Solution-IV™ Accounting System Utilities

Version 8.81

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Table of Contents

6   System Security   61

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.

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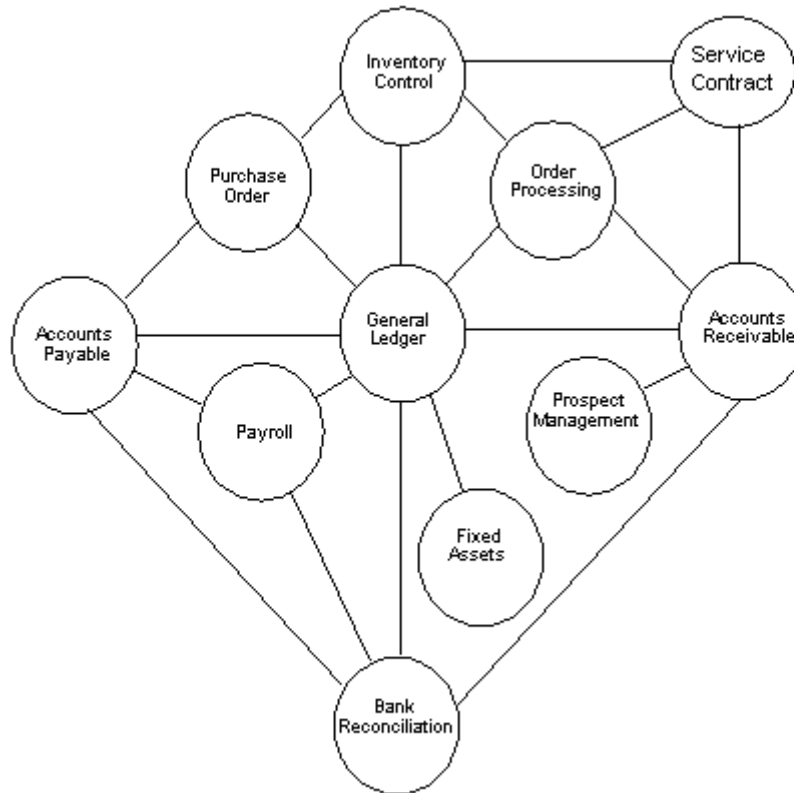
How to make the Greatest use of this Manual

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.

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.
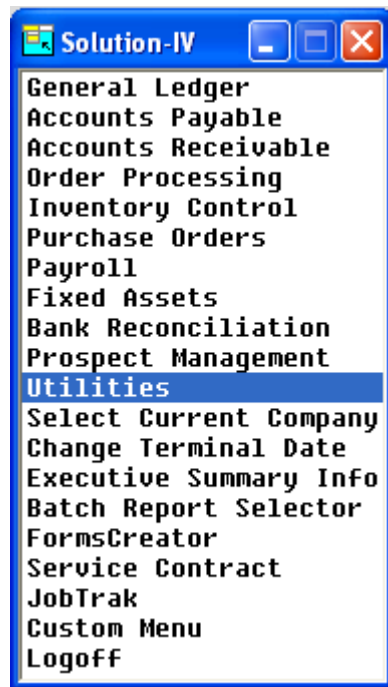
Solution-IV Applications

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.

Custom Menu

The Custom Menu allows each individual Solution-IV client the ability to tie directly to their own special menu.

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 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**.
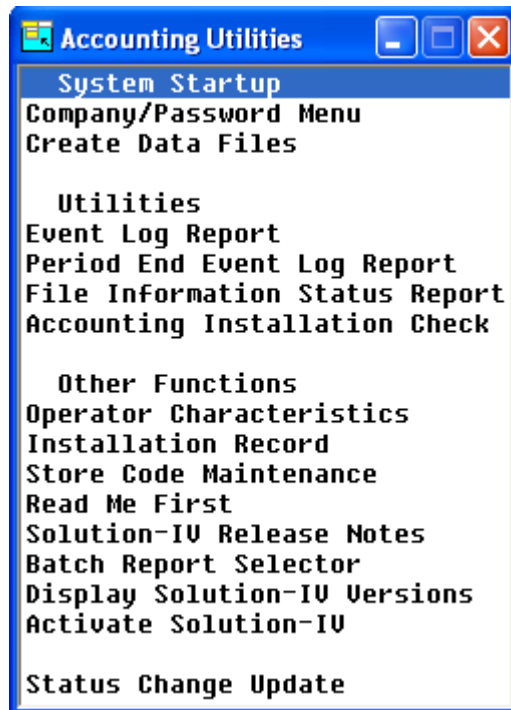
System Startup

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

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.

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.
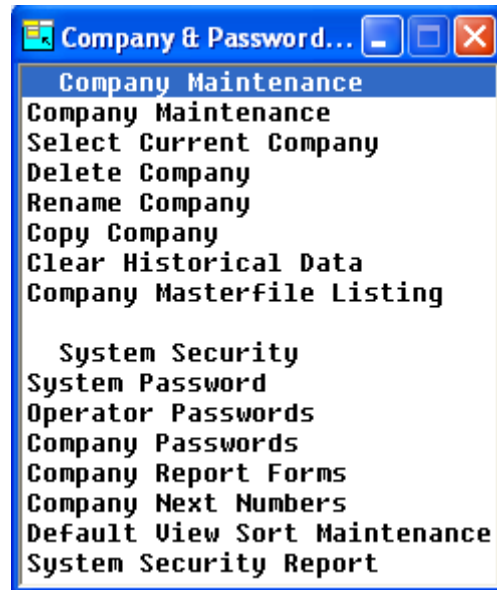
Company/Password Maintenance Menu

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.

Clear Historical Data

IMPORTANT: BE SURE TO HAVE A CURRENT BACKUP BEFORE EXECUTING THIS OPTION.

This function was formerly part of Period End Processing. Using this function, data will be archived into company-specific files that can then be copied to tape or CD and saved for future use. You will want to archive some of your historical data if you find that updates such as the Order Processing Journal or are taking an extra long time or if you are running low on hard disk space.

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.

Company Next Numbers
This function allows you to set the next number to be used when creating various records in Solution-IV, such as the customer, vendor, fixed asset, employee or sales representative.

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;

➢ 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;

➢ 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

Suppress deleted?
You have the option on a company by company basis of suppressing records marked for deletion from all of your lookup views.

N	Do not suppress these records from the views.
Y	Never show these records in lookup views.

Suppress inactive?
You have the option on a company by company basis of suppressing records marked inactive from all of your lookup views.

N	Do not suppress these records from the views.
Y	Never show these records in lookup views.

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 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 Create Data Files; returns to the company code field. You may continue to add or maintain companies.

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.
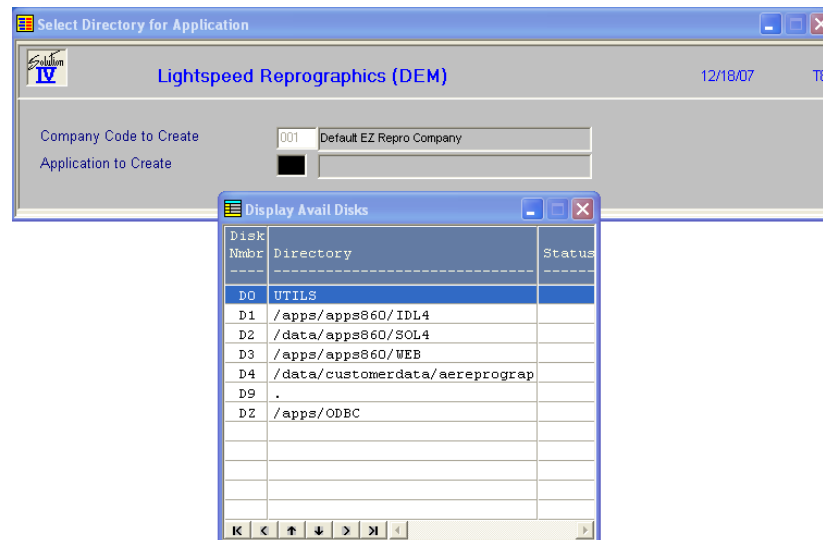
Create Data Files

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 <u>must</u> 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:
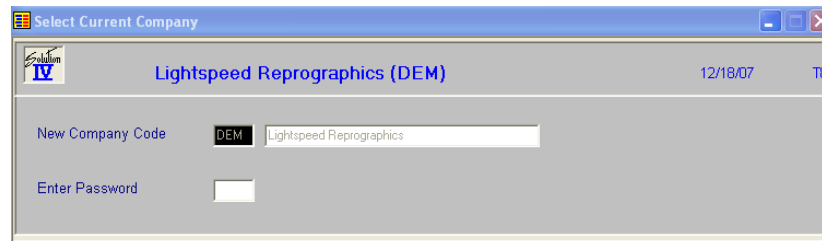
Description of Fields

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.
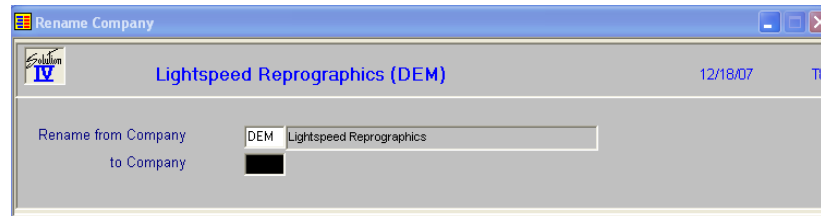
Rename Company

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.

Clear Historical Data

Introduction

It is important that you make sure you have a current backup before executing this option.

Formerly part of Period End Processing, this function allows you to archive your historical data. The data will be archived into company-specific files that can then be copied to tape or CD and saved for future use.

In general, you will want to archive some of your historical data if you find that updates such as the Order Processing Sales Journal are taking an extra long time or if you are running low on hard disk space.

If needed, Thoroughbred or your reseller can write a program to restore this data back into your regular files for reporting or other needs.

How to Execute

From the Company/Password Menu, select **Clear Historical Data**.
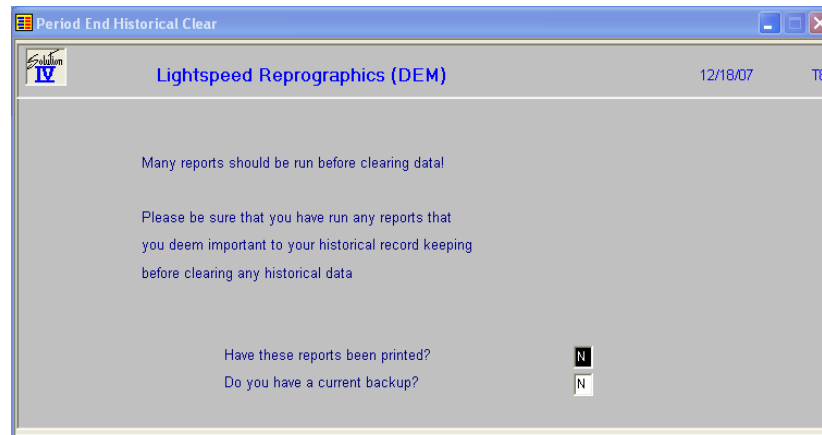
Description of Fields

Have these reports been printed?

Press **F2** to view which reports are recommended for each module.

Y	Allows you to continue with period end processing if the above reports have been printed.
N	Terminates the period end process if the above reports have not been printed.

Do you have a current backup?

Y	Allows you to continue with period end processing if you have made a current backup.
N	Terminates the period end process if a current backup has not been made.

Description of Fields

Solution-IV Application to clear

Enter the two character code used to represent the application. This abbreviation is used throughout the system:

The following are application codes that hold historical data:

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

Clear transactions older than

Enter the oldest date for which you would maintain historical information.

Exit the Screen

Press **F4** to return to the Company/Password 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.
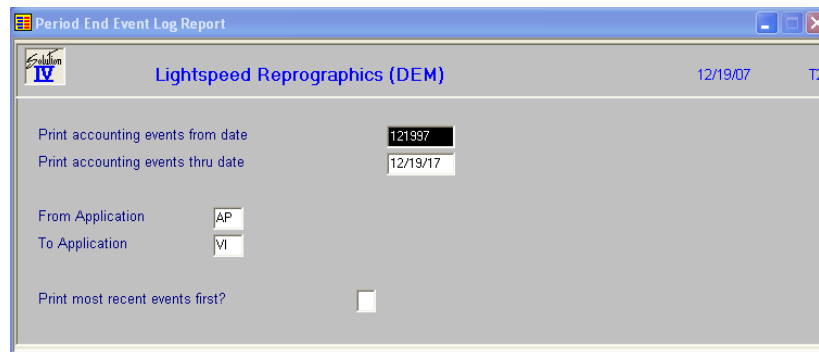
Period End Event Log Report

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.
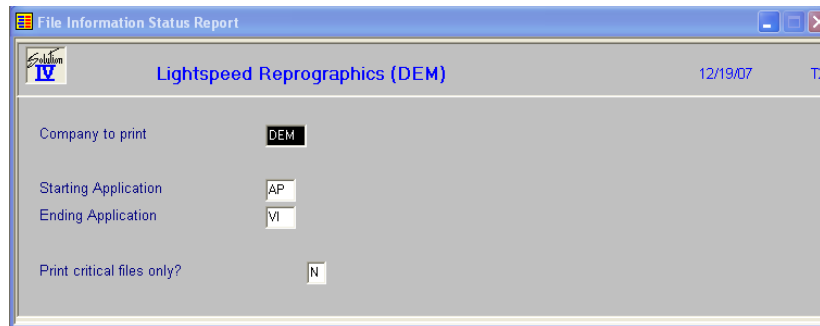
File Information Status Report

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**.
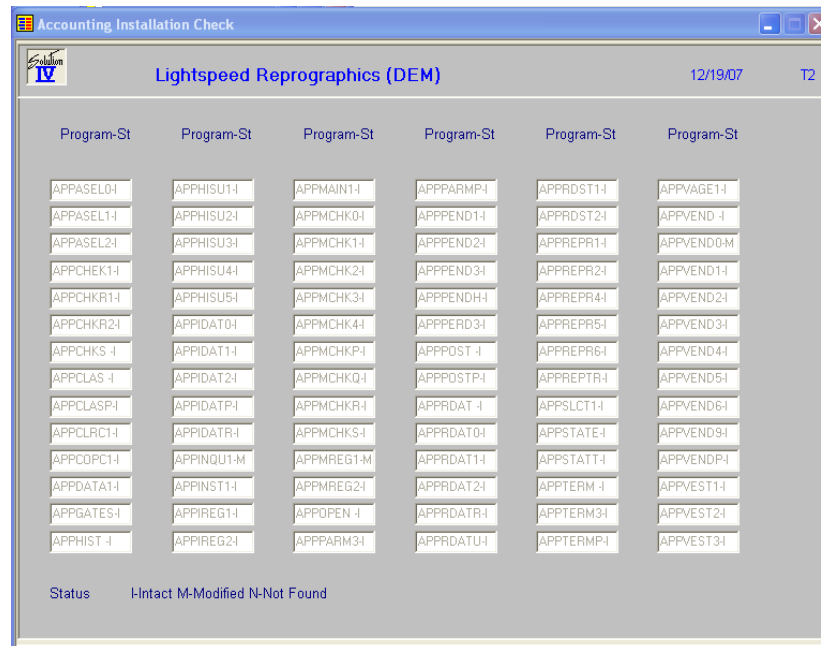
Description of Fields
Enter Application to Review (CR for All)
Enter the application code for which you want to run the check from the following list:

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

Other System Utilities

41

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? All Modified

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?   Yes   No

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**. On the first screen, enter the OPENworkshop operator information.

Description of Fields

Operator Code

This field contains a 1 to 3 character code that will be used gain access to IDOL-IV through the login procedure. A valid Operator Code must be entered during Long On in order to get into the system. It is suggested that each Operator have their own Operator Code.

Name

This is an optional value used to record the name of the operator who uses this Operator Code or other useful information.

Password

To provide additional access control, an Operator Password can be specified in addition to the Operator Code. If both of these values are specified, they must both be entered correctly before an individual can get into the system. The code can be from 1 to 3 characters, numeric or alphanumeric.

Default Printer

This field allows you to enter the name of the printer that will be displayed as the default printer for all printer select prompts. By pressing **Enter** at these prompts, that printer is selected.

Other System Utilities **43**

Field Edit Clear
This feature allows you to automatically clear a data input field when the first keystroke is a character and not a field editing key.

Y   On all data inputs, the entire field will be cleared when the first keystroke is not a field editing key (Char Insert, Char Delete, etc.).

N   The field is not cleared.

Language Code
This field allows you to specify a language code that will determine which IDOL-IV definitions will be displayed form the dictionary. You will not be allowed to select a language code that has not been enabled by System Administration. If a disabled language code or an invalid language code is entered, a selection view of enabled language codes will be displayed. Press **F2** for a list of language codes.

Starting Menu
This field defines the starting menu that will be displayed when OPENworkshop is executed. The default menu name is OOM0.

Entry Program
This field allows you to specify a program to be run when the operator code is entered, but the program MUST "RUN OO" when it is terminated.

Exit Program
This field allows you to specify the program to be run when OPENworkshop is terminated.

Hotkey Menu
This field allows you to specify the hotkey menu to be displayed when CTL-P is entered from any prompt. A hotkey menu is a pop-up menu, which is a .MN. type of window help. For more information on pop-up menus, please refer to the on-line help available when defining window help. An example is the standard OPENworkshop hotkey menu OOMU10.

Copy operator colors from
You have the option of copying color definitions from an operator that has already been defined to this operator. Enter the three character operator code from which you want to copy the colors.

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.

Other System Utilities   **45**

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
Orders?
You have the option of using the CC module for credit payments during order/invoice/cash receipts entry.

C   Allow CC payment processing during order entry.

N   Do not allow CC payment processing during order entry.

A   Allow CC Authorization only during order entry.

Q   Ask Authorization or Payment during order entry.

Invoices?

You have the option of using the CC module for credit payments during invoice entry

Y   Allow CC payment processing during invoice entry.

N   Do not allow CC payment processing during invoice entry.

B   Batch processing of credit card payments.

Cash Rcpts?

You have the option of using the CC module for credit payments during cash receipts entry.

N   Do not allow CC payment processing during cash receipts entry.

Y   Allow CC payment processing during cash receipts entry.

Company Code

You have the option of assigning a company code to each operator. If left blank, the operator may be in any company. If a company is assigned, the operator will be limited to using only that company.

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.

Other System Utilities   **47**

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

N   Print most forms on a standard laser or dot matrix printer. An "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."

Report **Fields-to-maintain**   **Multi-record Maintenance**

Press **R** to select a report.

Do you want a printed copy?   **Yes**   **No**
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 toolbar position
You have the option of determining how your toolbar will be displayed when running Solution-IV in VIP mode.

N   Do not display toolbar

T   Display toolbar at Top

B   Display toolbar at Bottom

L   Display toolbar at Left

R   Display toolbar at Right

Display VIP function msgs as buttons?
You have the option when running in VIP mode to show function key prompts as simple prompt messages or as interactive buttons.

N   Simple Prompt messages

Y   Interactive Buttons

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.

Indicate which form type and printer to be used for each document below:
AP Checks?
AR Invoices?
AR Statements?
OP Orders?
OP Invoices?
PO Orders?
PR Checks?

A box for each document 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.

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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.

Status
The status field is used to hold the current status of every Masterfile record in the Accounts Receivable. The status may be set as follows:

- Active   This record may be used anywhere, anytime.

I – Inactive   This record may be used by those records already using it, but may not be added to new records.

D – Deleted   This record is scheduled for deletion. In order to delete a customer, they must not have any open invoices. In order to delete a code file record, it must not be in use anywhere.

C – Changed   This record is scheduled to be changed to either a new code or combined with an existing code. If changing anything with history associated with it , the history will be transferred as well. NEWKEY contains the code to be changed to.

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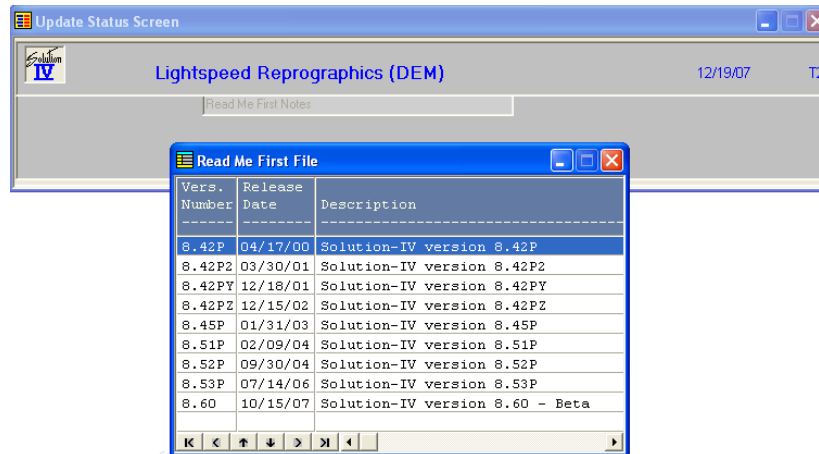When you are finished, press **F4** to return to the Accounting Systems Utilities Menu.
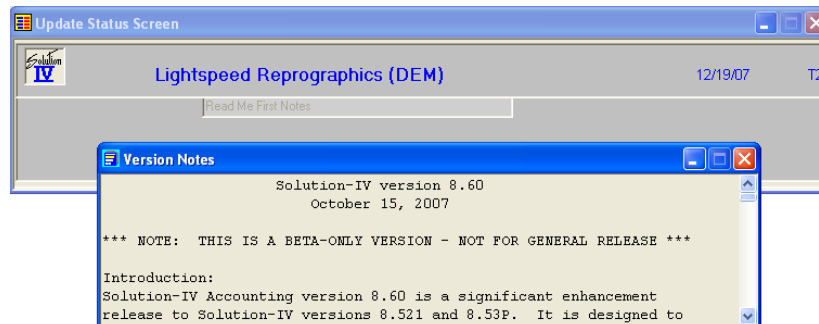
Read me First

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

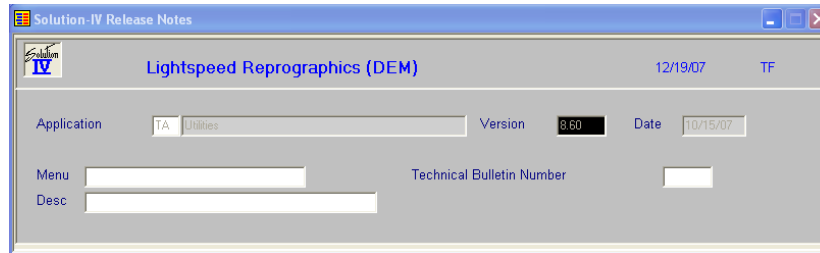Press **F4** to return to the Accounting Systems Utilities Menu.

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.
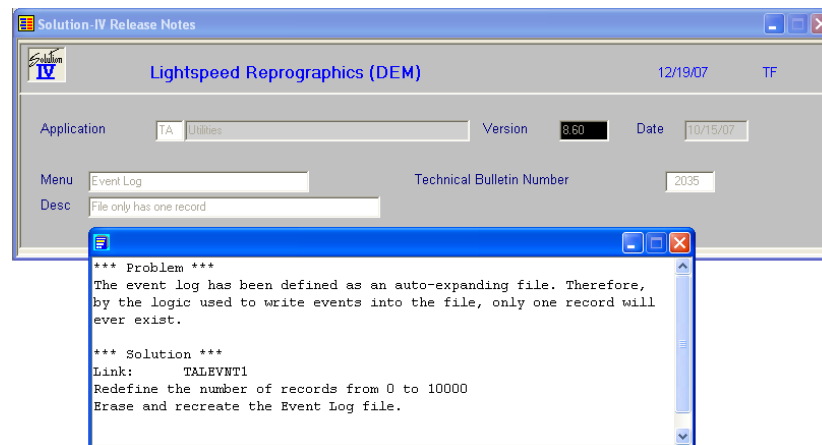
Printing A Specific Note
When in the view showing all changes to the given application, select the one you want to print and then press **F9**. You will then receive the prompt:

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

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.
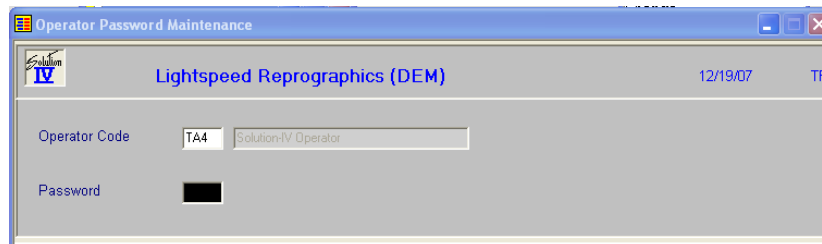
Operator Passwords

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 Passwords**.

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**.
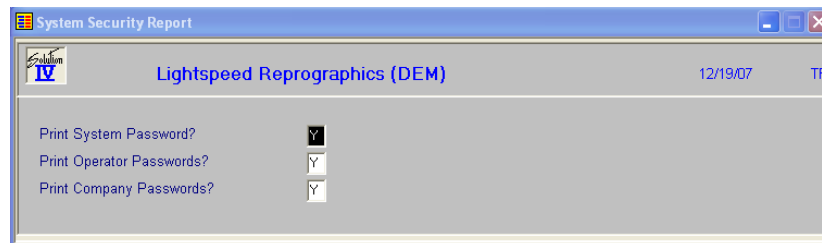
Description of Fields
Print System Password?

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.