tag the file to change fields in the file. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

7. Select a command.

    •   Press **B** to begin change field processing. When the changes are complete, the log prints if you elected to produce it.

    •   Press **H** to return to the header section to change the selection you made for printing the log.

    •   Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

    •   Press **S** to switch between the **Values** and **File Description** sections of the screen.

    •   Press **Y** to select the years for which the field changes should be processed.

    •   In the **Values** section, press **Enter** to edit the current line. In the **File Description** section, press **Enter** to tag or untag a file to include or exclude it from processing.

    •   In the **Values** section, press **A** to add another value to the list. In the **File Description** section, press **A** to tag all of the files.

    •   In the **File Description** section, press **N** to untag all of the files. This command is not available in the **Values** section.

    •   Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.

Sample Change Fields Log

Data File Allocation Report

The Data File Allocation Report lists the data files on your system and their sizes. Use it to audit the use of disk space. You can include application-specific files, sample data files (if you are using sample data), live data from one of the three data paths (if you are using live data), or Report Writer data files.

Sample Report

CHAPTER 7

7

System File Utilities

Because you can customize OSAS to best fit you and your business, many of the functions on the **System File Utilities** menu help you quickly change how OSAS works without needing any special programming knowledge. For example, use, the **Menus** and **Favorites Menus** to customize OSAS menus to reflect your workflow.

Laser Label Setup

Use the **Laser Label Setup** function to set defined label types, which can be used for customers and vendors. It is highly recommended that you print a test sheet before processing labels.

Follow these steps to add or edit laser label types:

1. Select Laser Label Setup from the System File Utilities menu. The Laser Label Setup screen appears.
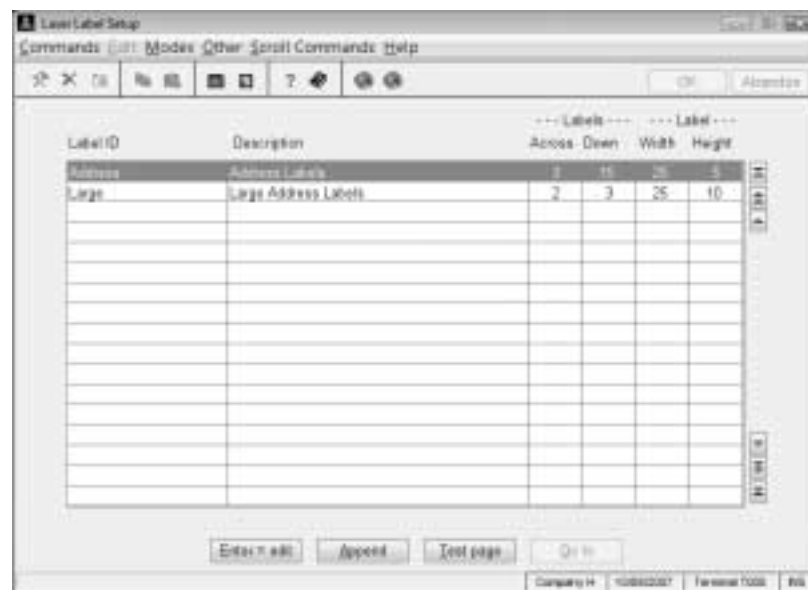
2. Press **A** to add a label definition, or highlight the label you want to edit and press **Enter**.

3. Press **T** to print a test page to check the spacing of the label setup definition.

Edit/Append Label dialog box

The Edit/Append Label dialog box appears if you press **Enter** or **A** to edit or append a label.

Inquiry

1. Select or enter the **Label ID** you want to add or edit.

2. Enter or edit a **Description** for the label ID.

3. Choose **Continuous** or **Laser** in the **Type** field.

4. Choose a **Print Format**: **Standard** format is a regular print font, while **Compressed** is a thin font designed to fit more characters in a line.

5. Enter the **Label Width** in number characters across.

6. Enter the **Label Height** in number of lines.

7. Enter number of **Labels Across** that fit onto a sheet.

8. Enter the width (in number of characters) of the **Gutter** between labels.

9. Enter the number of **Labels Down** the length of a label sheet.

10. Enter the number of horizontal character **Lines Between** the labels on the sheet.

11. Press **F7** to save your changes, or press **F5** to abandon them.

Menus

Use the **Menus** function to change the OSAS main menu or the menus for any application that is installed for the current company. You can change the order of menu selections, add descriptive information to a menu, or add other BB^x- or BBj-compatible programs to a menu. Menu information is saved in the **OSMNx** file.

You can also use this function to add documents (word processing documents, spreadsheets, graphic files, and so on) to a menu so that users can open them directly from OSAS. When you add a document to a menu using a **Type** of **A**, OSAS uses the associations you set up in the **File Types** function (page 4-17) to launch the appropriate software application and open the file.

Note: When you use add a document to the OSAS menu, you must store the file you link to the menu in the location listed for the **DocumentShare** directory in the **Directories** function (see page 2-45), and you must make sure the document's file name is no more than eight characters, not including the extension (as in **osasdocs.txt**).

To produce a list of the information entered on the Menus screen, press **F8** on the Menus screen (if you use the OSAS text mode) or print the Menu master file list (page 7-43). Print this list before you make any changes so that you can restore the original menus, if necessary.

Follow these steps to customize the OSAS menus:

1. Select **Menus** from the **System File Utilities** menu. The Menus screen appears.

Inquiry

2. To work with an application menu, enter the **Application**. Enter **OS** to work with the **Other Commands** (**F4**) menu.

    To work with the main menu, leave the **Application** field blank and press **Enter**. OSAS automatically enters **MAIN** in the **Menu** field and moves you to the **Title** field.

Inquiry
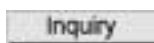
3. If you selected an application above, enter the **Menu** you want to customize or enter a new one. If you entered **OS** above, enter **MAIN**.

4. Enter or edit the **Title**, if necessary, and press **Enter** to move to the menu listing in the scrolling region. The scrolling region is available only after you've entered a title.

5. Use the commands to work with the menu listings:

    •   Press **Enter** to edit the selected line. The Edit Menu screen appears. See
        "Editing a Menu Item" on page 7-7 for more information.

    •   Press **M** to move the selected line to a different line. When the Move
        Line prompt appears, enter the line number to which to move the line to
        and press **Enter**. The other lines move up to fill the vacant space.

    •   Press **C** to copy a line to a selected blank line. When the Copy Line
        prompt appears, enter the line number you want to copy to the blank line
        and press **Enter**. You cannot use this command on a line that already
        contains an entry.

    •   Press **S** to swap the selected line with another, then enter the line
        number to swap with this one and press **Enter**.

    •   Press **U** to enter a letter of the alphabet before each line item, making
        each one unique. This command lets you move through the menu faster
        by entering the letter of the item you want to select from the menu.

    •   Press **T** to return to the **Title** field to change the title of the menu.

    •   Press **W** to save your changes. When the verification message appears,
        enter **Y** to save your changes or **N** if you do not want to save.

Editing a Menu Item

To edit a menu item, select the line to edit on the Menus screen and press **Enter**.
The Edit Menu screen appears.
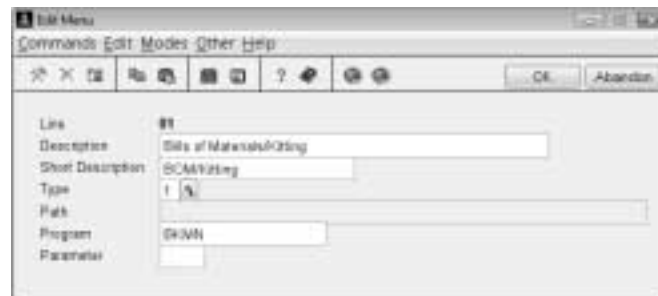
Edit the menu item's **Description**, if necessary. This description can be the name of the menu, function, or an informational line.

If you use the MDI menu, enter a **Short Description** for the item. This short description appears as the name on the application's tab (if you are editing the main menu) or as the name of the function within a menu. If the **Short Description** field is blank, the system uses the information in the **Description** field on the MDI menu instead.

Select the menu item's type:

- **0** indicates that the line contains only descriptive comment information.
- **1** indicates that the line is a menu file that uses another menu file.
- **2** indicates that the line is a record using another menu from the current file.
- **3** indicates that the line executes an application program.
- **4** indicates that the line calls or executes a public program.
- **5** indicates that the line executes an operating system command.
- **6** indicates that the line executes a public program directly.
- **7** indicates that the line opens an EIS dashboard.
- **8** indicates that the line opens a GENERAL Report Writer report.
- **9** indicates that the line starts an ODBC function.
- **A** indicates that the line uses file type associations to launch an application and open the file indicated in the **Program** field.

If the menu item uses another menu or calls a program or command, enter the program name, menu file name, menu record name, or operating system command to execute in the **Program** field. If you selected a type of **0**, leave this field blank. If you are attaching a document to a menu, enter the document's file name in the **Program** field. When you attach documents, remember to store the file in the file path listed for the **DocumentShare** directory in the **Directories** function (page 2-45), and to keep the file name to 8 characters or less. If the file is located in a different directory or if it has a long file name, OSAS cannot open it.

Enter a parameter for the menu selection. If you selected a type of **0** for the line or if you do not need a parameter, leave this field blank.
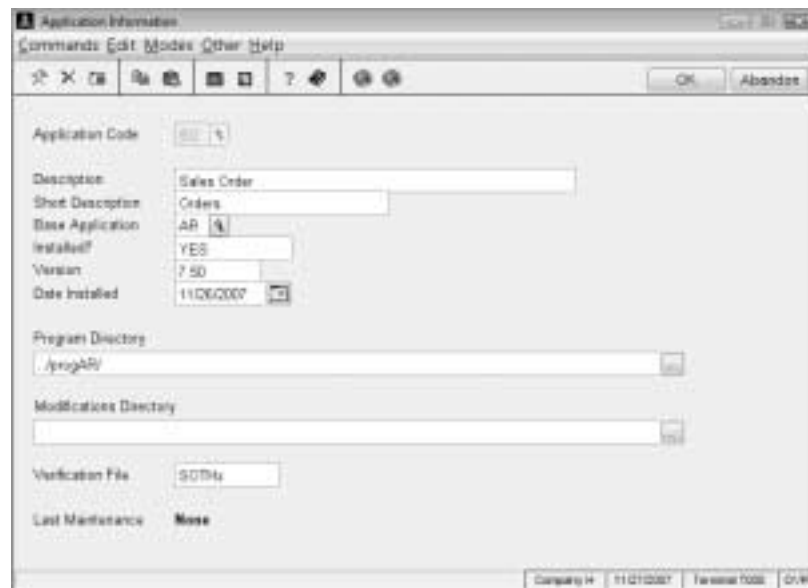
Use the **Proceed** (**OK**) command to save your changes and return to the Menus screen.

Application Information

Use the **Application Information** function to maintain information about the applications on your system. This information is automatically updated when you install a new application or an update.

Application information is stored in the **OSAPPL.DOS** or **OSAPPL.UNX** file (depending on your operating system) in the **\sysfil** directory.

To view or change application information, select **Application Information** from the **System File Utilities** menu. The Application Information screen appears.

Inquiry

To view or edit information for an application, enter the **Application Code** and press **Enter** to list information for that application in the fields below. The remaining fields on the screen are available only after you enter the application.

- You can use the **Description** and **Short Description** fields to change the application name that appears on the main menu. If you use the text or graphical menu, edit the **Description** to change the application's name. If you use the MDI menu, edit the **Short Description** to change the name that appears on the application's tab.

  For your changes to take effect, change the **Installed?** field to **NO** and save your changes, exit and re-enter the **Application Information** function, and then change the **Installed?** field back to **YES**. If you use the MDI menu, you also need to close and reopen OSAS to see the changes.

- For add-on or enhanced applications, the **Base Application** field indicates which base application is extended by the application you selected above (for example, SO extends the base application AR). For base applications, this field is blank.

- The **Installed?** field indicates whether an application is installed and appears on the menu. To prevent an application that you have from appearing on the menu, enter **NO**. Likewise, if you want an installed application that doesn't appear to be listed on the menu, enter **YES**. If you use the MDI menu, you need to close and reopen OSAS to see the changes.

- The **Modifications Directory** field allows you to separate your modified programs from base OSAS application programs so that your changes are not affected when you install updates. When you store your modified programs in a separate location, you can install the latest versions of OSAS base applications without overwriting your modifications. You can then compare the updated base applications to your modified files to determine how the updates affect you.

  If your programs have been modified, store the modified programs in a separate directory, then enter that location in the **Modifications Directory** field. If the modifications change depending on the company involved, add **xxx** to the end of the directory (for example, **/modARxxx**).

When you use this convention, OSAS starts the selected application first in the directory corresponding to the company ID. If that directory is not found, OSAS attempts to start the application in the directory by dropping the company ID (for example, **/modAR**). If that directory is not found, OSAS uses the default **/progXX** directory for the application.

You can also use relative or UNC pathing (see page 2-45) to enter directory paths. If you want to use relative pathing, you must store modifications in a subdirectory within the **/OSAS** directory that is at the same level as the OSAS program directories (for example, **/OSAS/modAR**) in order for OSAS to function correctly. If you store modifications outside the **/OSAS** directory, do not use relative pathing. Instead, enter the full directory path.

- The **Verification File** field contains the name of the file used to verify that the application is installed for a company. If the file name changes depending on the company involved, add a lowercase **x** in place of the company ID (for example, to use the company-specific Vendor file in Accounts Payable, enter **APVEx**).

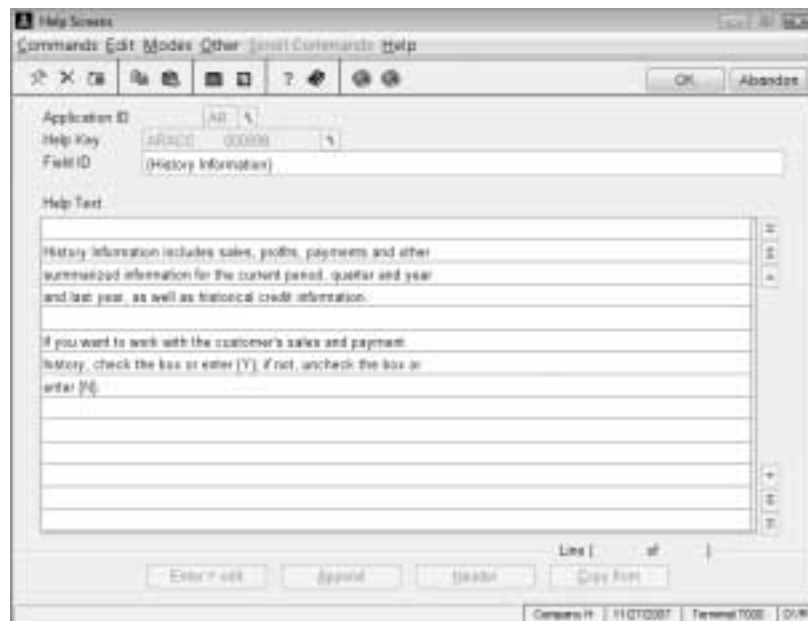- OSAS automatically updates the **Last Maintenance** date with the date of the last update you installed.

When you finish viewing or editing the information, use the **Proceed** (**OK**) command to save your changes. Then enter a new **Application Code** or press **F7** to return to the menu.

Help Screens

Use the **Help Screens** function to add or change text on OSAS help screens. Help screen text is stored in the **XXHELP** file, where **XX** represents the application ID. To produce a list of the information entered on the Help screen, print the Help Screens master list (page 7-45).

Follow these steps to work with OSAS help text:

1. Select **Help Screens** from the **System File Utilities** menu. The Help Screens screen appears.

Inquiry

2. Enter the **Application ID** and **Help Key** for which you want to view or edit text.

Inquiry

3. The **Copy From** field appears if you enter a new help key. Enter the help key from which you want to copy help text, or leave the field blank to continue.

4. Enter or edit the name of the field or the title of the help screen in the **Field ID** field. Use brackets to make the text you enter appear in bold.

   If you leave the field blank, the **Copy From** screen appears. Enter a similar field ID to copy help text to this help ID. If you choose a field ID that appears in more than one program, you must select the specific program from which you want to copy.

   When you press **Enter**, the field ID and the help text appear.

5. The help text for the field you selected appears in the scrolling region. Use the commands to edit this text.

   • Press **Enter** to edit the selected line. When the Help Text screen appears, edit the text as necessary and use the **Proceed** (**OK**) command to return to the Help Screens screen. Your changes are saved automatically.

     Use brackets to make the text you enter appear in bold.

   • Press **A** to add a line of help text to the end of the list. When the Help Text screen appears, enter the text to add and use the **Proceed** (**OK**) command to return to the Help Screens screen. Your changes are saved automatically.

     Use brackets to make the text you enter appear in bold.

   • Press **H** to return to the **Field ID** field in the header section of the screen.

   • Press **C** to copy help text from another field. When the **Copy From** screen appears, enter the field from which to copy information and use the **Proceed** (**OK**) command to return to the Help Screens screen and edit the text you copied.

6. Press **F7** to close the screen and return to the menu.

Editing Help Text Within Help Screens

You can also edit help screens from within OSAS functions without returning to the **Help Screens** function in Resource Manager. Follow these instructions to edit help text within another OSAS function or menu:

1. Press **F1** within an OSAS field to view its help text.

2. When the help screen appears, press **F6** to open the Help Maintenance screen for that field where you can make changes.

   This screen is identical to the Help Screens screen. Refer to the previous instructions for more information on the commands available.

3. Use the **Proceed** (**OK**) command to save your changes, then press any key to exit from the help screen.

Inquiry Window Definitions

Use the **Inquiry Window Definitions** function to maintain the windows that appear when you use the **Inquiry** (**F2**) command. Although the inquiry windows are already set up for you, you can change the size of the window, modify data and headings, or add a window. You can also add different sort options based on the alternate keys defined by the system.

Keep in mind that you will need in-depth information about your data files and fields if you choose to create or edit these windows.

If you want to add the **Inquiry** (**F2**) command to a field where it is not already available, you will need to make modifications to the OSAS source code.

Follow these steps to work with inquiry window definitions:

1. Select **Inquiry Window Definitions** from the **System File Utilities** menu. The Inquiry Window Definitions screen appears.

2. Enter the **Application** and inquiry **Window ID** you want to view or modify. Information for that inquiry window appears. The remaining fields on the screen are available only after you enter the **Window ID**.
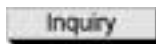
    Window IDs are nine characters long. When more than one window ID is available for a certain field, the first eight characters in the window ID are the same and the ninth differs.

    For example, seven variations of the ARACCWI window are available for use with the Customer Inquiry in Accounts Receivable. Each variation sorts customer information in a different way, as shown by their title.

    To view the sort options available for an inquiry window, refer to the File Descriptions manual or if you have the Report Writer application, use the **Alternate Key Descriptions** master file list function to print a list of the alternate keys. You must subtract 1 from this key number to get the correct key number to use for the window.

After you enter the **Window ID**, information for that inquiry window appears.

Inquiry

3. If you entered a new window ID, the **Copy From** field appears. Enter the window from which you want to copy information and press **Enter**.

4. Unless you are entering information for a new window, leave the values in these fields as they are:

- Topic Number
- File Name
- File Number
- Inclusion Mask Begin and Length
- Exclusion Mask Begin and Length

If you are entering a new window, enter the topic number and file name of the data file to use for this window, then enter the channel index number on which the file will be opened by the functions in the **File Number** field.

5.   Edit the window's **Title**, if necessary, then enter or edit the **Key Number** for the file that you want to use to sort the data in the inquiry window.

6.   The starting column and row indicate where the window will appear on the screen when it opens. The total columns and rows refer to the total number of columns and rows that will appear in the inquiry window. Edit these values, if necessary.

     The starting column plus the number of screen columns you enter in the **Total Col** field must be less than 80. The length of the window plus the starting row that you enter in the **Total Row** field must be less than 25.

7.   In the **Return No** field, enter the number of the data name you want to return to the calling program, or leave this value as is. Press **Enter** to move to the first column defined for the window.

8.   If you are editing an existing window, edit the descriptive name for the data field in the **Data Name** field and the number of the first column to use to display the field data in the **Col** field. Do not change the **Typ**, **Fmt**, **Fld**, **Beg**, and **Len** fields as this information is defined in the Report Writer Data Dictionary.

     If you are entering a new window, enter these values:

     • Enter a descriptive name for the field in the **Data Name** field.

     • Enter the data type in the **Typ** field. Enter **1** to display characters, **2** to display numbers, **3** to display dates, **4** to display telephone numbers, or **5** to display social security numbers

     • Enter the company-defined **User Mask** to use for the field.

     • In the **Fmt** field, enter a the way the data should be formatted. Enter **$** to format it as a dollar amount (with two decimal places and commas inserted where necessary), **1-7** to format it with that number of decimal places, or **Z** to display totals of zero when applicable.

     • Enter the number of the data name's field in the record in the **Fld** field.

- Enter the character in the field at which to start and the length of the data in the **Beg** and **Len** fields.

- Enter the number of the first column to display the data in the **Col** field.

9. A brief sample of the window's appearance appears at the bottom of the screen. Edit the headings, if necessary.

10. Use the **Proceed** (**OK**) command to save your changes. When the **Test the Window?** message appears, select **Y** to view the window with your changes or **N** to proceed without viewing the window.

Global Inquiry Definitions

A Global Inquiry window consolidates and lists information from other applications. These windows are valuable if you are in the middle of an application and need information from a different application but do not want to exit the current screen to retrieve this data.

Use the **Global Inquiry Definitions** function to design, edit, or delete Global Inquiry windows. Keep in mind that you will need in-depth information about your data files and fields if you choose to create or edit these windows.

To produce a list of the information entered on the Global Inquiry Definitions screen, print the Global Inquiry Window master file list.

To view, create, or edit these definitions, select **Global Inquiry Definitions** from the **System File Utilities** menu. This selection screen appears.

Select the **Global Inquiry Window ID** that you want to view or edit. To create a new global inquiry window, enter a new ID. The remaining fields on this screen are available only after you enter the window ID.

If you entered a new ID, the **Copy From** field appears. Enter the global inquiry window from which you want to copy information.

The title for the window you selected appears. Enter or edit this title, if necessary.

Select the type of information you want to view or edit using the check boxes (or Yes/No selection fields in text mode). When you use the **Proceed** (**OK**) command to continue, the screens you selected appear.

General Information Screen

The Global Inquiry Definition General Information screen lists the Report Writer topic number, channel index, number of fields per record, key number and key length the window uses. It also lists the window ID, title description, and the file from which the global inquiry screen pulls information.

The top section of the screen lists information about the file from which the system pulls information when the global inquiry screen is accessed.

- In the **File Name** field, enter the name of the central file for the window. If the file is company-specific, put a lowercase **x** after the file name.

- In the **File #** field, enter the file index number used by the data file you specified, then enter the number of fields defined for the file in the **# Flds** field.

- Enter the key number that you want to use to display the records in the data in the **Key #** field, then enter the key length in the **Key Len** field.

The **Record Selection** section of the screen determines how and which records are selected in the window. Enter the position of the key where the segment of the inclusion or exclusion mask begins. Then enter the length of the mask.

The **Search Definition** section defines the input you can search for within the record selection you defined above.

- Enter the **Label** that identifies the key segment to be entered when you use the **Search** (**Insert**) command, or leave the field blank to disable the **Search** command.

- Enter the **Position** in the key number where the search label is found.

- Enter the **Length** in the **Search** command where the search definition begins.

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

Summary Fields Screen

The Global Inquiry Definition Summary Fields screen lists three types of information: the data fields that appear in the global inquiry screen, the heading format used on the screen, and the actual definition for each data field. This information is determined by the **Record Selection** section of the General Information screen.

Use the fields at the bottom of the screen to enter definitions for each field listed. Press **Ctrl+J** to jump from one definition to another, or press **Tab** to scroll through each field in a definition before moving to the next one.

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

Refer to the table below for individual field descriptions.

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

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

Data Columns Screen

The Global Inquiry Definition Data Columns screen is similar to the Summary Fields screen; it shows the data columns available from the Report Writer dictionary, the heading format used on the screen, and the actual definitions of each column.

Use the fields at the bottom of the screen to enter definitions for each column listed. Press **Ctrl+J** to jump from one definition to another, or press **Tab** to scroll through each field in a definition before moving to the next one. For descriptions of individual fields on this screen, refer to the field descriptions on page 7-25.

After you enter or view the definition for the last column listed, press either **Ctrl+J** or **Tab** to move to the **Heading/Output Appearance** field where you can change the headings used on the screen, if necessary.

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

Global Inquiry Links Screen

The Global Inquiry Definition Links screen lists the currently available links to other applications and their window IDs.

Use the fields at the bottom of the screen to enter definitions for each link listed. Press **Ctrl+J** to jump from one definition to another, or press **Tab** to scroll through each field in a definition before moving to the next one.

In the **Switch Label** field, enter the label that appears for the link.

If you want this link to appear only if a specific application is *not* installed, enter the application ID in the **Exclusion Application** field. For example, suppose that you want an AR Transaction link to appear only if Sales Order is not installed. In this case, enter SO in the **Exclusion Application** field.
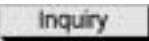
Finally, enter the **Window ID** to which you want to link this window.

In the **Key Definition** section, enter information about the key segments used in the link.

• In the **Define by** field, enter how the key segment is defined. Enter **FIL** if the segment to be sent is in the central file; **LIN** if the segment is defined as a field in the data section of the window; **SUM** if the segment is defined as a field in the summary section of the window; **VAL** if a user-defined literal value is to be sent.

• Enter the position of the field in the file list to be accessed in the **Fld/Pos/Val** field.

• Enter the first character position in the field that you want to send to the next window in the **Start** field.

• Enter the **Length** of the field.

• Enter the position that the data segment being sent is to occupy in the key used in the connecting window in the **Position in Key** field.

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

State Codes

Use the **State Codes** function to assign a three-character code to a state, province, or other region within a country. Some state codes are already preassigned. Each state code must be unique and must be referenced to an existing country code.

To work with state codes, select **State Codes** from the **System File Utilities** menu. The State Codes screen appears.

Inquiry

Select or enter the **State Code**, then enter or edit the **State Name** and the **Country Code** to which the state code is assigned.

You can combine numbers and letters in the state code.

Country Codes

Use the **Country Codes** function to assign a two-character code and a telephone number mask to a country. Many country codes are already preassigned, but you may want to verify that the phone mask is current.

To produce a list of the information entered in this function, print the Country Codes master list (page 7-49).

To work with country codes, select **Country Codes** from the **System File Utilities** menu. The Country Codes screen appears.

Select or enter a **Country Code**, then edit or enter the **Country Name** and **Phone Mask**.

You can enter special characters to mask the country code, area code or city code, phone number, and so on. Enter spaces where numbers are entered, and other characters to separate the numbers for readability, if desired. The total length of numbers and separators cannot exceed 20 characters.

Example: Entering a U.S. phone mask

If you want a U.S. phone number to appear as "(555)555-1212," enter a left parenthesis, three spaces, a right parenthesis, three spaces, a dash, then four spaces to finish (as in the example below):

"**(   )   -   **" (without the quotation marks)

If you want a U.S. phone number to appear as 555-555-1212, enter three spaces, a dash, three more spaces, another dash, then four spaces to finish (as in this example):

"   **-   -   **" (without the quotation marks)

Change Field Definitions

Use the **Change Field Definitions** function to add new fields or modify existing fields used throughout OSAS applications. Once a field is defined, use the **Change Fields** function to change the field's values throughout your OSAS data files.

This function is especially useful if you have third-party vertical applications or have made modifications to OSAS applications and want to define those custom files or fields within OSAS. You will need detailed information about the field.

Follow these steps to work with field definitions:

1. Select **Field Definitions** from the **System File Utilities** menu. The Field Definitions screen appears.

Inquiry

2. Enter the **Field ID** you want to add or change. If you select an existing field, information for that field appears in the top half of the screen.

3. Enter or edit the field information in the top half of the screen:

   • Enter the field's **Description** and the **Application ID** to which the field belongs.

   • Enter the file name of the **Master File** where the field is defined. If the master file is company-specific, append a lowercase **x** to the file name. Then edit the master **File Description**, if necessary

   • If this field contains numeric values, select the **Numeric Field?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N**).

   • Enter the **Field Number** within the master file where this field is located.

   • If this is not a numeric field, enter the starting position within the specified field number where this field begins in the **Field Start** field.
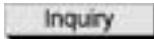
- If this is not a numeric field, enter the total number of characters that this field uses in the **Field Length** field.

Inquiry

- Select the **Window ID** of the inquiry window you want to use when entering field values in the **Change Fields** function.

- Enter edit the selection value associated with the inquiry window in the **SELVAL** field, if necessary.

4. The scrolling region in the bottom half of the screen lists the files in which the field is used and the field's position in that file. This region is available only after you enter the field's information in the top half of the screen. Use the commands to work with the files listed in the scrolling region:

- Press **Enter** to edit the selected file line. See "Adding or Editing a File" on page 7-38 for more information.

- Press **A** to add a new file that includes the field to the end of the list. See "Adding or Editing a File" on page 7-38 for more information.

- Press **G** to go to a specific line in the list. This command is available only when there is more than one screen of entries.

- Press **D** to delete the entire field definition. When the confirmation message appears, select **Yes** to delete the definition or **No** to return to the Field Definitions screen without deleting.

- Press **F** to return to the **Field ID** field at the top of the screen.

- Press **S** to sort the file list in alphabetical order. This command is useful if you have added new files to the end of the list.

5. Use the **Proceed** (**OK**) command to save your changes and return to the menu.

Adding or Editing a File

To add a file that includes the selected field ID to a field definition, press **A** in the scrolling region on the Field Definitions screen. To edit the selected file within a field definition, press **Enter**. The Add or Edit Screen Entry screen appears.

Enter or edit information about the file in the fields:

- Enter the **File Name** and Description of the file that contains the field. If the file is company-specific, add a lowercase **x** to the end of the file name.

- If this field contains numeric values, select the **Numeric Field?** check box (or enter **Y** in text mode); if not, clear the box (or enter **N**).

- Enter the **Field Number** where the field is located within this file.

- If this is not a numeric field, enter the starting position within the specified field number where this field begins in the **Field Start** field.

- If this is not a numeric field, enter the total number of characters that this field uses in the **Field Length** field.

- If this field occurs only in certain records within the file, select the **Record Test?** check box (or enter **Y** in text mode) to perform a test of each record to see if the record is of the proper type. If the field occurs in all records in the file, clear the box (or enter **N**).

  If you choose to perform a record test, enter the data required to identify a record within the file that contains this field in the **Numeric Field?**, **Field Number**, **Field Start**, and **Field Length** boxes located in the bottom half of the screen. These fields are only available after you select the **Record Test?** check box.

  In the **Operand** field, enter the comparison operator that is performed to test the record. You can enter these operators:

  - Enter **=** to test whether the field is equal to the test value.
  - Enter **<** to test whether the field is less than the test value.
  - Enter **>** to test whether the field is greater than the test value.
  - Enter **<>** to test whether the field is not equal to the test value.

  In the **Field Length** field, enter the comparison value for the record test.

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

System Messages

System messages are messages that appear while you use OSAS that help you determine the proper steps to correctly use the application and function in which the message appeared. These messages can remind you which fields are required, that a field has an incorrect value, or that you've made a change that may impact other areas.

Use the **System Messages** function to view or change the system messages that appear for specific applications.

Note: Use **extreme** caution when editing system messages. System messages are positional, meaning that the system locates and uses the appropriate message at the proper time based on its position. Do not change a message's position or content unless you are sure of what must be done. If changed, you may not be able to correctly operate that application. Only experienced personnel should have access to this function.

To work with system messages, select **System Messages** from the **System File Utilities** menu. The System Messages screen appears.

Inquiry
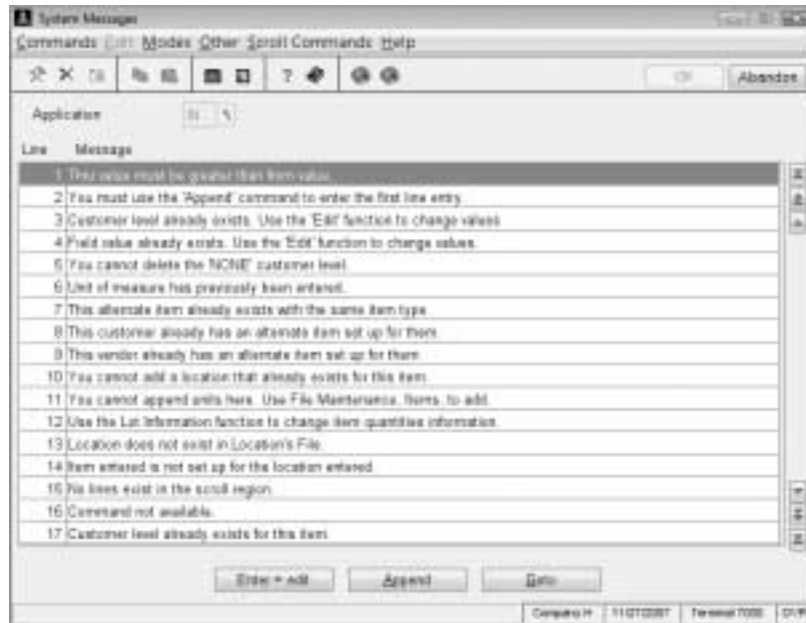
Select the **Application** for which you want to view, edit, or add messages. Line numbers and messages for that application appear. If no messages are set up, the System Message screen appears where you can enter a new message.

Use the commands to work with messages:

- Press **Enter** to edit the selected message. When the System Message screen appears, edit the message text and use the **Proceed** (**OK**) command to save your changes and return to the System Messages screen.

- Press **A** to add a message to the end of the list. When the System Message screen appears, enter the message text and use the **Proceed** (**OK**) command to save your changes and return to the System Messages screen.

- Press **G** to go to a specific message. This command is available only if there is more than one screen of messages.

File Lists

Laser Label Setup List

The Laser Label Setup List shows the label definitions created in the Laser Label Setup function (page 7-3).

Menu List

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

Application Information List

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

```
05/22/2007                     Builders Supply                    Page    1
2:17 PM                    Application Information List

ID   Information
--------------------------------------------------------------------------------
AP   Description         : Accounts Payable
     Base Application    :
     Version             : 6.51
     Installed           : YES
     Install Date        : 09/09/2003
     Program Directory   : D:/OSAS/651/progAP/
     Last Maintenance Dat: Nonex


AR   Description         : Accounts Receivable
     Base Application    :
     Version             : 6.51
     Installed           : YES
     Install Date        : 09/09/2003
     Program Directory   : D:/OSAS/651/progAR/
     Last Maintenance Dat: Nonex


BK   Description         : Bills of Materials/Kitting
     Base Application    :
     Version             : 6.51
     Installed           : YES
     Install Date        : 12/05/2003
     Program Directory   : D:/OSAS/651/progBK/
     Last Maintenance Dat: 05/12/2006
```

Help Screens List

The Help Screens List shows the contents of an application's help file. Use this list to plan changes to the help content or as a record of the changes you made.

```
05/22/2007                                    Builders Supply                                    Page    1
2:18 PM                                      Help Screens List

------------------------------------------- Accounts Payable -------------------------------------
Help ID            Field Name           Help Text
--------------------------------------------------------------------------------------------------

AP01      000000  {Information Inquiry}
                                        Use the functions on the Information Inquiry menu to view your
                                        AP data without changing it.  You can view information about
                                        your vendors and their open invoices, summary (or periodic)
                                        history, and detailed purchase history.

AP02      000000  {Daily Work}
                                        Use the functions of the Daily Work menu to enter invoices and
                                        debit memos for purchased and returned items.  Also you can copy
                                        recurring entries that you have set up into live transactions.

AP03      000000  {Management Reports}
                                        The functions on the Management Reports menu allow you to print
                                        open invoices, cash flow statements, vendor analysis, 1099
                                        forms, and aged trial balances.

AP04      000000  {Pay Invoices}
                                        The functions on the Pay Invoices menu allow you to change open
                                        invoice status for vendors, hold or release invoices for
                                        vendors, prepare checks, select which invoices you want to pay
                                        for each vendor, print checks, and void posted checks.

AP05      000000  {File Maintenance}
                                        The functions in File Maintenance will allow you to change
                                        vendor information, set up recurring entries, change terms and
                                        distribution codes, change tables, perform periodic maintenance,
                                        and to purge vendor comments.
```

Inquiry Window Definitions List

The Inquiry Window Definitions List shows the inquiry windows on your system and the information they contain.

```
05/22/2007                              Builders Supply                                  Page    1
2:18 PM                          Inquiry Window Definitions List

Accounts Payable


          Topic File File   Key  Starting Size    Inclusion   Exclusion  Add                      Print
Window ID  No.   No.  Name   No.  Col Row  Col Row  Begin Len   Begin Len  Routine    Data Names      @ Col
-----------------------------------------------------------------------------------------------------------

APACACW1    0    0   APDCx   0   15  5   38  10    0   0     0    0       *    Code               2
                                                                               Description        6
Window Title:  Distribution Codes
Column Headings:  Code Description
                                                                               NOTE: *=Returned Field

APACB W1    0    0   APBTx   0   10  5   54  10    0   0     1    6       *    Batch Number       2
                                                                               Description        9
Window Title:  Batch Number Inquiry                                            Lock Flag         35
Column Headings:   Batch  Description            Lock Pch Deb Stat           Purchases Jrnl Statu  42
                                                                               Misc Debt Jrnl Statu  46
                                                                               Status            50


                                                                               NOTE: *=Returned Field

APACDCW1    0    0   APDCx   0   10  5   38  10    0   0     0    0       *    Distribution Code   2
                                                                               Description        6
Window Title:  Distribution Codes
Column Headings:  Code Description
                                                                               NOTE: *=Returned Field

APACSCW2    0   23   GLMAx   0   20  10  48  12    1   3     0    0       *    GL ACCT NO          2
                                                                               GL ACCT DESC       15
Window Title:  General Ledger Inquiry
Column Headings:   GL Account   Description
                                                                               NOTE: *=Returned Field
```

Global Inquiry Definitions List

The Global Inquiry Definitions List provides information about each Global Inquiry window. This information is valuable if you are setting up windows and want a list of windows that have already been established.

```
05/22/2007                               Builders Supply                                     Page    1
2:19 PM                               Global Inquiry Window List
------------------------------------------------------------------------------------------------------

                                      Inventory Purchase History

                                         General Information
                                         -------------------

Window    File   File  Topic No of Key    Key   Inclusion   Exclusion
  ID      Name    No    No   Flds  No     Len   Begin Len   Begin Len   Search Label   Search Pos  Search Len
------------------------------------------------------------------------------------------------------

APHI1    APHIx   008   202   018  001    026    01   20


                                           Summary Fields
                                           --------------


   Name/Formula              Type Description     Mask      Fld  Strt Len Row/Col Xref       Fld  Strt  Len
------------------------------------------------------------------------------------------------------


1. ITEM ID                    1  Item ID                    003  001  020 01/05
2. INLD;LAST PUR DATE         3  Last Purch Date            003  001  026 01/52  INLDx      027        000
3. TEMP;DESCRIPTION           1  Description                004  001  035 02/01
4. INLD;LAST PUR RTN          3  Last Purch Rtn             003  001  026 02/53  INLDx      029        000

                                             Data Fields
                                             -----------


   Name/Formula              Type        Mask        Fld  Strt Len  Col  Xref       Fld  Strt  Len
------------------------------------------------------------------------------------------------------


1. VEND ID                    1                       002  001  006  01
2. SHORT NAME                 1                       010  001  021  08
3. INVOICE NO                 1                       002  007  008  30
4. INVOICE DATE               3                       011            39
5. TEMP;QTY PURCH             2          #####0.0-    006       006  48
6. TEMP;EXT PRICE             2          #####0.00-   008       007  63
```

Global Inquiry Audit Report

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

```
10:54 AM                        Builders Supply                   Page    1
05/22/2007              Global Inquiry Window Audit Report


Window ID      Link No.      Link ID        Anomaly

APHI5                                       Unreferenced Window
ARCU0AR                                     Unreferenced Window
ARCU3HS                                     Unreferenced Window
ARHI1A                                      Unreferenced Window
ARHI7                                       Unreferenced Window
ARIN0NEW                                    Unreferenced Window
ARSR0                                       Unreferenced Window
GLCOMP                                      Unreferenced Window
GLJRN1P1                                    Unreferenced Window
GLJRN1P2                                    Unreferenced Window
GLJRN1P3                                    Unreferenced Window
GLJRN1P4                                    Unreferenced Window
GLJRN1P5                                    Unreferenced Window
GLJRN1P6                                    Unreferenced Window
GLJRN1P7                                    Unreferenced Window
GLJRN1P8                                    Unreferenced Window
GLJRN1P9                                    Unreferenced Window
GLJRN1PA                                    Unreferenced Window
GLJRN1PB                                    Unreferenced Window
GLJRN1PC                                    Unreferenced Window
GLJRN1PD                                    Unreferenced Window
JOBS0M                                      Unreferenced Window
JOHI1LAB                                    Unreferenced Window
JOHI1MAT                                    Unreferenced Window
JOHI1MIS                                    Unreferenced Window
JOHI1OVH                                    Unreferenced Window
End of Report
```

Country Codes List

The Country Codes List shows the country codes that are on your system and their associated names.

```
05/22/2007                    Builders Supply                    Page    1
2:19 PM                     Country Codes List
                              By Country Code

Code            Country Name
--------------------------------------------------------------------------------

AE              U.A.E.
AG              ANTIGUA
AI              ANGUILLA
AN              NL. ANTILLES
AO              ANGOLA
AR              ARGENTINA
AT              AUSTRIA
AU              AUSTRALIA
AW              ARUBA
BB              BARBADOS
BD              BANGLADESH
BE              BELGIUM
BF              BURKINO FASO
BG              BULGARIA
BH              BAHRAIN
BI              BURUNDI
BJ              BENIN
BM              BERMUDA
BO              BOLIVIA
BR              BRAZIL
BS              BAHAMAS
BW              BOTSWANA
BZ              BELIZE
CA              CANADA
CF              CENT AFR REP
```

Field Definitions List

Use the Field Definitions List to view field ID codes and their definitions. The field codes control how fields are changed when you use the **Change Fields** function.

```
05/22/2007                        Builders Supply                          Page    1
2:21 PM                            Field List

Field ID       Description             Master File    File Description
    File Name  File Description                    Field Number  Field Start  Field Length
------------------------------------------------------------------------------------------

AP BATCH ID     AP Batch ID             APBTx          AP Batch Control File
    APCTx       AP Transaction Control File            3             1             6
    APLSx       AP Lot/Serialized File                 1             1             6
    APTDx       Transaction Detail File                1             1             6
    APTHx       Transaction Headers                    1             1             6
    INHIx       IN Detail History                     11             1             6
    POCTx       Control File, Control Record            3             1             6
    POLIx       Lot/Serial Invoiced File               1             1             6
    POLRx       Lot/Serial Received File               1             1             6
    POLSx       Lot/Serial File                        1             1             6
    POOHx       Open Order Header File                 1             1             6
    POORx       Open Order Detail File                 1             1             6
    POPOx       Restart FIle                           2             1             6
    PORGx       Goods Received File                    1             1             6
    PORIx       Invoiced Received File                 1             1             6
    PORTx       Invoice Totals File                    1             1             6
```

Error Log

When OSAS encounters an unexpected error, details about the error are written to a log file (**OSERx**). Information recorded about each error includes the application and workstation ID, date, time, error number, line number, program in which the error occurred, and line listing. Print the Error Log to view the errors you encountered, if any, while using the software.

```
05/22/2007                      Builders Supply                      Page    1
10:46 AM                          Error Log


Application:   AP

Workstation:   T000     Date: 04/24/2007          Time: 11:55 AM

Error Number:  47  Substring Out of Range

Program Name:  APCJPEX1

Error Message: BASIC ERROR = 47   LINE = 1050   PROGRAM = APCJPEX1

Line Listing:  1050 IF (S1=1 OR S1=3) AND V9$(5,1)="Y" THEN GOSUB 2000; REM
                 "GENERAL LIABILITY INSURANCE VE7$(5,1)



Application:   AP

Workstation:   T000     Date: 05/18/2007          Time: 9:07 AM

Error Number:  42  Nonexistent Numeric Subscript

Program Name:  APCJACT

Error Message: BASIC ERROR = 42   LINE = 3210   PROGRAM = APCJACT

Line Listing:  3210 IF GUI=0 THEN PRINT 'CF' ELSE LET LN[0]=-1,GUI_ID=7000;
                 GOSUB GENLINE; GOSUB DISABLE_FIELDS
```

Section II

Resource Manager Guide

Executive Information Summary

CHAPTER 8

8

Executive Information Summary

Executive Information Summary (EIS) is a powerful tools that consolidates data from several OSAS applications and displays that information on a digital dashboard. This tool gives managers and executives the big picture in one glance—the dashboards quickly summarize top producers, important company statistics and requirements, and key Accounts Payable or Accounts Receivable information to provide snapshots of the company's position and aid in deeper analysis.

Several dashboards are already built in to OSAS to give you instant access to the information you need to make the best decision for your business. You can modify these existing dashboards as necessary or create one from scratch to fill a unique need. See "Executive Information Summary" on page 13-1 for more information on existing OSAS dashboards.

The **Executive Information Summary** menu houses the functions and commands you use to modify or create dashboards:

• Use the **EIS Dashboard Display** command to open any OSAS dashboard.

• The **EIS – Reports** submenu contains reports that list all information about a dashboard and any historical information.

- The **EIS – Periodic Maintenance** submenu contains the functions you need to recalculate the data on all dashboards or purge dashboard history.

- The **EIS – File Maintenance** submenu houses the functions you use to create a dashboard from scratch or to modify an existing one.

- The **EIS – Master File Lists** submenu contains the reports that list master dashboard information. Use these lists as a reference for the fields, functions, and setups you need to use to build your custom dashboards.

Working with Dashboards

You can use the built-in dashboards as they are or you can modify them to fit your unique needs. You can also create new dashboards from scratch. You build dashboards using fields, setups, and functions.

- **Fields** are the building blocks of dashboards. They display information pulled from your OSAS data or calculated in functions. The information that appears in a field is defined by setups and functions.

  Refer to page 9-3 for more information on fields and how to use them.

- **Setups** define the range of data that is used in a function and that appears in a field. For example, you use setups to control the range of company, customer, or vendor information that is used in a function and that appears in a field.

  Refer to page 9-11 for more information on setups and how to use them.

- **Functions** retrieve data from OSAS data files based on the range defined in the setup definitions assigned to the function, process that data, then display the data or the results in a field as directed by field definitions.

  Refer to page 9-17 for more information on functions and how to use them.

A number of fields, setups, and functions are pre-defined in OSAS for your use. By combining the existing fields with different setups and functions, you can access and display nearly any information. You can also create or modify fields and setups, if necessary.

Because functions are essentially programs that run within the OSAS environment, you cannot create new ones without specialized programming knowledge. However, the pre-defined functions available in OSAS are designed to address a wide variety of needs. Research the functions carefully; you'll likely find that one returns the values you need. If you would like to build your own functions, see page 9-21 for tips on how to get started.

Types of Dashboards

EIS dashboards are available in both graphical and text mode. However, each mode requires a separate file for the dashboard; OSAS cannot access one dashboard file for both graphical and text mode. Dashboard files are stored with your data files and carry extensions of **.SCR** (for text dashboards) or **.GUI** (for graphical dashboards).

This has implications for the creation and modification of dashboards: if you want a change to be available in both modes, you need to make that change to both the text and graphical dashboard (or change the text dashboard, save it, then convert it to a graphical dashboard). If you work primarily in one mode, you can simply create or modify dashboards for that mode only.

Creating Graphical Dashboards from Text Dashboards

OSAS includes a utility that creates a graphical dashboard file from a text one so that it is available in both modes. However, you cannot create a text dashboard from a graphical one. Follow these steps to use this utility:

1. Make backup copies of your EIS dashboards (especially the one you are converting).

2. Select **Call a PRO/5 Program** from the **Other Commands** menu.

3. When the Call a PRO/5 Program screen appears, enter **EIS2GUI.PUB** in the **Program** field and use the **Proceed** (**OK**) command to continue.

4. When the Convert Character EIS Screens to GUI Screens screen appears, enter the text dashboard you want to convert and use the **Proceed** (**OK**) command to continue.

    The system creates a graphical dashboard file from the text dashboard and saves it with an extension of .GUI. The original text dashboard file (extension .SCR) is retained)

5. When the utility completes the conversion, the system prompts you to use the **Exit** (**F7**) command to return to the menu. Switch to graphical mode (if necessary) and access your graphical dashboard to verify the conversion.

Planning Dashboard Changes

Before you create or modify a dashboard, take the time to carefully plan and research the fields you will need, the values this fields display, and the functions and setups that return the values you want. In your planning, address these issues:

- What purpose does the dashboard serve? What do you want to use it for?

- How should the dashboard look? Can you modify an existing dashboard (and save yourself some work) or do you need to start from scratch?

- Where is the information coming from? Are you consolidating information from several applications? What information do you need?

- What types of data are already available to you in current field, setup, and function definitions? Do you need to modify any fields or setups to get the information you need?

- Do you consider this data to be sensitive information? Should you use access codes to limit access to field information to only approved personnel?

After you've determined how the dashboard should look and what information it should include, follow these steps to create your new dashboard:

1. **Research**.

   Use the functions on the **EIS – Master File Lists** menu (page 12-1) to print detailed lists of master field, setup, and function information so that you can research the information you need and the items you need to change.

   Look at the dashboards included with OSAS to determine whether you can modify an existing dashboard instead of starting from scratch to save time.

2. Create or modify the **dashboard elements** you need.

   Use the functions on the **EIS – File Maintenance** menu (page 9-1) to modify or create as many of the field and setup definitions as possible for the dashboard. You can return to a field or setup definition as you modify the dashboard later, if necessary, to create or modify a definition you may have missed.

3. Begin your **dashboard modifications**.

    Use the **Dashboard Editor** function (page 9-29) to create the new dashboard. This function contains the commands you need to load and save dashboards as well as add and change the fields they contain.

4. **Save** the new dashboard.

    If you modified an existing dashboard, save the new dashboard with a different name to preserve the original for future use.

5. **Consider the modes** you use in OSAS.

    If you primarily use only one mode in OSAS, you can simply modify the dashboard for that mode. If you use both modes, however, you need to either change the text dashboard and then convert it (see page 8-4) or make your changes to both the text and graphical dashboards.

6. **Limit access to fields**, if necessary.

    If any fields contain sensitive information to which you need to limit employee access, you can assign the OSAS access codes you already use to EIS fields and commands. When an employee does not have access to a field, a string of Xs appears as that field's value. See "EIS Access Codes" on page 9-25 for more information.

Common Ratios

Financial ratios are indications of the business's performance. They demonstrate liquidity, solvency, and profitability:

•   Liquidity indicates the ability to pay bills as they fall due.

•   Solvency indicates the ability to pay off all obligations if you would sell out.

•   Profitability is a simple term, but it can be misleading. You can make a profit from earnings generated in your normal course of business or from actions that you cannot expect to repeat (such as the sale of irreplaceable assets).

The goal is to establish ratios that show whether the profits you receive are being maximized or whether other investments could yield a better return with less risk. With good ratios, you can identify adjustments needed to survive financially in difficult times and to succeed when your business is on good economic ground. You can produce the following ratios in EIS:

Working capital is a measure of the liquid assets at your disposal, expressed as the difference between your current assets and current liabilities. For example, a working capital of $50,000 is negligible if your current asset base is $10,000,000. A 0.5 percent drop in your current assets wipes out your working capital. If your current asset base is only $100,000 and your working assets $50,000, your working capital is high.

Current ratio is a measure of your ability to meet current liabilities as they fall due. It is expressed as the amount of working capital divided by the amount of liability. If your ratio is too low, you lack liquidity. If it is too high, you may not be getting the best return available.

Quick ratio is a measure of your ability to pay bills without relying on reducing inventories through sales. It is expressed as financial assets that can be readily turned to cash divided by current liabilities.

Days' receivables is the average number of days it takes you to collect receipts once you have issued the bill.

Number of inventory turns is the number of times in a year your inventory turns over. For example, if you have $100,000 of product in inventory, the number 6 means that you sold $600,000 of product during the year.

Debt to equity ratio is a measure of your business's basic financial strength, expressed as the amount of liabilities divided by the amount of equity.

Debt to asset ratio is the amount you owe divided by the amount of assets your business employs.

Return on equity is expressed as net income divided by net worth.

Return on assets (ROA) is the return on assets employed, expressed as the profit minus the amount invested in assets.

Return on investment (ROI) is the return on the investment you have in your company, expressed as the profit minus the amount invested in assets and equity.

EIS Dashboard Display

Use the **EIS Dashboard Display** function to view any of the dashboards available in OSAS. When you enter the function, the dashboard selected in the **Preferences** function (page 4-7) appears, but you can use the commands to open a different dashboard.

Select **EIS Dashboard Display** from the **Executive Information Summary** menu to open a dashboard.

EIS Functions menu

Field

Text Field
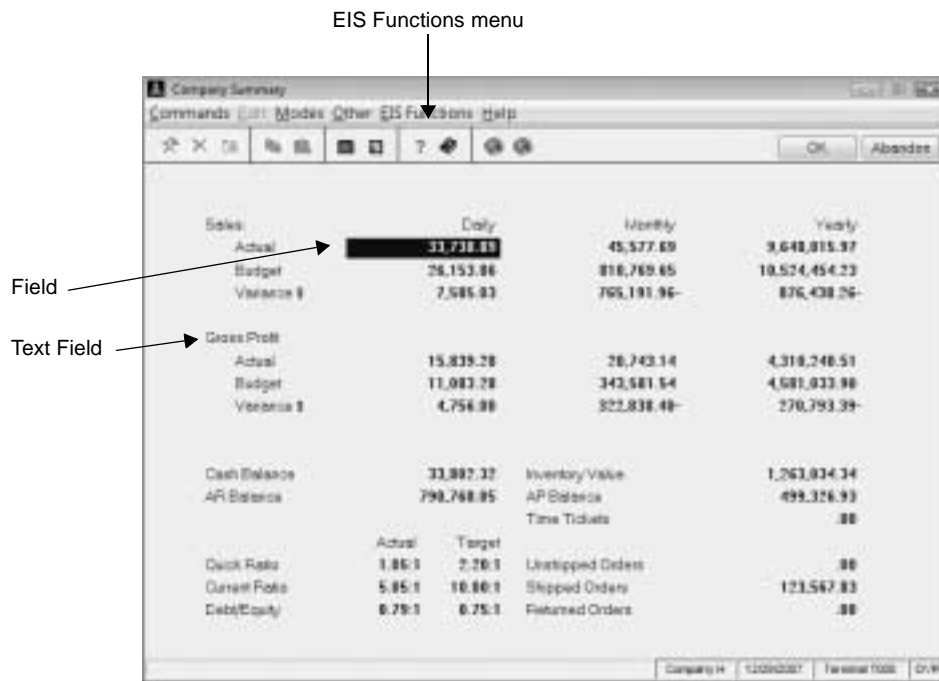
Use the commands to move around the screen, update and recalculate the field values, view more information about a field (such as when it was last recalculated), or open a different dashboard.

In graphical mode, access a command either from the **EIS Functions** menu or by right-clicking on the screen and selecting the command from the menu that appears. In text mode, access the command by pressing the highlighted key. Some commands are available only within certain fields.

- Select **Update** or press **U** to update and refresh field information when you're working on a network where others might have changed field data.

- Select **Recalc** or press **R** to recalculate only the selected field so that you have the latest information.

- Select **Global** or press **G** to recalculate all the dashboard's fields for the latest information. When the verification message appears, select **Yes** to refresh all the fields or **No** to return to the dashboard without changing information.

- Select **Setup** or press **S** to view or change the selected field's setup definition. The Setup screen appears. See "Setup Definitions" on page 9-11 for more information.

- Select **Field** or press **F** to view or change the selected field's definition. The Field Definitions screen appears. See "EIS Field Definitions" on page 9-3.

- Select **View** or press **V** to view the selected field's **Field ID** and **Description**, the date it was last updated, and its status.

- Select **Edit** or press **E** to use the Dashboard Editor to modify the current dashboard. The Dashboard Editor screen for the current dashboard appears. See "Dashboard Editor" on page 9-29 for more information.

- Select **Load** or press **L** to load and open a different dashboard, then select the dashboard you want to open.

- Select **History** or press **H** to view the dashboard using saved field history from a different date. This command is not available if the **Keep value files history for EIS?** option is set to **NO** in the Resource Manager **Options and Interfaces** function (page 3-25).

You can use access codes to limit access to EIS dashboard commands. See "EIS Access Codes" on page 9-25 for more information.

CHAPTER 9

9

EIS – File Maintenance

Use the functions on the **EIS – File Maintenance** submenu to modify field, setup, and function definitions as needed to calculate or display the information that you want to appear on a dashboard.

You can also control access to dashboards and even individual fields they contain via the **Access Codes** function. This function applies the access codes you already use in OSAS to dashboards and the fields they contain.

Use the **Dashboard Editor** function to open a fresh, blank dashboard. You can use it to create a new dashboard from scratch or open an existing dashboard for editing. This function contains the **File** and **Edit** commands you need to modify and save dashboards.

EIS Field Definitions

Fields are the building blocks of dashboards: they display data pulled or calculated from your OSAS data and allow you to consolidate data from several OSAS applications on one dashboard to provide a quick, "big picture" view of company information.

Use the **EIS Field Definitions** function to create or modify existing fields, change their description or the mask they use to display numerical values, and edit the functions and setup definitions assigned to them.

Functions and Setups
The information that appears in fields is defined by functions and setups. Functions process OSAS data and return one or more values based on the range of data defined in a setup definition. When you create or edit a field, you assign to it the functions that return the data you want to appear in the field and the setups that define the range of data used in the function to return data. For example, you can set up a field to display the total dollar amount of sales for all sales representatives (as returned by a function) in one company (as governed by a setup range).

A number of functions and setups are built in to OSAS for your use in defining fields. However, if you want to define a new field based on new functions and setups, you must set up these functions and setups before you can use them in a new field definition.

Formulas
If a field consolidates information from more than one application, you may need to define a mathematical formula to calculate the field's value from those returned by the functions and setups assigned to the field. For example, imagine a field that displays the total number of transactions entered in Sales Order, Purchase Order, and Payroll. To define this field, you would enter the functions that return the total number of transactions from SO, PO, and PA, assign setups to those functions to return the correct range of data (all transactions for company H, for example), then enter a math formula that totals the values that are returned. When you view this field on the dashboard, OSAS uses all the information in the field definition to display the total transactions correctly. See "Working with Formulas" on page 9-7 for more information on using math formulas.

Follow these steps to work with a field definition:

1. Select **EIS Field Definitions** from the **EIS – File Maintenance** submenu. The EIS Field Definitions screen appears.

Inquiry

2. Enter the **Field ID** you want to view or edit, or enter a new field ID.

Inquiry

3. If you entered a new setup ID, the **Copy From** field appears. Enter the setup from which to copy information or leave the field blank.

4. If you entered an existing field ID, edit the **Description** and **Display Mask** that appear, if necessary. If you entered a new field ID, enter its description and the mask it should use to display numerical values. Enter a negative sign at the end of the mask if negative values can be created and displayed.

5. The functions and the corresponding setup IDs assigned to the field appear in the scrolling region. Use the commands to work with these IDs:

- Press **Enter** to edit the selected function and setup ID. The Edit Fields screen appears. See "Adding or Editing Function and Setup IDs" on page 9-5 for more information.

- Press **A** to add a new function and setup ID to the end of the list. The Append Fields screen appears. See "Adding or Editing Function and Setup IDs" on page 9-5 for more information.

- Press **H** to return to the **Description** field to edit the field's description.

- Press **M** to add, view, or edit the math formula used to calculate the value that appears in the field from the values returned by the functions and setups assigned to the field. See "Working with Formulas" on page 9-7 for more information.

Adding or Editing Function and Setup IDs

To add a function and setup ID line to the end of the list on the EIS Field Definitions screen, press **A**. To edit a function and setup ID line, select the line to edit and press **Enter**. The Append or Edit Fields screen appears. Other than the title, these screens are identical. The Edit Fields screen is shown below.
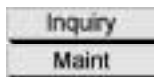
Select the **Function ID** that returns the values you want to use, then select the **Setup ID** that defines the range of data used by the function to return values.

In the example above, the SOORDERS function returns several values, including the total values and counts of orders entered in Sales Order, a grand total and count of these orders, and associated costs that accompany them. The function uses the range of companies defined in the COMP setup ID to return only values based on that range.

Because a field can display only one value (a grand total, for example), you need to use a math formula to specify or calculate the final value to display in the field from those you collected with functions and setups. See "Working with Formulas" on page 9-7 for more information on formulas.

Fields are powerful because they can consolidate data from several OSAS applications. For example, you might want to combine the information gathered from the SOORDERS function and COMP setup on the previous page with another function and setup that returns values and counts for transactions entered in Accounts Receivable for the same company. To do this, you would need to add a new line to the field definition and enter the AR function and corresponding setup ID. You could then use this information in a formula to calculate the total number of orders entered in SO and AR for a given company.

Working with Formulas

To view or enter the math formula the field uses to calculate and display its final value from those you collected with functions and setups, press **M** on the EIS Field Definitions screen. The Math Formula screen appears and lists the formula used for the field.
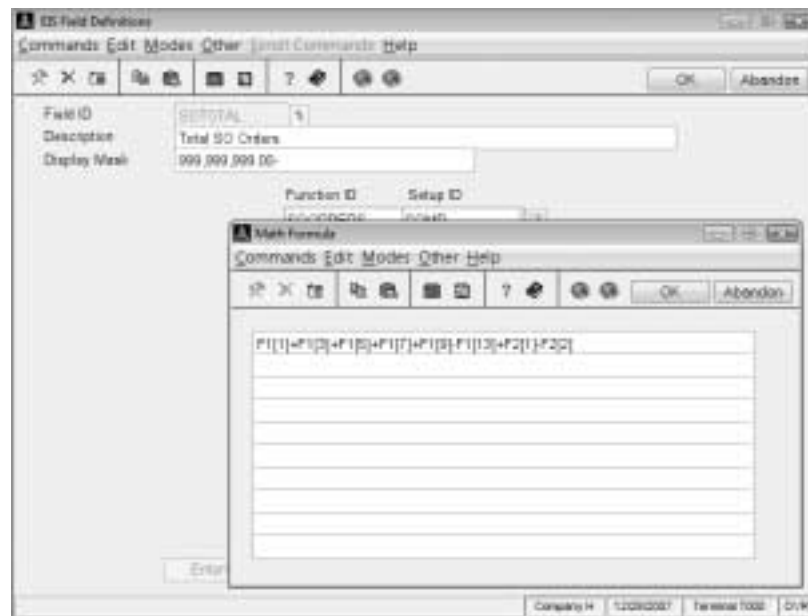
Each **Fx** variable in the formula refers to the functions used to return values in the order in which they appear on the EIS Field Definitions screen. In the sample illustration, **F1** refers to the SOORDERS function while **F2** refers to the ARTRAN function.

The number in brackets behind the function variable (the subnumber) refers to a specific value returned by the function. In the example on the previous page, **F1[1]** refers to the first value returned by the SOORDERS function, which is the total value of new orders entered. To determine which values are returned by what subnumbers within a function, print the Functions List (page 12-7) or use the **Functions** function (page 9-17).

Follow these steps to build a math formula:

1. Research the functions used in the field definition to determine which subnumbers return the values you want to use.

2. Enter the function variables and their subnumbers along with the mathematical operators to use in the calculation in the Math Formula screen.

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

If you have a simple field that displays a value exactly as it is returned by a function, enter only the function variable and subnumber. For example, the pre-defined APHDBMFR field displays only the seventh value (Debit Memos Freight) returned by the APHIDAY function (it does not use that number in any calculations, it merely displays it). In this case, the formula for that field is simply **F1[7]**.

Field Error Codes

If a field displays something other than an numerical value, it may indicate an error. OSAS uses these messages to indicate EIS field errors:

- **XXXXXX** indicates that you did not enter the correct access code for the field. See "EIS Access Codes" on page 9-25 for more information.

- **Error** indicates a problem with the math formula.

- **??????** suggests and error with the setup definition used by the field.

- **!!!!!!** indicates a problem in the field definition.

- **------** indicates an interface issue of some type.

- ********** suggests an error with the mask, either defined or overflow.

Setup Definitions

Setup Definitions define the range of data that is used by a function to return and display values.

Functions return values based on OSAS data. For example, a function might return all sales values in OSAS. You use setup definitions to select the values used in a function so that it returns only those that interest you. You could use the COMP setup definition to limit the values used in a function to only those for a certain company, or you could use the GLSALES setup to limit the values used to only those for a certain range of accounts.

Many of the setups already defined in the system do not specify a range of values to use, meaning that these setups select all values for the given type when they are used with functions. For example, the COMP setup selects only company values when used with a function, but since its **From** and **Thru** values are blank (by default), it selects all values for all companies defined in OSAS. You can modify the setup definitions to enter a specific range to use.

You can enter ranges for setup definitions in two ways:

1. Enter values directly into the setup definition. For example, enter **H** in both the **From** and **Thru** values for the COMP setup to return values only for company H.

    Since this change applies instantly to the definitions already set up in the system, this method is the fastest way to customize existing dashboards to display information for a specific range (for a company or a range of companies, for example). However, when you want to view information for a different range, you need to change the setup definition again.

    Use this method if you primarily use the dashboards as they are defined and want to quickly view information for different data ranges. For example, you can modify a setup to specify company A, view the dashboard for company A, modify the setup again to specify company B, and then view the dashboard for only company B's information, and so on.

2.   Create a new setup definition (perhaps copied from an existing one to save time) and enter the **From** and **Thru** values you want to use, then pair that setup with functions and field definitions to display the values you want.

This method gives you the most flexibility when creating and modifying dashboards because you can create setup definitions for each range you use. For example, you could create the COMPA setup to display only information from company A, the COMPAB setup to display information from both companies A and B, and so on.

However, this method can also be time-consuming. When you create a new setup to use with a specific dashboard, you also need to modify all the field definitions on a dashboard to use the new setup, which takes time.

Use this method if you plan to customize several dashboards and add them to the menu. For example, you could have a set of dashboards for company A, a different set for company B, and then add each set to the menu for quick access later without the need for extra modification.

Follow these steps to work with setup definitions:

1. Select **Setup Definitions** from the **EIS – File Maintenance** submenu. The Setup Definitions screen appears.

Inquiry

2. Select the **Setup ID** to work with, or enter a new one. If you enter an existing setup ID, its **Function ID** and **Description** appear.

Inquiry

3. If you entered a new setup ID, the **Copy From** field appears. Enter the setup from which to copy information or leave the field blank.

Inquiry

4. Enter the **Function ID** and **Description**.

    The function ID you enter limits the types of data ranges that are available for the setup definition; data range setup types are defined within functions. See "Working with Setup Data Types" on page 9-20 for more information on data types within functions.

5. The data types and ranges for the setup definition appear in the scrolling region. Use the commands to work with these types:

   • Press **Enter** to edit the selected data type and range. The Edit Types screen appears. See "Adding or Editing Data Ranges" below for more information.

   • Press **A** to add a new data type and range to the end of the list. You can only add data types that are defined in the function ID selected in step 4 to the setup definition. The Append Types screen appears. See "Adding or Editing Data Ranges" below for more information.

   • Press **D** to return to the **Description** field to enter or edit the setup's description. You can also change the function ID applied to the setup definition with this command.

Adding or Editing Data Ranges

To add a new range for a data type within a setup definition, press **A** on the Setup screen. To edit a range for the selected data type within a setup definition, press **Enter**. The Append or Edit Types screen appears. Other than the title, these screens are identical. The Edit Types screen is shown below.
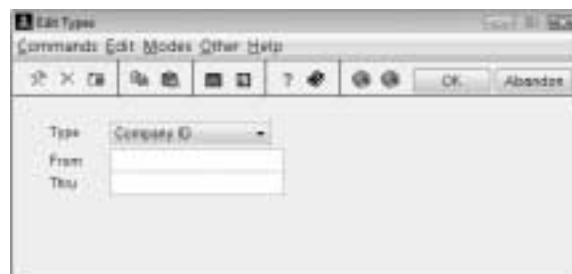
Depending on the function ID associated with this setup definition, you can add or edit data ranges for these data types:

• company ID
• location ID
• item ID
• GL accounts

- account types
- bank accounts

The data types that are available for a setup definition are pulled from the function ID assigned to the setup. If the type of information you wish to specify is not available (meaning that the function you are using does not allow that data type), associate a different function ID with the setup definition so that you can select the correct type of information for the setup definition.

Entering Data Ranges

To enter a range for the selected data type, enter the values to use in the **From** and **Thru** fields, then use the **Proceed** (**OK**) command to save your changes and return to the Setup screen. To select information from only one piece of data (for only one company, for example), enter the same value in both the **From** and **Thru** fields. When this setup definition is used in a function for a field, only data that corresponds to the ranges you entered is used.

Using Multiple Data Ranges

You can assign more than one range of values for the same setup type in the setup definition. For example, to set up a data range for the company ID type that includes companies A through F, then K through M, follow these steps:

1. If the **Company ID** type is not already present in the setup definition, press **A** to add it to a new line in the setup. If the company ID type is not available, you may need to change the function ID assigned to the setup.

   If the company ID type is already present, press **Enter** to edit that type line.

2. Enter **A** in the **From** field and **F** in the **Thru** field on the Add/Edit Types screen to set up the first data range of companies. Use the **Proceed** (**OK**) command to save your changes and return to the Setup screen.

3. Press **Add** to add a second type line to the setup definition. When the Add Types screen appears, select **Company ID** as the type, then enter **K** in the **From** field and **M** in the **Thru** field to set up the second range.

4. Continue adding lines as needed to define all the ranges you want to use in the setup definition.

Use this method if you want to select two non-contiguous pieces of data to be used in a function. For example, to select two non-continuous accounts, enter two ranges: one only for the first account and another only for the second account.

Function Definitions

A function is a small program that processes data from a data file and returns one or more values. You can display the values the function returns directly in fields, or you can use a math formula to manipulate the values returned and display those results in fields.

Use the **Function Definitions** function to change a function's definition or edit the setup data types associated with the function ID. In addition, you must use the **Functions** function to define any new functions you create before they are available for use within OSAS.

Because functions are small software programs, you cannot create new ones without specialized Business BASIC programming knowledge. However, the pre-defined functions included with OSAS are designed to return nearly any value you can imagine. In addition, you can use the values returned by a function in mathematical formulas to calculate any other values you might need. If you do want to program your own functions, see page 9-21 for tips on getting started.

Setup Data Types

Functions use setup data types to pull a specific range of data from data files for use within the function. These data types ensure that the values returned by the function are meaningful: for example, a function can use data types to return all product amounts for a specific warehouse or location. Data types used by the function are defined within the function itself (see page 9-20) and you specify the range to use within a setup definition (see "Setup Definitions" on page 9-11).

Return Value Subnumbers

Descriptions of the values that are returned by a function appear in the scrolling region on the Functions screen. Each line in the scrolling region is numbered, as noted in the running total at the bottom right corner of the screen. You can use these "subnumbers" in field definitions to specify that their corresponding values (as returned by the function) should appear in a field or be used in a mathematical formula. See "Working with Formulas" on page 9-7 for more information.

Print the Functions master list (see page 12-7) for a complete list of the functions defined in OSAS, the setup data types they use, and the values they return for subnumbers.

Follow these steps to work with function definitions:

1. Select **Function Definitions** from the **EIS – File Maintenance** submenu. The Functions screen appears.

2. Enter the **Function ID** to add or edit.

3. If you enter a new function ID, the **Copy From** field appears. Enter the function from which to copy information.

    If you enter a new function ID without first creating the function program, the **WARNING: Function program "XXXX.FNC" not found** message appears. Defining the function here is not enough to enable it to work within OSAS; you must also create the function program that processes data.

    OSAS searches for function programs based on the ID you enter in step 2, but you can define the function here first and then create the program and save it with the appropriate ID in the **\progRM** directory later.

4. Enter or edit the function's **Description**.

5. The type of data (numeric or alphanumeric) returned by the function and its description appears in the scrolling region. Use the commands to work with these returned value types:

    •   Press **Enter** to edit the selected line. The Edit Functions screen appears. See "Adding or Editing Returned Value Types" for more information.

    •   Press **A** to add a new line. The Append Functions screen appears. See "Adding or Editing Returned Value Types" for more information.

    •   Press **D** to return to the **Description** field.

    •   Press **S** to work with the setup data types the function can use. The Append Setup Types screen appears. See "Working with Setup Data Types" on page 9-20 for more information.

Adding or Editing Returned Value Types

While working with functions, it's important to remember that the **Functions** function merely defines a function for use within OSAS; the actual work and structure is performed by the function program itself. Although you can add or change the type and description of the values a function returns here, this does not change the function. To add any changes you make here, you need to modify the function program itself. Function programs are stored in the **\progRM** directory according to the naming convention of **functionID + .FNC**.

To add a new returned value type to the function definition in OSAS, press **A** on the Functions screen. To edit the selected value type, press **Enter**. The Append or Edit Functions screen appears. Other than the name, these screens are identical.
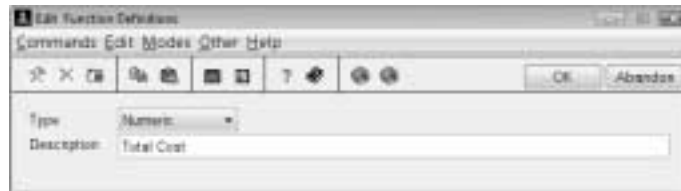
Select the **Type** (**Numeric** or **Alpha**), then enter or edit the **Description** of the value returned. Use the **Proceed** (**OK**) command to save your changes.

Working with Setup Data Types

Setup data types determine the range of data that is pulled from data files and used in a function to return values. Functions return values for a specific set of data: for example, the INVALUE function returns values that pertain to the amount of product you have in inventory. To make this information meaningful, the INVALUE function uses the company ID, location ID, and item number setup types, meaning that you can determine the amount of product you have for a specific company, for a given warehouse, for a range of item numbers, or for some combination of the three.

To specify the setup types that a function uses to pull data from files and return values based on that data, press **S** on the Functions screen. The Append Setup Types screen appears.

Enter or edit the setup type's **Description**. You can use these types in functions:

- Company ID
- Location ID
- Item ID
- GL Account
- Account Type
- Bank Account

Enter the **Length** of the data field or substring used by the function.

Enter any of these values in the **Type** field to restrict the information selected:

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

Use the **Proceed** (**OK**) command to save your changes and return to the Functions screen. After you define the setup types used by the function to return data, use the **Setup** function (page 9-11) to enter the exact range of data to use.

Building Functions

When you define a field in EIS, you must use functions that have already been built or coded. Although the list of functions that EIS provides is extensive, you might want to build your own functions. For example, you might want a field that returns the number of employees from the Payroll application.

To build a function, you must program it in Business BASIC code, then define it for use within OSAS via the **Function Definitions** function. You should know how to read code, use Business BASIC verbs, and make Business BASIC manipulate data and handle files. (If you do not know how to program in Business BASIC but want to create a function, contact your OPEN SYSTEMS Accounting Software reseller.) You also need a copy of the OPEN SYSTEMS Developer Kit for file descriptions and dimension lengths for arrays.

A sample function, GENERIC.FNC, is included with the software. The predefined functions provided with EIS follow the format of GENERIC.FNC; use it as a base for creating new functions. If you are familiar with word processors or spreadsheets, this function is like a template: the format is set, but you must fill in the blanks.

By looking at other functions already coded for specific tasks (for example, ARTRAN.FNC and GLJYTD.FNC), you should be able to create your own functions. You might notice that the line numbers are not necessarily continuous. For example, line 899 is listed after line 699. Do not change line numbers that are not listed; they either are not used or should not need to be modified when you build a function.

Planning the Function

Before you use the GENERIC.FNC function to customize a function, plan the attributes that you want the function to have:

- What do you want the function to do?
- Which values (and how many) do you want the function to return?
- Which files (and applications) does the function need to access?

Consult the file descriptions of the applications involved to answer these questions. Make a backup copy of GENERIC.FNC–or any function–before you modify it.

Modifying GENERIC.FNC

Precoded EIS functions use the following standards:

Lines 200–299 set these variables:

- VALUES = The total number of values returned by the function. A value is anything that the function returns: number, date, code, literal value.

- RTN$ = The ID of the function. It must be 8 characters long. (If it has fewer than 8 characters, pad with spaces.)

Lines 300–399 are used to dimension application-specific variables used in the function (with the DIM verb). Check the IOLists used in the function (in lines 899–989) for arrays.

Lines 400–499 set the following variables:

- FILES = The total number of application files opened for each company.
- FILENAME$[1 - FILES] = Each file name excluding the company ID.

Lines 600–699 are used to check that each application you need for the function is installed. Otherwise, the function returns an error in the EIVAL file.

Lines 899–989 hold the EIS IOLists. Do not change the code unless you really want to modify how EIS works.

Lines 990–999 are used to place the IOLists the function needs from applications other than EIS.

Lines 1000–1399 are used to read through the company ranges in the setup record and place a list of valid companies in the variable CO$. This variable calls lines 5000–5199 to cycle through each company, open its files, and run a particular routine. When the routine is done, the company IDs are cycled through until all the company IDs have been used. The function (lines 4000–4199) then writes its results to the EIVAL file and exits. Do not modify this area.

Lines 2000–3999 hold the code that uses a From/Thru range from the setup file and calculates data from records in that range. For example, if the function is designed to total a range of GL accounts, this section of code would read the GLMAxxx or GLJRxxx file for each From/Thru range given. It would then keep a running total in the array TOT$[VALUES]. Each element in the array can contain different types of totals, BUDGETED, ACTUAL, and so forth. When the From/Thru range has been completed, this section ends and returns to the area of code that gets another From/Thru range.

Lines 4000–4199 are used to write each calculated value received from lines 2000–3999 to the EIVAL file. Each value is placed in the array TOT$[VALUES] during calculation. Do not modify this area.

Lines 4200–4599 are used to return error codes to the EIVAL file when a problem occurs in the function. Do not modify this area.

Lines 5000–5199 are called by lines 1000–1399 to read a setup record of type 1 (company IDs) and add the ID to the variable CO$. It continues adding IDs to CO$ as long as it finds a valid type 1 setup record. Do not modify this area.

Lines 5200–5399 read a setup record for a particular type. The type is specified by the variable TYPE. The last valid record found for this type is stored in the variable SEQ$[TYPE]. This variable is needed to allow the next setup record read to point to the correct starting location for this type. After a setup record is read, the From and Thru values are placed in the variables FR$[TYPE] and TH$[TYPE], respectively. If no more setup records for this type are found, the Boolean variable DONE is set to 1. Do not modify this area.

Lines 9300–9399 hold the GENLOCK (General Record Lock Routine). See the *Development Standards* manual for an explanation of this routine.

EIS Access Codes

If you use access codes throughout OSAS to limit the data that employees can view, you can apply these access codes to EIS commands and fields. When you apply an access code to a field, that field still appears on any dashboards that use it, but a string of Xs appears as the field's value if the employee does not enter the correct access code.

To use access codes with EIS dashboards, the **Keep field level access codes for EIS?** option must be set to **YES** in the **Options and Interfaces** function (page 3-25), and you must have at least one access code already set up for the system. See (page 2-13) for more information on setting up access codes for OSAS.

Keep in mind that this function applies access codes only to EIS commands and fields to control what employees can view. To limit access to the EIS dashboards and functions themselves, use the **Access Codes** function on the **Company Setup** menu (page 2-13).

Follow these steps to apply access codes to EIS dashboards:

1. Select **EIS Access Codes** from the **EIS – File Maintenance** submenu. The Access Codes screen appears.

This code must exist in the **Access Codes** function on the **Company Setup** menu before you can assign it to EIS elements.

Inquiry
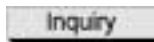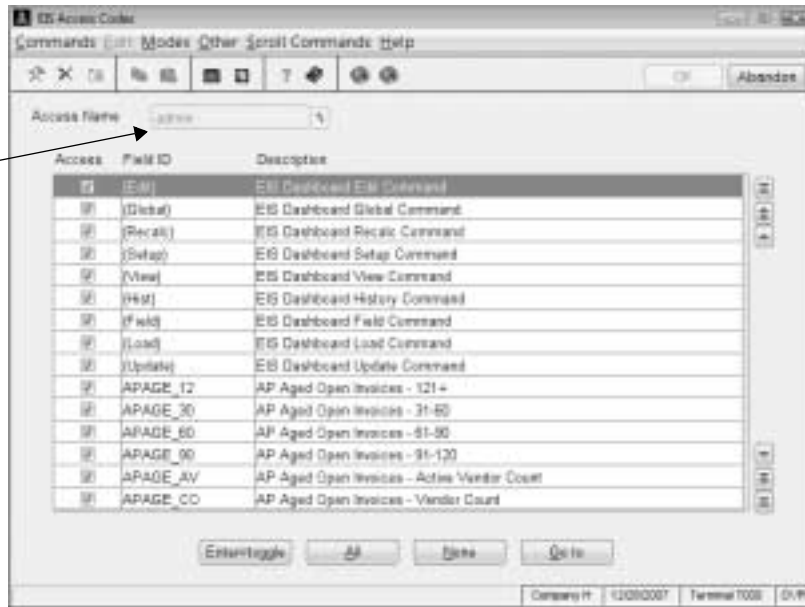
2. Select the access code that you want to assign to EIS commands and fields.

3. The EIS commands and field names appear in the scrolling region. Use the commands to grant or deny access to these commands and fields:

    •   Press **Enter** to grant or deny access to the selected command or field for the access code you specified.

    •   Press **A** to grant access to all commands and fields for the access code.

    •   Press **N** to deny access to all commands and fields for the access code.

    •   Press **G** to go to a specific command or field in the list.

4. Press **F7** when you finish to save your changes and return to the menu.

Example: How fields appear with access codes

In the example below, we have denied access to the PATIMETK field. Although the field still appears on the Company Summary dashboard, the value it contains appears as a string of Xs.

Information for this field appears as **XXXX** when access is denied.

If a field displays messages other than a numerical value or XXXX, it may indicate an error with the formula, field definition, setup, interface, or mask. OSAS uses these messages to indicate EIS field errors:

- **Error** indicates a problem with the math formula.

- **??????** suggests and error with the setup definition used by the field.

- **!!!!!!** indicates a problem in the field definition.

- ------ indicates an interface issue of some type.

- ****** suggests an error with the mask, either defined or overflow.

Dashboard Editor

Use the **Dashboard Editor** function to create and modify dashboards to suit your unique needs. This function contains the commands you need to open, save, and delete dashboards; add EIS fields or text fields to dashboards; and copy, paste, move, or delete fields.

Dashboard Modes

All dashboards included with OSAS are available in both text and graphical mode. Because text dashboards are not viewable in graphical mode and vice versa, each dashboard has two files: a text file (extension **.SCR**) and a graphical file (extension **.GUI**). All dashboard files are stored in the **\data** directory.

This has implications for the dashboards you create and modify: text dashboards are not viewable in graphical mode unless they are converted. OSAS includes a utility that converts or creates a graphical dashboard file from a text dashboard, but keep in mind that this utility works only one way—it cannot create text dashboards from graphical ones. See "Creating Graphical Dashboards from Text Dashboards" on page 8-4 for more information on this utility.

If you primarily use only one mode, you need to create or modify only the dashboard file for that mode. If you use both modes and want your changes to be available in either mode, you need to make changes to both dashboard files, or you can change only the text dashboard and then convert it to graphical. Generally, graphical dashboards are easier to work with because you can use the mouse to drag and drop fields or access right-click menus, but text dashboards allow precise control and can be converted.

Planning Dashboard Changes

Follow these steps to plan and manage dashboard creation or modification:

1. Research the values, functions, setups, and field definitions you need for the dashboard. Determine whether you can modify an existing dashboard and save time or whether you need to start from scratch. Spending a little planning time up front can save headaches later.

2. Use the **EIS Field Definitions**, **Setup**, and **Functions** functions to create or modify the dashboard elements you need for the new dashboard.

3. Use the **Dashboard Editor** function to create and save the new dashboard.

4. If you want the dashboard to be available in both modes, convert the new dashboard or make your changes to the text dashboard, if necessary.

5. Use the **Access Codes** function (page 9-25) to limit access to sensitive information, if necessary.

For more details on planning and creating a new dashboard, see "Planning Dashboard Changes" on page 8-5.

Working with Graphical Dashboards

The screen that appears when you select **Dashboard Editor** from the **EIS – File Maintenance** submenu in graphical mode is shown below.

Opening Dashboards

A new dashboard opens automatically when you enter the function. To open an existing dashboard, select **Load** from the **File – EIS** menu, then enter the dashboard ID. To open a new dashboard, select **New** from the **File – EIS** menu.

Using Commands

The graphical dashboard editor contains three menus that house the commands you need to modify a dashboard: **File – EIS**, **Edit – EIS**, and the right-click menu.

- Use the commands on the **File – EIS** menu to **Load** or open an existing dashboard, **Save** the current dashboard you are working on, open a **New** blank dashboard for modification, or **Delete** a dashboard.

- Use the commands on the **Edit – EIS** menu to **Undo** your last action; **Copy**, **Paste**, or **Delete** a field; or **Add** an EIS or text field to the dashboard.

- Use the commands on the right-click menu to **Cut**, **Copy**, **Paste**, or **Delete** a field, or to access the **Properties** screen for the dashboard or for a field.

Changing Dashboard Properties

To change the size, position, or title of a dashboard, click the right mouse button in an empty area of the dashboard and select **Properties** from the menu that appears. The dashboard's Properties screen appears.

- To change the dashboard's title, enter the text that you want to appear as the dashboard's title in the **Text** box.

- To change the position in which the dashboard appears on the screen, enter new **X Position** and **Y Position** values.

- To change the size of the dashboard, enter new **Width** and **Height** values.

Close the Properties screen when you finish to return to the dashboard.

Working with Fields

To add a field to a dashboard, use one of these methods:

- To add an EIS field to the dashboard, select **Add EIS Field** from the **Edit – EIS** menu and then enter the field ID to add. The field appears in the dashboard's upper left corner. Drag the field to a new location, if necessary.

- To add a text field (as an EIS field's caption, for example) to the dashboard, select **Add Text Field** from the **Edit – EIS** menu. The field appears in the dashboard's upper left corner. Drag the field to a new location, if needed.

  The system automatically labels text fields as **Field XXXX**, where **XXXX** is a sequential number. To rename the field so that the text or caption you want appears, open the field's Properties screen. See page 9-33 for details.

To move a field, drag the field to a new location. If you want to precisely place a field based on X and Y coordinates, open the field's Properties screen.

You can also copy, paste, and delete fields. To use these commands on the selected field, select the command from the **Edit – EIS** or right-click menus. It's good practice to check an EIS field's ID via the Properties screen before using one of these commands to verify the field is the one you want to work with.

Changing Field Properties

To change a field's ID, text, position, or size, click the right mouse button on the field you want to change and select **Properties** from the menu that appears. The Properties screen for that field appears.

- If the field is an EIS field, its field ID appears. To change the ID, click in the **Field ID** box, then select the field ID you want to use.

  Use this property with caution as it is easy to mistakenly change the ID of a field you want to keep. It may make more sense to delete an unwanted EIS field, then add the correct one.

- To change the caption that appears for a static text field, enter the new caption in the **Text** box.

  Do not use this box to change the mask for an EIS field. Instead, change the mask within the field definition itself (see page 9-3).

- To precisely position the field, change the **X** and **Y Position** values.

- While you can change the field's **Width** and **Height**, the default values work well in the majority of cases and make fields easier to position.

Saving Dashboards

To save a dashboard, select **Save** from the **File – EIS** menu. If you modify an existing dashboard, it's good practice to save the modifications under a new name to preserve the original dashboard for future use.

Working with Text Dashboards

The screen that appears when you select **Dashboard Editor** from the **EIS – File Maintenance** submenu in text mode is shown below.

Opening Dashboards

A new dashboard opens automatically when you enter the function. To open an existing dashboard, press **Page Down** to access the command menus, then press **F** to access the **File** commands. Finally, press **L** and enter the dashboard ID that you want to open.

To open a new dashboard, press **Page Down** to access the command menus, press **F** to access the **File** commands, then press **N** to open a new dashboard.

Using Commands

Available commands are listed at the bottom of the screen. To access the command menus, press **Page Down**. To access the commands on a menu, press the highlighted letter. These menus are available in text mode:

• Press **F** to access the **File** menu. When you are inside this menu, press **L** to load an existing dashboard, **S** to save a dashboard, **N** to open a new dashboard, or **D** to delete a dashboard.

- Press **E** to access the **Edit** menu. When you are inside this menu, press **A** to add an EIS field to the dashboard, then select the field ID.

  If you are inside an EIS field when you access the **Edit** menu, additional commands are available. Press **C** to change the field ID, press **D** to delete the field, or press **M** to move the field to a new location.

- Press **O** to access the **Options** menu. When you are inside this menu, press **S** to set the tab size (in characters) or **C** to change the dashboard's title.

- To return to the dashboard from the command menu, press **Page Up**.

Changing Dashboard Titles

To change the title of a dashboard, press **Page Down** to access the command menus, press **O** to access the **Options** menu, then press **C**. Change the text that appears as the dashboard's title and press **Enter**.

Changing Tab Sizes

When working with text dashboards, you can press **Tab** to move over a set number of characters and line up columns. To change the number of characters in the tab stop, press **Page Down** to access the command menus, press **O** to access the **Options** menu, then press **S**. Change the number of characters that appears as the tab size value and press **Enter**.

Adding Text and EIS Fields

To add a text or EIS field to a dashboard, use one of these methods:

- To add text to the dashboard (as a field's caption, for example), press **Tab** or use the arrow keys to move the cursor to the desired location, then enter the text and press **Enter**. You can also press **Delete** to delete previous characters, if necessary.

- To add an EIS field to the dashboard, press **Tab** or use the arrow keys to move the cursor to the desired location and press **Page Down** to access the command menus. Press **E** to access the **Edit** menu, then press **A**. Enter the field ID or use the **Inquiry** (**F2**) command to select the field from a list. The field appears at the location of the cursor, and the Field ID appears at the bottom left corner of the screen.

Moving Text and EIS Fields

To move an EIS field, place the cursor within the field you want to move and press **Page Down**. Press **E** to access the **Edit** menu, then press **M**. Move the cursor to the new location and then press **Enter** to move the field there.

To move text to a new location, delete the current text, move the cursor to the new location, then re-type the text that you want to appear.

Changing EIS Field IDs

To change a field ID, place the cursor within the field you want to change and press **Page Down**. Press **E** to access the **Edit** menu, then press **C**. Enter the new field ID or use the **Inquiry** (**F2**) command to select it from a list.

Deleting EIS Fields

To delete an EIS field, place the cursor within the field you want to delete and press **Page Down**. Press **E** to access the **Edit** menu, then press **D**. Alternately, press **F3** within an EIS field to delete it. These commands delete fields immediately, so use them with caution.

Saving Dashboards

To save a dashboard, press **Page Down** to access the command menus, press **F** to access the **File** menu, then press **S**. If you modify an existing dashboard, it's good practice to save the modifications under a new name to preserve the original dashboard for future use.

CHAPTER 10

10

EIS – Reports

Use the functions on the **EIS – Reports** submenu to generate reports listing dashboard field and historical information. You can use these reports to determine when fields were last updated and how values changed between updates.

• The Dashboard Report prints current field values for a range of dashboards along with the date the fields were last updated.

• The Dashboard History Report contains the dashboard field values that you have saved using the **Global Dashboard Update** function. You can view field values and changes from up to 4 dates in history.

• The Field History report lists values over a range of dates for the field you select.

The last two reports are available only if the **Keep value files history for EIS?** option is set to **YES** in the Resource Manager **Options and Interfaces** function (page 3-25).

Printing an EIS Report

You print all EIS Reports in the same way. Follow the instructions below to print a report, modifying the procedure as necessary for the report you are printing. For example, if the report screen doesn't contain option buttons, skip that step and move on to the next.

Follow these steps to print a report:

1. Select the report you want to print from the **EIS – Reports** submenu. The screen for that report appears. The Dashboard History screen is shown below as an example.

Inquiry

2. If the report contains **From**/**Thru** fields, select the range of fields, dashboards, or dates and time values you want to use to select data to print in the report. Leave these fields blank to select all values.

   The **Inquiry** (**F2**) command is usually available for these fields.

3. If the screen contains option buttons or numbers, select the option to include information for character or graphical dashboards (or both) in the report. You can select only one option.

4. If the report contains **Print** or **Print By** options, select the option to use to organize the report information. You can select only one option.

5. Select the output device to produce the report. See "Outputting Reports" on page 1-34 for more information. After you produce the report, the menu appears.

Dashboard Report

The Dashboard Report prints current field values for a range of dashboards along with the date the fields were last updated. The lists all field definitions used for that dashboard, the fields' current values, and the terminal, date, and time used when the fields were last updated.

Sample Report

```
06/09/2007                           Builders Supply                        Page    1
3:52 PM                            EIS Dashboard Report

Dashboard  DAILY     Daily Statistics - Graphical
  Field ID  Description                           Current Value   Last Updated at
            Last Updated By                                       Status
-----------------------------------------------------------------------------------
  SONEW     New Orders Total                          3,554.30    01/09/2007 15:43:46
            T000                                                  No Errors
  PONEWTOT  PO New Orders Total                      91,814.96    01/09/2007 15:43:46
            T000                                                  No Errors
  SOPICKED  Picked Orders Total                            .00    01/09/2007 15:43:46
            T000                                                  No Errors
  POPRTTOT  PO Printed Orders Total                        .00    01/09/2007 15:43:46
            T000                                                  No Errors
  SOVERIFY  Verified Orders Total                   128,674.58    01/09/2007 15:43:46
            T000                                                  No Errors
  POGOOTOT  PO Goods Received Orders Total           32,244.74    01/09/2007 15:43:46
            T000                                                  No Errors
  SOBACK    Backordered Orders Total                       .00    01/09/2007 15:43:46
            T000                                                  No Errors
  PORTNTOT  PO Returned Orders Total                       .00    01/09/2007 15:43:46
            T000                                                  No Errors
  SORETURN  Returned Orders Total                    97,651.25-   01/09/2007 15:43:46
            T000                                                  No Errors
  PORDMTOT  PO Returned w/Debit Memo Orders Total    14,506.15-   01/09/2007 15:43:46
            T000                                                  No Errors
  SOTOTAL   Total SO Orders                          34,577.63    01/09/2007 15:43:46
            T000                                                  No Errors
  POALLTOT  PO All Orders Total                     109,553.55    01/09/2007 15:43:46
            T000                                                  No Errors
```

Dashboard History Report

The Dashboard History Report contains the field values that you saved using the **Global Dashboard Update** function and helps you uncover important trends in your business. This report is not available if the **Keep value files history for EIS?** option is set to **NO** in the **Options and Interfaces** function (page 3-25).

It's important to remember that dashboard history is only updated when you use the **Global Dashboard Update** function (page 11-3); history is not saved when you use the **Global** command within a dashboard itself.

Sample Report

```
06/09/2007                      Builders Supply                    Page    1
3:44 PM                     EIS Dashboard History Report

Dashboard  ARTOP10C  Top 10 Customers - Graphical
Field ID 01/09/04
         15:43
------------------------------------------------------------------------------
ARTCSL1N ACE BUILDERS
ARTCSL1S  1,223,580
ARTCSY1N ACE BUILDERS
ARTCSY1S  1,665,331
ARTCSL2N TENNESSEE SHELTERS, IN
ARTCSL2S    808,095
ARTCSY2N KANSAS CITY GEODESIC H
ARTCSY2S    696,228
ARTCSL3N LOS ANGELES CONSTRUCTI
ARTCSL3S    541,298
ARTCSY3N CASH SALES-DALLAS, TX
ARTCSY3S    522,780
ARTCSL4N CASH SALES-DALLAS, TX
ARTCSL4S    497,803
ARTCSY4N TENNESSEE SHELTERS, IN
ARTCSY4S    454,090
ARTCSL5N DALLAS-FT WORTH DOME H
ARTCSL5S    447,243
ARTCSY5N DALLAS-FT WORTH DOME H
ARTCSY5S    367,487
ARTCSL6N KANSAS CITY GEODESIC H
ARTCSL6S    377,085
ARTCSY6N GREATER NEW YORK DOMES
ARTCSY6S    315,563
ARTCSL7N CASH SALES-MINNEAPOLIS
ARTCSL7S    318,997
```

Field History Report

The Field History report lists values over a range of dates for the field you select. Unlike the Dashboard History Report, which shows all field definitions and their values for a given dashboard, this report lets you compare values for a single field over a range of dates.

You can specify that the report contain all the available history information about the field or only the information within a range of dates to eliminate the need for several history reports.

This report is not available if you have the **Keep value files history for EIS?** option set to **NO** in the **Options and Interfaces** function (page 3-25).

Sample Report

```
06/09/2007                      Builders Supply                    Page    1
3:46 PM                      Field History Report


APAGE_CU  AP Aged Open Invoices - Current Due


   Date        Time              Value
   12/01/2003 09:45:23        32,790.79
   01/09/2007  15:43:46        41,499.48

*** End of Report ***
```

CHAPTER 11

11

EIS – Periodic Maintenance

The functions on the **EIS – Periodic Maintenance** submenu help you:

•   Update all fields on all dashboards at once so that you have the most current information.

•   Save the updated information to history.

•   Purge dashboard history files when they get too large or when extra space is needed.

Because these functions affect all dashboards and your data files, use them with caution.

Global Dashboard Update

Use the **Global Dashboard Update** function to recalculate all fields on all dashboards (both graphical and text) with current values. If the **Keep value files history for EIS?** option is set to **YES** in the **Options and Interfaces** function (page 3-25), you can also save updated field values to the **EIHIST** file.

It is important to remember that dashboards use two meanings for "global." When you use the **Global** command within a dashboard, you recalculate all fields on that dashboard only. This updated information is not saved to history. When you use the **Global Dashboard Update** function, you recalculate all fields on all dashboards available in OSAS and can save those updated values to history.

Follow these steps to update all EIS fields and save the updated values to history:

1. Select **Global Dashboard Update** from the **EIS – Periodic Maintenance** submenu. The Global Dashboard Update screen appears.

2. Select the first check box (or enter **Y** in text mode) if you want to recalculate and update all field values.

3. Select the second check box (or enter **Y** in text mode) if you want to save the updated values to the **EIHIST** file.

    This option is not available if the **Keep value files history for EIS?** option is set to **NO** in the Resource Manager **Options and Interfaces** function (page 3-25).

4. The current date and time appear in the **Start Date** and **Time** fields. Press enter to use this date and time, or enter new values.

    If you enter a later date or time, the system waits until that date and time to begin the calculation after you use the **Proceed** (**OK**) command to start the process.

    The values you enter here appear as the last date and time fields were updated when you use the **View** command on an EIS dashboard.

    If you save updated information to history, the date and time you enter here are also saved. You can then choose from different dates and times for which to print historical values when you print an EIS Report. See "EIS – Periodic Maintenance" on page 11-1 for more information.

5. Use the **Proceed** (**OK**) command to begin processing. The system returns you to the menu when processing completes.

Purge Dashboard History

Use the **Purge Dashboard History** function to remove historical field information from the **EIHIST** field history file. This function helps you maintain the size of and information available in the **EIHIST** file.

As with all OSAS functions that remove information from data files, be sure that you back up the **EIHIST** file before you run this function. The backup allows you to restore data if necessary.

Follow these steps to remove information from the **EIHIST** file:

1. Make a back up copy of the **EIHIST** file.

2. Select **Purge Dashboard History** from the **EIS – Periodic Maintenance** menu. The Purge Dashboard History screen appears.
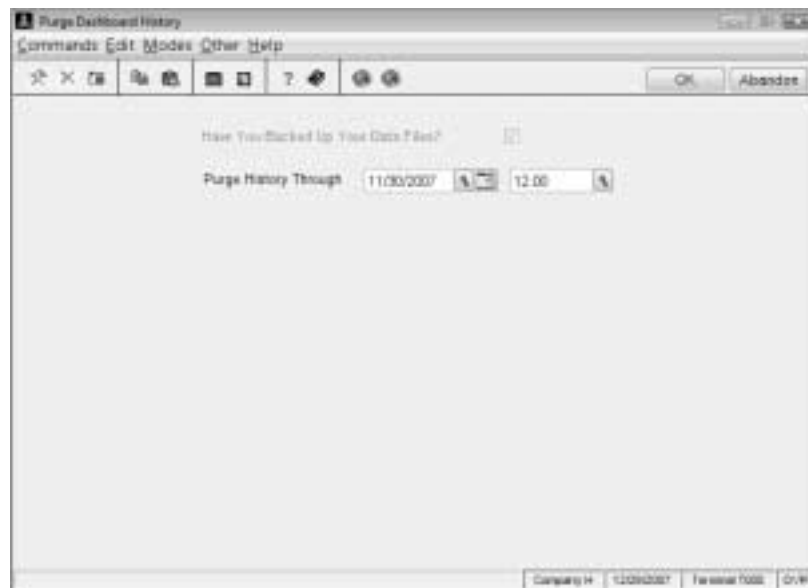
3.   Select the check box if you have backed up your data files. If you have not backed up your data files, exit the function and do so before continuing.
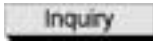
Inquiry

4.   Enter the date and time before which to purge history. You can also use the **Inquiry** (**F2**) command to look up the dates you have saved to history.

5.   Use the **Proceed** (**OK**) command to begin processing. The system returns you to the menu when processing completes.

CHAPTER 12

12

EIS – Master File Lists

Use the functions on the **EIS – Master File Lists** menu to print lists of master dashboard information. These lists are excellent references for the fields, functions, and setups you have defined and can help you research and determine the changes you need to make to build custom dashboards.

Printing a Master File List

You produce all EIS master file lists in the same way. Use the instructions on the next page to print a master file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print an EIS master file list:

1. Select the list you want to print from the **EIS – Master File Lists** menu. The selection screen for that list appears. The Screen Definitions List screen is shown below as an example.

| Inquiry |

2. Select the range of values to print in the list boxes. Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list.

3. If the screen contains check boxes or Yes/No options, select the check box (or enter **Y** in text mode) to print that information on the list. Clear the check box (or enter **N**) if you do not want to print that information.

4. If the screen contains option buttons or numbers, select the option to use to print the list for that mode (text/character, graphical, or both) or to print the list in full detail or summary only.

5. Select the output device to begin printing the list. See "Outputting Reports" on page 1-34 for more information. After you produce the list, the **EIS – Master File Lists** menu appears.

Screen Definitions List

Use the **Screen Definitions List** function to produce a list of EIS Dashboard definitions. You can use this list to print every piece of information about a dashboard, from its layout (for text/character dashboards only) to help with design, to the fields it contains to determine where fields are used, to the functions and setups used by each field to identify where changes are needed.

Sample List

```
05/23/2007                      Builders Supply                      Page     1
3:38 PM                     Screen Definitions List


Dashboard  APANAL     Accounts Payable Analysis  - Character

Screen Layout
             1         2         3         4         5         6         7
    12345678901234567890123456789012345678901234567890123456789012345678901234567
  1
  2  Aging Analysis                             ------- Purchase History -------
  3                                             Period-to-Date     Year-to-Date
  4   Current Due    999,999,999.00-  Invoices 999,999,999.00-  999,999,999.00-
  5   Balance 31-60  999,999,999.00-  Freight  999,999,999.00-  999,999,999.00-
  6          61-90   999,999,999.00-  Tax      999,999,999.00-  999,999,999.00-
  7          91-120  999,999,999.00-  Misc     999,999,999.00-  999,999,999.00-
  8          121+    999,999,999.00-           --------------   ---------------
  9                  ---------------  Total    999,999,999.00-  999,999,999.00-
 10  Total Due       999,999,999.00-
 11                                             ------- Payment History --------
 12  Amt on Hold     999,999,999.00-           Period-to-Date     Year-to-Date
 13  Amt on Tmp Hold 999,999,999.00-  Prepaids 999,999,999.00-  999,999,999.00-
 14  Amt Released    999,999,999.00-   Disc    999,999,999.00-  999,999,999.00-
 15                                    Checks   999,999,999.00-  999,999,999.00-
 16  Total Vendors       999,999       Disc    999,999,999.00-  999,999,999.00-
 17  Inv on Hold         99,999                --------------   ---------------
 18  Inv on Tmp Hold     99,999         Total   999,999,999.00-  999,999,999.00-
 19  Inv Released        99,999
 20


Fields Used


  Field ID   Description                                  Display Mask      Row  Col
  APAGE_CU   AP Aged Open Invoices - Current Due          999,999,999.00-   04    18
  APHINPST   AP Detail History Invoice Subtotal - PTD     999,999,999.00-   04    45
  APHINYST   AP Detail History Invoice Subtotal - YTD     999,999,999.00-   04    62
```

Field Definitions List

Use the **Field Definitions List** function to produce a list of fields that have been defined. You can use the summary option to simply list each field ID and description, or you can print the list in full detail to view the formula, function, and setup that each field uses.

Sample List

```
05/23/2007                       Builders Supply                       Page    1
3:46 PM                       Field Definition List


Field ID  APAGE_12  AP Aged Open Invoices - 121+     Display Mask  999,999,999.00-
Formula   F1[5]

  # Function  Description                            Setup ID  Description
  1 APAGED    AP Open Invoice File Aged Totals       COMP      Company Ranges
    Sub Type Description                             Type From              Thru
      1   N  Current Due                              01
      2   N  Balance 31-60
      3   N  Balance 61-90
      4   N  Balance 91-120
      5   N  Balance Over 120
      6   N  Total Due
      7   N  Invoice Count
      8   N  Vendor Count
      9   N  Active Vendor Count
     10   N  Past Due Vendor Count

Field ID  APAGE_30  AP Aged Open Invoices - 31-60    Display Mask  999,999,999.00-
Formula   F1[2]

  # Function  Description                            Setup ID  Description
  1 APAGED    AP Open Invoice File Aged Totals       COMP      Company Ranges
    Sub Type Description                             Type From              Thru
      1   N  Current Due                              01
      2   N  Balance 31-60
      3   N  Balance 61-90
      4   N  Balance 91-120
```

Functions List

Use the **Functions List** function to produce a list of functions defined on the system, their associated setup data types, and the specific values they return. This list is valuable if you are defining or editing functions and need a hard copy for comparison.

Sample List

```
05/23/2007                      Builders Supply                    Page    1
3:47 PM                          Functions List


Function  Description
APAGED    AP Open Invoice File Aged Totals
  Setup Types:  #  Description  Length  Type
               1  Company ID         3      3
  Sub  Type          Description
   1  Numeric        Current Due
   2  Numeric        Balance 31-60
   3  Numeric        Balance 61-90
   4  Numeric        Balance 91-120
   5  Numeric        Balance Over 120
   6  Numeric        Total Due
   7  Numeric        Invoice Count
   8  Numeric        Vendor Count
   9  Numeric        Active Vendor Count
  10  Numeric        Past Due Vendor Count


APCHECK   AP Checks File Totals
  Setup Types:  #  Description  Length  Type
               1  Company ID         3      3
  Sub  Type          Description
   1  Numeric        Regular Check Amount
   2  Numeric        Discounts Taken Amount
   3  Numeric        Discounts Lost Amount
   4  Numeric        Prepaid Check Amount
```

Setup Definitions List

Use the **Setup Definitions List** function to produce a list of the setup definitions defined on the system. This list is valuable if you want to change a setup ID and need a list for comparison.

Sample List

```
05/23/2007                    Builders Supply                    Page    1
3:47 PM                     Setup Definitions List


Setup ID  Description
ALLINV    All Inventory Items
  Type    From                      Thru
  01
  02
  03


BANKACCT  All Bank Accounts
  Type    From                      Thru
  01
  02


COMP      Company Ranges
  Type    From                      Thru
  01


GLCASH    Cash Accounts
  Type    From                      Thru
  01
  02      1000                      100999


GLCASHAT  Cash Accounts (Account Types)
  Type    From                      Thru
  01
  02      005                       010
```

CHAPTER 13

13

Executive Information Summary

OSAS includes several built-in Executive Information Summary dashboards that give you instant access to important data consolidated from several OSAS applications. The dashboards help you identify top performers, determine your company's current position, or view current company statistics and requirements without needing to jump between applications.

These dashboards work seamlessly with the sample data provided with OSAS. If your company uses organizational and naming structures similar to that in the sample data, you should have few problems using the built-in dashboards with your live data. However, if your company structures differ, you may need to modify the dashboards' field, setup, or function definitions before information appears properly. See "EIS – File Maintenance" on page 9-1 for more information.

Working with Dashboards

Using Commands

Use the commands to move around a dashboard, update or recalculate its field values, view detailed information about a field, or access a different dashboard.

In graphical mode, access a command either from the **EIS Functions** menu or by right-clicking on the screen and selecting the command from the menu that appears. In text mode, access the command by pressing the highlighted key. Some commands are available only within certain fields.

- Select **Update** or press **U** to update and refresh field information when you're working on a network where others might have changed field data.

- Select **Recalc** or press **R** to recalculate only the selected field so that you have the latest information.

- Select **Global** or press **G** to recalculate all the dashboard's fields for the latest information. When the verification message appears, select **Yes** to refresh all fields or **No** to return to the dashboard without changing values.

- Select **Setup** or press **S** to view or change the selected field's setup definition. The Setup screen appears. See "Setup Definitions" on page 9-11 for more information.

- Select **Field** or press **F** to view or change the selected field's definition. The Field Definitions screen appears. See "EIS Field Definitions" on page 9-3 for more information.

- Select **View** or press **V** to view the selected field's **Field ID** and **Description**, the date it was last updated, and its status.

- Select **Edit** or press **E** to use the Dashboard Editor to modify the current dashboard. The Dashboard Editor screen for the current dashboard appears. See "Dashboard Editor" on page 9-29 for more information.

- Select **Load** or press **L** to load and open a different dashboard, then select the dashboard you want to open.

- Select **History** or press **H** to view the dashboard using saved field history from a different date. This command is not available if the **Keep value files history for EIS?** option is set to **NO** in the Resource Manager **Options and Interfaces** function (page 3-25).

You can use access codes to limit access to EIS dashboard commands. See "EIS Access Codes" on page 9-25 for more information.

Displaying Specific Information on Dashboards

The fields on the built-in dashboards use setup definitions that automatically pull information from **all** companies, accounts, locations, and the like that are defined in OSAS. If you want to pull and display information from only one source (such as a specific company, for example), or from a range within that source (such as a range of locations, for example) you need to modify the setup definitions used by the fields to specify the range you want to use.

For example, the fields on the Company Summary dashboard use the COMP setup definition (among others). By default, the range in the COMP setup definition is blank, meaning that data is pulled from all companies defined in OSAS for use in the Company Summary dashboard. To refine the setup definition so that information is pulled only from company H, use the **Setup** function (page 9-11) to enter company H in both the **From** and **Thru** fields for the COMP setup. When you next open the Company Summary dashboard, it displays values only for company H.

See "Setup Definitions" on page 9-11 for more information on working with setup definitions and data ranges.

Modifying Dashboards

You can modify the built-in dashboards to suit your unique needs, save the modified dashboards under a new name (to preserve the originals for future use), then add the new dashboards to the menu for quick access. See "Planning Dashboard Changes" on page 8-5 and "Dashboard Editor" on page 9-29 for more information.

Company Summary

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

Select **Company Summary** from the **Executive Information Summary** menu. The Company Summary dashboard appears and lists sales, gross profit, and other related amounts resulting from transactions.

Use the commands to refresh the data or view more detailed information. See "Using Commands" on page 13-3 for more information. Press **F7** to exit the dashboard and return to the **Executive Information Summary** menu.

Cash Requirements Forecast

The Cash Requirements Forecast dashboard displays cash flow projections.

Select **Cash Requirements Forecast** from the **Executive Information Summary** menu. The Cash Requirements Forecast dashboard appears and lists cash balances and inflow and outflow projections.

Use the commands to refresh the data or view more detailed information. See "Using Commands" on page 13-3 for more information. Press **F7** to exit the dashboard and return to the **Executive Information Summary** menu.

Daily Statistics

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

Select **Daily Statistics** from the **Executive Information Summary** menu. The Daily Statistics dashboard appears and lists amounts resulting from today's transactions for Sales Order and Purchase Order.

Use the commands to refresh the data or view more detailed information. See "Using Commands" on page 13-3 for more information. Press **F7** to exit the dashboard and return to the **Executive Information Summary** menu.

AR Analysis

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

Select **AR Analysis** from the **Executive Information Summary** menu. The Accounts Receivable Analysis dashboard appears and lists aging and sales amounts for analysis.

Use the commands to refresh the data or view more detailed information. See "Using Commands" on page 13-3 for more information. Press **F7** to exit the dashboard and return to the **Executive Information Summary** menu.

AP Analysis

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

Select **AP Analysis** from the **Executive Information Summary** menu. The Accounts Payable Analysis dashboard appears and lists aging and purchase amounts for analysis.

Use the commands to refresh the data or view more detailed information. See "Using Commands" on page 13-3 for more information. Press **F7** to exit the dashboard and return to the **Executive Information Summary** menu.

Top 10 Customers

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

Select **Top 10 Customers** from the **Executive Information Summary** menu. The Top 10 Customers dashboard appears and lists the 10 highest sales amounts for your customers.

Use the commands to refresh the data or view more detailed information. See "Using Commands" on page 13-3 for more information. Press **F7** to exit the dashboard and return to the **Executive Information Summary** menu.

Top 10 Items

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

Select **Top 10 Items** from the **Executive Information Summary** menu. The Top 10 Items dashboard appears and lists the items that are sold most often.
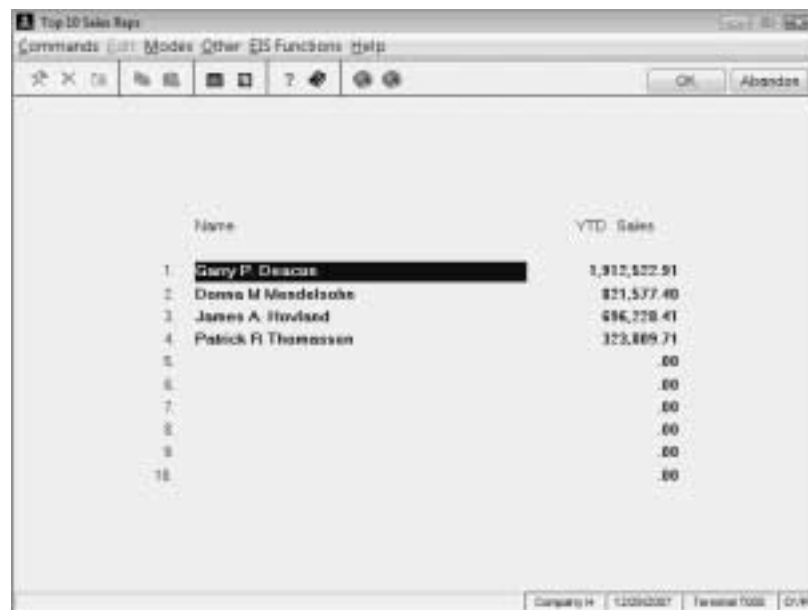
Use the commands to refresh the data or view more detailed information. See "Using Commands" on page 13-3 for more information. Press **F7** to exit the dashboard and return to the **Executive Information Summary** menu.

Top 10 Sales Reps

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

Select **Top 10 Sales Reps** from the **Executive Information Summary** menu. The Top 10 Sales Reps dashboard appears and lists the highest performing sales representatives.
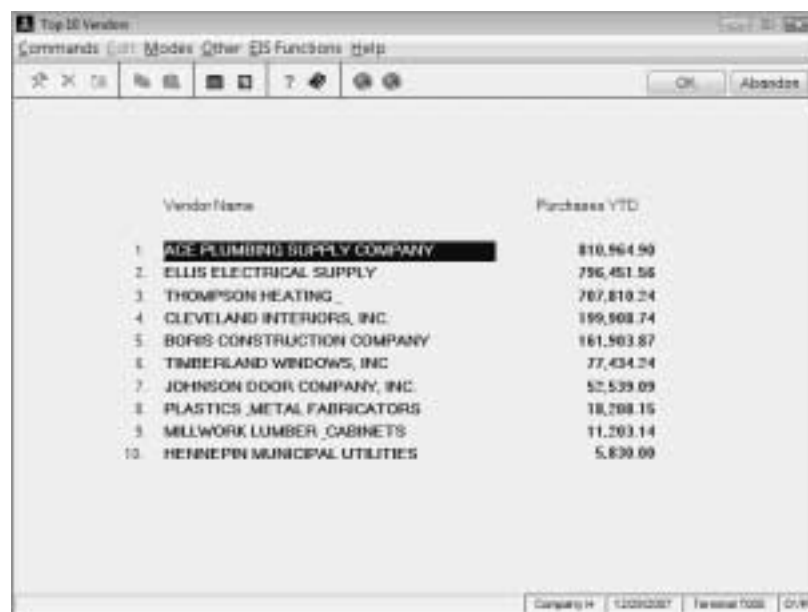
Use the commands to refresh the data or view more detailed information. See "Using Commands" on page 13-3 for more information. Press **F7** to exit the dashboard and return to the **Executive Information Summary** menu.

Top 10 Vendors

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

Select **Top 10 Vendors** from the **Executive Information Summary** menu. The Top 10 Vendors dashboard appears and lists the vendors from which you purchase most often.

Use the commands to refresh the data or view more detailed information. See "Using Commands" on page 13-3 for more information. Press **F7** to exit the dashboard and return to the **Executive Information Summary** menu.

Section III

Resource Manager Guide

Print Manager

CHAPTER 14

14

Print Manager

Print Manager is a powerful business tool that helps you manage the reports you print to files in OSAS. Print Manager automatically tracks the date and time a report was printed to a file along with the user and terminal IDs that printed it, then saves the report file for later use.

Using Print Manager, you can:

• Automatically save and archive the complete text of each report printed to a file within OSAS.

• Reprint reports as needed.

• Track user activity.

• Group reports by form classes that automatically remind you to set up the proper forms or paper before you print a report.

• Search multiple reports for specific text.

• Print reports in batches.

Before you can use Print Manager, you must set the **Use Print Manager?** option to **YES** in the Resource Manager **Options and Interfaces** function (page 3-25).

Print Manager Menu

The **Print Manager** menu is similar to the **Executive Information Summary** menu in that it contains both functions and submenus that house the functions you need to customize Print Manager and work with the reports it manages.

- The **Report History Inquiry** function (page 14-3) helps you track report activity by listing each report printed to a file, the method used to print the report, the date and time it was printed, its class, and the user and terminal ID that printed it.

- The **Report Control** submenu (page 16-1) houses the **Active Report Control** and **Archive Report Control** functions you use to work with the reports Print Manager saves and maintains. You can view or print saved reports, search them for a specific text string, or archive them to a permanent storage location.

- The **File Maintenance** submenu (page 15-1) houses the functions you use to work with the report classes that OSAS uses for automatic reminders, the directory and file name parameters that Print Manager uses, and the history file that tracks report activity.

Remember that the access codes you use in OSAS apply to Print Manager: if you do not have access to an OSAS function, you will not be able to access a report file that was produced using that function.

Report History Inquiry

The **Report History Inquiry** function helps you track report activity by listing all reports printed to a file within OSAS. The function lists information about:

- All report files printed to a file and saved by Print Manager.

- Every report moved to or printed from the **Active Report Control** function (page 16-3).

- Every report moved to or printed from the **Archive Report Control** function (page 16-9).

The information that appears in this function is stored in the **RMRHxxx** file, located in the **\progRM** directory. If you elected to save Print Manager report history in the **Options and Interfaces** function (page 3-25), this file stores the report description, the method used to print the report, the date and time the report was printed, the report's class, and the user and terminal that printed the report each time a report is printed to a file in OSAS.

If the **RMRHxxx** file gets too large, you can use the **Purge Report History** function to purge information dated before a the date you specify from the file. See page 15-7 for more information.

This function is not available (and history is not saved in the **RMRHxxx** file) if the **Do you want to keep Print Manager report history?** option is set to **NO** in the **Options and Interfaces** function (page 3-25).

To track report history, select **Report History Inquiry** from the **Print Manager** menu. The Report History Inquiry screen appears and lists information about all reports printed to a file within OSAS.

The **Type** field contains codes that indicate the last action taken on the report:

*   **PF** – printed to file.
*   **PQ** – printed from the **Active Report Control** function.
*   **RQ** – removed from the **Active Report Control** function.
*   **PA** – printed from the **Archive Report Control** function.
*   **RA** – removed from the **Archive Report Control** function.
*   **AR** – archived and removed from the **Archive Report Control** function.

Use the commands to work with the reports listed:

*   Press **V** to view the selected report's directory path and file name.

*   Press **T** to toggle the reports' descriptions between the report name and its file path and name.

- Press **S** to sort the reports in the list, then select the sort order to use. You can sort by:

  Executed Sequence, from most recent to oldest.
  Description, in alphabetical order.
  Date, from oldest to most recent.
  User ID, in alphabetical order (case is considered).
  Transaction Type, alphabetically by report action type.
  Terminal ID.
  Reverse Executed Date, from oldest to most recent.

- Press **G** to go to a specific report in the list. This command is available only when there is more than one screen of reports listed.

CHAPTER 15

15

File Maintenance

Use the functions on the Print Manager **File Maintenance** menu to:

• Work with the report classes that OSAS uses to classify reports for organization and for automatic reminders.

• Modify the directory and file name parameters that Print Manager uses to name and archive the report files it maintains.

• Purge information from the history file that tracks report activity.

Report Classes
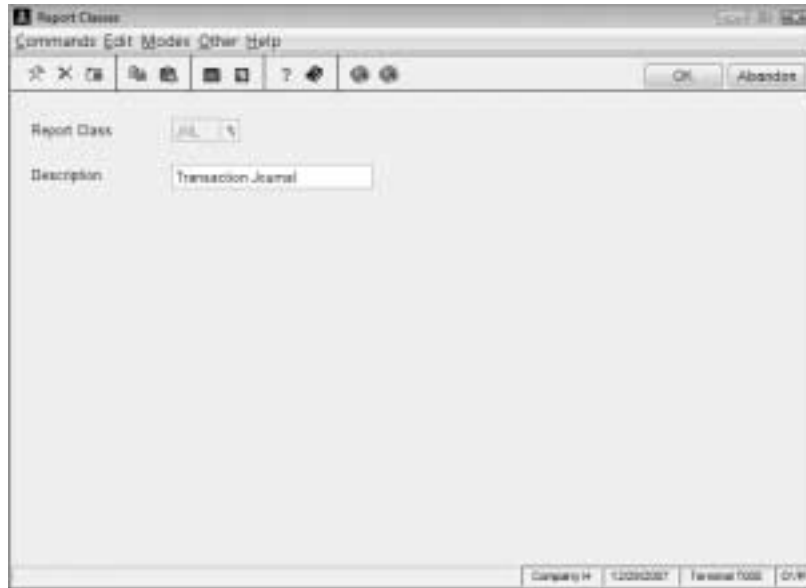
Report classes organize the various reports you print to files in OSAS for easier reference. For example, you might assign report classes based on the department that uses the report (accounting, sales, and so on), the time period the report applies to (daily, monthly, and so on), or the type of report (transactions, history, and so on).

OSAS also uses report classes to remind you to load the proper forms or paper before you print a report with that class and to sort the reports that appear on the Active Report Control and Archive Report Control screens. Report classes, however, do not configure printers for the form you are printing, they only help you verify that the proper paper is used.

This function is not available (and you cannot use report classes with Print Manager) if the **Do you want to use report classes with Print Manager?** option is set to **NO** in the **Options and Interfaces** function (page 3-25).

When you use report classes, the system prompts you to select the class for each report you print to a file within OSAS, print from Print Manager, or archive.

To work with report classes, select **Report Classes** from the Print Manager **File Maintenance** submenu. The Report Classes screen appears.

Inquiry

Enter or select the **Report Class**, then enter or edit its **Description**. The system uses this information to remind you to load the proper paper before you print a report and to sort reports on the report control screen.

Use the **Proceed** (**OK**) command when you finish to save your entries. Then enter or edit another report class or press **F7** to close the screen and return to the menu.

Parameters

Use the **Parameters** function to set up and maintain the directory and file names Print Manager uses to store and archive report files.

To work with the directory and file names, select **Parameters** from the Print Manager **File Maintenance** submenu. The Parameters screen appears.
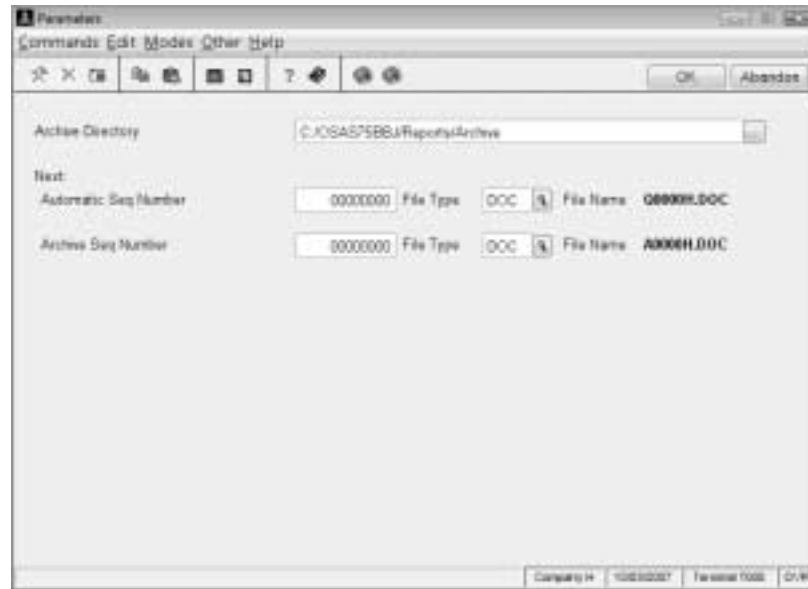
By default, Print Manager stores the reports you archive in the directory specified as the **Data 1** path in the **Directories** function (page 2-45). If you want to store the reports you archive using the **Archive Report Control** function (page 16-9) in a different directory, enter that **Archive Directory**.

If the directory you enter does not exist, a prompt appears at the bottom of the screen asking whether you would like OSAS to create it for you.

The system can assign active and archive file names for you automatically. Print Manager uses these naming conventions to assign file names:

- Active reports (those that you have not yet archived) are named with a **Q** followed by a sequential number followed by the current company ID.

- Archived reports are named with an **A** followed by a sequential number followed by the current company ID.

Keep in mind that the system only uses these automatic file names if the **Do you want the system to assign automatic file/archive names?** options are set to **YES** in the Resource Manager **Options and Interfaces** function (page 3-25). If these options are set to **NO**, but you are using Print Manager, the system prompts you to enter the file name when you print a report to a file or archive a report using the **Active Report Control** function (page 16-3).

If you want to adjust the sequential number Print Manager uses for automatic active and archive file names, enter the new number to use. OSAS uses this number in the next file name when you print a report to a file and increments this number by one each report you print to a file afterwards.

You can also select the File Type (file name extension) to archive and active report queue files.

Purge Report History

Use the **Purge Report History** function to delete report history entries from the **RMRHxxx** file by date and type. Remember that this function removes the history of a report from the file; not the report itself. To delete a report, you must remove it manually using the **Active Report Control** or **Archive Report Control** functions.

To purge report history from the **RMRHxxx** file, select **Purge Report History** from the Print Manager **File Maintenance** submenu. The Purge Report History screen appears.
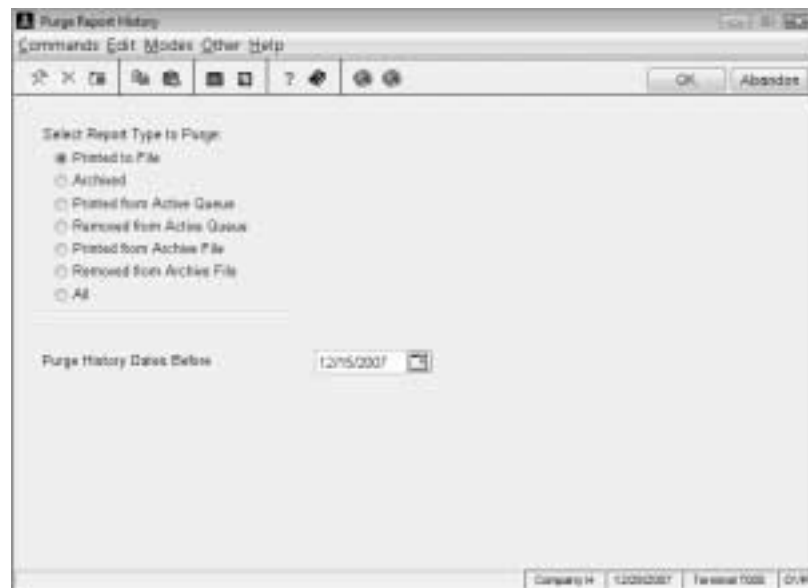
Select the type of report to purge, then enter the date before which to purge information. Use the **Proceed** (**OK**) command to begin processing. The menu appears when the purge completes successfully.

CHAPTER 16

16

Report Control

Use the functions on the Print Manager **Report Control** submenu to view and work with the reports stored in Print Manager:

• Use the **Active Report Control** function to work with the reports that you have not archived or deleted.

• Use the **Archive Report Control** function to work with the reports that you have archived in Print Manager.

Both functions are very similar and work in the same manner.

Active Report Control

Use the **Active Report Control** function to work with the reports you have saved with Print Manager but have not yet archived or deleted. You can reprint reports either singly or in batches, search reports for specific text, or archive reports.

To work with the reports you have archived in Print Manager, use the **Archive Report Control** function.

To work with active reports, select **Active Report Control** from the Print Manager **Report Control** submenu. The Active Report Control screen appears.
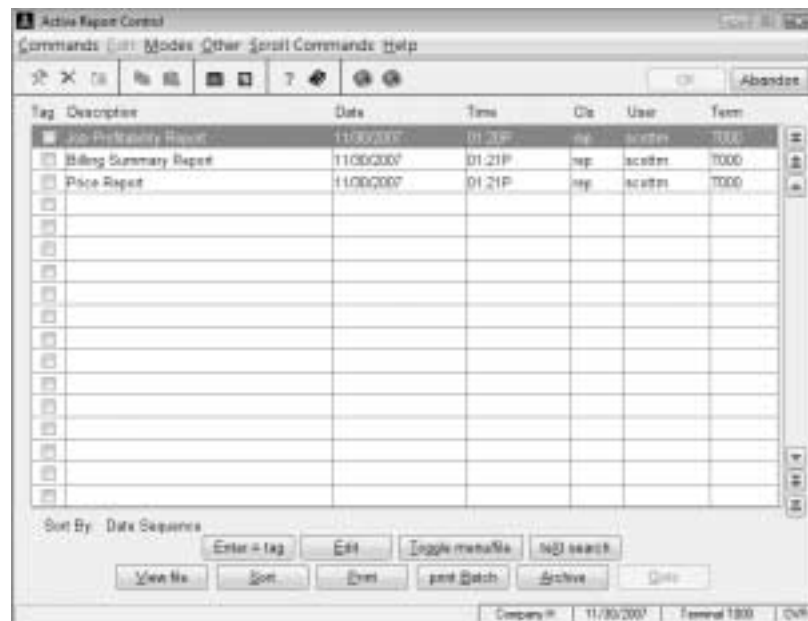
Note: The reports that are listed depend on the **Display Print Manager control lists** setting in the Resource Manager **Options and Interfaces** function. If this setting is set to **User ID** or **Terminal**, only reports that match the current user or terminal ID are listed.

Use the commands to work with the reports listed:

- Press **Enter** to tag reports to include them in a batch. All tagged files must share the same report class. Tagged files can all be printed at once without supervision or searched for specific text.

- Press **E** to edit the selected report's description and class. When the Edit Line Item screen appears, edit the description and select a new class, if necessary. Use the **Proceed** (**OK**) command to save your changes.

- Press **T** to toggle the reports' descriptions between the report name and its file path and name.

- Press **X** to search the selected report or all tagged reports for specific text. The Search for Text screen appears. See page 16-5 for more information.

- Press **V** to view path and file information about the selected report.

- Press **S** to sort the reports in the list, then select the sort order to use. You can sort by:

  Description
  Date and Time, from most recent to oldest
  User ID
  Class
  Terminal ID

- Press **P** to print the selected report.

- Press **B** to print all tagged files at once.

- Press **A** to archive the selected report. When the File Archiving screen appears, edit the report name and file name, if necessary, then use the **Proceed** (**OK**) command to archive the report.

  When you archive a report, Print Manager moves the report file from its current location and places it in the directory specified as the **Archive Directory** in the **Parameters** function (page 15-5).

- Press **G** to go to a specific report line. This command is available only when there is more than one screen of reports.

Searching Reports for Text

You can search all active reports for specific text. For example, you could search all reports for a specific vendor or item ID. You can also use partial text searches to locate terms that have similar beginnings or endings.

Follow these steps to search all active reports for specific text:

1. If you want to search for the text in multiple reports, tag the reports to include in the search on the Active Report Control screen. To search only one report, select that report.

   You may need to change a report's class if you tag multiple reports to include it in the search.

2. Press **X** on the Active Report Control screen. The Search for Text screen appears.

3. Enter the text you want to search for and use the **Proceed** (**OK**) command to begin the search.
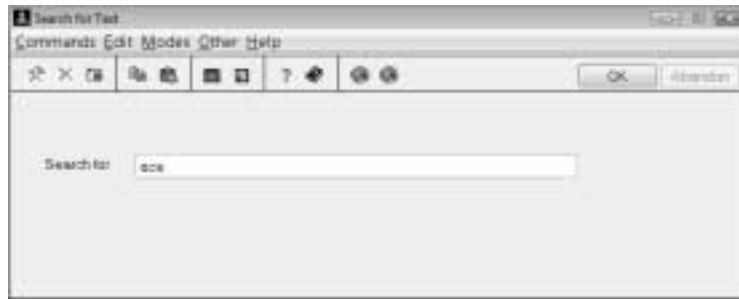
You must enter the text you are searching for exactly as it appears in the print job (uppercase and lowercase letters must match exactly).

For example, if you are searching for the employee ID **BOU001**, you can enter all six characters (**BOU001**), just the first few characters (**BOU**), or just the last few characters (**U001**), but not lowercase letters (**bou001**).

4. When Print Manager finds the text string, it lists the report and page number on which the text appears.
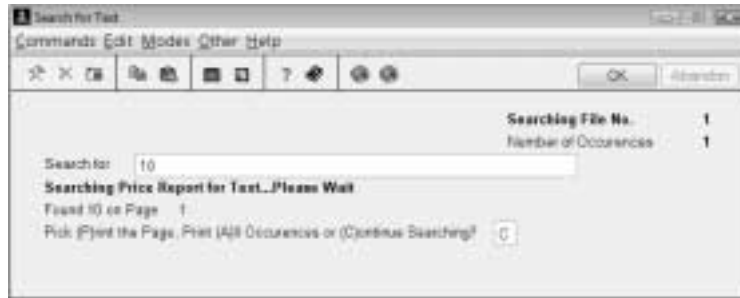
To print the current report page on which the text appears, enter **P**. To print all pages in the current report on which the text appears, enter **A**. To continue searching for more occurrences of the text, press **C**.

5. When all occurrences of the text have been found in the reports you included in the search, the **X occurrences were found.** message appears at the bottom of the screen. Press **Enter** to return to the Active Report Control screen.

Printing Reports in Print Manager

Using Print Manager, you can print active reports singly or in batches. Follow these steps to print reports:

1. If you want to print multiple reports at once, tag the reports you want to include in the batch. You may need to change a report's class.

2. To print only the selected report, press **P** on the Active Report Control screen. To print multiple reports that you have tagged, press **B**.

Inquiry   3. When the Print Parameters screen appears, enter the number of copies to print, the range of pages to print, your user ID, and the report class, or accept the default values. Use the **Proceed** (**OK**) command to continue.
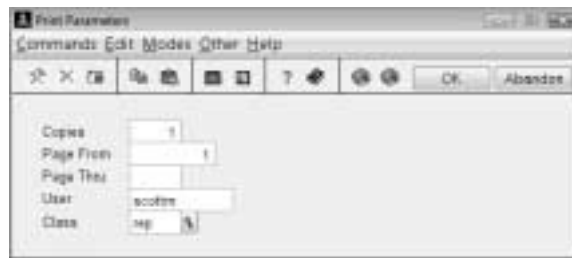
If you are printing a batch of reports, you cannot change the **Class** field. This field does not appear if the **Do you want to use report classes with Print Manager?** option is set to **No** in the **Options and Interfaces** function (page 3-25).

4. When the Output Information screen appears, select the method to use to produce the report. See page 1-34 for more information.

5. If you print a report that uses a different class than the last report printed through Print Manager, a message appears to notify you of the last class used and to remind you to load the proper forms.

Inquiry
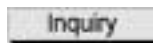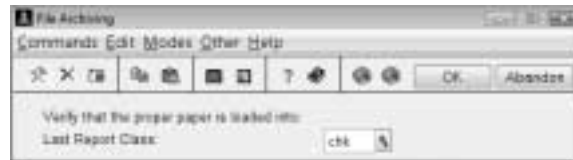
Change the **Last Report Class** to the class of the report you are printing, then use the **Proceed** (**OK**) command to continue.

6. After the report is produced, the Printing Report screen appears.

Select the action to take:

• Select **Delete** to delete the report files you printed from Print Manager and their storage directory.

• Select **Retain** to keep the report files within the **Active Report Control** function.

• Select **Archive** to archive the report files you printed. Use the **Archive Report Control** function to manage archived files.

Archive Report Control

Use the **Archive Report Control** function to work with the reports you have archived in Print Manager. This function contains all of the same functionality available in the **Active Report Control** function except that the **Archive** command is disabled since you are working directly with archived report files.

To work with archived report files, select **Archive Report Control** from the Print Manager **Report Control** submenu. The Archive Report Control screen appears.
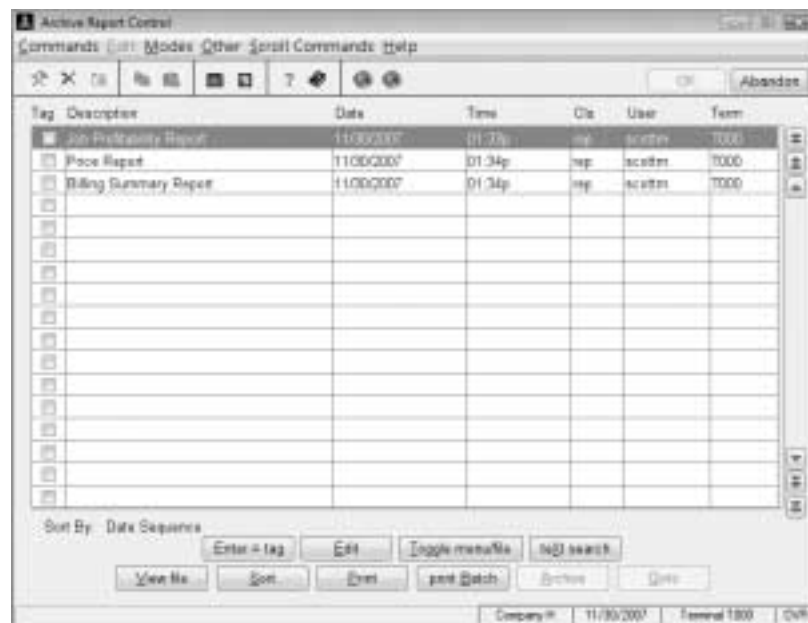
Refer to the **Active Report Control** function description (page 16-3) for details on using the commands and working with archived files.

APPENDIX A

A

OSAS Menus

When you use the OSAS graphical mode (see "Graphical Mode" on page 1-13 for more information), a menu bar appears at the top of main menu and function screens to give you access to additional commands.

While the commands these menus contain are available in text mode via function keys, only the **Favorites** (page A-15), **Other Commands** (page A-17), and **Information** (page A-33) menus are shared between the two modes. Refer to "OSAS Commands" on page B-1 for information on all commands available in both graphical and text mode and the function keys you use to access them.

This appendix describes each menu available in graphical mode and gives you more information on using the **Favorites**, **Other Commands**, and **Information** menus available in both graphical and text modes.

Main Menus

To access a command from one of the menus on the main menu screen, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination. Each menu is described below.

File Menu

File Modes Tools Favorites Other User Help

Access code	F4
Sample data set	F5
Workstation date	F6
Exit	F7

Command	Description
Access Code	Opens the Access Code screen where you can enter a new access code. See "Access Codes" on page 1-12 for more information.
Sample data set	Toggles between Sample and Live data.
Workstation date	Opens the Workstation Date screen where you can change the workstation date. See "Workstation Date" on page 1-12 for more information.
Application Setup	If you use the MDI menu, the **Application Setup** command is also available. Use this command to switch to a different fiscal year when you are inside the General Ledger or Payroll menus. If you use the graphical or text menu, press **F9** to change fiscal years.
Exit	Exits from OSAS.

Modes Menu
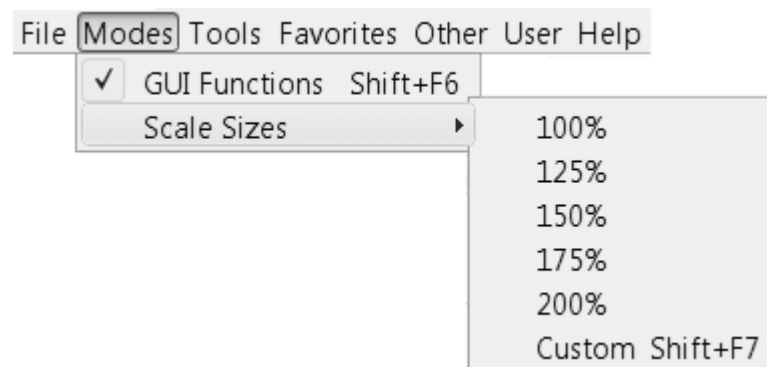
Command	Description
GUI Functions	Toggles between graphical and text function screens.
Scale Sizes	This command allows you to pick from predefined scale sizes or to choose any scale size, and also allow for different horizontal and vertical scaling factors. The scaling can be adjusted to provide a full-screen view on wide-screen monitors. The default value is 100%.

Tools Menu
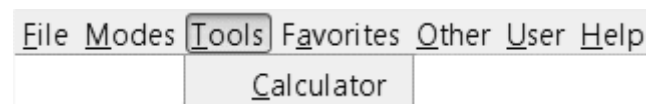
Command	Description
Calculator	Opens the OSAS calculator.

Favorites Menu

File Modes Tools Favorites Other User Help

Change to Favorites F2
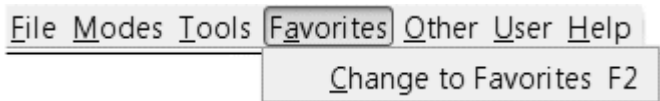
Command	Description
Change to Favorites	Toggles between the **Favorites** and main menus. See "Favorites Menu" on page A-6 for more information.

Other Commands Menu
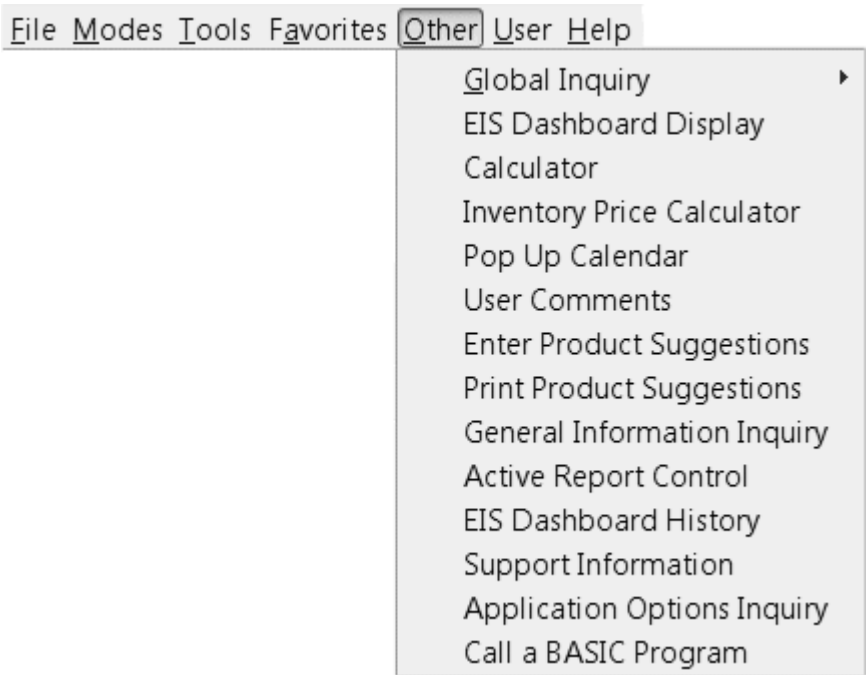
File Modes Tools Favorites Other User Help

Global Inquiry   ▶
EIS Dashboard Display
Calculator
Inventory Price Calculator
Pop Up Calendar
User Comments
Enter Product Suggestions
Print Product Suggestions
General Information Inquiry
Active Report Control
EIS Dashboard History
Support Information
Application Options Inquiry
Call a BASIC Program

The **Other Commands** menu gives you access to additional OSAS commands not directly related to the function you're using. See "Other Commands Menu" on page A-17 for more information.

User Menu

File Modes Tools Favorites Other User Help

> Access Code
> Preferences
> Favorites
> File Types
> Colors
> Keyboard

Command	Description
Access Code	Opens the **Access Code** screen where you can enter a new access code. See "Access Codes" on page 1-12 for more information.
Preferences	Use the **Preferences** function to activate or deactivate toggled commands, select options for the OSAS graphical mode, select default values for common fields and for system functionality, and specify directories for print files, sort files, and your .PDF viewer, web browser, and e-mail software. See "Preferences" on page 4-7 for more information.
Favorites	Opens the **Favorites Menu** function to allow you to modify the **Favorites** menu that is created automatically when you add functions to it. See "Favorites Menu" on page 4-15 for more information.
File Types	Use the **File Types** function to set up associations for various types of files. See "File Types" on page 4-17 for more information.
Colors	Use the **Colors** function on the to customize the colors at specific terminals for each type of text screen and text window in OSAS. See "Colors" on page 4-21 for more information.

Command	Description
Keyboard	Use the **Keyboard** function to customize the function and editing keys for text screens on your workstation. See "Keyboard" on page 4-23 for more information.

Help Menu

File Modes Tools Favorites Other User Help
                                        Help   F1
                                        About OSAS
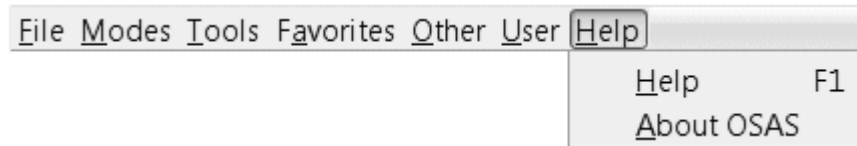
Command	Description
Help	Opens a screen providing details on commonly used function keys and keyboard navigation.
About OSAS	Opens a screen listing copyright information about the OSAS applications you have installed.

Function Menus

To access a command from one of the menus on a function screen, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination. Each menu is described below.

Commands Menu

Commands	Edit	Modes	Other	Information	Help
Inquiry	F2				
Date Inquiry	Ctrl+F2				
Maintenance	F6				
Proceed	Page Down				
Start Over	Page Up				
Field Up	Up				
Field Down	Down				
Abandon	F5				
Delete	F3				
Jump	Ctrl+J				
Exit	F7				

Command	Description
Inquiry	Lists valid entries for the current field.
Date Inquiry	Opens a calendar from which you can select a date. This command is available only for date fields in BBj.
Maintenance	Opens the appropriate File Maintenance function.
Proceed/OK	Proceeds to the next screen or saves your entries.
Start Over	Moves back to the first field or to the first field after the key field without erasing any entries or changes.

Command	Description
Field Up	Moves the cursor to the previous field.
Field Down	Moves the cursor to the next field.
Abandon	Clears data from all fields and moves the cursor to the first field on the screen.
Delete	Deletes information on the screen. Since this command deletes an entire record, use it with caution.
Jump	Moves the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit	Exits from a screen or a window without saving data.

Edit Menu
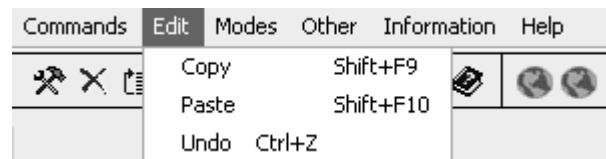
Command	Description
Copy	Copies the contents of the current field.
Paste	Pastes the value you copied from a previous field into the current field.
Undo	Restores the contents of the current field from before you made changes to it.

Modes Menu
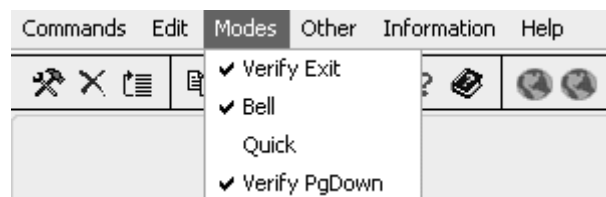
Command	Description
Verify Exit	When verification is on, you must press a key twice to verify that you want to exit or abandon functions.
Bell	When the bell is turned on, it sounds at an error or when you must verify a command.
Quick	When this option is off, the cursor stops at every field possible when you press **Enter** or **Tab**. When this option is on, the cursor stops only in required fields, skipping those that are not required.
Verify PgDown	If verification is turned on, you must press **PgDn** twice to proceed to the next screen or to save your entries.

Other Commands Menu
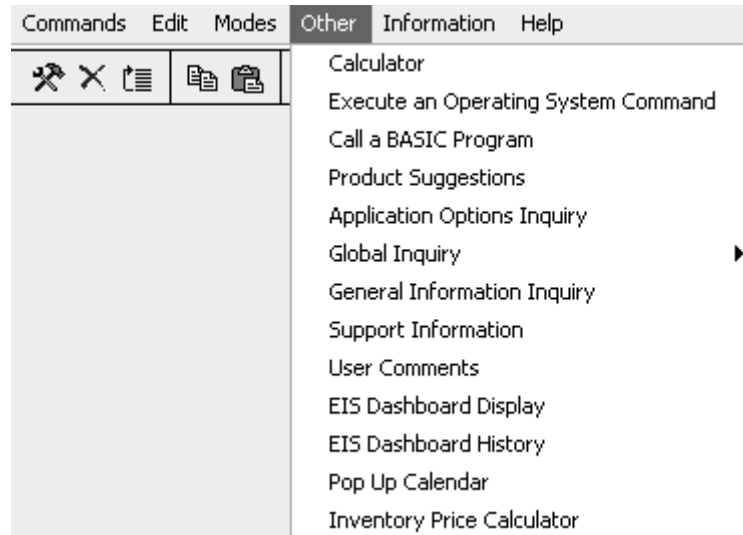
The **Other Commands** menu gives you access to additional OSAS commands not directly related to the function you're using. See "Other Commands Menu" on page A-17 for more information.

Scroll Commands Menu
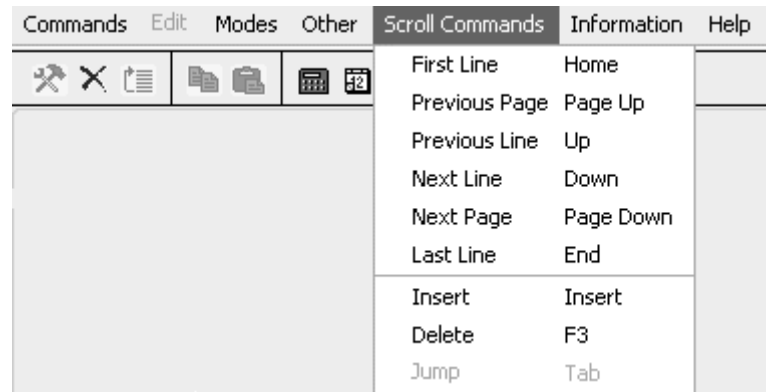
The **Scroll Commands** menu appears only on screens with scroll regions.

Command	Description
First Line	Moves the cursor to the first data entry field.
Previous Page	Displays the previous page.
Previous Line	Moves the cursor up to the previous line.
Next Line	Moves the cursor down to the following line.
Next Page	Displays the following page.
Last Line	Moves the cursor to the last data entry field.
Insert	Inserts characters between pre-existing entries in a field.
Delete	Deletes the selected characters.
Jump	Moves the cursor to the next section of the screen in some functions.

Inventory Lookups Menu
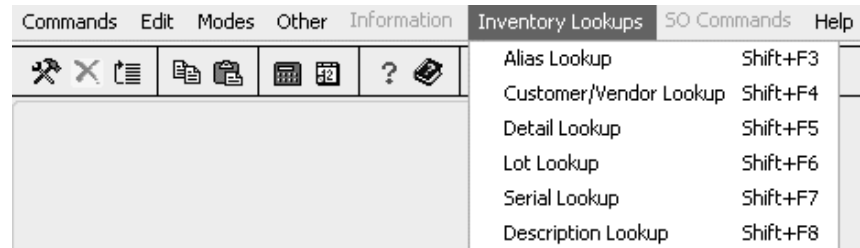
If you interface other OSAS applications with Inventory and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookups** commands to search for information about items and select an item for entry in the field you are in.

Command	Description
Alias Lookup	Searches for items with a specified alias listed as an alternate item. When you enter the alias, you can use the * and **?** wildcard characters to restrict or widen the search.
Customer/Vendor Lookup	Searches for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the * and **?** wildcard characters to restrict or widen the search.
Detail Lookup	Searches for detailed information about an item. You can enter search information in any of the fields that appear using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Lot Lookup	Searches for an item based on lot number. When you enter the lot number, you can use the * and **?** wildcard characters to restrict or widen the search.
Serial Lookup	Searches for an item based on serial number. When you enter the serial number, you can use the * and **?** wildcard characters to restrict or widen the search.
Description Lookup	Searches for an item based on item description. When you enter the description, you can use the * and **?** wildcard characters to restrict or widen the search.

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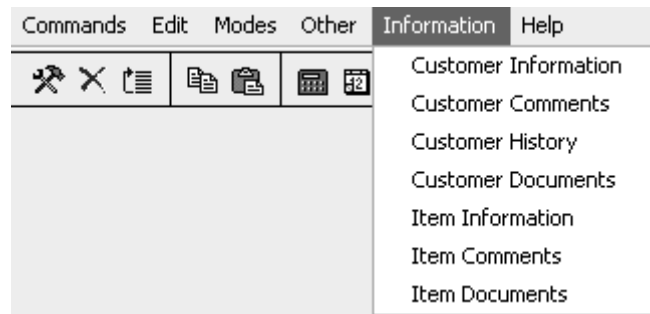
The **Information** menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

The **Information** menu also gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

See "Information Menu" on page A-33 for more information.

Help Menu
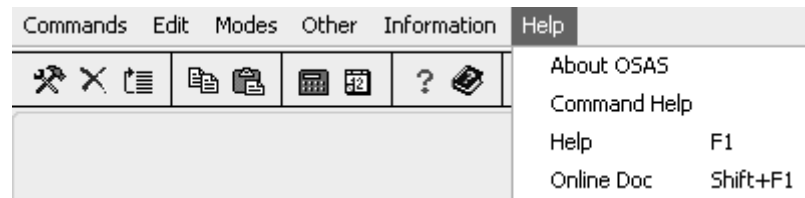
Command	Description
About OSAS	Opens the About OSAS dialog box.
Command Help	Opens the OSAS Key Help screen.
Help	Lists information about the field the cursor is in.
Online Doc	Launches your .PDF file viewer and opens the documentation for the appropriate OSAS application.

Favorites Menu

The **Favorites** menu operates in any of the menu formats and gives you quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions. After you've set up the menu, you can access its functions either by pressing **F2** or by clicking the **Favorites** icon on the toolbar.

With the **Favorites** menu, you save time by eliminating the need to switch between applications. For example, if you perform tasks in several applications, such as using the **Transactions** and **Cash Receipts** function in Accounts Receivable, **GL Account** function in General Ledger, and **Price and Availability** and **Item Inquiry** functions in Inventory, you can set up a **Favorites** menu rather than moving between each application. The **Favorites** menu for the graphical main menu is illustrated below.

Favorites Menu - T000

GL Journal
SO Daily Work
SO Cash Receipts
SO Copy Recurring Orders
IN Price and Availability
IN Item Locations
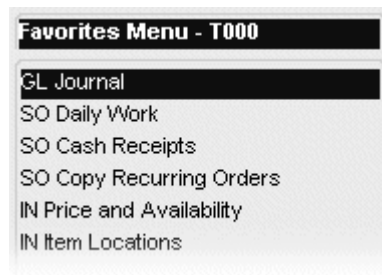
To set up and use the **Favorites** menu, do the following:

- To add a function to the menu, select the function you want to add to the menu and press **F10** (or use the right-click menu in graphical mode). Press **F2** to switch to the **Favorites** menu to confirm that your selection was added.

- To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** (or use the right-click menu).

- To use a function on the **Favorites** menu, double-click a function name or select the function name and press **Enter**.

Other Commands Menu

The **Other Commands** (**F4**) menu gives you access to powerful commands that help you use other OSAS functionality that might not be directly related to the function you are using. Use these commands to execute an operating system command or a Pro/5 or BBj program; view information about your applications or drill through your accounting data, and view reminders or calculators.

To access a command on the **Other Commands** menu, click the menu name or press **F4**, then select the command you want to use from the list.

Global Inquiry

Use the **Global Inquiry** command to gather information from all OSAS files (and applications) with a common field.
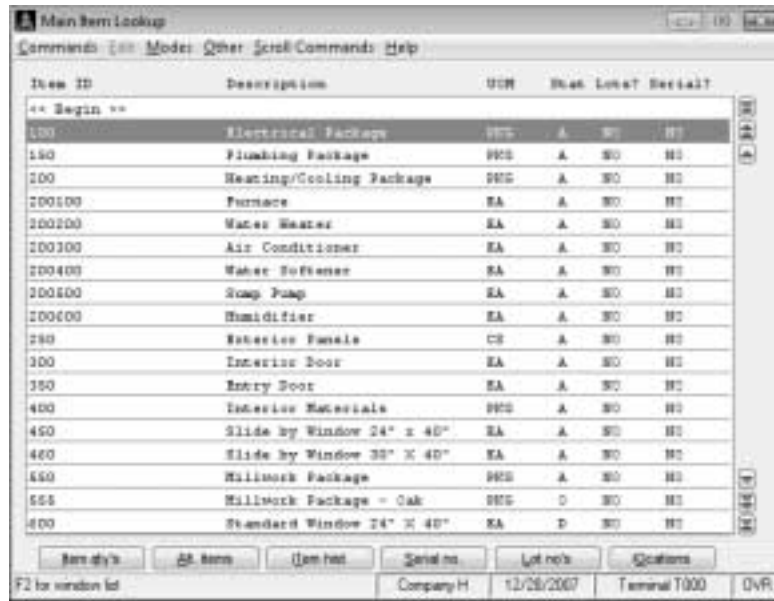
To produce a list of the windows, use the **Global Inquiry Window List** function. To produce a report of occurrences where links between windows are not continuous, use the **Global Inquiry Window Audit Report** function.

The applications on the **Global Inquiry** menu are set up in the PARAM table in the **Application Tables** function. Each application is assigned a window ID, whose characteristics were either installed with Resource Manager or set up in the **Global Inquiry Definitions** function.

Setting up a Global Inquiry window definition requires knowledge of the file structures in OSAS. If you are not familiar with OSAS file structures and you do not have a file descriptions manual, consult your reseller before you add or change a Global Inquiry window definition.

You can use the **Global Inquiry Definitions** and **Application Tables** functions to establish and update information about Global Inquiry window IDs. A simple installation accomplishes the same tasks. As a result, when you use the **Global Inquiry** command, the windows should be set up and logically connected to each other, with convenient categories (usually named after applications) as options. At that point you are ready to choose an option.

To use the function, select **Global Inquiry** from the **Other Commands** menu, then select an application from the menu that appears. A screen appears listing details relating to that application. The screen for Accounts Payable is shown below.

In the example above, we selected **Accounts Payable** from the **Global Inquiry** menu. The screen that appears lists vendors, organized by vendor ID, and the total amount due. Because of the way the window is set up, you can access five other windows via the command buttons: one that displays accounts payable invoices, one that displays invoice history, one that displays paid invoices, one that displays accounts payable transactions, and one that displays miscellaneous vendor information.

Within Global Inquiry, you can use the **Other Commands** menu to access the Global Inquiry menu again, or you can use the **Inquiry** (**F2**) command to look up and select an inquiry window you accessed previously. The sequence number and description that are listed represent the windows that you have previously accessed with the **Global Inquiry** command.

For example, when you select **Global Inquiry** from the **Other Commands** menu, and then select **Inventory**, window A appears. When you use a command at the bottom of window A, window B appears. When you use a command at the bottom of window B, window C appears. In this example, you continue to use window commands until you reach window G (please note that windows are not really lettered like this; they are lettered in this example to simplify the model.)

If you then want to return to one of the previous six windows, you could select **Global Inquiry** again, but a simpler route would be to use the **Inquiry** (**F2**) command, where you would find six sequence numbers: 001001, 001002, 001003, 001004, 001005, 001006. Each number would appear with a description of a window: 001001 would be paired with the description of window A; 001002 would be paired with the description of window B, and so on. To move to the window you want to return to, select the appropriate number and description and press **Enter**.

The sequence number's notation carries two pieces of information: the number of times you selected Global Inquiry and the number of windows you accessed.

As explained above, the number 001002 provides two details: you have run the **Global Inquiry** function only once (001), and this window was the second window you accessed since you selected Global Inquiry. Therefore, 001002 indicates the second window you accessed during your first usage of the **Global Inquiry** function.

Had you selected Global Inquiry again to view the Payroll option in window 7, the sequence number of the window that appeared would be 002001. Every time you select Global Inquiry when no Global Inquiry windows are currently displayed, the numbering starts at 001001, regardless of the sequence numbers the window had the last time you used it.

To exit from Global Inquiry at any point, use the **Exit** (**F7**) command.

EIS Dashboard Display

Use the EIS Dashboard Display function to open a generic EIS dashboard that you can customize. This function also appears on the Executive Information Summary menu. Refer to page 8-9 for more details.

Calculator

Use the **Calculator** command to open a calculator for basic math calculations. If you use the text version, the OSAS text calculator opens on top of the current function screen. If you use the graphical version, the OSAS graphical calculator opens.

Text-Based Calculator

With the OSAS text calculator, you can store and retrieve totals and tapes, add comments to tapes, and print tapes. A common use is to calculate a total, exit from the calculator, then enter the total into the field from which you started.

The left side of the calculator is the working side. You can store values in memory, view the results of former calculations on the tape, and enter values to be calculated.

The right side reminds you which keys and functions are available and lists the calculator's status.

The printout tape of a real calculator is simulated in the **Tape** section. Numbers, operators, and running totals appear at the bottom of the tape as you enter them.

Each workstation has its own unique tape for the calculator. OSAS recalls the last tape that was used you start the calculator. The tape is stored as a file on the hard disk and is reloaded each time you use the calculator. When you want to start a new tape, press **F1** to erase the current tape.

As new calculations are entered at the bottom of the tape, the previous numbers and operators scroll up to make room. When the tape is full, the numbers scroll off the top of the display area. Use the **View Tape** function to scroll the tape up and down to view previous calculations and totals.

The **Entry** section contains the values and operators you enter to use in calculations:

• To enter a number, type the number.

• To enter a comment, type a quotation mark (") and then a comment. Comments can be 16 characters long.

• To make calculations with the Calculator, use postfix notation. First, type a number. Then press the key of the operator (**+**, **-**, **x**, or **/**) you want to use. Type a second number, and press the key of another operator or press **Enter** to total the calculation.

• To repeat the last calculation using the same operator and number, press the same operator key again. You can repeat this operation indefinitely.

The **Functions** section lists the functions you can use:

• Press **S** to view the subtotal.

• Press the quotation mark key (") to start a comment.

• Press **T** to print the tape.

• In the **View Tape** function, you can use three keys: the up-arrow key to move the tape up, the down-arrow key to move the tape down, and the **Esc** key to jump to the bottom of the tape and exit from View mode.

Press a key to work with values in the **Memory**, **Tape**, **Entry** and **Status** sections. If your computer lacks function keys, you can also press the alternate key combination listed in parentheses.

- Press **F1** to clear the tape. Once you clear the tape, it cannot be recalled.

- Press **F2** to clear the **Entry** field to enter a different value.

- If the value in memory is .00, press **F3** to copy the total at the bottom of the tape to the **Memory** field. If the **Memory** field contains a value, pressing **F3** adds the total at the bottom of the tape to that value.

- Press **F4** to subtract the total at the bottom of the tape from the value in memory.

- Press **F5** to copy the value in memory to the **Entry** field.

- Press **F6** to erase the value in memory.

- Press **F7** to exit from the calculator without saving the total.

- Press **F8** to turn the printer on and off. If the printer is on, your subsequent entries are printed until you turn the printer off or exit from the calculator.

- Press **F9** to change the number of default decimal places the calculator displays. The default number of decimal places is read from the current OSAS program. Valid values are **0**, **1**, **2**, **3**, **4**, **5**, **FLOAT** (Floating Point), and **AUTO** (Automatic). Numbers are saved and calculated with 1 to 14 decimal places, but only the default number of places is shown.

  When you select **FLOAT**, the decimal floats from 0 to 5 places to correctly display a number (unless 5 places are not available after you enter the whole number). When you select **AUTO**, a decimal is placed before the last two numbers of each entry unless you include a decimal as part of the entry.

- Press **F10** to exit from the calculator and copy the total into the field the cursor is in on the screen from which you accessed the calculator.

Example: Making a calculation with the text-based calculator

Follow the same procedure for each of the calculator's four math functions (**+**, **-**, *****, and **/**). For example, to add 32 and 99, follow these steps:

1. Enter the first number (in this case, **32**) to load the new subtotal into the calculator. The number appears in the **Entry** field as you enter it and is transferred to the tape when you press **Enter**.

2. Press the **+**, **-**, *****, or **/** key to enter that mathematical operator.

    For example, if you press **+**, the calculator enters the number you entered (**32**) followed by the plus sign at the bottom of the tape. The calculator will insert a decimal point (and the following zeros if you are working with round numbers).

    The subtraction operator works the same as those on adding machines. Press **+**, a number, and **-**.

3. Enter the second number (**99** in our example) and press **Enter**. The calculator performs the calculation and prints the total (**131.00**) followed by two asterisks (******) at the bottom of the tape.

4. If you want to start a new tape, press **F1** or **C** to clear the tape before you start another calculation.

To make a string of consecutive calculations using the running total from each previous operation, follow these steps:

1. Enter the first number of the calculation to reset the current total. The new total appears on the tape.

2. Type the operator you want to you (do not press Enter). The number you entered in step 1 and the operator appear on the tape.

3. Enter the second number. The calculator performs the calculation and prints the total at the bottom of the tape. This total is used in the next calculation.

4. Type the second operator (do not press Enter). The calculator recalls the last total and prints the operator behind it on the tape.

5. Enter the next number. The calculator performs the calculation and the new total appears at the bottom of the tape.

6. Repeat steps 2–5 until you finish your calculations.

Graphical Calculator

In graphical mode, calling the calculator opens the OSAS graphical calculator. Based on the Windows calculator, it can also be used to return a result into an input field.

The **Edit** menu allows you to cut and paste numbers to and from the entry field. The **Precision** menu allows you to change the maximum number of places allowed past the decimal point.

Use the **Return Total** button to return the calculated result to the active field in the OSAS program.

Use the calculator exactly as you would use the Windows calculator. When you have the desired solution in the entry field, click **Return Total** to send the result to the active field of the OSAS program you are currently using.

Inventory Price Calculator

Use the Inventory Price Calculator to calculate prices for specific customers without entering an order or invoice. Follow these steps to use the calculator:

1. Select **Inventory Price Calculator** from the **Other Commands** menu. The Price Calculator screen appears.

`Inquiry`

2. Enter values in the fields as prompted to calculate prices. The **Price ID**, **Customer ID**, and **Cust Level** fields are optional.

3. Press **Page Down** to continue. OSAS performs the calculations and lists quantity, cost, pricing, and price break information.

   Cost information appears only if you elected to show costs in the price and availability lookup in the Resource Manager **Options and Interfaces** function (page 3-25).

Pop Up Calendar

Use the Pop Up Calendar to view, create, and edit dated reminders. You can
create reminders for yourself, for another user, or for everyone using OSAS.

User Comments

Use the User Comments function to enter comments or notes for reference.
Follow these steps to enter a comment:

1. Select User Comments from the Other Commands menu. This screen
    appears.
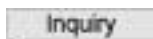
Inquiry

2. Enter a **User ID**, or use the **Inquiry** (**F2**) command to enter a user ID for
    which to view or enter comments. You can enter any value for your user ID.

3. **Shared/Private** appears only if you have set up access codes for this
    function. If the comment is shared, **SHARED** appears. If the comment is
    private, **PRIVATE** appears along with the access name.

4. Enter a reference ID for which to view or enter comments.

5. The current date appears in the **End Date** field. Enter a new date to apply to new comments or to view comments as of that date.

6. Use the commands to work with comments in the scroll region:

    •   Press **I** to enter a different user ID.

    •   Press **R** to enter a different reference ID.

    •   Press **D** to change the end date.

    •   Press **A** to add a comment.

    •   Press **Enter** to edit the selected comment.

    •   Press **O** to print the selected comment.

    •   The **Shared/Private** command is available only if you have set up access codes for this function. Press **E** to toggle between shared and private comments. Shared comments can be viewed by everyone; private comments can be viewed only by the person who enters the correct access code.

    •   Press **F** to go to the first comment.

    •   Press **L** to go to the last comment.

    •   Press **N** to go to the next comment.

    •   Press **P** to go to the previous comment.

7. When you finish entering, editing, or viewing comments, use the **Exit** (**F7**) command to return to OSAS.

Product Suggestions

From any field, you can make, edit and save suggestions for improving the software. If you have a suggestion, fax or mail it to Open Systems. Follow these steps to enter a product suggestion:

Select **Product Suggestions** from the **Other Commands** menu. This screen appears.

Inquiry

1. OSAS automatically assigns an identification number (starting at 0001) to the suggestion. To enter a new suggestion, press **Enter**. To recall a previously entered suggestion, use the **Inquiry** (**F2**) command or enter the identification number you want to view.

2. Enter the **Application**, **Version**, and **Menu Item** for which you want to enter a suggestion, then enter the suggestion in the **Description** area. Each line can hold 50 characters; press **Enter** to start a new line.

3. Use the **Product Suggestions Report** function (page 9-5) on the Resource Manager **Reports and Inquiry** menu to print product suggestions.

4.   After you print suggestions, select the suggestion's identification number and change the **Status** to **Printed**. You cannot change this status for new suggestions.

General Information Inquiry

Use the **General Information Inquiry** function to view information from the Accounts Receivable, Accounts Payable, Sales Order, Purchase Order, and Payroll applications. Depending on which applications are installed, you can view information about vendors, customers, and employees.

Select **General Information Inquiry** from the **Other Commands** menu. The General Information Inquiry screen appears.

Select what to view in the **Search For** field: press **V** to view vendor information, **C** to view customer information, or **E** to view employee information.

Use the commands to move around the screen:

- Press **G** to go to a specific line.

- Press **V** to toggle the detail display on or off.

- Press **S** to change your search selection.

- Press **C** to sort the information in a different way.

When you finish viewing the information, use the **Exit** (**F7**) command to return to OSAS.

Active Report Control

Use the **Active Report Control** function to work with the reports you have saved with Print Manager but have not yet archived or deleted. You can reprint reports either singly or in batches, search reports for specific text, or archive reports.

See "Active Report Control" on page 16-3 for more information on how to use Active Report Control.

EIS Dashboard History

Use the **EIS Dashboard History** function to open the Company Summary EIS dashboard with field data saved from previous dates. To save field data, use the **Global Dashboard Update** function (page 11-3).

When you finish, press **F7** to return to OSAS.

Support Information

Use the **Support Information** command to view information about whom to contact for technical support, or how to contact your dealer.

Select **Support Information** from the **Other Commands** menu. This screen appears.

When you finish viewing the information, press any key to return to OSAS.

You can use the **Support Information** function (page 2-61) on the Resource Manager **Installation and Configuration** menu to edit this information.

Applications Options Inquiry

Use the **Applications Options Inquiry** utility to view the options and interfaces for any application. You cannot use this command to change them.

To use this command, select **Applications Options Inquiry** from the **Other Commands** menu. After you enter the application ID, the options and interfaces selected for the application appear. When you finish viewing the information, press **F7** to return to OSAS.

Call a BASIC Program

From any field, you can call any BASIC program that does not require variables to be passed to it. Follow these steps to call a BASIC program:

1. Select **Call a BASIC Program** from the **Other Commands** menu.

2. Enter the program you want to call.

3. Enter the parameter (if any) for the program.

4. Use the **Proceed** (**OK**) command to start the program.

5. Press **Enter** to return to the field from which you accessed the **Other Commands** menu.

Information Menu

The **Information** (**Shift+F2**) menu appears on some function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee.

The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Information

The **Information** command gives you general information about the subject. For customers, the **Information** command lists sale amounts and important dates, while for inventory items, the same command lists quantities, types, and base prices.

When the Information screen appears, enter the ID for which you want to view information. Use the commands available at the bottom of the screen to scroll between or select a new ID, then use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Information** command.

Comments

Use the **Comments** command when it appears to view comments added through File Maintenance functions or to add comments about a customer, item, vendor, employee, or job.

The Comments screen appears after you access the **Comments** command. The Customer Comments screen is shown below as an example.

1.   Enter the ID for which you want to view or enter comments in the ID field at the top of the screen. The **Inquiry** (**F2**) command is available.

2.   The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.

3.   Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

The date, reference, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID.

4. Use these commands to work with the comments on the screen:

    •   Press **R** to return to the **Ref ID** field to enter a new reference ID.

    •   Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.

    •   Press **I** to return to the ID field and enter a new ID for which to view or enter comments.

    •   Press **A** to add a new comment. The Append Comment screen appears.

    •   Press **E** to edit a selected comment. The Edit Comment screen appears.

    •   Press **F** to view comments for the first ID on record.

    •   Press **N** to view comments for the next ID on record.

    •   Press **P** to view or edit comments for the previous ID on record.

    •   Press **L** to view or edit comments for the last ID on record.

    •   Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit
Comments screen appears when you edit an existing comment. Other than the
title, these screens are identical.

Follow these steps to add a comment:

1. If you are working with a new comment, the system date appears; otherwise,
    the date entered for the comment you are editing appears. Accept this date,
    or enter a different date.

2. The current terminal ID appears in the **Reference** field. Edit this reference,
    if necessary.

3. Enter or edit the comment, then press **Enter** to save the comment record.

History

When available, the **History** command gives you access to customer history in a
manner similar to Inquiry functions. Select the customer for which you want to
view detail information, enter a date from which to view information (if desired),
then press **Enter** to view invoice or payment information.

Use the commands at the bottom of the screen to switch between or change
customers, view totals, or select the line item to view. Use the **Exit** (**F7**)
command to return to the function screen from which you accessed the **History**
command.

Documents

The **Documents** command lets you view or open documents attached to certain master file records. You cannot use this command to attach a document to a record; instead, use the appropriate File Maintenance function to attach documents.

Note: Before you can open documents, you need to have the appropriate file associations set up in the **File Types** function on the Resource Manager **User Setup** menu. The entries you make in this function help OSAS identify which software applications to use to open attached documents. See page 4-17 for more information.

The Documents screen appears after you access the **Documents** command. The Employee Documents screen is shown below as an example.
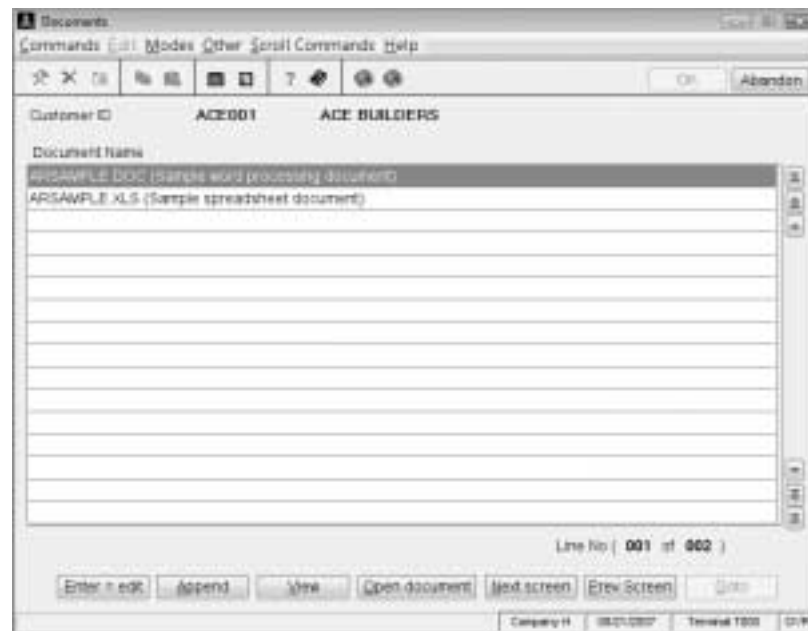
Enter the ID for which you want to view attached documents. The **Inquiry** (**F2**) command is available.

Use these commands to view document information, open an attached document, or switch between or select a new ID:

- Press **H** to return to the header section to select a new ID.

- Press **F** to view documents attached to the first ID on record.

- Press **L** to view documents attached to the last ID on record.

- Press **N** to view documents attached to the next ID on record.

- Press **P** to view documents attached to the previous ID on record.

- Press **V** to view document information. The View Documents screen appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.

- Press **O** to open the attached document in the appropriate software application. You may need to edit the Resource Manager **File Types** function in order to associate files with your preferred applications.

  Note: If you have problems opening a document, return to the function in which the document was attached and edit the attachment to change the direction of the slashes used in the directory path. If the directory path contains backward slashes (\), change them to forward slashes (/) and vice versa.

- Press **G** to go to a specific document line. This command is available only when there is more than one screen of line items.

Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Documents** command when you finish viewing documents.

APPENDIX B

B

OSAS Commands

Numerous commands are available within OSAS to help you perform various tasks. On the main menu, these commands allow you to change the system date, enter access codes, switch between live and sample data, and so on. On function screens, use the commands to access the online .PDF documentation, work with the information on the function screen, drill down to more information, and so on.

Many of these commands also appear on drop-down menus in graphical mode. You can use the hot keys to access commands regardless of which mode you use. See "Graphical Mode" on page 1-13 for more information on the graphical menus.

Command hot keys are shared between the main menu and function screens and are context-sensitive. That is, shared hot keys access different commands depending on whether you press the hot key combination on the main menu or on a function screen.

To access a command, press the corresponding key listed in the tables in this appendix. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Some hot key combinations used by OSAS may also be reserved for use by your operating system. When this is the case, that hot key will not work in OSAS. You may be able to reassign these keys using your operating system's utilities to resolve the conflict. Alternately, if you use the OSAS text mode, you can use the **Keyboard** function (page 4-23) to reassign the hot keys OSAS uses to resolve conflicts.

Please note that alternate key combinations starting with **Esc** will not work in graphical mode.

Main Menu Commands

Key	Alternate	Description
Esc		Opens a menu listing available commands.
F1	**Esc+H**	In text mode, this command opens the help description for the selected application/function. You must be within an application menu to access this command.
		In graphical mode, this command opens a screen providing help on commonly used function keys and keyboard navigation.
F2	**Esc+W**	Toggles between the **Favorites** and main menus.
Shift+F2	**Esc+I**	Opens a screen listing information about the applications you have installed.
F3	**Esc+D**	Switches between companies.
F4	**Esc+O**	Opens the **User Functions** menu containing functions to modify the workstation settings.
		In text mode, press this key (or key combination) twice to open the **Other Commands** menu. See page A-6 for more information.
F5	**Esc+X**	Switches between live and sample data.
Shift+F5	**Esc+G**	Toggles between graphical, MDI, and text main menus.
F6	**Esc+F**	Opens the Workstation Date screen to change the workstation date.
Shift+F6	**Esc+K**	Toggles between graphical and text function screens.
F7	**Esc+M**	Exits from OSAS.
F8	**Esc+L**	In text mode, this command outputs the current screen to a printer, print preview window, or file.
F9	**Esc+U**	Changes to a different fiscal year when you are inside the General Ledger or Payroll menus.

Key	Alternate	Description
F10	**Ctrl+Z**	On the main menu, this command adds the selected application or function to the **Favorites** menu. On the **Favorites** menu, this command removes the selected application or function from the menu.
		The **Ctrl+Z** alternate key combination does not work in graphical mode.
Page Up		Moves back one menu level.
Tab		Returns to the main menu from any application menu.
Enter		Selects an application menu or function from a menu.
Up/Down Arrow		Moves the cursor up or down through the menu selections.

Function Commands

Key	Alternate	Description
Enter		Accepts the data entered and moves the cursor to the next field or accesses a line for editing.
Esc		Lists available commands for the screen.
Ins		Toggles between insert and overwrite modes for entry. When the **Insert** flag (or **INS** in graphical mode) appears, the characters you enter push other characters in the field to the right. If there is no **Insert** flag, or if **OVR** appears in graphical mode, the characters you enter overwrite other characters in the field.
Page Up		Moves back to the first field on the screen (or the first field after the key field) without erasing any entries.
Page Down		Approves the data on the screen, updates the data file accordingly, and proceeds to the next field or section.
Tab		Moves the cursor to the next block or field that requires an entry.
Up/Down Arrow		Moves the cursor up and down through the fields.
F1	**Esc+H**	Opens the help description for the current field.
Shift+F1	**Esc+A**	Launches your .PDF viewer and opens the application guide for the application you are using.
F2	**Esc+W**	Opens the Inquiry screen for the current field. This command is available when the **Inquiry** 🔍 button appears next to the field (in graphical mode) or when the **Inquiry** flag appears at the bottom of the screen (in text mode). See page 1-29 for more information.
Shift+F2	**Esc+1**	Opens the **Information** menu for the function when the **Info** flag appears at the bottom of the screen. The commands that are available on this menu depend on the applications you have installed. See page A-33 for more information.
F3	**Esc+D**	Deletes the current record or line item (when allowed).

Key	Alternate	Description
Shift+F3	**Esc+B**	Uses the item alias lookup when the **IN Search** flag appears for an **Item ID** field. See page 1-29 for more information.
		In Sales Order, this command allows you to enter purchase requisitions from the **Ordered**, **Units**, **Shipped**, and **Backordered** fields.
		In sales tax fields, this command allows you to view sales tax breakdowns.
F4	**Esc+O**	Opens the **Other Commands** menu. See page A-11 for details on the commands available.
Shift+F4	**Esc+C**	Uses the customer/vendor part number lookup when the **IN Search** flag appears for an **Item ID** field. See page 1-29 for more information.
F5	**Esc+X**	Abandons processing or clears all fields.
Shift+F5	**Esc+G**	Uses the item detail lookup when the **IN Search** flag appears for an **Item ID** field. See page 1-29 for more information.
F6	**Esc+F**	Opens the appropriate File Maintenance function where you can view or update master file information. This command is available when the **Maintenance** button appears on the toolbar or when the **Maint** flag appears at the bottom of the screen.
Shift+F6	**Esc+K**	Uses the lot number lookup when the **IN Search** flag appears for an **Item ID** field. See page 1-29 for more information.
F7	**Esc+M**	Exits from the function.
Shift+F7	**Esc+N**	Uses the serial number lookup when the **IN Search** flag appears for an **Item ID** field. See page 1-29 for more information.
F8	**Esc+L**	Outputs the current screen to a printer, print preview window, or a file. This command is only available in text mode.
Shift+F8	**Esc+Q**	Uses the item description lookup when the **IN Search** flag appears for an **Item ID** field. See page 1-29 for more information.
F9	**Esc+U**	Clears the contents of the current field.
F10	**Ctrl+Z**	Deletes information to the end of the line. This command is only available in text mode.

Key	Alternate	Description
Ctrl+F		Toggles quick entry on and off. When this option is off, the cursor stops at every field possible when you press **Enter** or **Tab**. When this option is on (as indicated by a check mark by the command on the **Modes** menu or by the **Quick** flag at the bottom of the screen), the cursor stops only in required fields.
Ctrl+G		Toggles the bell on and off. When the bell is on, it sounds at an error or when you must verify a command.
Ctrl+O		Toggles function key display on and off. When this option is on, available function keys are listed at the bottom of the screen to remind you of their use.
Ctrl+V		Toggles verification on and off. When verification is on, you must press a key twice to verify that you want to perform an operation. Verification is on when a check mark appears next to the command on the **Modes** menu or when the **Verify** flag appears at the bottom of the screen.

Help Commands

Help content for field-level help is editable, meaning that you can customize the text that appears to best fit your needs. When you press **F1** on a function screen to access field-level help, you can use these commands when the help screen appears:

- Press **F3** to delete the help screen content. In graphical mode, you must first press **F6** to enter the edit screen for the help content before you can delete it.

  To recover a deleted screen, copy the **xxHELP** file from the OSAS CD-ROM to the **/PROGxx** subdirectory (**xx** is the two character application ID). Remember that this copying process overwrites any changes you have made to other help screens.

- Press **F6** to edit the help screen content.

- Press **F7** to exit the help screen.

Scroll Region Commands

When the cursor is in a line-item scroll region, you can use the commands listed below to move around the screen. The buttons are available only in graphical mode.

Key	Button	Description
Home	⏫	Moves to the first line item in the list.
Page Up	🔼	Moves to the previous screen or to the first line item.
Up	🔼	Moves up one line item.
Down	🔽	Moves down one line item.
Page Down	⏬	Moves to the next screen or to the last line item.
End	⏬	Moves to the last line item in the list.
F3		Deletes the selected line item.
Insert		Inserts a line item at the selected line.
Enter		Edits or views the selected line item.

Field Editing Commands

When the cursor is in a field that contains information, you can use these commands to work with that information:

Key	Description
Right Arrow	Moves the cursor to the right.
Left Arrow	Moves the cursor to the left.
Delete	Delete the character the cursor is on.
Insert	Toggles Insert mode on and off. When the **Insert** flag (or **INS** in graphical mode) appears at the bottom of the screen, the characters you enter push other characters in the field to the right. If there is no **Insert** flag, or if **OVR** appears in graphical mode, the characters you enter overwrite other characters in the field.
Home	Moves the cursor to the beginning of the field.
End	Moves the cursor to the end of the field.
F9 or Ctrl+Z	Undo. Restores a field to its original condition before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to restore all fields on the screen.
Shift+F9	Copies the contents of the current field.
F10	Deletes the characters in the field to the right of the cursor (deletes to the end of the line). If Insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift+F10	Pastes the value you copied from a previous field into the current field.

File Descriptions

Like all OSAS applications, Resource Manager uses data files to manage information. As you work, OSAS automatically accesses, stores, and transfers information within these files as needed for correct accounting and to keep the system current.

Unlike other OSAS applications that often have complex interactions between data files as a result of transaction activity, Resource Manager's files are used in basic processing for the system as a whole. Because Resource Manager is the basis of the OSAS system, many of its files are accessed only to determine which country or tax to use in calculations or to determine how the system should function or how OSAS should appear on a given workstation.

For example, the files that store tax information are accessed whenever the system calculates or stores tax amounts for transactions, but the system does not directly change the information in these files unless you use the appropriate File Maintenance functions. The system uses other files to determine how the system works in general or on a specific workstation: some control how OSAS appears, others manage basic function access and data formatting, and others store application defaults and related information.

This appendix lists the Resource Manager data files and gives a brief description of each.

xxAPPL.txt   The Application Information file stores information about the applications you have installed on the system.

xxCNVT   The Conversion Verification file contains information about the source files you need for each version.

xxDATA.yyy   The Application File Information file stores the data file information for applications, which is used to create files during installation, rebuild or resize files, convert data files, and print the Data File Allocation Report (page 6-15).

xxFILES.txt   The Installation Copy Program file determines which files to copy and when to prompt for another application volume during installation.

xxFRST.txt   The Install First Task file stores BBx or BBj statements that perform special functions before an application is installed.

xxHELP   The Help file stores all help screens for all fields within an application. When you press **F1** in an application field, the text that appears to explain that field's function is accessed from this file.

xxLABEL   The Label file stores application and copyright information. The system uses label information to verify that the appropriate installation media is installed and that the copyright information is merged into the system copyright file.

xxLAST.txt   The Install Last Task file stores BBx or BBj statements that perform special functions after the normal installation of an application.

xxMN   The Menu file stores the menu records that appear on the screen for a company or application. The system updates the main menu for a company when you create data files, edit the main menu, or remove an application.

xxMSG   The Message file stores the system messages for all applications. To view or change system messages for an application, use the **System Messages** function (page 7-41).

xxOI   The Options and Interfaces file stores detailed information about the options and interfaces selected for a specific application.

xxSWCH   The Option Linkage file stores the instructions that apply to a particular application and sets the options switch of another application to the same value to ensure that option settings are consistent across all applications.

xxTB   The Tables file stores information that is relevant to a particular application. For example, the general table records contain information such as the table ID, number of columns, table type, and table data.

xxWIND   The Window Definition file stores information needed to open and display an inquiry window. The information from this file is then used by the GENWIND.PUB program to create an inquiry window.

xxxxxxxx.GUI   This file stores the layout and related information for a given EIS graphical dashboard.

xxxxxxxx.SCR   This file stores the layout and related information for a give EIS text or character dashboard.

CNVTLOG   The Conversion Log file stores any errors that occur during file conversion.

EIFDDTA   The Field Definition File stores EIS field IDs and descriptions, along with the functions and setup definitions needed to generate each field. Each field ID corresponds to a field value in the EIVAL (Calculated Values) file.

EIFDHDR   The Field Definition Header file stores each EIS field ID, mask, description, and math formula. It also stores the value, date and time, terminal, and error type for the last time the field was updated or recalculated. You access this information when you use the **View** command on a dashboard for the selected field. Use the **Field Definitions** function (page 9-3) to change a field ID, mask, description, or formula.

EIFUDTA   The Function Data file stores each value returned by a function. Each function can return one or more values. Use the **Recalc** or **Global** command on a dashboard, or the **Global Dashboard Update** function (page 11-3), to make a field return a value.

EIFUHDR   The Function Header file stores such information as the ID and description of each function. Use the **Functions** function (page 9-17) to edit this information.

EIHIST   The Field History file stored field values and the dates and times the field was last updated. If you elect to save dashboard history, field values from those updates are saved here as well. When you produce the Dashboard History Report (page 10-7), the information on the report is retrieved from this file.

EISCR   The Screens file stores a list of EIS dashboard IDs and descriptions. This information is updated when you build or save a dashboard's layout and is retrieved when you load a dashboard.

The field values from a dashboard are not stored here; they are stored in the EIHIST file because the system does not distinguish between one field and a group of fields. When you save a dashboard, the field values are sent to the EIHIST file as though you had saved each field individually. Only the dashboard's title and ID are stored in the EISCR file.

EISTDTA   The Setup Data file stores the data retrieved from each setup ID when a field value is recalculated. This data includes the type and From/Thru information. When you define a function, you use setup IDs to specify the type of information you want returned and the range within those types (for example, a cash balance for one company or a range of companies). The information is stored here and retrieved when you define a field.

EISTHDR   The Setup Header file stores the setup ID headers and user-defined information to be used by a function in a calculation.

EIVAL   The Calculated Values file stores each value that appears on a dashboard, the terminal that last updated the value, and the last update date and time.

When a function calculates a value, the data (including the date and time) is sent to this file. The EIS Dashboard function retrieves the data and sends it to the screen. When you use the **Recalc** or **Global** command on a dashboard, or the **Global Dashboard Update** function (page 11-3), the information is stored here.

OSAPPL.xxx   The Application file stores information about individual applications. Resource Manager uses the file during installation and to control the Applications menu. The OSAPPL.DOS file is used on Windows systems, while the OSAPPL.UNX file is used on UNIX and Linux systems. One or both files may be used depending on the operating systems you use with OSAS. In mixed client/server environments, the UNIX terminals use the OSAPPL.UNX file for program path information and the Windows workstations use OSAPPL.DOS.

OSBUF.txt/   The Backup files are text files that contain the operating system commands used
OSBUT.txt   to back up OSAS files. The OSBUF.txt file contains the command appropriate for diskette backup; the OSBUT.txt file contains the command appropriate for tape backup.

OSCL   The Workstation Colors file stores information about the color sets used for a workstation's 14 windows and screens in text mode. Set up the colors of your workstation through the **Colors** function (page 4-21).

OSCN   The Country file stores information about countries such as the country code and name.

OSCNVT   The Conversion file is used to compare the new application conversion and data files with the current application files. This file is used to determine what version is on the system.

OSCNVT.HDR   The Conversion Header file stores general conversion information.

OSCODE   The Access Codes file stores access code information such as the access name, menu type, program, menu parameter, and access code for each user. If no access code exists for a company, all the menu selections are valid. If an access code exists for a company, the information is stored in this file. Set up access codes through the **Access Codes** function (page 2-13).

OSCOMP   The Company file stores the company names, addresses, and numeric mask defaults associated with company IDs. Each time you define a new company using the **Company Information** function (page 3-3), a record is added to this file.

OSCOPR   The Copyrights Messages file stores copyright messages for applications, enhancements, and add-ons.

OSDE   The Device Setup file stores information needed to construct a maintenance screen for the **Devices** function (page 2-17).

OSDF   The Workstation Defaults file holds information about the default values used for each workstation: toggle defaults, field defaults, and directory defaults. Set up these values for each workstation using the **Preferences** function (page 4-7).

OSED   The E-mail Defaults file stores information about the e-mail addresses you set up and maintain through the **E-Mail Setup** function (page 2-55). The system uses this information to create the e-mail message correctly when you e-mail reports to others.

OSEL   The E-mail History file stores the addresses of the sender and recipient, the date and time, the subject, and the application ID and menu title of e-mail messages you send through OSAS. Print the **E-Mail History Report** (page 2-63) to view the contents of this file and the **Purge E-Mail History** function (page 2-65) to clear it.

OSER   The Error file contains information about BASIC errors that occur during normal operation. Print the Error Log (page 7-51) to view these errors.

OSFD   The Change Fields Detail file stores detail file information about the files and fields that need to be changed in the **Change Fields** function (page 6-11).

OSFH   The Change Fields Header file contains header information for the **Change Fields** function (page 6-11).

OSFRM   The Application Forms Type file contains information about the types of forms used in OSAS applications, including the number of copies and copy names.

OSFT   The File Types file stores the file associations you set up in the **File Types** function (page 4-17). OSAS uses these file associations to automatically open the appropriate application when you open a file attached to a master file record.

OSINFO.xxx   The System Directories file store information that is unique to the entire OSAS system on a certain operating system, including:

- installation/backup devices
- main program directories
- data directories
- Report Writer data directory
- sample data directory
- system files directory
- utilities directory

The OSINFO.DOS file is used on Windows systems, while the OSINFO.UNX file is used on UNIX and Linux systems. One or both files may be used depending on the operating systems you use with OSAS. In mixed client/server environments, the UNIX terminals use the OSINFO.UNX file for path information and the Windows workstations use the OSINFO.DOS file.

OSKY   The Workstation Keyboard file stores information about the keyboard values used by each workstation. Set up your keyboard through the **Keyboard** function (page 4-23).

OSLG   The User Activity Log file records the log in activity of each user.

OSMB   The Menu Bar Return Value file stores keystroke information that is used on graphical screens for keystrokes that are not trapped by standard OSAS input routines.

OSMN   The Other Commands Menu file stores the Other Commands menu for each company. To access this menu, press **F4** twice on the menu or **F4** once from a field.

OSMNxxx   The Main Menu file stores the menu records that appear on the screen for an application. The main menu for a single company is updated when you create data files, edit the main menu, or remove an application from the system.

OSPD   The Reminder Detail file stores detailed reminder information for the Pop-Up Calendar.

OSPH   The Reminder Header file stores subject information for Pop-Up Calendar reminders.

OSPRN   The Application Form Printer file stores information about the printers used to print forms through application functions.

OSREF.TXT/ The Restore files are text files that contain the operating system commands used
OSRET.TXT   to restore OSAS files. The OSREF.txt file contains the command appropriate for diskette restore; the OSRET.txt file contains the command appropriate for tape restore.

OSST   The State Codes file stores state code information.

OSTD   The temporary Config.bbx Detail file stores detailed information about a device in the config.bbx file. This file is built and removed in the **Devices** function (page 2-17).

OSTM   The temporary Config.bbx Master file stores the master list of devices in the config.bbx file. This file is built and removed in the **Devices** function (page 2-17).

OSVAR   The VAR Information file stores the dealer and support information you enter in the **Support Information** function (page 2-61)

RMCC	The Class Codes file stores the report classes you set up in Print Manager.
RMCDxxx	The Tax Class Codes file contains tax classes and descriptions. When you set up tax locations, you assign a percentage and other information to each tax class. This file is set up through the **Tax Classes** function (page 5-3).
RMDEVDEF	The Device Definitions file stores sample device names that are used in inquiry windows during device maintenance.
RMDRVDEF	The Driver Definitions file contains terminal and plotter driver file names that are used in inquiry windows during device maintenance.
RMGCxxx	The Tax Group file contains information about how the tax locations tie together.
RMGIDEF	The Global Inquiry Definitions file stores information and file names that are used in inquiry windows during global inquiries.
RMPC	The Printer Control file stores the last Print Manager report class the printer used.
RMPRNDEF	The Printer Definitions file stores the default printer definitions that are used in inquiry windows during device maintenance.
RMRAxxx	The Archive Report Control file contains information about the reports you archive through Print Manager.
RMRCxxx	The Active Report Control file contains information about the active reports you maintain through Print Manager.
RMRHxxx	The Report History file stores the history of reports you have printed from Print Manager. This file is cleared when you use the **Purge Report History** function (page 15-7).
RMRMxxx	The Printer Maintenance file contains the parameter file name defaults for active and archive report printing through Print Manager. You maintain these defaults through the **Parameters** function (page 15-5).
RMTDxxx	The Tax Location Detail file stores tax location detail information such as the percentage rates and tax expense account.
RMTHxxx	The Tax Location Header file stores tax location header information.

RMTXxxx   The Tax Locations file stores tax location information such as the tax authority, tax ID, amount of taxable and nontaxable sales, tax collected for each location, and GL account that sales taxes are posted to from other applications.

RMUCxxx   The User Comments file contains the comments you enter in the **User Comments** function.

RMUIxxx   The User ID stores user ID descriptions for use by the **User Comments** function.

SUGGEST   The Suggestions file stores the suggestions you enter through the **Product Suggestions** function (page A-30). Suggestions include product enhancements that you would like to see.

D

Data File Conversion

If you are upgrading OSAS from an older version, you must install the current Resource Manager version on a different path from the one in which any older versions were installed. You must then convert data files from the old path to the new path. See chapter 3 for RM installation instructions.

Before you convert an application's files, verify the version number from which you are converting. If you are upgrading to OSAS version 7.0, you can convert data from version 3.2, 3.3, 4.0x, 4.1x, 4.5x, 4.6, 5.0x, 5.1x, 5.2, or 6.x. If you want to convert from a version earlier than 3.2, contact a client support representative. The **Data File Conversion** function (page 3-21) cannot convert the information from those versions.

When you are ready to convert files, use the **Data File Conversion** function on the **Company Setup** menu. Be sure to enter the complete version number. For example, if you are using version 4.06, enter 4.06, not 4.0.

Before conversion, always back up your OSAS files.

Note: Because tables are also converted when you convert data files, any changes made (including those in **Options and Interfaces**) since the initial set up may be lost. Check table settings and verify your options and interfaces selections after converting all companies. If you need to reconvert a company, either reset your options after conversion or back up the **xxTB** files before converting.

Consider Your Setup

Before you convert your version of Resource Manager to the current version, consider the exact setup of your system. Modifications to your system might be lost if you install a newer version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your reseller.

Converting Contractor's Job Cost Files

If you use Contractor's Job Cost, the **APFORMX** and **CJFORMX** (where **X** is a number between 0 and 9) are not considered to be data files and thus, are not converted when you use the **Data File Conversion** function. To use these files in the new version, you must either set them up again in the new installation or copy the files manually from the old directory to the new **\sysfil** directory.

Converting from 3.2x, 4.0x, and 4.1x

Convert your application data files in this order (skip the applications you do not use): General Ledger, Sales Order and/or Accounts Receivable, Purchase Order and/or Accounts Payable, Inventory, Bill of Materials/Kitting, and then any other applications. If you do not have Accounts Receivable or Sales Order, you must create Resource Manager files and build tax information before you convert your other applications.

You can convert data files across multiple versions in one process. However, to convert from version 4.1 to 7.5 in one process and retain source files, you must have enough available disk space for six copies of your files. For example, if you have 100 megabytes of Accounts Receivable data, you need at least 600 megabytes of available disk space to store source files for versions 4.1, 4.5, 5.0, 5.1, 6.1, and 6.5. To save disk space, convert each application, check the results, and purge directories (source files for older versions) as you go, or answer **YES** to the **Erase Source Files?** prompt to automatically erases the source files.

Expect the conversion processes to require several hours or perhaps days, depending on the amount of data and the number of versions you are converting. Some applications require responses during the conversion. Periodically check the workstation and answer any questions that appear. For instructions on converting, see "Data File Conversion" on page 3-21.

Converting from 4.5x/4.6x

Convert your application data files in this order (skip the applications you do not use): Resource Manager, General Ledger, Sales Order and/or Accounts Receivable, Purchase Order and/or Accounts Payable, Inventory, Bill of Materials/Kitting, and then any other applications. If you do not have Accounts Receivable or Sales Order, you must build tax information in Resource Manager before you convert the other applications.

You can convert data files across multiple versions in one process. However, to convert from version 4.5 to 7.5 in one process and retain source files, you must have enough available disk space for five copies of your files. For example, if you have 100 megabytes of Accounts Receivable data, you need at least 500 megabytes of available disk space to store source files for versions 4.5, 5.0, 5.1, 6.1, and 6.5.

To save disk space, convert each application, check the results, and purge directories (source files for older versions) as you go, or answer **YES** to the **Erase Source Files?** prompt to automatically erases the source files.

Expect the conversion processes to require several hours or perhaps days, depending on the amount of data you are converting. Back up your data files before you start. Some applications require responses during the conversion. Periodically check the workstation and answer any questions that appear.

For instructions on converting, see "Data File Conversion" on page 3-21.

Converting from 5.0x/5.1x/5.2x/6.xx

Convert your application data files in this order (skip the applications you do not use): Resource Manager, General Ledger, Accounts Receivable and/or Sales Order, Accounts Payable and/or Purchase Order, Inventory, Bill of Materials/Kitting, and then any other applications.

For instructions on converting, see "Data File Conversion" on page 3-21.

Converting Resource Manager System Files

After you have converted the application data files, you can either set up new Resource Manager system files or convert your old system files. You can convert the system files that store workstation preferences and keyboard and color definitions, forms reorder information, application forms codes and printers, access codes, and company information.

If you do not want to convert these files, set up your system and data files as described in section I of the Resource Manager guide.

RMOSCNVT is a program which converts data files that are not converted with standard conversion programs (such as company information, access codes, form printers, and workstation preferences). To convert the system files, follow these steps:

1. In order to run this you need to first be using TEXT functions. Enter **RM**, choose **Master File Lists**, and then **Help Screens List**. When the text screen displays, press F4 and select "Call a BASIC program."

2. Type in RMOSCNVT, page down, complete the necessary fields, and press page down again to execute the program.

NOTE: The function specified (Help Screen List) is an area that doesn't open up any of the files RMOSCNVT is trying to convert and therefore enables you to avoid the issue of attempting to overwrite a locked/in-use file.

Conversion/Installation Hints

A temporary directory is required for Inventory file lookups on Windows systems. This directory is usually **\temp**. Make sure the **\temp** directory is created and the SET TEMP command is in the AUTOEXEC.BAT file: **SET TEMP=C:\TEMP**. If an error 46 occurs, try creating the **\temp** directory in your network drive: **SET TEMP=F:\TEMP**, where **F** is your network drive.

Start your conversions with the maximum memory. File copies go faster.

When copying files to the source directory, do not forget table files. They are not company specific.

Plan a consultation meeting to develop new codes and tables to make the most of the new features in this release.

Pricing methods changed in version 5.10. Be sure you understand the new pricing structures when you convert your Inventory files from earlier versions (see the Inventory guide for more information).

Allow at least a 50 percent increase in data file requirements for all modules when converting from versions before 5.00. The amount varies for each module. Payroll and Inventory may increase by 300 to 400 percent. Allow about 200 percent available space for each version. If you are converting through multiple versions, you may not want to save original files.

Answering **NO** to the **Convert zero balance records for ARHS?** file prompt reduces the size of the **ARHSxxx** (Summary History) file.

Keep Current

Download updates from www.osas.com as often as possible. Our website is our best means of providing you with access to the most current versions of our software.

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