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# A

## SOLUTION-IV CONVENTIONS

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This appendix describes the different types of conventions used in Thoroughbred Solution-IV Accounting.

- **Manual Conventions** are writing style conventions that aid in understanding this manual.
- **General Conventions** are software conventions that are used throughout all Thoroughbred Solution-IV Accounting applications.
- **File Maintenance Conventions** are software conventions that are used during file maintenance.

**Note:** The scope of this manual includes only the Thoroughbred Solution-IV Accounting system. Thoroughbred IDOL-IV and its functions are independent of Solution-IV. This means that when file maintenance conventions and rules are described for Solution-IV, they may not hold true for IDOL-IV

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## MANUAL CONVENTIONS

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To understand the instructions in this manual, you should be aware of certain writing conventions.

### Prompt

System prompts are displayed exactly as they appear on the screen (abbreviations, contractions, upper case letters, lower case letters, etc.) They are in boldface and underlined.

Example:

**Print Vendor Address?**

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### User Response

The user response follows a prompt with specific entries printed in boldface type. It can be divided into 2 parts: "How to Respond" and "What to Respond."

#### *How to Respond*

You may perform one of the following operations: "Enter," "Type," or "Press."

➤ Enter: Make your response and press **<CR>**.

Example: Enter **ABCdef**.

The operator must type **ABCdef** exactly as shown and then press **<CR>**.

Example: Enter up to 30 characters in this field.

This is a descriptive entry. The operator must supply the information and then press **<CR>**.

➤ Press: This is a single key entry and the only action that must be taken.

Example: Press **<F1>**.

- Type: This is the same as “Enter” except **<CR>** is not pressed.

Example: Type **ABCdef** and press **<F2>**. In this example, the operator must type **ABCdef** exactly as shown and then press **<F2>**.

### ***What to Respond***

You may respond with a specific terminal key, a specific character, or a group of characters.

- Terminal Key: **<>** surrounding a character (or characters) refers to a particular key on your keyboard.

Example:

**<↑>** Up arrow

**<↓>** Down arrow

**<F4>** Function key 4

- Specific Characters: When the user is to supply a specific character (or group of characters), they are displayed in boldface.

Example: Enter **ABCdef**. The user should enter “ABCdef” exactly as shown.

- User Supplied Characters: When the user is to supply the characters from their own environment, a description of the information is given along with the type and maximum number of characters.

Example: Enter up to 35 alphanumeric characters for the company name.

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### **Description of Options or Fields**

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When a menu or screen is defined, the manual provides a description of options or fields. It is made up of a “Prompt” (the name of the option or field) and a “User Response” (a description of valid responses for this field).

Example:

#### **Company Code**

Enter 3 alphanumeric characters for the company code. Files are separated by company code. You must set up at least one company code.

**Scroll Bar Prompts (Select Messages)**

These are special types of prompts. The system displays several options from which you may choose. (See the General Conventions section for an explanation of how to use scroll bar prompts.)

They appear in the manual as follows:

**Add this record? Yes-Add record No-Do not add record**  
**F4-Make corrections**

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## GENERAL CONVENTIONS

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General Conventions are software conventions that are used throughout all Thoroughbred Solution-IV Accounting applications.

### Companies

Within the Solution-IV Accounting system, all files are separated by company. In other words, if you have 2 companies defined on your system, you will have 2 General Ledger account files, 2 vendor files, etc. — one for each company. This is done to allow different companies to be backed up separately, if needed. This feature is most useful when using Solution-IV for client write-up purposes. It is also helpful to keep the data separate when you have large data files. See the Solution-IV System Utilities manual for more information on companies.

### Data Entry

Everywhere in the Solution-IV Accounting system that you enter data (such as General Journal Entry in General Ledger and Invoice Entry in Accounts Payable and Accounts Receivable), a separate data entry file is used. As you enter data, it is stored only in this data entry file — no permanent files are affected until the associated report is printed and the update is run.

This method of data entry, often called batch processing, is used for the following reasons:

- It allows you to make corrections before affecting the permanent files.
- It provides an audit trail as required by the Generally Accepted Accounting Principles (see the appendix on “What To Do with All the Paper Generated”).

### History

Within each Solution-IV Accounting application, there are one or more “history” files. These files contain detailed information from each posting you make. If desired, this history may be kept forever. However, if that is not required, or disk capacity becomes a problem, it may be copied and selectively deleted during period end processing.

**Dates**

In Solution-IV, dates are always entered in the form MMDDYY (month, day, and year). They are usually displayed with punctuation in the form MM/DD/YY.

If you press **<CR>** at a blank date field, the current system date is often inserted automatically. Be careful with this feature, because you may want the date to be blank or you may want to use a different date.

If you press **<↓>** at a blank date field, the date remains blank.

**Editing Procedures**

Thoroughbred Solution-IV Accounting uses normal editing techniques to enter data. You may use **<↑>**, **<↓>**, **<←>**, and **<→>** to move the cursor around the screen. You may also use the **&space>**, **<Ins>** (**<Ctrl-Enter>** for line insert on IBM keyboards), **<Del>** (**<Ctrl-D>** for line delete on IBM keyboards), **<Back Space>**, etc., as usual.

**Function Keys**

The following function keys perform the same function throughout Thoroughbred Solution-IV Accounting:

**End/Exit**     **<F4>** allows you to end a procedure or exit a screen, menu, or function.

Example: When you have completed performing Company Masterfile Maintenance, press **<F4>** to exit the screen.

**Help Text**     **<F6>** allows you to display help text for any option or field. Place the cursor at the option or field and press **<F6>** to display the help text.

**Menu Help**     To get help for a menu option, at the "Selection" prompt, type the option number and press **<F6>** in the format: **2<F6>**.

**Shortcut to Select a Menu**

You may display any Thoroughbred Solution-IV Accounting menu by entering a **" ; "** followed by the menu name at any menu prompt.

**Note:** All menu names appear in the upper left corner of the menu screen.

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### Printing Reports

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You have the option of printing all reports either to your terminal or to a printer as follows:

**Do you want a printed copy? Yes No**

- Y Prints the report to the printer. You will be asked which printer if you have more than one attached to your computer.
- N Displays the report on your screen.

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### Select Messages

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A “Select Message” is a reverse video prompt at the top of the screen that displays several options.

Example:

**Add this record? Yes-Add record No-Do not add record  
F4-Make corrections**

To select a prompt you may:

- Press <CR> to select the highlighted option.
- Enter the first character of the option you want (i.e., in the above example Y, N, or <F4>).
- Press <←> and <→> to highlight the option you wish to select and press <CR>.

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## FILE MAINTENANCE CONVENTIONS

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When performing file maintenance (adding, deleting, or changing records), several keys on the terminal keyboard work consistently regardless of the program you are using. But the function of these keys may depend upon the field at which you are located when you press the key. The second line from the top of the screen displays a list of function keys that are available at any given point during file maintenance. Below is a definition of fields that affect the key functions.

*Key Field* The key field is not to be confused with a key on the terminal keyboard. The key field uniquely identifies a record in a file maintenance screen. The system uses the characters you enter at this field to access a record in a specific file.

Example: The vendor code is the key to the vendor masterfile.

*Data Field* The data fields contain the information that make up the records of a file.

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### Function Keys

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The following keys on the terminal keyboard have the predefined functions listed below:

**Change maintenance modes** <F1> allows you to switch maintenance modes when the cursor is in the key field of a maintenance screen. The new mode (Add, Change, Delete, or Inquiry) displays in the upper right corner of the screen.

Example: As you enter the Company Masterfile Maintenance Screen, the system positions the cursor at the key field (company code) in the Add mode. Each time you press <F1>, the mode changes.

**Note:** Solution-IV automatically changes from Add mode to Change mode if you select a record in Add mode when the record already exists.

**Select a lookup window** <F2> allows you to look up existing entries in a file.

Whenever you are positioned at a key field in a maintenance or entry screen, press <F2> to display a lookup view. You can also use the <F2> to look up information in code or masterfiles (i.e., at bank code or vendor code). Once the lookup window is displayed, use <↑>, <↓>, <Page Up>, and <Page Down> to highlight the entry you wish to

select, and then press <F2> or <CR> to select that record, or press <F4> to exit the lookup window without selecting a record.

Example: As you enter the Company Masterfile Maintenance Screen, the system positions the cursor at the company code. Press <F2> to display the existing company codes and company names. Highlight the appropriate entry and press <CR>. The system displays the Company Masterfile information for that company.

**Note:** If more than one lookup view is available, you will see a scrolling message with the available options.

### <F3> to Maintain

<F3> can be used at a “connecting” field, a field that provides a connection to the key of another file (a “connecting” field is also known as a “foreign key” field).

Example: The salesperson code is a field in both the salesperson masterfile (where it is the key field identifying the salesperson record) and the customer masterfile (where it is a data field identifying the salesperson for a particular customer).

If you have any doubt whether you can use <F3> at a field, look at the function key list on the second line of the screen.

<F3> can also be used directly from the <F2> lookup window.

The <F3> function provides a great time-saving benefit when you are maintaining a file and need to add a record to another file, because you can add the record without having to exit from the middle of what you are doing.

Example: If you are in Invoice Entry and realize that the vendor you need does not exist in the vendor masterfile, you may press <F3> at the vendor code field. Vendor Maintenance automatically runs and you may add the new vendor. When you press <F4> from Vendor Maintenance, you are automatically returned to Invoice Entry at the vendor code field, where you may now enter the new vendor code.

The <F3> function not only allows you to add records to the second file, but provides complete maintenance operations, including Change and Delete modes. In addition, the <F3> function can be “nested,” that is, you can select it again and again, even when performing maintenance on the second file, or third file, etc. When you exit the maintenance that you selected with <F3> (by pressing <F4> to end), you are automatically returned to the previous level of file maintenance at the location where you pressed <F3>.

The system administrator may restrict the use of this function by operators, and companies, through the Solution-IV System Utilities.

**Select sort order**      **<F5>** sorts the information in the **<F2>** lookup window in a different order.

Example: If you are in the vendor lookup window and press **<F5>**, the window is sorted in vendor name order. Press **<F5>** again and the sort order will change back to vendor code.

**Select the next number**      **<F8>** selects the next number for a numeric key field.

This function is available in Accounts Payable Invoice Entry, Accounts Receivable Invoice Entry, Purchase Order Order Entry and Transaction Entry, and Order Processing Quote, order, RMA, and Invoice Entry.

**Scrolling Menu**      **<F8>** in file maintenance pulls up a scrolling menu, allowing you to move easily from function to function. It is available in General Ledger Account Maintenance, Accounts Payable Vendor Maintenance, Accounts Receivable Customer Maintenance, Inventory Control Item Maintenance, Fixed Assets Maintenance, and Payroll Employee Maintenance.

**Other**      Pressing **<F9>** at a key field normally gives you a menu bar with additional options:

- **Fields to Maintain:** Allows you to specify selected fields to maintain.
- **Report:** Allows you to print the associated report without exiting to the menu.
- **Multi-record Maintenance:** Allows you to view or inquire on multiple records in a file at the same time.

**Goto**      **<F10>** allows you to go to a specific field on a maintenance or data entry screen. Solution-IV does not number the fields on the screen but you can estimate the field number and get close instead of pressing the **<↓>** many times. This function will not skip fields that require an entry.

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**Keyboard Selections**

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**<↑>**      In A Key Field: Retrieves the previous record in the file. At the first record in a file the **<↑>** remains at the first record.

In A Data Field: Positions the cursor to the previous data field. It stops at the first non-key data field. (To return to the key field, you must exit the record, such as by pressing <F4>.)

<↓>

In A Key Field: Retrieves the next record in the file. At the last record in the file, the <↓> remains at the last record.

In A Data Field: Positions the cursor at the next data field. From the last data field, you will get the "Save changes" or "Add record" prompt.

<Page Up>

In A Key Field: Retrieves the first record in a file.

In A Data Field: Positions the cursor at the first non-key field in the record. At the first non-key field in the record, the <Page Up> remains at the first non-key field in the record. This function will not skip fields that require an entry.

<Page Down>

In A Key Field: Retrieves the last record in a file.

In A Data Field: Positions the cursor at the last non-key field in the record or gives you the "Save changes" or "Add record" prompt. This function will not skip fields that require an entry.

#### Lines Screen

Certain screens, such as General Journal Entry, Invoice Entry, and Manual Check Entry require you to enter information on a header screen and a "lines" screen.

Example: General Ledger account distributions are entered on a "lines" screen.

When you are on the line number field, you have the following options:

<CR>

Allows you to modify an existing line or add a new line.

[line-number]

Goes to the line number that you entered. If you enter a line number that is greater than the total number of existing lines, the system goes to the last line.

<↑>

Goes to the previous line.

<↓>

Goes to the next line.

**<Page Up>**

Goes to the previous "screen full" of lines.

**<Page Down>**

Goes to the next "screen full" of lines.

**<Line Delete>**

Deletes the line at the cursor position.

**<Line Insert>**

Inserts a line at the cursor position.

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**Maintenance Mode**

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At maintenance screens, the system automatically begins in the Add mode. You have the option, however, of adding, changing, and deleting data.

**Note:** If you attempt to add a record that is already on file, the system automatically enters the Change mode. Make any desired changes. When you exit the record, the system returns to the Add mode.

***Adding Data***

When entering a maintenance screen, the system automatically enters the Add mode. The cursor will move from field to field as you enter data and press **<CR>**.

When you exit the last field, the system prompts:

**Add this record? Yes-Add record No-Do not add record  
**F4-Make changes****

**Y**      **Yes-Add record:** Saves the record as typed, clears the data from the screen, and positions the cursor at the first key field. You may continue to add new records, or you may press **<F4>** to exit the screen.

**N**      **No-Do not add record:** Does not save the record. The system clears the data from the screen and positions the cursor at the first key field. You may continue to add records, or you may press **<F4>** to exit the screen.

**<F4>**   **F4-Make changes:** Allows you to make more changes to the record before saving it. The system positions the cursor at the first non-key field. Make corrections to the record and press **<F4>**.

If you are adding a new record and have entered data in all required fields, you can skip to the end of the record by pressing **<Page Down>** or **<F10> <F10>**.

If you are adding a new record and press **<F4>** before entering data in all required fields, the system prompts:

**Exit record without adding ? Yes-Exit record No-Resume editing**

- Y      **Yes-Exit record:** Exits without adding the record to the file.
- N      **No-Resume Editing:** Returns the cursor to the field where it was located when you pressed **<F4>**.

### **Changing Data**

When you enter a maintenance screen, the system automatically enters the Add mode. If you enter an existing key the system automatically enters the Change mode. You can also select Change mode by pressing the **<F1>** key to switch maintenance modes.

Make changes to the data in the record and press **<F4>**. The system prompts:

**Savechanges ? Yes-Update record No-Don't update record**  
**F4-Make corrections**

- Y      **Yes-Update record:** Saves the changes to the record, clears data from the screen, and positions the cursor at the first key field. You may enter another record, or press **<F4>** to exit the screen.
  - N      **No-Don't update record:** Does not save the changes to the record. The system clears the data from the screen and positions the cursor at the first key field. The data in the record remains unchanged. You may enter another record, or press **<F4>** to exit the screen.
- <F4> F4-Make changes:** Allows you to make more changes to the record before saving it. The system positions the cursor at the first non-key field. Make corrections to the record and press **<F4>**.

### **Deleting Data**

When you enter a maintenance screen, the system automatically enters the Add mode. Press **<F1 >** until the system enters the Delete mode.

Enter the key field data and press **<CR>**. The system prompts:

**Delete this record (Y/N)?**

- Y      The result of deleting a record will depend upon whether you are in "file maintenance" or in "data entry." This can be

determined by how the menu selection is worded. For example, Customer Maintenance is a “maintenance” operation, and Invoice Entry is a “data entry” operation.

In File Maintenance: Marks the record for deletion by setting Status = “D.” The record will actually be deleted when you run the next Status Change Update.

In Data Entry: Deletes the record from the file immediately, unless you indicated in Parameters Maintenance to “Save deleted” records, in which case it only marks the record as deleted.

- N Does not delete the record from the file. The system clears the data from the screen and returns the cursor to the first key field. You may continue to delete records, or you may press <F4> to exit the screen.

**Inquiry** When you enter a maintenance screen, the system automatically is in the Add mode. Press <F1> until the system enters the Inquiry mode.

This mode allows you to scan any or all the records in the file without modifying any information. If you just want to look, this mode is much faster than the Change mode.

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### Status

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The status field is used in conjunction with the Status Change Update to maintain records that may be connected to records in another file. This helps to protect the integrity of the relational database and eliminate any problems associated with deleting records that are still being used elsewhere in the system. The status may be as follows:

- <blank> **Active:** This is the normal status. It means that this particular code may be used anywhere as needed.
- C **Change:** This record is scheduled to be changed to something else during the next Status Change Update. A record with a status of C may still be used until the Status Change Update is run.
- D **Delete:** This record is scheduled to be deleted during the next Status Change Update. It may not be used any longer.
- I **Inactive:** This record may continue to be used wherever it is used currently, but may not be added to new records. This

is a good status if you have codes that you are phasing out over time but have not yet eliminated.

To reactivate an I status at any time, just press the **&space bar** over the I. To reactivate a C or **D** status, you must press the **<Space bar>** over the C or **D** before the Status Change Update has been performed.

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### Updates

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Updates are used everywhere in Solution-IV to take information held temporarily in “batch files” and post it to the permanent files.

During an update, no other operator may access the data entry files used by the update. If someone is accessing the file, the update cannot be performed and a message will be displayed on the screen indicating that a needed file is in use by another task.

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### Period End Processing

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Period End Processing performs only “house-keeping” duties. Old records are removed and month-to-date information is cleared.

It is not necessary to run Period End Processing in order to have your reports be accurate.

Period End Processing is explained in detail in the main body of the manual under the section “Period End Processing.”



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# B

## ACCOUNTS PAYABLE MESSAGES

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Most messages that you encounter are described in the appropriate chapters of this manual, where the operation that you are performing is documented.

This appendix contains additional messages that may be displayed during the normal processing of your system. These messages are not explained in the body of the manual because in most cases they are displayed infrequently. The messages are grouped by the operation being performed:

- AP Parameters Maintenance
- Automatic Payment Selection
- Check Printing
- Check Register
- Invoice Entry
- Maintain Cleared Checks
- Manual Check Register
- Manual Checks
- Payment Selection Entry
- Period End Processing
- Recurring Invoices
- Terms Code Maintenance
- Vendor Maintenance