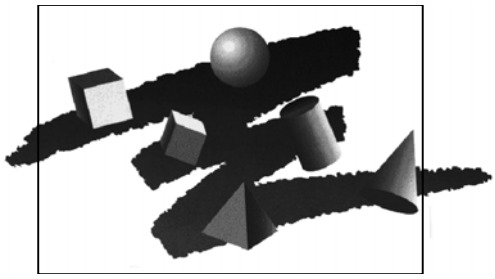
Solution-IV™ Reprographics Company Maintenance



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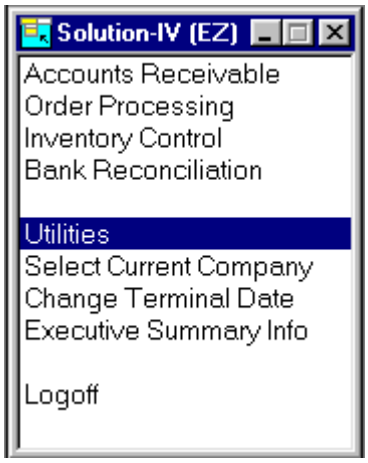
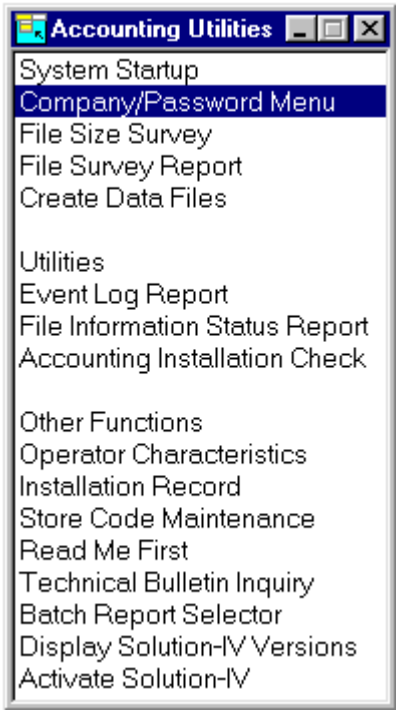
Company Maintenance

To assist you in getting started as quickly as possible, we have provided you with some preset information in Company 001. Your first step is to define information in this company record. For help with any option or field please refer to the System Utilities Manual (Company Maintenance) or press **F6** on your keyboard.

From the Solution-IV Main Menu select **Utilities**.

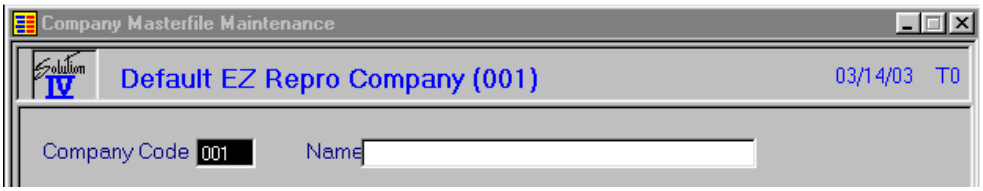


From the Accounting Utilities Menu select **Company/Password Menu**.

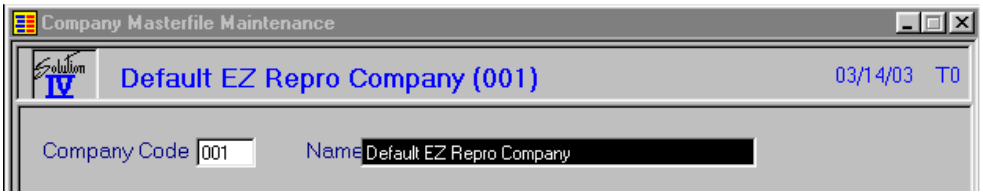


From the Company/Pwd Maintenance Menu select **Company Maintenance**.

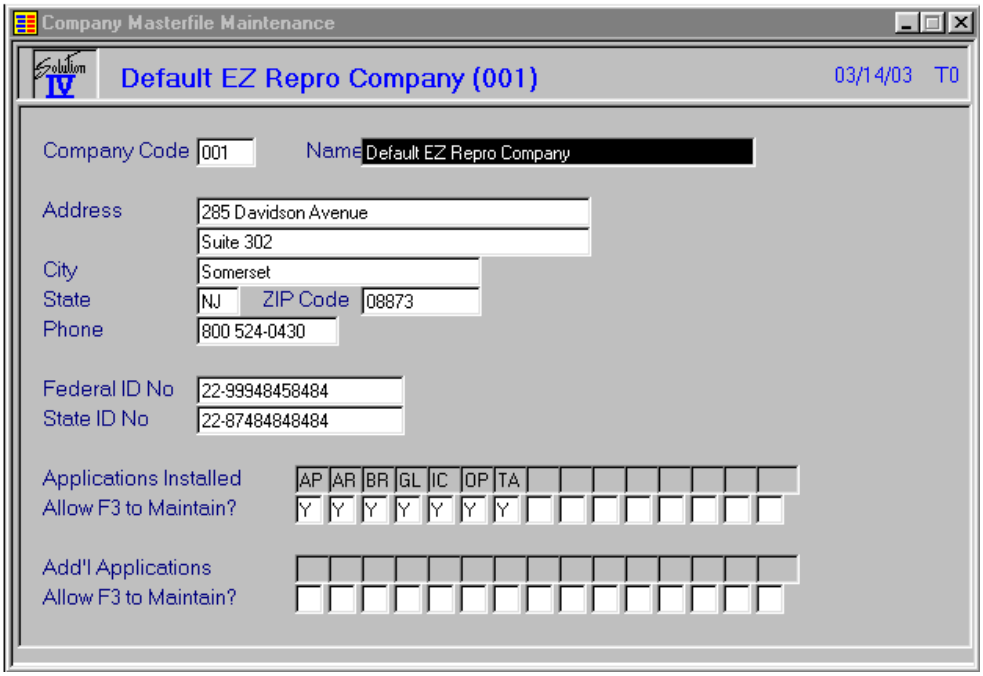
Type a Company Code (for example, type **001**) and press **Enter**.



Type a Name (for example, **Default EZ Repro Company**) and press **Enter**.



The Company Masterfile Maintenance screen displays.



Address, City, State, ZIP, Phone, Federal and State ID Numbers:

Can be added now or later as maintenance. (After typing information you must press **Enter** to add that information and move to the next field.) Type this information now.

Applications Installed:

Displays the components of ezREPRO, AR (Accounts Receivable), IC (Inventory Control), OP (Order Processing with Point of Sale), and TA (System Utilities).

Allow F3 to Maintain?

The default **Y** allows you to use the **F3** key to perform maintenance on special key fields in these modules. For a detailed explanation see the System Utilities Manual (Company Maintenance Allow **F3**) or press **F6** in this field.

When you complete the record, the system prompts: **Save changes?**

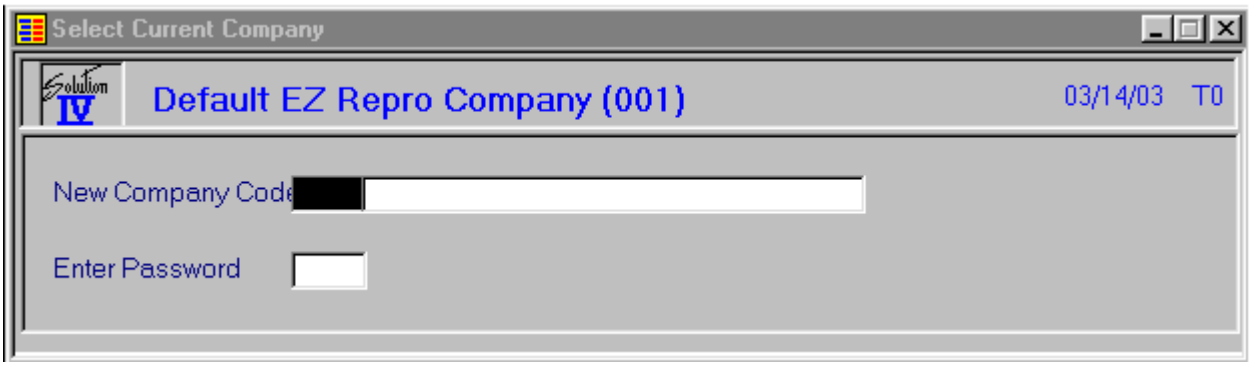
Select **Y** to save changes. (If you need to make corrections, press **F4**.)

When you are finished maintaining your company information, press the **F4** key until you return to the Solution-IV Main Menu.

Select Current Company

This function is used to select the desired company to be worked on. The company selected must have already been set up using Company Maintenance.

From the Solution-IV Main Menu, select **Select Current Company**, the following screen will display:



New Company Code:

Enter the exact three alphanumeric characters for the company code you wish to select. Press **F2** for a lookup of company codes.

Password:

You will not be prompted for a password at this time. For detailed information on passwords, please refer to the System Utilities Manual.

The system displays the following message:

Active Company changed, RETURN to continue.

Press **Enter** to return to the Solution-IV Main Menu.