Solution-IV™ Accounting System Utilities

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1   Introduction

This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV System Utilities features.

Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform, which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

Solution-IV System Utilities

The Solution-IV System Utilities are a necessary part of every Solution-IV Accounting System. They are a fundamental part of Solution-IV and should be installed before any other Solution-IV Accounting application. However, only one set of System Utilities is required to be installed at a Solution-IV Accounting site.

Thoroughbred Solution-IV System Utilities provide access to company maintenance, file survey and creation, operator characteristics, system security, backup control, and event reporting. The utilities were designed for use by either novice or experienced computer operators, but for security reasons it is strongly recommended that the System Utilities be accessible only to a designated System Administrator or Manager.

System Integration Flowchart

This chart shows how the various Solution-IV modules relate to one another. The System Utilities module provides the underlying base for all the Solution-IV modules in the chart below and is not illustrated for the sake of simplicity.
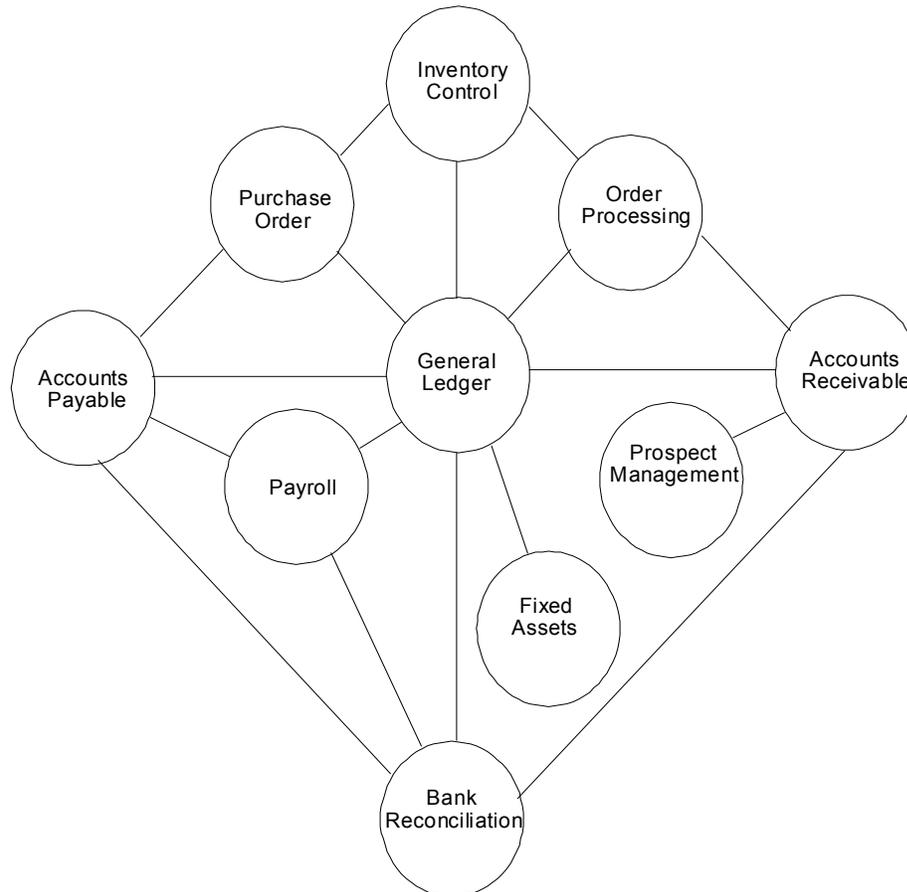
How to make the Greatest use of this Manual

Introduction
With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV System Utilities.

This manual will introduce you to the capabilities of the Solution-IV System Utilities, give you ideas to help you get started with the initial setup, provide complete processing instructions and also serve as a reference guide once you are up and running.

Suggested Steps
In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before entering your own data into the system.

> ➢ **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.

> ➢ **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.

> ➢ **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.

> ➢ **Use the demonstration data**. Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.

> ➢ **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.

> ➢ **Keep the manual handy**. Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

How this Manual is Organized

Chapter 1

Introduction - Explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV System Utilities features.

Chapter 2

System Utilities Menus - Describes the options that are available on the Accounting System Master Menu, Accounting System Utilities Menu, and the Company/Password Maintenance Menu.

Chapter 3

Company Setup - Explains how to add a company using Company Masterfile Maintenance. It also explains how to select a company, define the file sizes, and create data files for the selected company.

Chapter 4

Company Maintenance - Explains how to delete, rename, and copy companies and how to print the Company Masterfile Listing.

Chapter 5

Other System Utilities - Explains Solution-IV utilities including the Event Log Report, Accounting Installation Check, Convert Data Files, and Operator Characteristics.

Chapter 6

System Security - Explains how to restrict access to functions from specific operators, menus, and companies.

Glossary

GLOSSARY - Provides a list of terms used in the Solution-IV manuals.

Purpose of a Separate System Utilities Guide

The System Utilities are required only once for each installation. They contain information that is common to all the Solution-IV Accounting applications.

There is security information in the System Utilities guide that should be provided only to the System Manager. Providing this information in a separate manual allows the operator to use the application manual for reference and the System Manager to keep the System Utilities guide secure.

2   System Utilities Menus

Solution-IV System Utilities uses three menus. This chapter describes the options that are available.

- ➢ Thoroughbred Solution-IV Accounting Master Menu

- ➢ Accounting System Utilities Menu

- ➢ Company/Password Maintenance Menu

Thoroughbred Solution-IV Accounting Master Menu

Introduction
This menu provides access to Solution-IV Accounting Applications and Solution-IV System Utilities.

How to Execute
If you set up the operator code **TA4** as described in the Installation Guide, enter **TA4** to log in to Thoroughbred IDOL-IV and start at the Solution-IV Accounting System Master Menu.

```
Solution-IV
General Ledger
Accounts Payable
Accounts Receivable
Order Processing
Inventory Control
Purchase Orders
Payroll
Fixed Assets
Bank Reconciliation
Prospect Management
Utilities
Select Current Company
Change Terminal Date
Executive Summary Info
Batch Report Selector
FormsCreator
Service Contract
JobTrak
Logoff
```
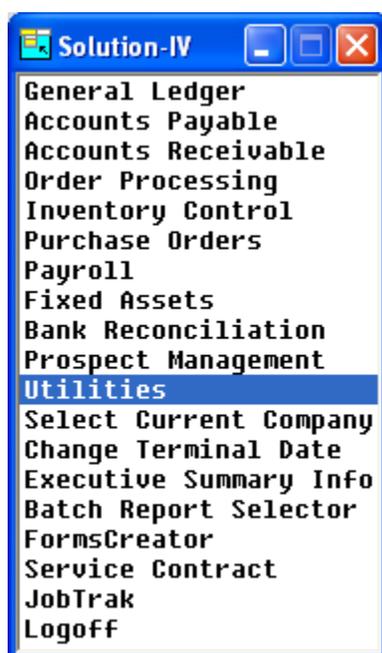
Solution-IV Applications

General Ledger
The General Ledger is the foundation of the Thoroughbred Solution-IV Accounting Applications. If you are using other Solution-IV applications, this is where their records are brought together to give you a picture of the company's overall financial condition.

With General Ledger, you may track and control your business expenses, analyze budget controls, set realistic growth goals, accurately record your financial information, and print financial statements.

Accounts Payable
The Thoroughbred Solution-IV Accounts Payable application is designed to help you manage your outgoing cash flow.

When you enter vendor invoices in Accounts Payable, the system calculates available discounts. You can also enter handwritten checks, or print checks and 1099 forms.

The Aged Trial Balance and Cash Requirement reports give you the control you need to take advantage of discounts by informing you how much cash is required to make timely payments to your vendors. These reports and all vendor purchase information are as current as the last update, allowing you to determine quickly and easily your status with each vendor.

Accounts Receivable

The Thoroughbred Solution-IV Accounts Receivable application helps you with invoicing and collections, and thereby manages your overall cash flow.

Accounts Receivable prints invoices (automatically calculating sales tax, discounts, and commissions), calculates finance charges, and prints statements. The customer aging reports and sales history are as current as the last update, allowing you to determine quickly and easily each customer's status.

Order Processing

The Thoroughbred Solution-IV Order Processing system allows you to track orders before shipping and to track inventory use as well. The Order Processing system also includes a small Sales Analysis system.

Both the Solution-IV Accounts Receivable and Inventory Control packages are required to run Order Processing.

Inventory Control

The Thoroughbred Solution-IV Inventory Control system helps control your inventory. It allows you to track quantities on-hand and print a report showing the value of your inventory at any time. If you are using the Solution-IV Order Processing module, you can also track outstanding orders and back-orders.

Purchase Orders

The Thoroughbred Solution-IV Purchase Order system helps you with all of your purchasing functions. It tracks all of your outstanding purchases and integrates with your Inventory Control and Accounts Payable packages, eliminating the need for duplicate entries.

Both the Solution-IV Accounts Payable and Inventory Control packages are required to run Purchase Order.

Payroll

The Thoroughbred Solution-IV Payroll package automatically calculates employee and employer payroll taxes, and prints checks for weekly, biweekly, semimonthly, monthly, quarterly, annual, and/or irregular payroll cycles. Quarterly reports are printed to help you with your governmental reporting, and W2 forms are printed at the end of the year.

The payroll package handles multiple taxing jurisdictions as well as 401K deductions.

Fixed Assets

The Thoroughbred Solution-IV Fixed Assets system helps track and depreciate the property and equipment owned by your company. You can keep the purchase date, purchase price, and several depreciation methods for each item. Depreciation is calculated automatically for each method, enter new depreciation methods as required. It also allows you to keep track of where each item is located, and who is responsible for it.

Bank Reconciliation

The Solution-IV Bank Reconciliation package helps you balance your General Ledger cash accounts to your bank statements as required. Bank Reconciliation works with Solution-IV General Ledger, Accounts Payable, Accounts Receivable, and Payroll.

Prospect Management

Prospect Management is integrated with Solution-IV Accounts Receivable, giving the user the option to convert a prospect into a customer, and then enter quotes or orders for the new customer. It is also integrated with the Solution-IV Gateway for Microsoft Office Library, allowing the user to generate form letters for either prospects or any of the alternate contacts.

Utilities

This menu provides access to all Thoroughbred Solution-IV System Utilities such as company maintenance, file survey and creation, operator characteristics, backup control, and event reporting.

Select Current Company

This function is used to select the desired company to be worked on. It already must have been set up using Company Maintenance. It is not necessary to use this function if only one company has been created, as it will be selected automatically.

Change Terminal Date

Typing "DATE" allows you to change the terminal date. The terminal date is used throughout Solution-Iv on all screens and reports. It is also the default posting date for audit reports.

Executive Summary Info

The Executive Summary Inquiry is designed to give you an up to the minute look at your company's sales, purchase and cash information. This will help you to forecast sales projections and cash requirements for the month.

Batch Report Selector

The Batch Report Selector allows you to select and print a quantity of reports with pre-selected report options. These reports can then be printed unattended, one after the other.

This function is useful for printing a lot of reports at the end of the month, prior to running Period End Processing.

FormsCreator

FormsCreator is the solution for faxing, e-mailing or laser printing elegantly formatted reports on plain paper from Solution-IV Accounting or your own Thoroughbred-based 3GL or 4GL application. FormsCreator can pay for itself in a short time with the savings of postage and resources required to print, stuff, and post your invoices, statements and orders, not to mention the costs of purchasing and warehousing pre-printed forms.

Service Contract

The Service Contract Module manages your service contracts. Detailed customer, equipment and service call information is managed, including customer information, machine detail, warranty dates, meter readings, recurring invoicing, start/end date. It allows you to view open calls, track start/ending time, how much time was spent on a job along with information on the invoicing from parts, detail service notes, technician and schedule details.

JobTrak

JobTraK is designed to track work order progress, work order costing, and employee time for each work order line item. When connected to Thoroughbred Solution-IV Accounting, job cost information is produced identifying the workstation cost, labor costs, and the inventory cost in either a detail (by progress) or summary (by work order) report. In addition, employee time is tracked and recorded into the TimExpress Time & Attendance module and is automatically imported into the Solution-IV Payroll System. Tracking time, work orders, scheduling a payment of employees is streamlined to save time and expense.

Logoff

Exits the Solution-IV Accounting System.

Accounting System Utilities Menu

Introduction
This menu provides access to all Thoroughbred Solution-IV System Utilities, including company and password maintenance, file size survey, file creation, event/error log, installation check, operator characteristics, and store code maintenance.

How to Execute
From the Solution-IV Accounting System Master Menu, select **Utilities**.
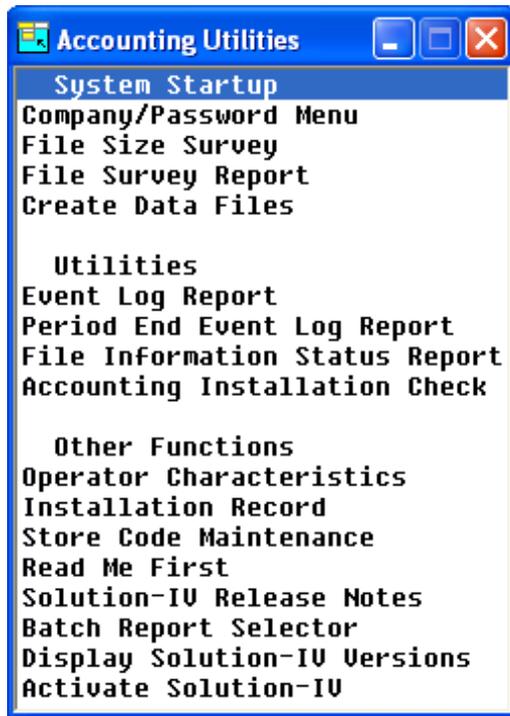
System Startup

Company/Password Maintenance
This option provides access to the menu containing company and password maintenance functions required by the accounting system.

File Size Survey
This option is used to determine the amount of hard disk space that will be required by the data files for each company/application.

The survey requests the number of records required for the major files in each company/application being sized. These sizes will be used to determine the required disk space.

File Size Survey is optional, but if specific file sizes are not requested here, the Create Data Files option creates files with predetermined sizes.

File Survey Report
The File Survey Report is used to show how much hard disk space that will be required by the data files as entered in the File Size Survey.

The report can be printed for a range of companies and applications.

Create Data Files
This function is used to define the actual data files in the accounting system. Separate data files are created for each company/application combination defined in the system.

If sizes have been entered through the File Size Survey function, Create Data Files will use those sizes; otherwise files will be created with the predetermined sizes.

Utilities

Event Log Report
This prints a report showing all significant events that have occurred in your Thoroughbred Solution-IV Accounting applications. If requested, IDOL-IV errors that have occurred while using the accounting system will also be printed on the report.

Examples:	Delete a customer
	Run Period End Processing
	Select a company for processing
	Change a password
	Update invoices

Period End Event Log Report
This prints a report showing all period end processes which have occurred in Solution-IV It also provides a report of exactly how each particular period end option was answered when running the process.

File Information and Status Report
This report will show a list of all files in each application with the current storage requirements, percentage utilization, etc. It is useful in determining additional disk space requirements.

Accounting Installation Check
This function will determine if any of the accounting applications have been modified since their release from Thoroughbred Software. The main purpose for the function is to help the Thoroughbred Software Support Staff determine if the program in question has been modified in any way.

Other Functions

Operator Characteristics
This function is used to specify certain desired characteristics relating to the operator, such as whether the operator wants to use the capabilities of 132-column screens (when available) and whether the operator has the ability to maintain code files from within masterfiles or data entry files.

Installation Record

This option gives you access to system-wide parameters such as whether or not to display code descriptions and message prompts, what the window border should look like, and whether or not operators will have access to month-to-date and year-to-date fields.

Store Code Maintenance

This function is used by Accounts Receivable and Order Processing for the distribution and tracking of point of sale postings to cash receipts. Yu may set up many store codes as required to delineate different cash receipt batches.

Read Me First

This utility displays or prints a copy of the on-line release notes. This option provides important product and documentation information and should be printed and read as soon as all the software is installed or upgraded. This option can be selected by entering **R** at the Accounting System Utilities Menu.

Solution-IV Release Notes

This function is used to view the on line technical bulletins showing product changes and bug fixes for various versions of the Solution-IV product.

Batch Report Selector

The Batch Report Selector allows you to select and print a quantity of reports with pre-selected report options. These reports can then be printed unattended, one after the other. This function is useful for printing a lot of reports at the end of the month, prior to running Period End Processing.

Display Solution-IV Versions

This feature displays the version of each of the Solution-IV Accounting Applications currently installed on the system.

Activate Solution-IV

This option is used to force the Solution-IV Activation screen to be displayed. This screen allows entry of the ten character Solution-IV Activation code which unlocks the modules purchased for each Solution-IV Accounting installation.

Company/Password Maintenance Menu

Introduction
This menu provides access to the company and password maintenance functions required by the accounting system.

How to Execute
From the Accounting System Utilities Menu, select **Company/Password Menu**.

Company Maintenance

Company Maintenance
This function is used to set up new entities, or companies, as they are referred to in the Thoroughbred Solution-IV Accounting applications. Each of your entities that has its own balance sheet should be set up as its own company.

All files and functions throughout the system are kept separate on a company-by-company basis. Each company must have a unique company code, which the system uses to identify the company.

Select Current Company
This function selects the company on which you want to work. It is not necessary to use this function if only one company has been created, because the system automatically selects it for you.

If security is activated, both the terminal and the operator making the selection must have access to the company. If the selected company has a password, it must also be entered to verify access.

Delete Company
This function is used to remove all data files for a specified company and application. Any or all applications within the specified company may be selected for deletion.

Rename Company

This function is used to change all references for a specified company code to a new company code.

All data files for the "change from" company will be changed to the "change to" company.

Copy Company

This function copies the selected company's data files into a new company code, while retaining the original company's files. It also copies the company records containing name, address, password, operator access, and terminal access. Select the applications that are to be copied.

Company Masterfile Listing

This function prints a report showing all company masterfile information.

This includes the company name, address, telephone number, federal ID number, and the applications defined on the system.

System Security

System Password

This function allows you to enter the overall IDOL-IV system password. A system password will activate security for the Thoroughbred Solution-IV Accounting menus and menu options.

Operator Passwords

This function is used to add, change, and delete IDOL-IV operator passwords.

Company Passwords

This function is used to add, change, and delete the company password and operator and terminal access to the specified company.

Company Report Forms

This program allows you to define reports to be run for various report options throughout the Solution-IV system. These reports will run instead of the standard Solution-IV report. This allows you to define your own format for these reports.

You will also be allowed to indicate a particular preprocess program to be run for your report. This would override the standard if any, Solution-IV preprocess program.

System Security Report

This report shows all passwords throughout the system including the system password, operator passwords, and company passwords.

> **Important**: This menu option should be protected by a password so that only the system manager has access.

3   Company Setup

This chapter explains how to add a company using Company Maintenance. It also explains how to select a company, define the file sizes, and create data files for the selected company.

Depending on your requirements, Thoroughbred Solution-IV Accounting allows you to operate in single or multiple company environments.

Single Company VS Multiple Companies

Single Company Environment

If you are using Thoroughbred Solution-IV Accounting to perform accounting functions for one company only, you are operating in a single company environment.

For a single company you will:

> ➢ Create a company code for your company;

> ➢ Execute the File Size Survey (optional);

> ➢ Create the data files for each application.

Multiple Company Environment

If you are using Thoroughbred Solution-IV Accounting to perform accounting functions for more than one company, you are operating in a multiple company environment.

For each company you must:

> ➢ Create a unique company code for each new company;

> ➢ Execute the File Size Survey (optional);

> ➢ Create the data files for each company and each new application;

> ➢ Before performing accounting functions, select the company you wish to use.

Note: In a multiple company environment you may add specific applications to each company. For example, you may choose to run General Ledger for company ABC and not for company XYZ.

Whether you operate in single or multiple company environments, each company has its own separate data files (as opposed to all companies sharing the same data files).

Company Maintenance

Introduction
This function is used to create or update company information such as name, address, telephone number, and federal ID number.

How to Execute
From the Company/Password Maintenance Menu, select **Company Maintenance**.

Description of Fields

Company Code
Enter exactly three alphanumeric characters for the company code. Only the characters 0-9 and A-Z are allowed. Because Thoroughbred Solution-IV Accounting tracks all information by a company code, each company must have a unique identification. You must set up at least one company.

Company Name
Enter up to 35 alphanumeric characters for the name of the company.

Address
Enter up to two lines of 35 alphanumeric characters each for the company address (such as the street address and post office box). These address lines, along with the city, state, and ZIP code which follow, are used throughout the Solution-IV applications in such places as invoices and statements in Accounts Receivable, 1099 forms in Accounts Payable, and W-2 forms in Payroll.

City
Enter up to 25 alphanumeric characters for the name of the city.

State
Enter up to two alphanumeric characters for the state code or abbreviation.

ZIP Code
Enter up to ten characters for the company ZIP code in the exact format you wish to display.

Examples: 08873 or 08873-4153

Phone
Enter the ten digits of the company telephone number. Do not enter any punctuation, because the system automatically adds separators.

Example: When you enter 8005551212, it displays as 800 555-1212

Federal ID No
Enter up to 18 alphanumeric characters for the company federal identification number in the exact format you wish to display it. This number is printed on all governmental reports in Payroll and Accounts Payable.

State ID No
Enter up to 18 alphanumeric characters for the company state identification number in the exact format you wish to display it. This number is for your information only.

Applications Installed
The system lists the installed applications. You may select the applications you want to allow **F3** to Maintain (see below). There is a second row for entering **Add'l Applications** and **Allow F3 to Maintain?** that are processed in the same way.

Allow F3 to Maintain?
This prompt allows you to enable or disable the **F3** function for the company. The **F3** function allows you to maintain certain data files within masterfile and entry programs.

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 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, press **F3** at the vendor code field. Vendor Maintenance automatically runs and you can 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 enter the new vendor code.

The **F3** function allows you to add records to the second file and 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 through Operator Characteristics, and by companies through Company Masterfile Maintenance.

Important: The **F3** function bypasses the Solution-IV security system. That is why this prompt allows you to disable the **F3** function for this company. If you are concerned about system security, you should not allow the use of **F3**.

The disabling of **F3** at the company level takes precedence over the enabling of **F3** at the operator level (i.e., if you allow operator ABC use of **F3** but disable **F3** for company XYZ, that operator would not be permitted to use **F3** when working with company XYZ).

At the prompt, choose one of the following responses:

Y   Enables the **F3** function.

N   Disables the **F3** function. The system will not display **F3** in the available function list on screens, so that the user will be unaware of this function.

After the addition of each new company, the system prompts:

Create files for this company?
This provides a shortcut allowing you to do a File Size Survey and/or Create Data Files for each company as you define it. You can also run any of these options directly from the menu.

N   Does not run File Size Survey or Create Data Files; returns to the company code field. You may continue to add or maintain companies.

F   Runs the File Size Survey.

C   Runs Create Data Files and allows you to create files for this company using the default sizes defined by Thoroughbred.

File Survey Records

Introduction

In Thoroughbred Solution-IV Accounting, information is stored in separate data files by company and application. The File Survey Records begins by asking various size questions for a given application, and then determines how much hard disk space the data files require. Each application may have unique file sizes for each company.

This function can be used as a design tool in allocating disk space. As you modify your survey and add companies and applications, run the File Survey Report, which shows the effect of these changes on the amount of space required by Thoroughbred Solution-IV Accounting.

This function is optional. If you choose not to execute the File Survey Records, skip to the Create Data Files section.

How to Execute

There are two methods of selecting this option:

1. After a new company has been created in Company Masterfile Maintenance, select **File Survey Records** or

2. From the Accounting System Utilities Menu, select **File Size Survey**.

Description of Fields
Enter Company Code to Survey

This prompt is skipped when you first enter File Survey Records. The system assumes that you want to survey the company currently selected. To reach this field, press **F4** at the Enter Application Code prompt.

Enter the three-character company code you wish to survey or press **F4** to exit the survey.

Enter Application Code
Enter the two-character code for the application you wish to survey. The application must already be installed on your system. The following is a list of application codes provided by Thoroughbred:

AP	Accounts Payable
AR	Accounts Receivable
BR	Bank Reconciliation
FA	Fixed Assets
GL	General Ledger
IC	Inventory Control
IM	Gateway for Imaging
OF	Gateway for Microsoft Office
OP	Order Processing
PO	Purchase Order
PR	Payroll
TA	System Utilities

Other applications may be available on your system.

If you wish to survey a company other than the one currently selected, press **F4**, and the system prompts for the company code.

Sizing Process
After running a quick calculation, the system displays the "File Name," "Description" and the "Number of Records" for these files. If you have previously run the sizing program for this company/application, the sizes you entered at that time are displayed instead of the default sizes. The system will display the following information.

Space Required by this application for this company | .0 | **Megabytes**
Space Required by all applications for this company | .0 | **Megabytes**
Space Required by all applications for all companies | 1.0 | **Megabytes**

You can enter a size for each file. It cannot be any smaller than the minimum size indicated. Do not make the sizes extremely large, as Solution-IV will automatically expand files as needed.

After indicating that the entered sizes are correct, the system repeats the sizing process and displays the new space requirements. You have the option of saving the sizes or entering new sizes as follows:

Is the displayed information correct?
Y   The file sizes shown under new size are acceptable. The file size information is stored and the cursor continues with the next prompt.

N   The file sizes shown under new size are not acceptable. The cursor returns to the new size field for the first file.

File Survey Report

Introduction
The File Survey Report shows how much hard disk space the data files require with the sizes entered in File Size Survey. The File Survey Report can be printed for a single company or a range of companies.

How to Execute
From the Accounting System Utilities Menu, select **File Survey Report**.
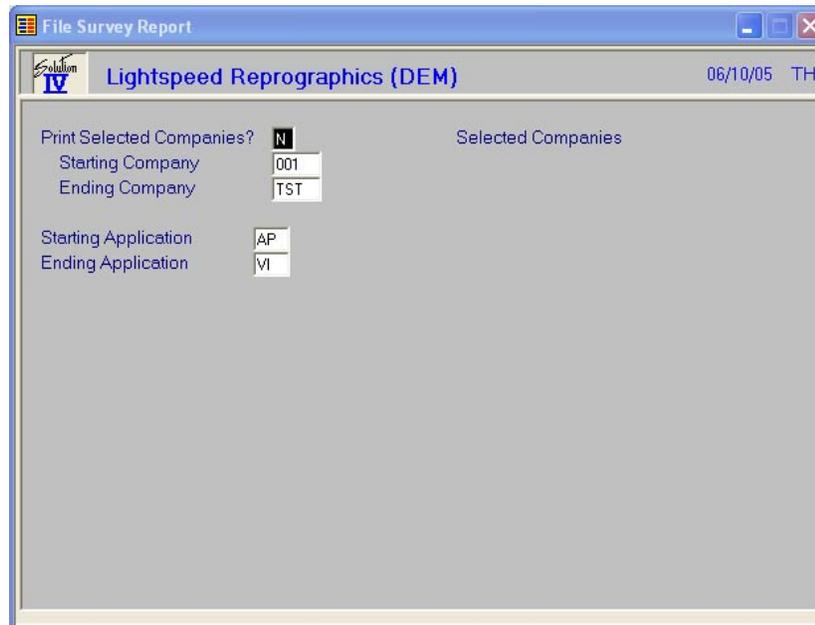
Description of Fields
Print Selected Companies?
You have the option of printing the report for selected or a range of companies as follows:

Y   Displays a view and allows you to select individual companies to print on the report.

N   Allows you to enter a range of companies to print on the report.

If you answer **N,** the system prompts:

Starting Company
Ending Company
Enter the first and last company codes in the range that you wish to print, or press **Enter** twice to print all companies.

Starting Application
Ending Application
Enter the first and last application codes in the range that you wish to print, or press **Enter** twice to print all applications.

Report
After selecting a printed or displayed copy, you will be automatically returned to the Accounting System Utilities Menu.

Create Data Files

Introduction

In Thoroughbred Solution-IV Accounting all data records are stored in files that are unique to each company and application. Whether or not you choose to execute File Size Survey, you **must** run Create Data Files to set up the files that store the records.

Once you create the data files, Thoroughbred Solution-IV Accounting will automatically expand the size, as more space is required.

How to Execute

There are three methods of selecting this option:

1. After you have created a new company using Company Masterfile Maintenance, you have the option to Create Data Files.

2. After performing the File Size Survey, you have the option to Create Data Files.

3. At any time from the Accounting System Utilities Menu, select **Create Data Files**.
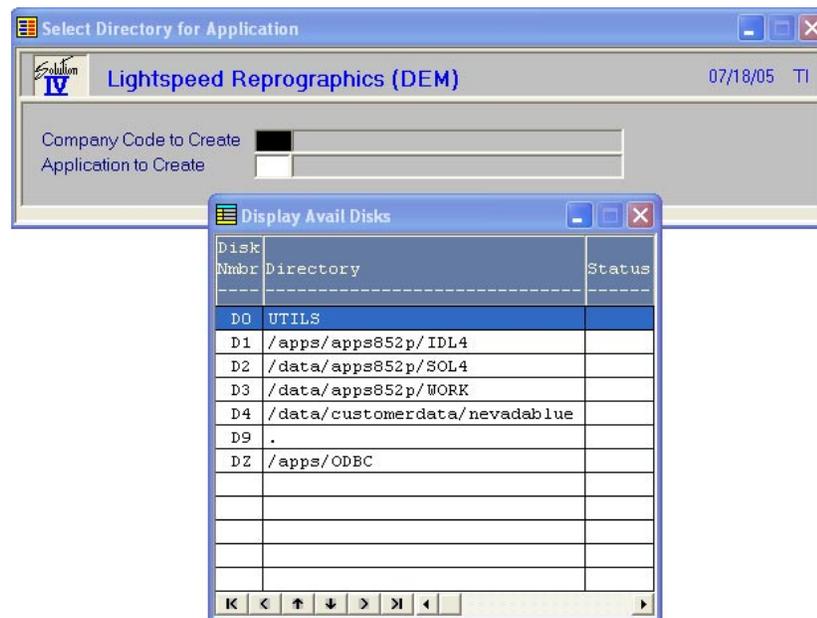
Description of Fields

Depending on how you executed this program, some of the prompts may be skipped.

Company Code to Create

This prompt is skipped when you first enter Create Data Files. The system assumes you are creating data files for the company currently selected. To reach this field, press **F4** at the prompt**: Enter Application Code**.

Enter the three-character company code for which you wish to create data files.

Application to Create
If you executed this program directly from File Size Survey, this prompt is skipped. The system assumes you want to create files for the company/application just sized. To reach this field, press **F4** at the **Disk Number** prompt.

Enter a two-character alphanumeric code for the application for which you wish to create files. The application must already be installed on your system. The following is a list of application codes provided by Thoroughbred:

AP	Accounts Payable
AR	Accounts Receivable
BR	Bank Reconciliation
FA	Fixed Assets
GL	General Ledger
IC	Inventory Control
IM	Gateway for Imaging
OF	Gateway for Microsoft Office
OP	Order Processing
PO	Purchase Order
PR	Payroll
TA	System Utilities

Other applications may be available on your system.

Enter disk number where files will be created
Enter a disk number from the list displayed on the screen.

Example: D1 would create the files on disk 1.
     D2 would create the files on disk 2.

Depending on how you configured your system, you may want to do one of the following:

> ➢ Install all data files in one directory, which may or may not be the same directory where IDOL-IV resides;

> ➢ Create a directory for each company and install the company files on that directory. (This makes backup quick and easy.)

Select Current Company

Introduction

If you are operating in a multiple company environment, you must select a company before you can work with its applications. If you are operating in a single company environment, the system selects it automatically.

The system checks for operator code and terminal code access for this company and prompts for a password if defined (see System Security).

After the operator selects a company, Solution-IV Accounting will use this company for all subsequent work by this operator (until the operator selects another company). Even when the operator logs off, Solution-IV will 'remember' the company and automatically select it the next time the operator logs on.

How to Execute

From the Company/Password Maintenance Menu, select the **Select Current Company** option:
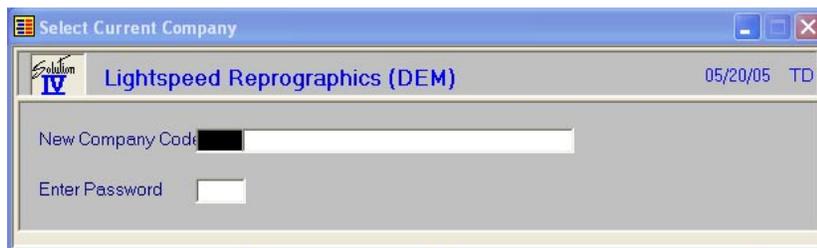
Description of Fields

New Company Code

Enter the three-character company code representing the company with which you wish to work.

Enter Password

If this function is password protected, you must enter your password.

After successfully changing company codes, you will be prompted:

Active company changed, RETURN to continue.

Press **Enter** to exit to the menu.

4   **Company Maintenance**

Once the Company Masterfile information is in the system, it is important to be able to modify the file. This section explains how to:

➢   Delete, rename, and copy companies;

➢   Print the Company Masterfile Listing.

Delete Company

Introduction
Use Delete Company to remove data files for a specific company's accounting applications. If you delete all applications for a company, that company (including company records) is completely removed from the system.

> **Note**: When executing this function, you must be the only person accessing anything in the entire Solution-IV Accounting system. All other operators must be either at a menu or completely logged off the system.

> **Important**: This is a destructive function. Make sure you have complete backups, since once you delete a company/application, the only way to get the data back is to restore your backups.

How to Execute
From the Company/Password Maintenance Menu, select **Delete Company**.

Description of Fields
Delete Company
Enter the three-character company code you wish to delete. All applications defined on the system are displayed, whether or not data files have been created for this company. You have the option of selecting the applications you wish to delete.

Applications Y/N?
You can delete the data files from the selected company for each application displayed.

Y   Delete data files for this company/application.

N   Do not delete the data files for this company/application.

Exit the Screen
When you are finished, press **F4** from the 'delete company' field to return to the Company/Password Maintenance Menu.

Rename Company

Introduction
Use the Rename Company option to change all references from one company code to a new company code. All data files for the sources, or "rename from," company are changed to the target, or "rename to," company. When the rename process is finished, the "rename from" company will no longer exist.

You should make complete backups before using this function.

> **Note**: When executing this function, you must be the only person accessing anything in the entire Solution-IV Accounting system. All other operators must be either at a menu or completely logged off the system.

How to Execute
From the Company/Password Maintenance Menu, select **Rename Company**.
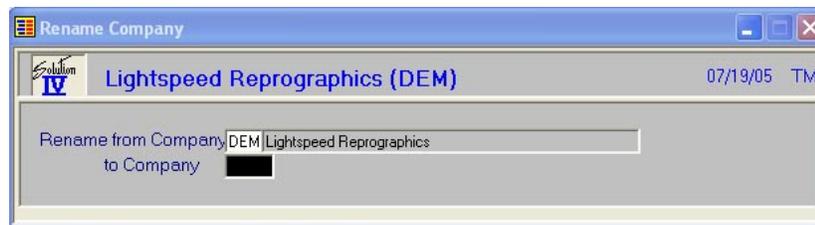
Description of Fields
Rename from Company
Enter the three-character company code you wish to change.

to Company
Enter the three-character company code you wish to use. It must be a new company code.

Exit the Screen
When you are finished, press **F4** from the rename company field to return to the Company/Password Maintenance Menu.

Copy Company

Introduction

Use Copy Company to copy the data files of the selected company into a new company code, while retaining the original company's files. It also copies the company records containing name, address, password, and operator and terminal access. It will not copy data files that exist for both the source, or "copy from," company and the target, or "copy to," company.

You may select the applications that are to be copied.

> **Note**: When executing this function, you must be the only person accessing anything in the entire Solution-IV Accounting system. All other operators must be either at a menu or completely logged off the system.

How to Execute

From the Company/Password Maintenance Menu, select **Copy Company**.

Description of Fields

Copy from Company

Enter the three-character company code you wish to copy. This must be an existing company.

Copy to Company

Enter the three-character company code to which you wish to transfer data. This code may already exist on the system. If it does, copy company does not copy on top of existing files.

All applications defined on the system are displayed, whether or not data files have been created for this company. You have the option of selecting the applications to copy.

Applications Y/N?

You can copy the data files from the selected company for each application displayed.

Y   Copies data files for this company/application.

N   Does not copy the data files for this company/application.

Exit the Screen

When you are finished, press **F4** from the copy company field to return to the Company/Password Maintenance Menu.

Company Masterfile Listing

Introduction

The Company Masterfile Listing details all company information. The report is an alphabetical listing by company code that contains each company name, address, telephone number, federal ID number, and applications list.

How to Execute

From the Company/Password Maintenance Menu, select **Company Masterfile Listing**.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Company/Password Maintenance Menu.

5   Other System Utilities

This chapter explains the Thoroughbred Solution-IV Accounting System Utilities listed below:

> ➢ Event Log Report
>
> ➢ Period End Event Log Report
>
> ➢ File Information Status Report
>
> ➢ Accounting Installation Check
>
> ➢ Convert Data Files
>
> ➢ Operator Characteristics
>
> ➢ Installation Record Maintenance
>
> ➢ Solution-IV Release Notes

Event Log Report

Introduction
This is a report showing all significant actions and errors occurring in Thoroughbred Solution-IV Accounting. This report may be very useful in tracking a problem or to monitor what has happened on the system in the past days.

Examples: Deleting a customer
Starting/completing an update
Running period end processing
Selecting a company for processing
Changing a password

How to Execute
From the Accounting System Utilities Menu, select **Event Log Report**.
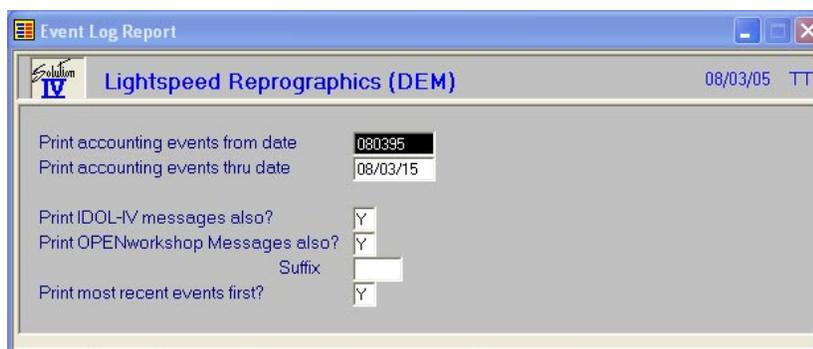
Description of Fields
Print accounting events from date
Print accounting events thru date
Enter the first and last dates to print. Press **Enter** twice to select all dates in the event log.

> **Note**: The default size of the event log file is 1000 entries. When the file is full, it is not expanded automatically; instead, records are reused beginning with the oldest. If you feel the system is not keeping enough events for your particular needs, you may expand the file, which is named TAIEVNT, using the Thoroughbred Basic Utilities.

Print IDOL-IV messages also?
You may print errors stored in the IDOL-IV error file.

Y   Prints IDOL-IV errors in addition to Solution-IV events.

N   Does not print IDOL-IV errors.

Print OPENworkshop Messages also?
Y   Prints OPENworkshop errors in addition to accounting events. This allows you to better see if an error occurred n processing.

N   Does not print OPENworkshop errors.

Suffix
Enter the file suffix for the OPENworkshop error log that you want to report. The default suffix is blank

Print most recent events first?

Y   Prints from present to past.

N   Prints from past to present.

Report
After selecting a printed or displayed copy, you will be returned automatically to the Accounting System Utilities Menu.

Period End Event Log Report

Introduction
This prints a report showing all period end processes which have occurred in Solution-IV. It also provides a report of exactly how each particular period end option was answered when running the process.

How to Execute
From the Accounting Utilities Main Menu, select **Period End Event Log Report**.
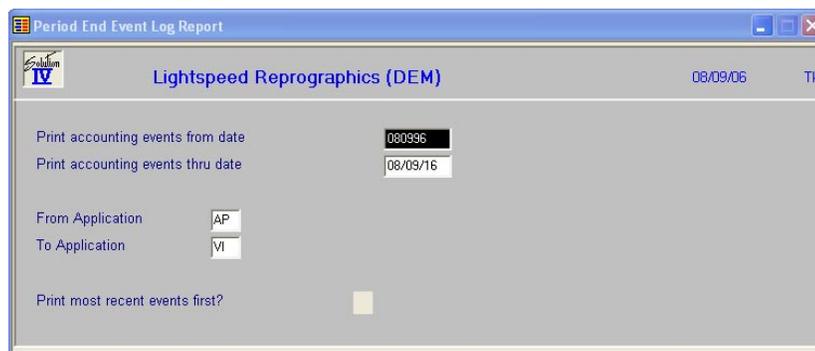
Description of Fields
Print accounting events from date
Print accounting events thru date
If you are printing this report for a range of dates, enter the starting and ending dates.

From Application
To Application
If you are printing this report for a range of applications, enter the starting and ending application codes.

Print most recent events first?
Y   Prints the report starting from the latest event and ending with the oldest event/error in the file. If you are looking for something that happened recently, it will appear earlier on the report.

N   Prints the report starting with the oldest event/error.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Accounting System Utilities Menu.

File Information Status Report

Introduction

This report will show a list of all files in each application with the current storage requirements, percent utilization, etc. It is useful in determining additional disk space requirements.

How to Execute

From the Accounting System Utilities Menu select **File Information Status Report**.
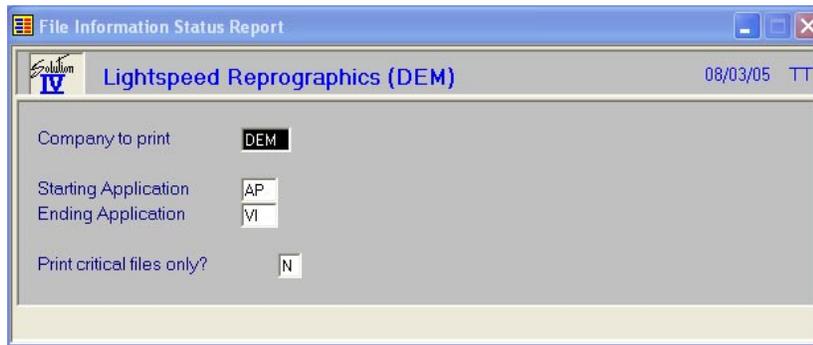
Description of Fields
Company to print

Enter the company code for which you wish to print the report.

Starting Application
Ending Application

If you are printing this report for a range of applications, enter the starting and ending application codes.

Print critical files only?

Y   Only prints those files which are at least 80% full.

N   Prints all files for the selected applications.

Report

After selecting a printed or displayed copy, you will be returned automatically to the Accounting System Utilities Menu.

Accounting Installation Check

Introduction
This utility automatically searches all enabled disk directories in your computer system and attempts to locate and verify the integrity of all Thoroughbred Solution-IV Accounting programs. If Thoroughbred Solution-IV Accounting is not operating properly, it is necessary to verify that all programs are present and intact.

You may be asked to run the Accounting Installation check by your dealer when you call for technical support.

How to Execute
From the Accounting System Utilities Menu, select **Accounting Installation Check**.
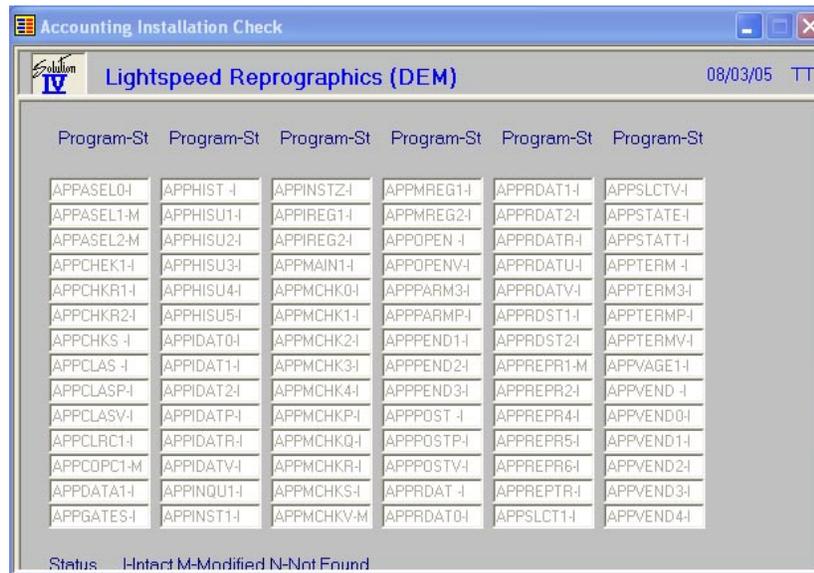
Description of Fields
Enter Application to Review (CR for All)
Enter the application code for which you want to run the check from the following list:

Enter	All applications
AP	Accounts Payable
AR	Accounts Receivable
BR	Bank Reconciliation
FA	Fixed Assets
GL	General Ledger
IC	Inventory Control
OP	Order Processing

PO	Purchase Order	
PR	Payroll	
TA	System Utilities	

You will then see the message: **Scanning installation check data** as the system checks the integrity of the selected application.

When the scan is finished, you will receive the prompt:

Display All or only Modified Programs? <u>All</u> <u>Modified</u>

All   Prints the results of all programs, regardless of status.

Modified   Prints only those programs that are different than when shipped from
                     Thoroughbred, as well as programs that are missing.

The system then displays a list of the eight character program names. Next to each name is a status code, which verifies the existence and integrity of the programs as follows.

I   Intact - in same state as when shipped from Thoroughbred.

M   Modified.

N   Not found or missing.

If the scan takes more than one page, you will receive the following prompt:

^ – Restart, RETURN to continue

Up Arrow   Goes back to the beginning of the scan.

Enter   Goes to the next page.

A modification to any of your accounting application programs causes the system to display the following message:

The system may require attention, RETURN to continue.
This message is not necessarily a cause for alarm but is an indication that the programs are not in the original form created by Thoroughbred. Call your dealer if you have any questions. The message also displays the number of programs in the selected application.

When finished, you will receive the following prompt:

Do you want a printed copy?   <u>Yes</u>   <u>No</u>

Y   Prints the scan to the printer.

N   Displays the results of the scan on the terminal.

F4   Returns to the Accounting System Utilities Menu.

Operator Characteristics

Introduction
This utility allows you to specify characteristics for Solution-IV operators, including screen characteristics and maintaining security over the **F3** function.

How to Execute
From the Accounting System Utilities Menu, select **Operator Characteristics**.

Description of Fields
Operator Code
Enter up to three characters for the IDOL-IV operator code. You cannot maintain operator codes here. To add or change operator codes, you must use the IDOL-IV utilities.

Use 132 Column Screens?
This option is not currently implemented. When operational, it requires a terminal with the capability to display 132 columns and is supported by Thoroughbred.

Y   Sets the screen at 132 characters per line when displaying wide reports on the screen. This will eliminate the need to scroll the screen horizontally.

N   Sets the screen at 80 characters per line. You will need to scroll wide reports horizontally on the screen.

Allow F3 to Maintain?
This prompt allows you to enable or disable the **F3** function for the operator. The **F3** function allows you to maintain certain data files from with masterfile and entry programs.

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 can restrict the use of this function by operators through Operator Characteristics, and by companies through Company Masterfile Maintenance.

Important: The **F3** function bypasses the Solution-IV security system. That is why this prompt allows you to disable the **F3** function for this operator. If you are concerned about system security, you should not allow the use of **F3**.

The disabling of **F3** at the company level takes precedence over the enabling of **F3** at the operator level (i.e., if you allow operator ABC use of **F3** but disable **F3** for company XYZ, that operator would not be permitted to use **F3** when working with company XYZ).

At the prompt, please use one of the following responses:

Y   Enables the **F3** function.

N   Disables the **F3** function. The system will not display **F3** in the available function list on screens, so that the user will be unaware of this function.

Allow Point of Sale Entry
You have the option of entering your payments during invoice entry.

Y   Allow payment entry during order/invoice entry.

N   Do not allow payment entry during order/invoice entry.

O   Allow payment entry during order entry only.

I Allow payment entry during invoice entry only.

Allow CC Processing?
You have the option of using the CC module for credit payments during order/invoice entry.

Y Allow CC payment processing during order/invoice entry

N Do not allow CC payment processing during order/invoice entry

O Allow CC payment processing during order entry only

I Allow CC payment processing during invoice entry only

Store Code
Enter up to three characters for the store code.
Note: Store code ZZZ is reserved.

Payment Code
Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Order Printing
Default

You have the option of defaulting to a particular answer for the Print Order Pick or Neither question at the end of Order Entry. If you choose O, P, K or N, the system will automatically skip the question and perform the option you have chosen.

O Default to print Order

P Default to print Pick Ticket

N Default to print Neither

K Default to print Packing Slip

A Have the system ask what to print

Printer

Enter the default printer for picking tickets and orders. If this field is left bland the system will use either the warehouse or parameter default printer. If a default printer is used, the Hard Copy question will not be asked.

Ask

You have the option of skipping the Did the order Print Correctly question at the end of Order Printing.

Y Ask the question

N Do not ask the question. The system will presume that the order printed correctly.

Delete

You have the option of allowing this operator the ability to delete orders.

Y   Allow invoice deletion

N   Do not allow invoice deletion

Invoice Printing
Default

You have the option of defaulting to a particular answer for the Print Invoices? Yes or No question at the end of Invoice Entry. If you choose Y or N, the system will automatically skip the question and perform the option you have chosen.

Y   Default to print Invoice

N   Default to not print Invoice

A   Have the system ask

Printer

Enter the default printer for invoices. If this field is left bland the system will use either the warehouse or parameter default printer. If a default printer is used, the Hard Copy question will not be asked.

Ask

You have the option of skipping the Did the Invoice Print Correctly question at the end of Invoice Printing.

Y   Ask the question

N   Do not ask the question. The system will presume that the order printed correctly.

Delete

You have the option of allowing this operator the ability to delete invoices.

Y   Allow invoice deletion.

N   Do not allow invoice deletion.

AP Checks?
AR Invoices?
AR Statements?
OP Orders?
OP Invoices?
PO Orders?
PR Checks?

Forms
This field determines the type of form to be used as follows:

Y   Use FormsXpress to print this form

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N   Print most forms on a standard laser or dot matrix printer. A "N" here would indicate that checks are being printed on continuous feed paper.

L   Indicates that checks are to be printed on laser check stock, without FormsXpress.

C   Crystal Report

I   Use the Installation Record.

Report
Enter the report name to use when printing this report. If you leave this field blank, Solution-IV will use either the Forms record or the standard report.

Copies
Enter the number of copies to print when printing this report.

Printer Name
Enter up to fifteen characters for the printer code.

Quote Override Preference?
Order Override Preference?
Invoice Override Preference?
PO Override Preference?
Y   The operator will be asked if the customer's preference should be overridden.

N   The operator will not be asked.

A   Ask the user for an email address or fax number that may be different from the customer file.

Email
Enter the Operator's email address.

Report

You can obtain an operator listing from the operator code field.

Operator Code
Press **F9** to select "Other."

<u>Report</u> <u>Fields-to-maintain</u> <u>Multi-record Maintenance</u>

Press **R** to select a report.

Do you want a printed copy? <u>Yes</u> <u>No</u>
After selecting a printed or displayed copy, you will see a report similar to the following. You are then returned to Operator Characteristics.

Exit the Screen

When you are finished with Operator Characteristics, press **F4** at the operator code field to return to the Accounting System Utilities Menu.

Installation Record Maintenance

Introduction
This function allows you to create and maintain system wide parameters used by all operators and companies using Solution-IV Accounting.

How to Execute
From the Accounting System Utilities Menu, select **Installation Record**.
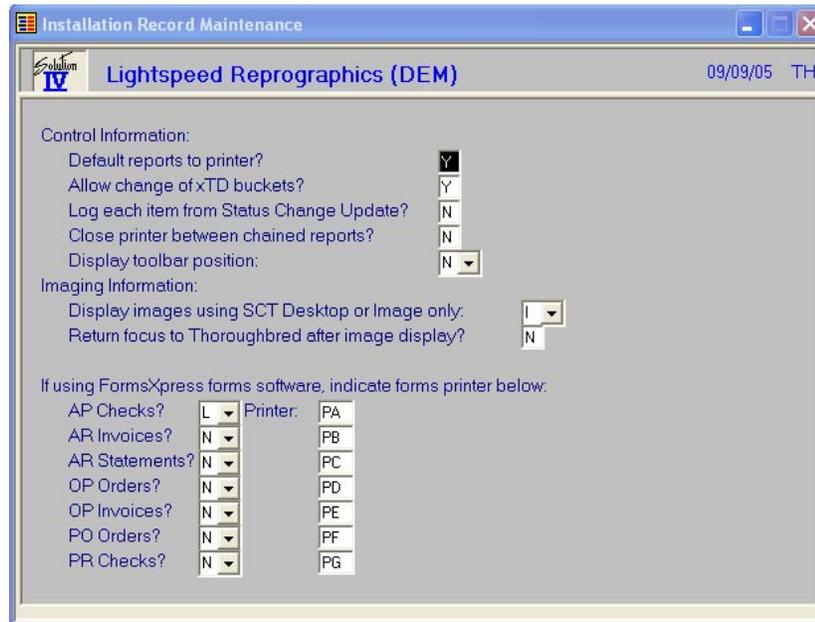
Description of Fields
Default Reports to Printer?
Your response to this question will control the default answer at the **"Do you want a printed copy"** prompts as follows:

Y   The prompt will default to **Yes**, indicating you normally want a printed copy of reports.

N   The prompt will default to **No**, indicating you normally want to display reports on the screen.

Allow Change of xTD Buckets?
Most masterfile maintenance functions in the system have various month-to-date, year-to-date, and last year figures displayed on one of the screens. These fields are updated automatically by the system as transactions are entered. This option controls whether or not operators are allowed to change those figures as follows:

Y   These fields can be modified at any time however this may create control problems, and is <u>not</u> recommended.

N   These fields can have an amount entered when the record is first added, but not modified later. This gives you far better control of the data.

Log each item from Status Change Update?
You have the option of recording each deleted or changed record by the Status Change Update into the Solution-IV Event Log as follows:

Y   Record each change or delete as it occurs in the Status Change Update into the event log.

N   Do not record changes and deletes to the event log. Unless you are doing a one-time, huge, status change, you should not use this option, as you lose the audit trail of what occurred during the update

Close printer between chained reports?
If you want the printer CLOSE mnemonics printed between reports in a multiple report sequence answer "Y". Normally, answer "N".

Display images using SCT Desktop or Image only
This field determines how your SCT images will be displayed:

D   Display images "inside" SCT desktop.

I   Display images stand alone without desktop.

Return focus to Thoroughbred after image display?
This field determines where to focus the system after displaying images using the imaging product as follows:

Y   Focus back to Thoroughbred after displaying images.

N   Keep focus on imaging product after image display.

If using FormsXpress forms software, indicate forms printer below
You can select the printer you want to use for the following:

AP Checks?
AR Invoices?
AR Statements?
OP Orders?
PO Orders?
PR Checks?

A box for each displays for you to enter the printer name.

Exit the Screen
When you are finished with all the questions, you will be returned automatically to the Accounting Systems Utilities Menu.

Store Code Maintenance

Introduction

This function is used by Accounts Receivable and Order Processing for the distribution and tracking of point of sale postings to cash receipts. You may set up as many store codes as required to delineate different cash receipt batches.

Examples: MNS – Main Store
NBR – New Brunswick store.

How to Execute

From the Accounting Utilities Main Menu select **Store Code Maintenance.**

Description of Fields

Store Code

Enter up to three characters for the store code.
Note: Store code ZZZ is reserved.

Store Description

Enter up to 35 characters representing the description of the store.

Enter the next batch number to be attached to deposits. This number will be incremented automatically as you press **F8** to retrieve the next batch number from Cash Receipts Entry.

Use next numbers in data entry?

You have the option of assigning automatic numbers in various data entry functions when adding new records. These numbers may be assigned by the Parameter record or, if you indicate so here, by the store. If you assign the numbers by the store, you will have the option of assigning a prefix to each function's number.

Y   Assign the numbers from the Store record.

N   Assign the numbers from the Parameter record.

Next Quote
During Quote Entry, you have the option of entering a quote number manually or pressing **F8** to use the next system generated quote number. Enter the starting system generated quote number you wish to use.

Next Order
During Order Entry, you have the option of entering an order number manually or pressing **F8** to use the next system generated order number. Enter the starting system generated order number you wish to use.

Next RMA
During RMA Entry, you have the option of entering an RMA number manually or pressing F8 to use the next system generated RMA number. Enter the starting system generated RMA number you wish to use.

Next Invoice
During Invoice Entry, you have the option of entering an invoice number manually or pressing **F8** to use the next system generated invoice number. Enter the starting system generated invoice number you wish to use.

Next Credit Memo
During Credit Memo Entry, you have the option of entering a memo number manually or pressing **F8** to use the next system generated memo number. Enter the starting system generated credit memo number you wish to use.

Next Debit Memo
During Debit Memo Entry, you have the option of entering a memo number manually or pressing **F8** to use the next system generated memo number. Enter the starting system generated debit memo number you wish to use.

Next Bid Number
During Bid Entry, you have the option of entering a bid number manually or pressing **F8** to use the next system generated bid number. Enter the starting system generated bid number you wish to use.

Next Track Num
During Tracking Entry, you have the option of entering a track number manually or pressing **F8** to use the next system generated track number. Enter the starting system generated track number you wish to use.

Next Prefix
You have the option of assigning automatic numbers in various data entry functions when adding new records. These numbers may be assigned by the Parameter record or by the store. If you assign the number by the store, this is the prefix that will be assigned to each function's number.

Enter the two character prefix that you wish to assign to each function's number.

Sales Tax Code
Enter the sales tax code that will be used when entering data for this store. This is the sales tax code that will be used by Order and Invoice Entry. Each store can have its own sales tax code.

Sales Rep Code
Enter the Sales Rep Code that will be used when entering data for this store. This is the sales rep code that will be used by Order and Invoice Entry. Each store can have its own sales rep code.

Shipping Method
Enter the shipping method code that will be used when entering data for this store. This is the shipping method that will be used by Order and Invoice Entry. Each store can have its own shipping method.

Warehouse Code
Enter the warehouse code that will be used when entering data for this store. This is the warehouse code that will be used by Order and Invoice Entry. Each store can have its own warehouse code.

Price Class
Enter the customer price class code that will be used when entering data for this store. This is the price class that will be used by Order and Invoice Entry. Each store can have its own customer price class.

Posting Code
Enter the AR posting code that will be used when entering data for this store. This is the posting code that will be used by Order and Invoice Entry. Each store can have its own posting code. This code will always be used if it exists. This is different from the other override codes in this file. Those will only be used if the customer ship-to code indicates that this is a pickup order or invoice.

Payment Code
Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Exit the Screen
When you are finished, press **F4** to return to the Accounting Systems Utilities Menu.

Read me First

Introduction
This function is used to view or print the on-line release notes showing product changes and fixes to Solution-IV.

How to Execute
From the Accounting System Utilities Menu, select **Read Me First**.
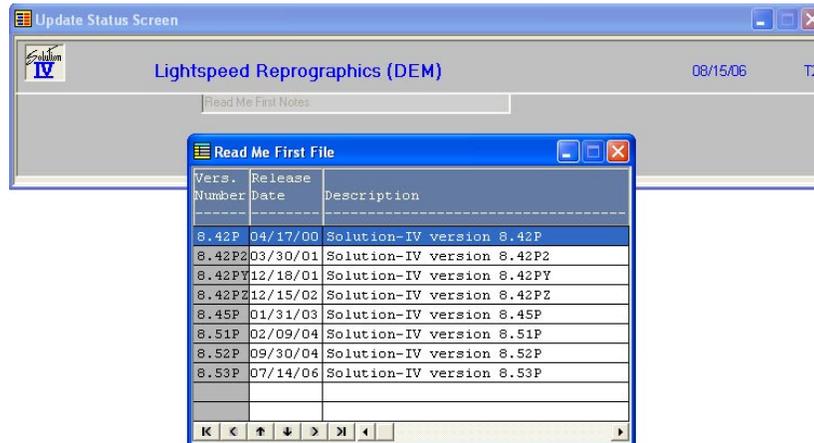
Select from the list above to display the version notes for the version selected:
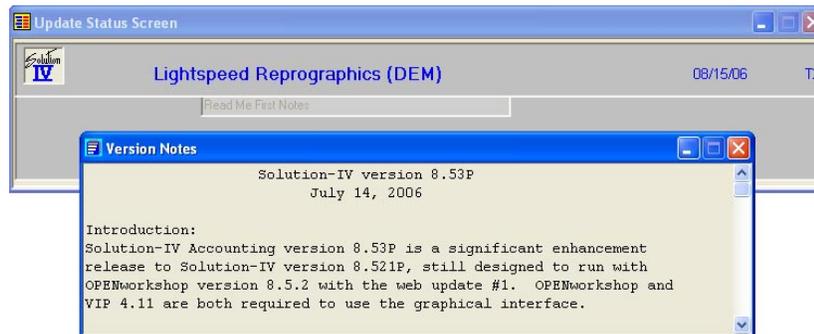
Exit the Screen
Press F4 to return to the Accounting Systems Utilities Menu.

Solution-IV Release Notes

Introduction
This function is used to view the on-line technical bulletins showing product changes and bug fixes for various versions of the Solution-IV product.

How to Execute
From the Accounting Systems Utilities Menu select **Solution-IV Release Notes**:

Description of Fields
Application
Enter the code for the application you want to review from the following list:

AP	Accounts Payable
AR	Accounts Receivable
BR	Bank Reconciliation
FA	Fixed Assets
FS	Extended Financial Reporting
GL	General Ledger
IC	Inventory Control
OP	Order Processing
PO	Purchase Order
PR	Payroll
TA	System Utilities

Version
Enter the version you wish to review. If you want to view changes made between the prior release and the release you are now running, either look at the version number printed on the diskette or tape, or run **VERS** from the menu before executing this function.

Example: 5.3

Date
The date of the release will automatically be displayed in this field and cannot be overridden.

A view will now be displayed giving the menu option and a short description of what was changed, or a symptom of the problem. Use the **Up Arrow**, **Page-Up, Down Arrow** and **Page-Down** keys to scroll through the changes.

When you find one for which you would like more detail, select it and press **Enter**.

A view will now be displayed showing the problem and solution. If it takes more than one page, use the **Up Arrow, Page Up** and **Page-Down** keys as required. When you are finished, press **F4** to return to the previous view.
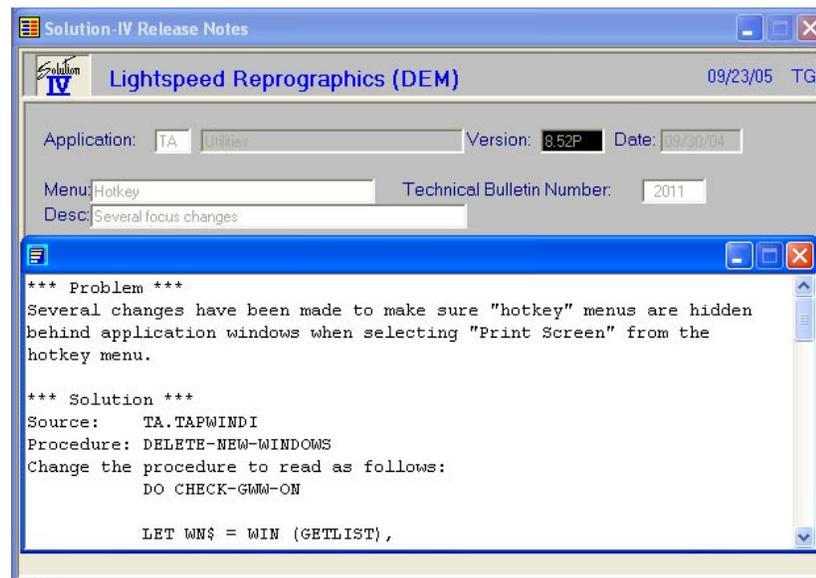
Printing A Specific Note
When in the view showing all changes to the given application, select the one you want to print and then press **F9**. You will then receive the prompt:

Do you want a printed copy?   Yes   No
Y   Prints the specific release note to the selected printer.

N   Displays the release note on the screen.

When the report is finished, you will be returned to the view.

Printing All The Release Notes

Press **F4** from the application field and you will receive the prompt:

Do you want to print the release notes?   Yes   No

N   Returns to the Accounting System Utilities Menu.

Y   Gives you the prompt:

From Application
To Application
Enter the first and last application codes that you wish to print, or press **Enter** to print all applications.

Enter version
Enter the version number you wish to print, or press **Enter** to print the report for all versions.

When the report is finished you will be returned automatically to the Accounting System Utilities Menu.

Exit the Screen

When you are finished viewing release notes, press **F4** from the view to return to the application field, press **F4** to get to the print message. If you answer **N**, you will be returned automatically to the Accounting System Utilities Menu.

6   System Security

This utility allows you to restrict access to functions from specific operators and companies. You must decide for yourself how much, if any, security is required. If you do choose to use the security system, it is important that a system manager be assigned to be the only person given access to the security system.

The security system is flexible. It is important for accountability that only those operators responsible for adding, changing, and deleting records have access to maintenance menus and screens. Operators requiring lookup information should only have access to display and report options. If operating in a multi-company environment, you may also wish to restrict information to certain operators or terminals by company.

There are several levels of security

> ➢ **System Password** activates all security except operators.

> ➢ **Operator Passwords** restrict access to IDOL-IV.

> ➢ **Company Passwords** restrict access to all applications within the specified company.

> ➢ **Operator and Terminal Qualifications** restrict access to companies by operator code and/or terminal.

System Password

Introduction
The System Password utility sets the security for the rest of the system. Unless there is a system password, none of the other security is activated (except for Operator Passwords). This feature allows you to set up the detailed security at your leisure and then activate it all at once.

How to Execute
From the Company/Password Maintenance Menu, select **System Password**.

Creating a New Password and Activating Security
If no password exists, the system prompts:

Enter a new System Password
Enter three alphanumeric characters for the new password.

Retype System Password
Enter the new system password again.

You then receive the following message: **Security is active, RETURN to continue**.

Changing Password
If an active password exists, the system prompts:

Enter the current System Password
Enter the current system password. If the current password is entered correctly, you are allowed to enter a new system password.

Enter a new System Password
Enter three alphanumeric characters for the new password.

Retype System Password
Enter the new system password again.

You then receive the following message: **Security is active, RETURN to continue.**

Deleting the Password and Deactivating Security
If an active password exists, the system prompts:

Enter the current System Password
Enter the current system password. If the current password is entered correctly, you are allowed to delete the system password.

Enter a new System Password
To delete the password, press **Space** THREE times and press **Enter**.

You then receive the following message: **Security is not active, RETURN to continue**.

Exit the Screen
Once the password is added, changed, or deleted, you are returned automatically to the Company/Password Maintenance Menu.

Operator Passwords

Introduction
Use this option to add, change, and delete operator passwords. Refer to your Thoroughbred Dictionary-IV manual for additional instructions on maintaining operator codes. Operator passwords restrict access to the entire IDOL-IV menu system.

> **Note**: If you are going to use this function, it is imperative that it be protected and that only the System Manager has access to it. The Operator Passwords utility can be protected with a password through OPENworkshop security.

How to Execute
From the Company/Password Maintenance Menu, select **Operator Passwords**.
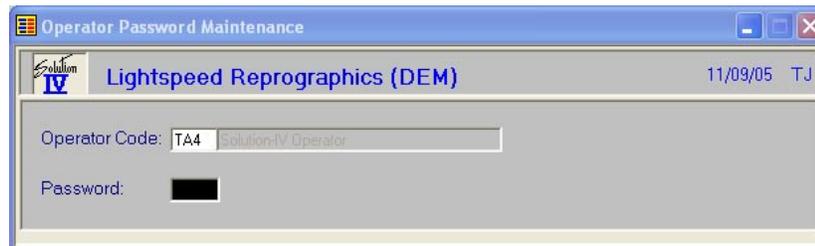
Adding/Changing Passwords
Operator Code
Enter the operator code that you wish to protect with a password.

Password
Enter up to three alphanumeric characters for the password. IDOL-IV requests the Operator Password when the operator logs onto the system, even if there is not a system password (the system security is not active).

Deleting Passwords
Operator Code
Enter the operator code for which you wish to delete the password.

Password
Press **Space** THREE times and then press **Enter** to delete an existing password.

Exit the Screen
When you are finished, press **F4** from the operator code field to return to the Company/Password Maintenance Menu.

Company Passwords

Introduction

Use this option to add, change, or remove the company password. You may also control access by operator code and terminal code. It does not change other company information or add or delete companies.

How to Execute

From the Company/Password Maintenance Menu, select **Company Password Maintenance**.

Description of Fields

Company Code

Enter the code of the company you wish to protect with a password.

Password

This field is optional. Enter up to three alphanumeric characters for the password you wish to use to protect this company. To remove a password, press **Space** THREE times.

Allow or Restrict (Operator Access)

If you want to restrict this company by operator, enter one of the following:

A   Allows access to this company by only those operators listed in the next field. No other operators are permitted access.

R   Will restrict access from those operators listed in the next field. All other operators are allowed access.

Operator Codes

These fields are optional. Enter up to ten operator codes to the operator security list for this company. To remove an operator from this list, press **Space** THREE times over the operator code. If no operator codes are specified, all operators have access.

Allow or Restrict (Terminal Access)

If you want to restrict access to this company by terminal, enter one of the following:

A   Allows access to this company by only those terminals listed in the next field. No other terminals are allowed access.

R   Will restrict access from those terminals listed in the next field. All other terminals are allowed access.

Terminal Codes

Enter up to 12 terminal codes (in the form Tx) to the terminal security list for this company. To remove a terminal from this list, press **Space** TWO times over the terminal code. If no terminal codes are specified, all terminals have access.

Removing Passwords

Select the company whose password you wish to remove. Move the cursor to the password field. Press **Space** THREE times and then press **Enter**.

Exit the Screen

When you are finished, press **F4** from the company code field to return to the Company/Password Maintenance Menu.

Company Report Forms

Introduction

This function allows you to override the standard Solution-IV reports names that are used for the printing of various Solution-IV reports. In this manner, if you have defined a specific report for your use you can assign that report here for each company.

How to Execute

From the Company/Password Maintenance Menu select **Company Report Forms**.

Description of Fields
Company Code

Enter exactly three unique alphanumeric characters for the company code. Press **F2** for a look-up of company names. Files are kept separate by company code. You must set up at least one company code.
Note: The only characters allowed are 0-9 and A-Z. No spaces or special characters are allowed.

Report
Enter the report name to use when printing this particular report option. If you leave this field blank, the standard Solution-IV report will be used.

Program
Enter the pre-process program to use when preparing data for this particular report option. If you leave this field blank, the standard Solution-IV pre-process program will be used.

System Security Report

Introduction
Use this option to print a report showing all passwords throughout the system. You may choose to list system, operator, menu, menu option, and company passwords separately or in any combination.

Note: Only the system manager should have access to this option. Protect it with a password.

How to Execute
From the Company/Password Maintenance Menu, select **System Security Report**.
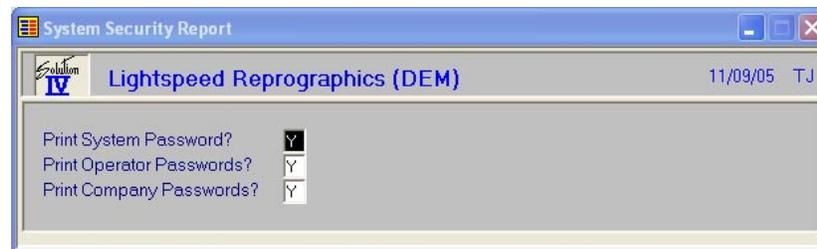
Description of Fields
Print System Password?
Y   Prints the first page of the report with the system password on it.

N   Does not print the system password on the report.

Print Operator Passwords?
 Y   Prints operator codes and their passwords for all IDOL-IV operators defined on the system (not just those being used for Solution-IV Accounting).

N   Does not print operator information on the report.

Print Company Passwords?
Y   Prints all companies and accompanying passwords on the report.

N   Does not print company password information on the report.

Report
Select a printed or displayed copy. When the report is finished you will be returned automatically to the Company/Password Maintenance Menu.

7   Appendices

The following pages contain supplemental information that is helpful to the understanding of Solution-IV System Utilities.

A. System Utilities Messages

B. Messages

C. Glossary

A   System Utilities Messages

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.

B   Messages

All users must be out of the accounting system to continue.
The function you are running requires that you be the only operator accessing the Solution-IV Accounting system. All other operators must log off or return to a menu.

Can't find files for this company. Select: Company, File Survey or Create files.

The data files needed to run this option cannot be found. You must either select another company or create the required files.

S   Select another company to work in.

F   Execute File Survey to define the file sizes.

C   Create the files using the defaults or current survey values.

F4   Return to the menu from which you came.

Cannot lock x file
The system cannot gain exclusive access (lock) to the specified file. Without this special access, this process cannot continue. Make sure all other operators have exited Solution-IV Accounting and try again.

Enter   Tries to lock the file again.

F4   Returns to the menu.

Do you want to continue with the vital signs calculation? Yes   No
This question is asked after selecting the vital signs option because the calculation may take some time.

Y   Calculates the vital signs figures.

N   Returns to the menu.

End display: Exit Report
The vital signs calculation is complete and the amounts are shown on the screen. You may either return to the menu or print the vital signs report.

E   Returns to the menu.

R   Prints the vital signs report.

File busy
The system has attempted to access a data file that is reserved by another user. This occurs during updates or system administration. You cannot have access to the file until the other operator releases it. Your current options are:

Enter Tries again to access the file. You may do this as many times as necessary. It will wait five seconds between each retry.

F4 Exits. You may want to find out who is using the file you need.

Insufficient room on hard disk for update to proceed
The update you are using creates a temporary file that needs more space than the contiguous space available on your disk. See your system manager for assistance in this matter.

No companies defined
There are currently no companies defined in the Solution-IV Accounting system. Run Company Masterfile Maintenance to create a company.

Operator denied access to this company
System security indicates that the operator code you are using is not permitted access to the company selected.

Record busy
The record specified is currently locked by another user. You may not have access to the record until the other operator releases it. Your current options are:

Enter Tries again to access the record. You may do this as many times as necessary. It will wait five seconds between each retry.

F4 Exits and allows you to enter another record.

Record is marked to be changed to x
The record has a status of **C** and is marked to be changed to the value specified. This does not affect the processing of the record, but you may want to use the new value if possible.

Record specified is missing
The record specified does not exist. You will either need to add it using the appropriate maintenance function or enter a different value.

Terminal denied access to this company
System security indicates that the terminal you are currently on is not permitted access to the company selected. If you are normally allowed access to this company, try again on another terminal.

There is only one company currently defined
You cannot run the **Select Company** option because there is only one company currently defined on your system. That company will be selected automatically.

Update not allowed
The update cannot be run because the report indicates that there is a code used that is not on file, or a General Ledger distribution that is out of balance. Examine the report for the description ***INVALID CODE*** indicating the bad data, then correct the information, reprint the report and try the update again.

XX System parameters must be set up
The parameters are not set up for the specified application. The parameters must be set up before anything else can be done. Run the appropriate Parameters Maintenance to create the parameters.

C Glossary

1099 Reporting
1099 reporting is the filing of a 1099 tax form with the federal government. This is a report of all payments made to individual vendor of more than an amount specified by the government in a calendar year.

A

Account or Account Code
An account is the basic component of a formal accounting system. It records all additions and deductions and shows balances of assets, liabilities, owners' equity, revenues and expenses.

There are two types of accounts: debit and credit. Asset and expense accounts are usually debit accounts. Liability, equity and revenue accounts are usually credit accounts.

Accounting
The process of recording, organizing, reporting and interpreting the financial data of a business.

Accounting Period
An accounting period is an interval of time for which a financial statement is prepared. In most businesses, each month is a separate accounting period.

Solution-IV allows you to store data for as many as 26 accounting periods (2 full years).

Accounting System
An accounting system is a method for interpreting the financial performance of a business. It includes the raw data, procedures and equipment needed to make this analysis.

Accounts Payable
Accounts payable is a record of money owed and payments made by a business to creditors. It is a current liability showing the actual dollar amount owed to creditors.

Accounts Receivable
Accounts receivable is a record of money owed and payments made to a business by customers. It is a current asset showing the actual dollar amount owed by customers.

Accrual Basis
Accrual basis accounting records revenues and expenses for the current accounting period even though payments will not be received or paid until a later accounting period. This is to be distinguished from cash basis.

Most companies operate on the accrual basis.

See Accrued Asset and Accrued Liability.

Accrued Asset
An accrued asset is a revenue that is recorded when it is earned, not when a payment is received. The revenue then appears on financial statements for the period in which it is earned. (It may also be called an accrued income.)

Example: If you sell a camera for $295 on credit, this transaction is immediately recognized as revenue and recorded in accounts receivable (even though cash has not yet been received).

Accrued Liability
An accrued liability is an expense recorded when it is incurred, not when a payment is made. The expense then appears on financial statements for the period in which it is incurred. (It may also be called an accrued expense).

*Example***:** If you purchase on credit 5 dictionaries at $24.95 each, the $124.75 transaction is immediately recognized as an expense even though cash has not been paid.

Accumulated Depreciation
Accumulated depreciation is the sum of all recorded depreciation for a particular asset (or group of assets) since the date of acquisition.

Activity
Activity is the continuous completing of transactions. This activity, whether an expense or a revenue, changes the account balance.

The Solution-IV General Ledger allows you to see the activity of each account for a given accounting period.

Adjusting Entry
An adjusting entry is a general journal entry that corrects an account or brings that account up to date.

These entries are usually made at the end of an accounting period, but may be made whenever it is considered appropriate.

Aging Period
The aging period is an interval of time following a sale or a purchase that defines a revenue or expense as outstanding. The length of this period is different for each company.

Example: A loan company may want a listing of payments that are 2 weeks late.

Allowance for Bad Debts
Allowance for bad debts is an asset account that offsets uncollectible revenue. The amount is usually estimated as a percentage of accounts receivable, based on previous experience with unpaid accounts.

Alphanumeric
Alphanumeric describes a combination of letters and/or numbers.

Example: L48, 56SJ, E913S, 1234, and ASTVLS are alphanumeric.

Amortization
Amortization is the writing-off of the cost of an intangible asset over its economic life. It is usually used with leasehold improvements, organization costs, or goodwill.

Asset
An asset is anything that is owned by a business and has a monetary value.

Example: Buildings, fixtures, equipment, supplies and cash are assets.

Audit Report
An audit report verifies the accuracy of information entered into the computer. An audit report must be printed before updating the permanent files.

Audit Trail
An audit trail is a detailed record of accounting activity. It is a means of examining transactions from the time they are entered into a journal until they are printed in the financial statements.

Average Cost Method
The average cost method is a system of inventory costing. The value of inventory is determined by averaging the cost of goods in stock with goods recently received.

Example: 25 bicycle pedals purchased by you for resale at a cost of $35 each remain in inventory. You purchase 10 more at $40. Your inventory is now valued at (25 x $35) + (10 x $40) or a total of $1275 or $36.43 each. If you sell 30 of them, the cost of the sale will be computed as $36.43 x 30 or $1092.90, with a remaining inventory value of $36.43 x 5 or $182.15.

See Standard Cost, LIFO and FIFO.

B

Back Order
A back order is a request for items that are currently out of stock. As soon as they become available they are shipped to the customer.

Backup
A backup is a copy of computer files on a portable medium (such as a floppy diskette or tape cartridge). Should the computer files be corrupted or destroyed the backup can be used to replace the data.

Backups should be made at regular intervals.

Bad Debt
A bad debt is a revenue that is partially or completely uncollectible. It becomes an expense when it is established that the customer will not pay the obligation and it is not practical to enforce payment.

Balance
A balance is the difference between total debits and total credits of an account at a given time. An individual account is said to have a debit balance if debits are greater than credits, a credit balance if credits are greater than debits, or a zero balance if debits equal credits.

Balance Forward
Balance forward is a technique used in accounts receivable summarizing all transaction activity at the end of an accounting period. The balance is then carried forward to the next accounting period.

See Open Item.

Balance Sheet
A balance sheet is a financial statement summarizing the financial status of a business at a specific time. It is a detailed presentation of the assets, liabilities and owner's equity as in the fundamental accounting equation: Assets = Liabilities + Equity.

Bank Reconciliation
A bank reconciliation compares the bank statement to the depositor's records. Differences should be analyzed and explained by deposits in transit, checks outstanding, bank charges, and errors.

Bucket
A bucket is a field on the screen or in a file where data is displayed or stored. Often it is a field that does not allow user input such as the data in a specific aging category.

Budget
A budget is a financial plan or goal for a specific period of time. It can be used to compare with actual results.

C

Capital
In accounting, capital is too general to be used by itself. In most cases it means the ownership of the assets of a business by the proprietor(s).

See Equity.

Cash Basis
Cash basis accounting records revenue only when a payment is received and records an expense only when a payment is made. The payments are recorded on financial statements for the period in which they are made.

Very small businesses usually operate on a cash basis.

Example: When the sale of a product or a service is made, the transaction is not recorded until cash is received. This is to be distinguished from accrual basis.

Cash Discount
A cash discount is the amount deducted from a customer's bill when a prompt payment of that invoice is made.

Character
A character is a symbol, letter, or number.

Chart of Accounts
The chart of accounts is a table of contents for the General Ledger. It lists the accounts systematically with assets followed by liabilities, capital, revenue, cost of sales and expenses.

Check Register
A check register is a listing of check numbers and invoices paid. It is available when computer checks are generated, hand-written checks are entered, or as a summary at the end of the period.

Appendices

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Company

A company is an organization with its own separate assets, liabilities and equity. It may, however, be a division, branch office, department or subsidiary of a single organization. Solution-IV separates all files by company. In Solution-IV a company may also be referred to as a business or an entity.

Compressed Printing

Compressed printing is a feature available on some 80-character printers. It allows reports formatted for a 132-character column width to be printed on an 8-inch by 11-inch page.

Credit

A credit decreases an asset or an expense account and increases a liability, equity, or revenue account. It is entered on the right side of a ledger account.

Credit Balance

See Balance.

Credit Limit

A credit limit is the maximum dollar amount in merchandise a customer may receive prior to payment. Once this amount is reached, the customer must make a payment before receiving additional merchandise.

Credit Memo

A credit memo is a document notifying a customer that his account has been credited. It is usually a result of a return. A credit memo reduces accounts receivable.

Current Asset

A current asset is expected to be converted into cash or depleted in one year or less.

Current Liability

Also called short term liability. See Liability.

Current Liquidity Ratio

See Liquidity Ratios.

Current Ratio

See Liquidity Ratios.

Cursor

The cursor is a character on a computer terminal screen, which marks the place where typed characters are entered.

D

Data File

See File.

Debit

A debit increases an asset or an expense account and decreases a liability, equity, or revenue account. It is entered on the left side of the ledger account.

Debit Balance

See balance.

Depreciation

Depreciation is the decrease in value of a fixed asset over a period of time. The loss of value is caused by wear or obsolescence.

Direct Labor

Direct labor is the labor cost to convert raw materials into finished goods.

Discount Due Date

The discount due date is the last day a payment may be made to receive a cash discount. After this date the full price must be paid.

Diskette

A diskette, computer storage media, is made of flexible plastic rather than rigid metal. It is a portable medium and can be easily stored.

Due Date

The due date is the date on which payment must be made.

Dunning Message

Dunning messages are messages that may be printed on a customer statement. The messages usually are different, depending on how late the customer's oldest invoice is.

Example: Your account is past due please pay promptly. Thank you!

E

Economic Life

The economic life of a fixed asset is the time during which it is usable. When it must be replaced, its economic life is over.

Equity
Equity is the investment in a business by the owner. It can be expressed as: Equity = Assets – Liabilities.

Expense
An expense is a cost incurred while operating a business.

Example: The electric bill is an expense of operating a retail store.

F

FIFO
FIFO (an abbreviation for first-in, first-out) is a method of assigning cost to inventory. Those items acquired or produced first are used or sold first. This keeps the value of all items in stock at the latest price to be paid for them.

In inflationary times, costing by FIFO increases both the gross margin and the stated value of remaining inventory.

Example: 25 bicycle pedals purchased by your company for resale at a cost of $35 each remain in inventory. You purchase 10 more at a cost of $40. Your inventory is now valued at (25 x $35) + (10 x $40) or $1275. If you sell 30 of them, the cost of sale will be computed as (25 x $35) + (5 x $40) or $1075, with a remaining inventory value of (5 x $40) or $200.

See LIFO, Standard Cost and Average Cost.

Field
A field is the place on the computer terminal screen where a single item of data is entered.

Example: In a customer masterfile record, the customer name is typed in the customer name field and the customer address is typed in the customer address field.

See Key.

File
A computer file is a collection of related records stored under a unique name. Data files contain accounting information such as journal entries and account balances. Program files contain instructions used by the computer.

Financial Statement
A financial statement is a report of the financial status of a business. It can be a balance sheet, profit and loss statement, or any other presentation of financial data.

Fiscal Year
The fiscal year is an accounting period that does not necessarily follow the calendar year. It might consist of 12 months, 13 periods of 28 days each or 4-4-5 weeks (each 13 weeks equaling 1/4 year).

Fixed Asset
A fixed asset is a physical item having a useful life of one year or more. It is also referred to as property, plant, equipment, or plant assets.

Example: A copy machine is a fixed asset.

Floppy Disk
See Diskette.

Function
A function is an operation that performs a job.

G

GAAP
See Generally Accepted Accounting Principles.

General Ledger
The General Ledger summarizes all business transactions, grouping them by account code. Financial statements are prepared from this information.

Generally Accepted Accounting Principles (GAAP)
Generally Accepted Accounting Principles provide guidelines for conventions, rules, and procedures currently considered acceptable accounting practice.

Goodwill
Goodwill is an intangible asset whose dollar value is derived from the management skills and reputation of a business. It represents the potential earning power of a business beyond the current market value of its assets. Goodwill is usually recognized only at the time a business is sold.

Gross Profit

Gross profit is the difference between the selling price and the cost of the items being sold. It does not recognize other expenses such as rent, telephone, or utilities.

Gross Profit Percentage

Gross profit percentage shows the relationship of gross profit to sales. It can be expressed as: Gross Profit Percentage = (Total Sales – Total Cost of Sales) / Total Sales.

H

Hard Disk

The hard disk is computer storage media made of rigid material and is either fixed or removable. It has greater storage capacity and handles data faster than diskettes.

Hardware

Hardware is a general term referring to the computer and its associated equipment.

I

Income

Income is the excess of revenues over expenses. It may be expressed as: Income = Revenues-Expenses.

Income Statement

An income statement is a report that balances total revenues and total expenses over a period of time. A positive balance is a profit, while a negative balance is a loss. It is also called a profit and loss statement or a statement of operations.

Intangible Asset

An intangible asset is a long term asset without physical substance.

Examples: Copyrights, franchises, patents, trademarks, and goodwill are intangible assets.

Integration

Integration is the bringing of separate parts together. It can be used to describe the transferring of data from one system to another or the entering of data into the system once and having it transferred to all related files.

Example: Accounts Payable is integrated with General Ledger. Entries to Accounts Payable, which are relevant to General Ledger, are automatically transferred to General Ledger.

Interactive System

An interactive system does not allow the user to enter invalid data.

Example: Solution-IV is an interactive system and does not accept the entry of a company code that has not yet been created.

Interest

Interest is the amount of money paid for the use of money over time.

Inventory

An inventory is the stock owned by a business at any given time. It can be finished goods held for direct sale or component parts used in manufacturing for future sale.

Inventory Costing

Inventory costing is the method of determining the value of items in inventory.

See LIFO, FIFO, Average Cost, and Standard Cost.

Invoice

An invoice is a complete list of goods or services delivered to the buyer by the seller. It also shows quantity, price, shipping charges, terms, and other costs or discounts.

J

Journal Entry

A journal entry is the primary means of entering financial data into the General Ledger. The sum of the debits and credits in a journal entry must always equal zero.

Example: The journal entry for the purchase of $250 of office supplies (paid in cash) would consist of a $250 credit to cash and a $250 debit to office supplies expense.

K

Key
A key is a specialized field (see Field). Since the system uses the characters entered in this field to access records in a specific file, the key entry must be unique.

Example: In Solution-IV Customer Maintenance Masterfile, the customer code is the key field.

L

LIFO
LIFO (an abbreviation for last-in, first-out) is a method of assigning cost to inventory. Those items acquired or produced last are used or sold first. This keeps the value of all items in stock at the earliest price paid for them.

In inflationary times costing inventory by LIFO reduces both the gross margin and the stated value of remaining inventory.

Example: 25 bicycle pedals purchased by you for resale at a cost of $35 each remain in inventory. You purchase 10 more at a cost of $40. Your inventory is now valued at (25 x $35) + (10 x $40) or $1275. If you sell 30 of them the cost of sale will be computed as (10 x $40) + (20 x $35) or $1100, with a remaining inventory value of (5 x $35) or $175.

See FIFO, Standard Cost and Average Cost.

Labor Burden
Labor burden is the expense incurred for workers in addition to their actual wages.

Example: The employer's share of FICA (Social Security), federal and state unemployment insurance tax, workers' compensation insurance premiums, and employer-paid union contributions are part of the labor burden.

Leasehold Improvement
A leasehold improvement is a fixed asset purchased by the lessee for a rented property. Usually it may not be removed from the property when the lease expires.

Example: The installation of new fixtures and walls are leasehold improvements.

Leverage Ratios
Leverage ratios indicate how much the business is encumbered by its liabilities. It is the relationship of liabilities to assets and of debt to equity.

Liability
A liability is the amount of money due creditors.

Types of liabilities:
1. Current(or short term)-full payment is due in 1 year or less.

2. Long term-full payment is not expected for over 1 year.

Liquidity Ratios
Liquidity ratios indicate how much of the assets are easily available.

The Current Ratio is the relationship of current assets to current liabilities. It can be expressed as: Current Ratio = Current Assets/Current Liabilities.

The Quick Ratio is the relationship of current assets less inventory to the current liabilities. It can be expressed as: Quick Ratio = (Current Assets - Inventory) / Current Liabilities.

List Price
A list price is a published price subject to customer discounts.

Long Term Liability
See Liability.

M

MTD
MTD is an abbreviation for month-to-date. In Solution-IV it usually refers to the activity of an account (such as General Ledger account codes, customers, or vendors) so far this month.

Masterfile
A masterfile is a computer file containing all related data elements for a specific record.

Multi-Company Accounting
See Multi-Company Environment.

Multi-Company Environment
A multi-company environment allows the user to maintain separate sets of records for different businesses. Solution-IV is a multi-company environment system. It is also called multi-company accounting.

Multi-User Accounting System
A multi-user system allows more than one user to access a specific program from different terminals at the same time. All users can access the same files (except when a file has been security protected).

N

Net Asset
The net asset is the total stockholders' equity. It can be expressed as: Net Assets = Total Assets – Total Liabilities.

Net Income
See Net Profit.

Net Profit
The net profit results when income exceeds costs and expenses. A Net Loss occurs when costs and expenses exceed income.

O

Open Item
Open item accounting is the accounts receivable procedure which tracks each transaction in the customer record. Statements for open item customers show all invoices that are not fully paid regardless of the period in which they originated.

See Balance Forward.

Operating Expense
An operating expense includes marketing and administrative expenses. It is all expenses other than the cost of goods, cost of labor, interest, and income tax.

Operator Code
The operator code is an identifier from 1 to 3 characters long that must be entered to gain access to the system or to a function.

Overhead
Overhead is an expense not directly related to a specific job. These expenses occur whether or not a specific job is under way.

Example: Wages to office personnel, office supplies, rent, and utilities are overhead.

Overhead Burden
Overhead burden is all overhead expenses except for labor that can be applied to the cost of producing goods or services.

Overhead Rate
An overhead rate applies a predetermined rate to a contract or job to cover overhead burden. It is usually based on labor hours or direct material dollars.

Overtime
Overtime is the number of hours of work done beyond regular hours. These records are kept for payroll purposes.

Example: Overtime might be anything over 8 hours a day or 40 hours a week.

P

Paid-in Capital
Paid-in capital is the amount of money invested as equity when a business is started.

Parameter
A parameter is a format definition. When setting up Solution-IV, the system may be customized by setting parameters such as the length of the account size, the position of the location segment and the position of the department segment.

Perpetual Inventory Method
The perpetual inventory method is a continuous count of merchandise. The inventory count is updated at the time of a purchase or a sale.

Physical Inventory
A physical inventory is a list of merchandise on hand, determined by an actual count.

Profit Center

A profit center is a part of a business generating its own income and incurring its own expenses. It is separated from the rest of the business for accounting purposes. A conceptual division (rather than a physical department) of a company may also be a profit center.

Example: One store in a chain of stores may be designated a profit center.

Profitability Ratios

The profitability ratio is the relationship of the net profit to the size of the business. It may be expressed as:

Net Profit Margin = Net Profit / Total Sales
Return on Assets = Net Profit / Total Assets
Return on Equity = Net Profit / Total Equity
Earnings per Share = Net Profit / Total Shares of Stock

Program File

See File.

Purchase Order

A purchase order is a document requesting a vendor to ship a specified quantity of merchandise.

Q

Quantity Pricing

Quantity pricing is a system that provides a lower price when larger quantities are ordered.

Example: 10 bicycle tires may be ordered at $9.95 each, while 100 bicycle tires may be ordered at $9.45 each.

Quick Ratio

See Liquidity Ratios.

R

Range

A range is a group defined by two specific end points.

Examples: The number 2 is within the range of numbers from 1 to 10. The letter G is outside the range of all letters from A to C.

Ratio Analysis

A ratio analysis is a financial report assessing the performance of a business. It analyzes the activity in terms of leverage ratios, liquidity ratios, and profitability ratios for a business over a specific period of time.

Record

A record is related data stored in a computer file.

Example: Information for each company (company name, address, telephone number, federal ID number and applications used) is a single record in the Company Masterfile.

Recurring Entry

A recurring entry is a fixed journal entry that occurs on a regular basis.

Example: Rent, loan payments, and flat rate utility fees may be recurring entries.

Reorder Amount

The reorder amount is the minimum quantity of stock allowed in inventory. When that number is reached, an order is placed to replenish the stock.

Example: If the reorder amount for handlebars is 25, an order will not be placed until the inventory reaches 25 handlebars.

Reorder Level

See Reorder Amount.

Retainage

Retainage is an amount of money withheld from payment until an entire job (or a specified portion of the job) is completed. It is most often used in construction.

Retained Earnings

Retained earnings are profits reinvested in the business as stockholder equity. It is also the accumulated profits, minus any losses or dividends, of a company from its creation.

Reversing Entry

A reversing entry cancels a previous entry. A credit is used to cancel a debit and a debit is used to cancel a credit.

S

Sales Allowance
The sales allowance is a reduction of the previously agreed upon selling price.

Sales Returns
A sales return is a product returned by the customer. When merchandise is returned, a debit must be made to the sales return and allowances account, and a credit to Accounts Receivable.

Security
Security is a system safeguard against unauthorized entry.

Short Term Liability
Also called current liability. See Liability.

Source Document
A source document is the original transaction record. It is used to enter data into the computer file.

Example: The vendor invoice is a source document which contains information such as the vendor invoice number, the invoice date, terms, discount, and sales tax which is entered into the computer files.

Standard Cost Method
The standard cost method is a system of inventory costing. It uses a predetermined amount for a specific item to value the inventory and establish the sales price.

See LIFO, FIFO and Average Cost methods.

Example: The standard cost of your bicycle pedals is predetermined to be $35. 25 pedals remain in inventory at a cost of $35 each. You purchase 10 more at $40 each. Your inventory value will be calculated at (35 x $35) or $1225. If you sell 30 of them the cost will be computed as (30 x $35) or $1050 with a remaining inventory value of (5 x $35) or $175.

T

Terms
Terms are the conditions of payment agreed to by the customer and are included on the invoice. Discount terms are often used to encourage prompt payment.

Example: Terms of payment such as 2/10 net 30 (a 2% discount is allowed if payment is made within 10 days), might be offered to encourage prompt payment.

Trade Discount
A trade discount is a reduction from the list price.

Transaction
A transaction is an event that affects the financial position of a business.

Example: The purchase of 2 bicycle pumps @ $7.50 each is a transaction requiring the following journal entries: a $15 debit to inventory and a $15 credit to cash.

Trial Balance
The trial balance is a report showing the balance of each account in the General Ledger. The total credits must always equal the total debits in the General Ledger.

Two-Step Billing
In a two-step billing procedure the first step is to enter the customer order and the second step is to prepare the invoice for that order. The invoice is not prepared until the ordered items are shipped.

V

Variance
A variance is the difference between an actual amount and an estimated amount. It can be shown as an amount (e.g., $1000 over) or as a percentage (e.g. -2%).

Example: If $500 is budgeted for office supplies and $450 is spent, the variance is $50 under (or -10%).

Voucher
A voucher is a document that legitimizes an invoice and authorizes payment. Solution-IV Accounts Payable allows the entry of records using either the vendor's invoice number or your company's voucher number.

W

W-2 Form
A W-2 form is a statement of an employee's total earnings received and total taxes paid during the calendar year. The IRS requires that a W-2 be prepared for and distributed to each employee.

W-4 Form
The W-4 is a form completed by the employee informing the company of the amount of income tax that should be withheld from that employee's wages. The form is provided by the IRS and is also called the Employee's Withholding Exemption Certificate.

Working Capital
Working capital is the amount of capital in current use in the operation of a business. It can be expressed as: Working Capital = Current Assets – Current Liabilities.

Write-Off
See Amortization.

Y

YTD
YTD is an abbreviation for year-to-date. In Solution-IV it usually refers to the activity of an account (such as General Ledger account codes, Customers, or Vendors) so far this fiscal year.