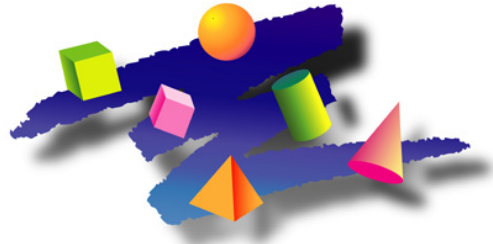




## Installation & Upgrade Guide



*Version 8.70*



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Published by:  
Thoroughbred Software International, Inc.  
285 Davidson Ave., Suite 302  
Somerset, New Jersey 08873-4153

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Document Number: AIG8.70M01

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# Solution-IV Installation & Upgrade Guide

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This Thoroughbred Solution-IV Installation & Upgrade Guide covers installing Thoroughbred Solution-IV Accounting version 8.70 only.

Use this guide to install the software for the Solution-IV Accounting series, including the following modules:

- System Utilities
- General Ledger
- Accounts Payable
- Accounts Receivable
- Inventory Control
- Order Processing
- Purchase Order
- Payroll
- Fixed Assets
- Bank Reconciliation
- Prospect Management
- FormsCreator
- Credit Card Processing
- Service Contract
- Source License

# Preparing the System

## **Introduction**

These installation instructions refer to the actual installation of the Solution-IV Accounting media onto your system and the running of the installation programs.

## **Package Contents**

You should have received the following software and documentation for each Solution-IV Accounting application purchased:

- One CD-ROM containing all of the applications to be installed.
- One copy of the Software License Agreement.
- One Software Registration Card for each application, which should be filled out and returned to Thoroughbred.
- One Solution-IV Activation Card containing important Serial numbers, your module code, and your Solution-IV Activation Code.

Please verify that you have received all of the required materials before continuing.

## **Required Products**

Solution-IV Accounting depends on a correctly configured Thoroughbred Environment in order to run properly. The required components are listed below. Please refer to the specific OPENworkshop and VIP manuals for further instructions on installing or upgrading these applications. These components are required whether you are running Solution-IV on UNIX/AIX/Linux or Windows.

- 1) You must have OPENworkshop version 8.7.0 which consists of the following components:
  - Thoroughbred Basic
  - Dictionary-IV
  - OPENworkshop
  - Report-IV
  - Source-IV
  - Script-IV
  - Query-IV
- 2) If you would like to use one or more Windows workstations in order to take advantage of the graphical screens included with Solution-IV, please contact your Thoroughbred Sales Representative to order the VIP/Gateway for Windows, version 8.7.0.

- 3) For this release of Solution-IV you should also have installed the Thoroughbred updates from our website. If you need assistance downloading the updates, please call your support representative.

**IMPORTANT:** Please verify that this required software has been properly installed before continuing with the Solution-IV installation. After re-installing, be sure to re-check the Installation Record as found on the System Utilities Menu.

***Solution-IV Accounting***

All Solution-IV modules must be at the same version. The System Utilities are required for each installation. Additionally, Purchase Order requires both Accounts Payable and Inventory Control, and Order Processing requires both Accounts Receivable and Inventory Control. Service Contract Management, Credit Card Processing and the UPS WorldShip Interface all require Order Processing.

If you are installing a new module on top of an existing system, verify that all existing modules are the same version as the new module by selecting **Display Solution-IV Versions** from the Solution-IV Utilities menu. If any existing modules are an older version, they must be upgraded before installing the new module.

**IMPORTANT:** To insure that you are using the correct INSTALL program you should always re-install the Solution-IV System Utilities when adding a new module to an existing system.

***Backup***

If you are upgrading an existing Solution-IV Accounting installation, be sure to make a full system backup before continuing.

***Space Requirements***

The following table estimates the amount of space required by Solution-IV Accounting, broken down by application. Before continuing, make sure you have adequate space on your hard disk.

<b>Modules</b>	<b>Size (mb)</b>
System Utilities	3.3
General Ledger	4.5
Accounts Payable	3.5
Accounts Receivable	4.9
Inventory Control	3.9
Order Processing	4.3
Purchase Order	3.5
Payroll	5.1
Fixed Assets	2.7
Bank Reconciliation	0.7
Prospect Management	0.5
FormsCreator	0.3
Credit Card Processing	0.3
Service Contract	1.0
OPENworkshop	16.0
<b>Total Space Required:</b>	<b>54.5 mb</b>

Space requirements include demonstration data files, but not "live" data files. Use File Sizing to compute the minimum space required by your own company's data files.

These sizes represent true minimums. Be sure you have adequate disk space available for live operation, including a minimum amount of historical data. You should not attempt to install a full set of Solution-IV modules in a "live" environment with less than 100 megabytes of space allocated for the accounting system.

### ***How to Proceed***

The next three sections describe the media installation procedures for UNIX/AIX/Linux or Windows. Refer to the appropriate section based on the operating system on which you are installing Solution-IV.

For further information on any of the procedures specific to your operating system, please refer to the operating system's user manual.

When you are finished installing the accounting software media, proceed to the section titled "Running the Installation Program."

For help or assistance in the installation process, please call your Sales, Support or Services Representative at 800-524-0430 or 732-560-1377.

# Installing the Media-UNIX/AIX/Linux

## Load Media

Change to the relative directory where Basic is installed.

Example: `cd /u/basic870`

Clear read and write permissions:

```
umask 0
```

## CD-ROM

When loading from CD-ROM, mount the drive. Sample mount commands are as follows:

```
SCO:      mount -r -f HS,lower /dev/device-name /mountpoint
AIX:      mount -r -v cdrfs /dev/device-name /mountpoint
HP:       mount -r -F cdrfs /dev/device-name /mountpoint
Tru64:    mount -r -t cdrfs -o noversion /dev/r34c /mountpoint
Linux:    mount /mnt/cdrom
```

Next, the media will need to be loaded on the hard drive as follows:

```
Linux:    cpio -ivudB </mountpoint/unixows/sol4
Others:   cpio -icvudB </mountpoint/unixows/sol4
```

## Subdirectories

Loading Solution-IV will automatically create a SOL4 directory with the following subdirectories:

Module Name	Subdirectories		
<b>System Utilities</b>	TAD	TAK	TAP
	TAB	USR	
<b>General Ledger</b>	GLD	GLK	GLP
	FSD	FSK	FSP
<b>Accounts Payable</b>	APD	APK	APP
<b>Accounts Receivable</b>	ARD	ARK	ARP
<b>Inventory Control</b>	ICD	ICK	ICP
<b>Order Processing</b>	OPD	OPK	OPP
<b>Purchase Order</b>	POD	POK	POP
<b>Payroll</b>	PRD	PRK	PRP
<b>Fixed Assets</b>	FSD	FSK	FSP
<b>Bank Reconciliation</b>	BRD	BRK	BRP
<b>Prospect Management</b>	PMD	PMK	PMP
<b>FormsCreator</b>	FTD	FTK	FTP
<b>Credit Card Processing</b>	CCB	CCD	CCP
<b>Service Contract</b>	SCD	SCP	

Also, an IPLINPUT file will be installed for use with Solution-IV, called **IPLSOL4**.



### ***Deleting Unwanted Modules***

When loading the Solution-IV CD-ROM, all Solution-IV modules are installed on the hard drive. Before running Solution-IV and the INSTALL program, you will want to remove the unwanted modules from the system as follows:

```
cd /u/basic870/SOL4/USR  
rm xx4FIL xx4OBJ
```

Where xx is the module code to be removed as follows:

<b>AP</b>	Accounts Payable
<b>AR</b>	Accounts Receivable
<b>BR</b>	Bank Reconciliation
<b>CC</b>	Credit Card Processing
<b>FA</b>	Fixed Assets
<b>FT</b>	FormsCreator
<b>GL</b>	General Ledger
<b>IC</b>	Inventory Control
<b>IM</b>	Imaging Library
<b>OF</b>	Office Library
<b>OP</b>	Order Processing
<b>PM</b>	Prospect Management
<b>PO</b>	Purchase Order
<b>PR</b>	Payroll
<b>SC</b>	Service Contract
<b>TA</b>	System Utilities

If you do not remove unlicensed modules, the Solution-IV activation code included with your order will not properly activate your system.

### ***Completing the Installation***

Once all the installation files have been copied to the hard disk, execute OPENworkshop making sure that you are using the **IPLSOL4** file that has access to the Solution-IV files.

*Example:* **./b IPLSOL4**

Now proceed to the section titled "Running the Installation Program" for further instructions.

## Installing the Media-Windows

### ***Load the Media***

1. Insert the CD-ROM
2. Run D:\WINOWS\setup.exe  
Enter your install directory (C:\Tbsc is the default) name

### ***Welcome***

Once InstallShield® Wizard has started, a screen will be displayed welcoming you to the Solution-IV installation.

To continue, select **N**ext.

### ***User Information***

Enter or verify your name and company name, then select **N**ext to continue.

### ***Module Code***

Enter the module code found on your activation card, then select **N**ext to continue.

### ***Choose Destination Location***

The next step is to select the destination folder for Solution-IV Accounting. This should be the same directory where your base Thoroughbred Environment is installed. The subdirectories found on page 5 will be created automatically.

*Example: c:\tbsc*

If the folder shown is not correct, select **B**rowse and select the correct folder.

To continue, select **N**ext

### ***Copying Files***

You will now see the selected modules being copied to your system. When this process is finished, the Solution-IV folder will be opened on your desktop. Double click the top left corner to close the folder.

### ***Completing the Installation***

Setup has now finished copying files to your computer and will now return you to the Windows Desktop. Select the Solution-IV Program Group (or whatever group you entered in the Program Folder step above), then the Solution-IV icon. This will execute the Thoroughbred Environment using the Solution-IV IPLSOL4 file.

**Note:** If you are upgrading from a prior Windows version of Solution-IV, the old Solution-IV icon will still be in the Thoroughbred folder. Using Windows Explorer, remove the old icon(s).

Now proceed to the section titled “Running the Installation Program” for further instructions.

## Running the Installation Program

### **Introduction**

Solution-IV Accounting uses the standard OPENworkshop installation programs.

Make sure you have started OPENworkshop using the **IPLSOL4** file supplied as follows:

**UNIX/AIX/Linux:**    **./b IPLSOL4**

**Windows:**            From the Solution-IV Program Group, select the Solution-IV icon

### **Running INSTALL**

The installation program, **INSTALL**, should now be executed as follows:

- From the Thoroughbred Basic Utilities Menu, enter **INSTALL**
- From an IDOL-IV menu, enter **/INSTALL**
- From Thoroughbred Basic console mode, enter **RUN"INSTALL"**
- Under OPENworkshop you must run **INSTALL** using one of the above 3 options.

Follow the prompts as they are given by **INSTALL**. When you receive the list of modules to install, verify that all of the Solution-IV modules you loaded are on the list. Option A will install all of the listed modules.

Throughout the installation you will be provided with screens giving a summary of the new features found in the version of the module you are installing.

### **Object Library "IDOL-IV"**

**INSTALL** will install the Solution-IV modules into the dictionary. When the installation nears completion, you have the option of installing Solution-IV into the OPENworkshop Object Library as follows:

- Enter**    Leaves Solution-IV in the Object Library. For performance reasons you will want to use this option if you will not be modifying the Solution-IV source code. You should only leave Solution-IV in the Object Library if IDOL-IV is also in the Object Library.
- F1**        Removes everything from the IDOL-IV Object Library, including Solution-IV, then deletes the Object Library. This option is recommended if you will be modifying Solution-IV.

**Note:** When being removed from the Object Library, the compiled programs are copied to the directory containing IDDBD. You will want to move these programs manually to the subdirectories listed on page 5.

When **INSTALL** is finished, press **Enter** to go to the IDOL-IV System Administration Menu.

### **Completing the Installation**

If you did not see the message **Now merging Solution-IV installation files...** at the end of the install, you will now need to complete the installation by running the program **TAPINST0** as follows:

- From the Thoroughbred Basic Utilities Menu, enter **TAPINST0**
- From an OPENworkshop menu, press **F10** then enter **MET TAPINST0**
- From Thoroughbred Basic console mode, enter **RUN "TAPINST0"**

### **Dictionary Update**

Run the Dictionary Update found under Utilities/Upgrade Administration/Dictionary Update.

### **Upgrading from earlier versions of Solution-IV**

#### **General Information:**

Thoroughbred strongly recommends that you make a full system backup prior to upgrading to Solution-IV 8.70, especially if you are upgrading from a version other than 8.60. If possible, you may even want to do a test install in a separate directory or on another system, especially if any custom changes have been made. This way you can make changes to the upgrade routines and take the necessary time to ensure that the live upgrade goes smoothly.

Please review Appendix E to see any enhancements or technical bulletins that may affect your custom changes.

#### **Upgrading from 8.60:**

Files often change between releases. The **TAPINST0** program, run in the step just above, will "fix" any files by adding any new fields, moving data from one file to another, or by changing the field type.

#### **Upgrading from 8.521 or other non-Repro version:**

There are significant differences between Solution-IV 8.521 and 8.70. Many of these changes will be "fixed" by the **TAPINST0** program as described above. In addition, you will need to run **UPPINST1** to take care of a few additional files as well as to create new files that did not exist on the earlier versions. It is strongly recommended that you utilize a test bed prior to going live. **DO NOT** run this program if you are upgrading from version 8.60.

### **When Finished**

Please proceed to the next section.

## After You Complete the Installation

### ***Executing Solution-IV***

To run Solution-IV Accounting, execute "OO", then choose Solution-IV from the OPENworkshop Main Menu. To select a menu option, simply use the **Up** and **Down arrow** keys or enter the first letter of the menu option description to highlight and select the menu option desired.

### ***Installation Security***

As soon as you log in as TA4 or the first time you run a Solution-IV program, the Solution-IV Activation screen will be displayed.

You will be prompted for two codes which may be found on the Solution-IV Activation Card included with your order. The module code is based on the modules you have licensed and the activation code unlocks those modules.

Once valid activation codes have been entered, you should not see this screen again unless you re-install, upgrade, or install additional modules.

If you do not know your activation code, you may press **F4**. You will be able to run Solution-IV, however you will be prompted to enter an activation code approximately every 15 minutes. You may then call Thoroughbred at 800-524-0430 or 732-560-1377 and ask for the Solution-IV Activation Desk or your Thoroughbred Support or Services Representative to get your activation code.

### ***Add Solution-IV Operator Codes***

It is important that each operator be logged into the system under their own operator code, especially if you are working in a multi-user, multi-company environment (more than one operator, more than one company). Solution-IV keeps track of which operator completed certain tasks, as well as the last company accessed by each operator. If everyone uses the same operator code, you may create a security problem, as well as deprive yourself of valuable system information.

The example on the following page, which is set up automatically by the Solution-IV installation program, shows how to define an operator using Solution-IV:

<b>Operator - Code:</b>	<b>TA4</b>
<b>Password:</b>	
<b>Name:</b>	<b>Solution-IV Operator</b>
<b>Master Menu:</b>	<b>TA4</b>
<b>Entry Program:</b>	<b>TAPSTART</b>
<b>Exit Program:</b>	<b>UTLOGO</b>
<b>Default Printer Name:</b>	
<b>Current Language Code:</b>	<b>EN</b>
<b>Field Edit Clear:</b>	<b>Y</b>
<b>Display Using Default Colors:</b>	<b>Y</b>
<b>Help Edit Developer/User:</b>	<b>D</b>
<b>Hotkey Menu:</b>	<b>TAMHOTK1</b>

Under OPENworkshop, the first 3 characters of the UNIX/AIX/Linux login are used for the Solution-IV operator code. These operators are defined automatically the first time you login. Please verify that all operators are defined as above.

#### ***Dealing with 4-Character Years***

Solution-IV Accounting uses a standard SQL date, which stores the date in the system as a number. The “50 year rule” is generally applied, meaning the system will calculate the appropriate century. If desired, however, you may optionally enter century as follows:

- From the Main OPENworkshop Menu select "**Utilities**"
- Select "**System Administration**"
- Select "**Maintain Date Masks**"
- Change the **Input Date Mask** to **MMDDYYYY**

#### ***Automatic PRM's***

There are several PRM lines from the IPLINPUT file that are critical to Solution-IV Accounting. We require that **PRM IF47**, **PRM READONLY** and **PRM NOTRANS** be set and that **PRM NOROUND** not be set in order for Solution-IV to operate properly.

To insure that Solution-IV has the proper PRM lines set, they will be set automatically the first time you run any Solution-IV program, regardless of how your IPLINPUT file is set up.

#### ***IPLINPUT PTN***

On installation, the PTN line in the IPLINPUT file is set to 1000000. If you have large data files and have problems running the Status Change Update, you may need to set this number higher.

### **Running Graphically**

If you are running on a Windows Workstation with the VIP/GWW workstation software and are running with the OPENworkshop Environment where the Solution-IV graphical images have been installed, you can run Solution-IV with the GUI screens turned on as follows:

- From OPENworkshop, select the "**VIP4 ON**" option.

### **Upgrade Procedures**

The procedures for upgrading to a new version of Solution-IV are identical to the standard installation procedures. The system overwrites existing dictionary elements such as formats, screens, reports, and scripts. If you have made extensive custom changes to your system, you will need to consider the value of upgrading at all. To prevent losing information, make a backup of your system before starting and copy changed elements to a new library before upgrading Solution-IV. Also, see the section on upgrading under "Running the Installation Program".

### **Release Notes**

After the software upgrade is complete, you may review the online release notes for this version. The Read Me First option, "R" on the Solution-IV Accounting System Utilities Menu (TAM), displays or prints the general on-line release notes. The Technical Bulletins option, "T" also on this menu, gives the details on program changes that were made.

For version 8.70, a significant number of enhancements were also incorporated. All changes to the system are listed in Appendix E of this manual.

### **Source License**

A Solution-IV Source License is simply an in-house, not for resale copy of Solution-IV Accounting provided solely for our authorized resellers. It is installed using the same instructions as the live Solution-IV product.

### **Backups**

It is not necessary to back up Solution-IV software programs, only your accounting data files. The software master is your backup for the Solution-IV programs. It is important that you make the regular backups of your accounting data.

For more information about backups, see the appropriate chapter in the System Utilities Manual.

### **Which Manual Should I Read First?**

If you are new to Thoroughbred Solution-IV and want to make the best use of the documentation, the System Administrator should start with the System Utilities Manual. It will describe how to establish the basis for the Solution-IV Accounting System.

Regular operators should start with the module with which they are most comfortable - perhaps General Ledger or Accounts Payable.

To get started, read the introduction in each manual and then use the demonstration data to experiment with the system. When you are ready to set up your system, refer to the "Setup" chapter in each manual.

### ***Training Classes***

Thoroughbred has found that a successful installation is one where those using the system have been fully trained on its operation. Therefore Thoroughbred recommends training courses to be given at your facility. These courses may be conducted by Thoroughbred or by your Thoroughbred reseller.

When classes are conducted at your site, you have the advantage of being able to utilize both the standard training materials as well as begin the setup of your “live” system. The goal is to have the initial system up and running at the end of the initial training period. Depending on your needs, more training can be scheduled after the initial training is complete.

Classes on Thoroughbred’s other products and customized training classes can be developed to suit your requirements.

For pricing or to arrange training through the Thoroughbred Services Group, please contact the Thoroughbred Sales Department at (800) 524-0430 or (732) 560-1377.

### ***Customer Support***

For support after the initial installation and training period, direct services customers may call their Thoroughbred Services Representatives at 800-524-0430 or 732-560-1377 x4131. Dealers should contact Thoroughbred Customer Support at the above numbers. Users who licensed Solution-IV through a Thoroughbred reseller should contact their Thoroughbred reseller for assistance.



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# Appendices

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Appendix A: Automatic / Scheduled Updates

Appendix B: Menu Security and OPENworkshop

Appendix C: Solution-IV FormsCreator

Appendix D: Solution-IV Credit Card Processing

Appendix E: Modifications & Enhancements in this Release

## Appendix A: Automatic / Scheduled Updates

### ***Automatically Running End of Day***

The Solution-IV Executive Summary Screen requires that several data fields be captured at the end of each day in order to accurately reflect the company's financial picture. This may be done by setting up the "end of day" capture facility as a cron in UNIX/AIX/Linux which runs automatically every night.

Solution-IV is distributed with an IPLINPUT file called **IPLEOD**, which automatically runs the Executive Summary End of Day program, **TAPVITLD**.

### ***Setting up your cron***

To set up your cron in UNIX/AIX/Linux, create a file containing your cron command. The file should be created in your Thoroughbred Basic directory and called **s4eod**. This file will then use **IPLEOD**, which has been included with Solution-IV.

The example given below will run End of Day every night at 10:00pm.

```
22 * * * (cd /u/basic870 ./b IPLEOD)
```

To enable the cron process for your use, issue the crontab command as follows:

```
crontab s4eod
```

To list the contents of your user cron command, enter:

```
crontab -l
```

To remove all per user cron commands, enter:

```
crontab -r
```

### ***Automatically Running the Batch Report Selector***

The Solution-IV Batch Report Selector may be set up to automatically run unattended at night. This is done by setting up a UNIX/AIX/Linux cron facility, which launches the Batch Report Selector.

Solution-IV is distributed with an auto login program called **TABREPTA**, which initiates the batch report selector for your particular operator code. The operator code is obtained from the UNIX/AIX/Linux login id, which sets up the cron. In this way, each operator could define their own cron, if desired, or a special operator can be defined and used only for running the overnight reports.

Before setting up your cron command, make sure you run the Batch Report Selector from the menu to define which reports you want to run for the operator code being used by the cron command.

### ***Setting up your cron***

To set up your cron in UNIX/AIX/Linux, create a file containing your cron command. The file should be created in your Thoroughbred Basic directory and called **s4rept**. This file will then use the IPLINPUT file called **IPLREPT**, which has been included with Solution-IV.

The example given below will run the Batch Report Selector every day at 3:00am.

```
3 * * * (cd /u/basic870 ./b IPLREPT)
```

To enable the cron process for your use, issue the crontab command as follows:

```
crontab s4rept
```

To list the contents of your user cron command, enter:

```
crontab -l
```

To remove all per user cron commands, enter:

```
crontab -r
```

## Appendix B: Menu Security and OPENworkshop

### *Introduction*

This section discusses the Solution-IV security and how it works with OPENworkshop. Please note that this is different than how it is documented in the Solution-IV System Utilities Manual.

### *Operators*

If you are running under UNIX/AIX/Linux, the operator codes will be the same as the UNIX/AIX/Linux logins. If you are running in another environment, you will need to create the operator codes using the OPENworkshop security system.

From the main OPENworkshop menu, select **Security**, then select option **6-Edit User id's**. For details on how to use this function, select option **0-Documentation**, then **Non-UNIX Systems**.

### *Groups*

The menu security centers around "groups", and assigning an operator code to one or more groups.

Under UNIX/AIX/Linux, the group information is obtained from the UNIX/AIX/Linux security files, **/etc/passwd** and **/etc/group**. On non-UNIX systems, OPENworkshop will generate these files for you.

To maintain the groups, login as **root**, then select the **Security** option from the main OPENworkshop menu. Then select option **5-Edit groups**.

Solution-IV has set up the menus to use group 1, plus a group for each module as follows:

AP	Accounts Payable	301
AR	Accounts Receivable	302
BR	Bank Reconciliation	303
CC	Credit Card Processing	313
FA	Fixed Assets	304
FT	FormsCreator	312
GL	General Ledger	305
IC	Inventory Control	306
OP	Order Processing	307
PM	Prospect Management	308
PO	Purchase Order	309
PR	Payroll	310
SC	Service Contract	314
TA	System Utilities	311

If you want all of your accounting personnel to have access to all of the accounting modules, simply add or edit group 1 so that each of their operator codes is in the list.

However, if you want only selected operators to have access to selected modules, you will need to set up a group for each module, with the appropriate list of operator codes.

For further information on how to define the groups, please review the documentation found on the **Security** menu as **0-Documentation**.

## Appendix C: Solution-IV FormsCreator Library

### ***What is the Solution-IV FormsCreator Library?***

FormsCreator is a powerful, cost effective form design and document delivery system, based on the industry standard Crystal Reports™ and VSI\*FAX™ products, that enable organizations to deliver complex business documents according to their business needs.

Now your core accounting and Point of Sale applications running on UNIX/AIX/Linux or Windows can deliver laser quality orders, invoices, purchase orders and customer statements directly to a laser printer, fax output or e-mail system.

FormsCreator eliminates the need for expensive pre-printed forms, their management and warehousing, as well as the hassles associated with manual form loading, separation, and splitting. Instead, a variety of forms can be selectively printed, faxed, or e-mailed as the demand arises. Even the number of copies to print is a setup parameter for each form.

With FormsCreator, all user-defined forms are loaded on a print server PC running Microsoft Windows. This can be either a dedicated or shared PC depending on the installation requirements, although an inexpensive dedicated PC is recommended. With the standard product, you may print or e-mail forms. To fax forms, FormsCreator is integrated with VSI\*FAX for document delivery. Using standard Solution-IV forms, FormsCreator requires little or no training and experienced Crystal Reports users will be able to customize their own forms with minimal training from Thoroughbred.

### ***What is needed to use FormsCreator with Solution-IV Accounting?***

FormsCreator has been developed by Thoroughbred using industry standard components such as Crystal Reports and VSI\*FAX for forms creation and document delivery. A run-time version of Crystal Reports is included with FormsCreator – if you desire to modify forms on your own, please contact Thoroughbred prior to purchasing Crystal Reports as there are special version requirements. VSI\*FAX is only required if you desire to fax forms – printed and e-mailed forms are provided as part of the basic package – please contact Thoroughbred for ordering information. There are no additional license fees beyond the basic FormsCreator license fee regardless of the number of printers used. Also, multiple store locations are supported provided all the locations are accessible via a VPN and all printers are shared devices on your network. Please contact your Thoroughbred Sales Representative for license and cost information.

As a part of the Solution-IV FormsCreator Library, Thoroughbred has pre-designed and developed the standard Solution-IV forms. These forms are included in the product.

### ***Is FormsCreator required with Solution-IV Accounting?***

FormsCreator is an optional addition to Solution-IV that allows you to print custom forms on your laser printer or e-mail them in .pdf format to your customers. Solution-IV will still allow you to print on pre-printed forms, logo paper or plain paper as well.

## ***Installing FormsCreator***

### ***Prerequisites***

1. The product is designed to print to network (shared) printers or local printers on the Windows workstation being used as the print server. It is recommended that this workstation be dedicated as the print server and not be shared for other purposes.
2. The workstation must be running Windows 2000, Windows 2003 or Windows XP Professional. The faster the workstation is, the faster ODBC will get the data and process the print requests, therefore a newer-class machine is recommended.
3. All forms printers must be defined as network printers and shared on the print server workstation (client machine). If you have more than one location, a VPN is usually required in order to facilitate this printer sharing.

### ***Install Host/Server Software***

1. Install the FormsCreator module.
2. **IMPORTANT:** Get a new Module Code and Activation Code after installing FormsCreator Host Software.
3. On the host, update the tags to be used for ALL reports using the General Tags Maintenance on the FormsCreator main menu.
  - a. Important tags are:
    - cvr – classic
    - fco – from company name
    - fem – from company email address
    - ffn – from fax number
    - fnm – from department name
    - fvn – from voice number
    - mailauth – outgoing mail user, mail password
    - maildest – ksk@tbred.com
    - mailfrom – your email address
    - mailsmtp – your mail smtp server name
    - sub – from email subject line
4. On the host, update the report specific override tags to be used using Report Tags Maintenance on the FormsCreator main menu.
  - a. The tag format is:  
<Report name> <tag name> <tag value>
  - b. The important tag names are:
    - os4dir – c:\crystal\archive\[COMPANY] (archiving forms)
    - os4email – email address (duplicate emails sent to this address)
    - os4opw – outgoing pdf password (if needed)
    - ntx – Fax memo text
    - fnm – From Name
5. Install TS ODBC DataServer on the server. You must have at least one seat per location.

6. The FormsCreator install program will create a data source called SOL4FC with the following files exposed. Please note that the following files must actually exist for both the DEM and live companies.

APLVEND1	ARLTERM1
ARLATFCC	FTLSOCK1
ARLATFCE	FTLTAGS1
ARLCUST1	OPLINVP3
ARLINVP1	OPLINVPC
ARLINVP2	POLCOMM1
ARLSHIP1	POLOPRT1
ARLSREP1	POLOPRT2
ARLSTAX1	TALINST1 (not company specific)

7. Setup Host FormsCreator Parameters
  - a. Setup Solution-IV Installation Record and/or Operator Preferences records to use option “C” for FormsCreator forms. See the TA4 operator code for examples.
  - b. Setup the FormsCreator printer devices using the FormsCreator main menu and tie Operator Preference records to appropriate printer records. Printer information may be obtained by printing Windows Printer Test Pages. Use the printer name on the test page under “Printer name:” – not the “Share name”.

#### ***Install VSI\*FAX***

1. If faxing and e-mailing forms, install VSI\*FAX Server on the client machine:
  - a. Set up a “from email address” on your mail server that is dedicated to sending email documents.
  - b. **WARNING:** Do not setup the Fax to Email Gateway!
  - c. Make sure modem is at least a class 2 modem. This can be determined by issuing the following command to the modem:
 

```
ATE1
AT+FCLASS=?
```

 You should see a 2 or 2.0 in the return string.
  - d. Create fax1 device with this command:
 

```
vfxadmin device -a -v COMx fax1
```

 (where x is the COM port number for your modem)
  - e. Use at least VSI\*FAX Server version 4.22 if you want to send e-mails in pdf format. The default format is tif.
  - f. Send test email with this command:
 

```
vfx -n ksk@tbred.com -C classic -O
```

 (where ksk@tbred.com is replaced with your e-mail address)

#### ***Install Workstation***

3. Install FormsCreator Client software on the client machine.
4. Run D:\FormsCreator\setup.exe  
Enter your install directory (C:\crystal is the default) name, company name, host server IP address, company code, outgoing smtp mail server and user name as requested by the install program.



5. During the install, you will be asked for another directory name. Use your previous install directory plus '\rpt', For example, "c:\crystal\rpt"
6. If you want to modify the forms, you will need to license and install Crystal Reports Developer or Professional version 8.5 only. Crystal Reports versions 9, 10, and 11 are not currently supported.
7. In Control Panel, setup a local "Print-to-file" printer called FILEPRINTER using the HP LaserJet 4 driver and the FILE: port. This is needed for VSI\*FAX faxing.
8. Also, manually change the Log On for services "Solution\_IV\_FormsCreator" and "Solution\_IV\_FormsCReator\_Statements" from "Local system account" to your local user and restart the service.
9. Test connectivity with ODBC using TS ODBC DataServer Client.
10. Run a test report in Solution-IV (AR Invoices for example).
11. If it doesn't work, add -debug to the end of the os4poll.exe command and look for errors in debug.log found in the c:\crystal directory.

## **Appendix D: Solution-IV Credit Card Processing**

### ***What is Solution-IV Credit Card Processing?***

Solution-IV Credit Card Processing, released with version 8.53P, is an integrated solution to processing and validating credit card payments through your accounting system. Seamlessly integrated with Order Processing, the credit card is swiped from the Order or Invoice Entry Payment screen. The card is then processed and the authorization code transmitted back to the entry screen.

Thoroughbred has teamed with Payment Processing, Inc. (PPI), the industry leader in integrated transaction processing and uses the PPI PayMover payment gateway for credit card processing.

By eliminating having to enter the credit card information by hand, you reduce card information errors, charge-backs and fraud. PPI also offers a discounted rate when a card swipe is used and all magnetic stripe information is captured and transmitted.

The PPI system comes standard with a credit card transaction Web-based interface, which gives immediate results of all card transactions processed as well as daily financial reports to help reconcile your merchant account.

### ***What is needed to use Credit Card Processing?***

You will need to set up a merchant account with PPI, which Thoroughbred will help you do. If you already have a merchant account with another processor, you will need to switch to PPI, but they have assured us they can meet or beat any other processor's fees.

You will also need a card swipe device for each workstation accepting credit card payments. If you already have one, it may work with PPI. PPI is making simple card swipe readers available for a reasonable cost to Thoroughbred customers.

Each workstation also requires access to the internet, to be used for transmitting information to and from PPI. By using an Internet connection, rather than the traditional phone modem line, processing speed and transmission reliability are improved.

### ***Is Credit Card Processing required with Solution-IV Accounting?***

Credit Card Processing is an optional addition to Solution-IV that allows you to automate collection of sales receipts via credit card.

## ***Installing Credit Card Processing***

### ***Prerequisites***

1. The workstation must be running Windows 2000, Windows 2003 or Windows XP Professional. The faster the workstation is, the faster ODBC will get the data and process the credit card requests, therefore a newer-class machine is recommended.

### ***Install Host/Server Software***

1. Install the Credit Card Processing module.
2. **IMPORTANT:** Get a new Module Code and Activation Code after installing Credit Card Processing Host Software.
3. Install TS ODBC DataServer on the server.
4. The Credit Card Processing install program will create a data source called SOL4CC with the following files exposed. Please note that the following files must actually exist for both the DEM and live companies.

CCLPARAM1  
CCLSOCK1  
TALINST1

5. Setup Host Credit Card Processing Parameters
  - a. Enter the Credit Card Processing Parameters for each merchant account / store using the merchant account information from PPI.

### ***Install Workstation***

1. Install Credit Card Processing Client software on the client machine.
2. Run D:\Credit\setup.exe  
Enter your install directory (C:\curl is the default) name, company name, and host server IP address.
3. During the install, you will be requested to install Open SSL. Choose the defaults and complete the install.
4. Test connectivity with ODBC using TS ODBC DataServer Client.
5. PPI will setup a test account. Enter an invoice for a penny (using Solution-IV Order Processing) and process the payment with your credit card. Verify the transaction was processed using the PPI merchant website. Then delete the invoice which will void the transaction.
6. If it doesn't work, add -debug to the end of the os4curlv2.exe command and look for errors in os4service.log.

## Appendix E: Modifications & Enhancements in this Release

### Introduction to 8.70

Solution-IV Accounting & Reprographics version 8.60 was released in January 2008. Solution-IV Reprographics is a significant enhancement release, incorporating over 75 enhancements and 175 smaller technical bulletins.

Solution-IV version 8.70 sits on top of Thoroughbred's OPENworkshop® version 8.7.0 which has some of it's own new features that Solution-IV users can take advantage of such as:

- **Vista/Server 2008 UAC-Compliant** – Version 8.7.0 supports a mix of Microsoft products including Vista, XP, Server 2000, 2003 and 2008 operating systems.
- **New User Boundaries** – We have added additional user counts, making upgrades more convenient and cost effective.
- **Query-IV™ / Report-IV™ Print to Excel** – You can print Report-IV and Query-IV reports directly to Microsoft Excel by using a new printer type – as easily as printing to a printer.
- **TS ReportServer™** – Expanded save function.
- **Report-IV to PDF** – Allows you to print any report in Solution-IV and have it automatically archived as a .pdf file (requires additional product license).

### Solution-IV Analytics e-Dash

Solution-IV Analytics e-Dash is a new module (requires additional product license) that gives you instant, real-time information about customers, items, sales, and more in an easy-to-use, browser-based, click-to-drill-down interface.



### **Accounts Payable**

- **Check Processing** – We have streamlined the use of credit cards to pay for both invoices previously entered into the system through Purchase Order or Accounts Payable Invoice Entry, as well as for additional charges that appear on the credit card that simply need to be expensed.
- **Manual Check Processing** – We have added a feature to allow you to print “manual checks” to pay for goods where the invoice was never entered into the system. It is not necessary for the vendor to be on file in order to utilize this feature.
- **Vendor Inquiry** – Several new features were added to this function.

### **Accounts Receivable**

- **Credit Card Processing** – Credit card processing functionality has been added to cash receipts to enable invoices on file to be paid using a credit card (as well as the previously available ability to pay invoices at Order or Invoice Entry time via credit card).
- **Finance Charges** – We have streamlined the ability to write off finance charges, enabling more of our customers to charge finance charges, reducing the hassle of writing them off if their customer doesn't pay them.

### **Bank Reconciliation**

- **Transfers** – Added a new feature to facilitate transferring funds between bank accounts.

### **Credit Card Processing**

- **Credit Card Processing** – Credit card processing functionality has been added to cash receipts to enable invoices on file to be paid using a credit card (as well as the previously available ability to pay invoices at Order or Invoice Entry time via credit card).

### **Estimating**

The Estimating sub-module (incorporated into Order Processing) allows you to custom build pricing for your reprographics specific products, such as large format printing. You can customize fields in the file, such as media, mounting, laminating, etc. and have the system build pricing based on that. These estimates can then later be turned into Solution-IV Quotes and/or Orders, processed and invoiced.

The following is a sample screen. Please note that based on your needs, not only can the contents of the drop-down boxes be customized, but also the boxes themselves.

Lne	Service	Std Size	Width x Length	Orig	Sets	Line Amount
1	Large Color	24x36	24.00 x 36.00	5	3	1890.00

Media:  (Options: Bond, Canvas, Clear Film, 3mil Gloss)

Mounting:

Front Laminate:

Proof:

Price:

Comment:

### **FormsCreator**

- **Replace VSI\*Fax** – While we haven't found an actual replacement for VSI\*Fax, we do have a viable alternative with our pay-per-use option through Thoroughbred. You now have the option of printing, faxing or e-mailing your forms without the additional cost of a third-party product.
- **Return Receipts** – You now have the option of requesting a return receipt on e-mailed forms.

### **General Ledger**

- **Journal Reports** – All journal reports in all Solution-IV modules now report the General Ledger transaction detail number which may be useful when balancing to General Ledger.
- **Transaction Detail Report** – The Transaction Detail Report may now be printed for a specified date range, instead of just complete periods.

### **Inventory Control**

- **Price Breaks** – Added custom price break tables by item.
- **Item Inquiry** – Added several new options included displaying the earliest expected delivery date and whether or not comments exist for a specific item.
- **Transaction Detail Report** – Enhanced reporting of non-stock items and drop-ship transactions.

### **Order Processing**

- **Estimating** – Incorporated estimating feature (see above).
- **Summary Invoicing** – Enhanced the features of project / PO summary invoicing.
- **Timestamps** – Added additional date/time stamps in the system and incorporated them into various inquiry screens.

### **Payroll**

- **Tax Tables** – Incorporated new Federal and State tax tables issued after the December 2008 release:
  - Federal
  - EIC
  - Louisiana
  - New York
  - North Dakota
  - Missouri
  - Hawaii
- **Contributions** – Added the ability to create contribution overrides similar to the Deduction and Earnings Code overrides.

### **Purchase Order**

- **Purchase Order Entry** – Added the ability to turn on/off fields in Purchase Order Entry to streamline and speed entry.

### **Service Contract**

- **Meter Reading** – Added the ability to print invoices directly from the meter build function.
- **General** – Incorporated standard features to make the look, feel and flow more similar to other Solution-IV Reprographics modules.