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## SYSTEM ADMINISTRATION

### A. BATCH PROCESSING

#### BATCH MAINTENANCE

The Batch Maintenance program can be found on the Special Report Processing menu (**SBC06**) as choice number **1**.

This maintenance program allows users to create different Batch (job stream) Records such as DAILY (to run all daily registers) and EOM (to run all month end programs). Each batch record has some "header" fields (such as time to run and password to run), as well as a list of programs that run. Following is the initial screen seen upon entering the maintenance program.

```

BC06D  IL THE TURF COMPANY                BATCH TABLE MAINT                04 May 05

BATCH CODE ..... H0. BATCH DESC
H1. DEFAULT START TIME                H4. PASSWORD
H2. DEFAULT PRINTER QUEUE             H5. TYPE
H3. RUN SPECIALS (Y/N)
    
```

Normally you will be adjusting batch records that already exist or copying one that is already on file. Realtime includes a number of sample batch records that begin with the letters "RT". During initial set up these "RT" records (such as RT-DA for daily and RT-ME for month end) are copied to names such as DAILY and EOM and printer selections are changed to the appropriate names for your company. If you want to create a new record, enter a name at the Batch Code prompt. If you wish to start with a copy of an existing record, simply answer the copy question with a "Y" and you will be prompted for which record to copy from. This "which record" field allows for a "?" lookup of existing Custom Batch Records.

```

BC06D  IL THE TURF COMPANY                BATCH TABLE MAINT                04 May 05
                                           ** NEW BATCH **
BATCH CODE DAILY1                      DO YOU WANT TO COPY ANOTHER RECORD (Y/N/NULL) .
H1. DEFAULT START TIME                H4. PASSWORD
H2. DEFAULT PRINTER QUEUE             H5. TYPE
H3. RUN SPECIALS (Y/N)
    
```

```

BC06D  IL THE TURF COMPANY                BATCH TABLE MAINT                04 May 05
                                           ** NEW BATCH **
BATCH CODE DAILY1                      FROM WHICH RECORD .....
H1. DEFAULT START TIME                H4. PASSWORD
H2. DEFAULT PRINTER QUEUE             H5. TYPE
H3. RUN SPECIALS (Y/N)
    
```

BC06D	IL THE TURF COMPANY	BATCH TABLE MAINT	04 May 05
Display of the CUSTOM-BATCH-TABLE table, by Batch Code			
SQ	Batch Code	Description	
1	RT-DA	DAILY BATCH	
2	RT-DA-M	DAILY - MFG	
3	RT-DA-MFG	DAILY BATCH - MFG	
4	RT-ME	MONTH-END BATCH	
5	RT-ME-A	MONTH-END - A/P CLOSR	
6	RT-ME-MFG	MONTH-END BATCH - MFG	
7	RT-ME-SALES	MONTH-END BATCH	
(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ# 1....			

Choosing a record from the index list, or entering a valid record name, will copy all the data from the original custom batch record onto your new custom batch record, and you will be taken to the change line.

**H0.** Batch Record description. If you do not choose to copy an existing record, this is the first data field you will stop at. The next 3 prompts are the “Header” prompts. These are merely default options meant to simplify the steps necessary to start executing the batch. Each of these fields can be overridden when initiating a batch run, as will be seen later.

**H1.** The Default Start Time. This should be entered in the HH:MM:SS format, just like any other time entry prompt. If no time is entered, the batch program will default to starting immediately when it is initiated in the batch execution program (SB/C, #2).

**H2.** The Default Printer. This is used as the default for each individual program to be run. Just like setting a printer on any other report in the system, entries are verified against the Queue-Table file, and accept a “?”-lookup

**H3.** Run Specials. A *Special* program can be defined by the user simply by setting the flag on a per program basis with either a “Y” for yes, or an “O” for a one time program. If the operator does not answer this header question with a “Y” at start time, any programs with a special flag of “Y” WILL NOT be run as part of this batch. One-time programs are selected to run based on the date entered in the detail field.

**H4.** Password to Run. If designated, password would be required to execute batch. This is a measure to prevent users from accidentally executing the EOM batch. Additionally, if the end-of-day file checker has entries, the EOM batch would be prevented from running until they are cleared.

**H5.** Batch Type. A batch may be designated as an “E” or End-Of-Month batch. Batch processing will first check daily files before processing the EOM batch. If any daily files are present that would affect the processing of the EOM batch, the user will be notified and batch processing will not continue.

The next screen shows sample entries into the fields discussed so far.

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```

BC06D  IL THE TURF COMPANY                BATCH TABLE MAINT                04 May 05

BATCH CODE DAILY                          H0. BATCH DESC DAILY BATCH
H1. DEFAULT START TIME                    20:00                            H4. PASSWORD
H2. DEFAULT PRINTER QUEUE                 F0                                H5. TYPE
H3. RUN SPECIALS (Y/N)                    Y
RUN  PROGRAM  PROGRAM                      PRINT QUEUE  A PROFILE  RUN FREQ S
SEQ  FILE     NAME                          F           F           F

010 I/C-PGM   IC89B                          S
016 A/P-PGM   AP04                            HS          N
020 A/P-PGM   AP04                            HS          N
030 A/P-PGM   AP05B                          F0         Y
040 A/P-PGM   AP10                            F0         Y
050 A/P-PGM   AP11B                          F0         Y
060 MASTER    FL01                            S
070 INV-PGM   IN04B                          F0         Y
080 P/O-PGM   PO11B                          F0         Y
090 P/O-PGM   PO11F                          F0         N
100 S/N-PGM   SN02E                          F0         Y
110 EIS-PGM   ESGL1                          HS

ENTER#, D)EL, INDE(X, F)WD, R)EV, P)AGE, Q)UEUE, RES)EQ, *-VOID, ^ OR RTN 70.
    
```

Users may enter a new or existing program sequence at the change line.

When a program sequence is being entered or maintained, the display of the program sequences entered so far is cleared, and replaced with the detail prompts for each program. Below is the maintenance screen for a new program detail line.

```

BC06D  IL THE TURF COMPANY                BATCH TABLE MAINT                04 May 05

BATCH CODE DAILY                          H0. BATCH DESC DAILY BATCH
H1. DEFAULT START TIME                    20:00                            H4. PASSWORD
H2. DEFAULT PRINTER QUEUE                 F0                                H5. TYPE
H3. RUN SPECIALS (Y/N)                    Y
ENTER RUN SEQ                             070
ENTER PROGRAM FILE                         INV-PGM.....
ENTER PROGRAM NAME                         IN04B
ENTER PRINTER ASSIGNMENT                   F0                                ENTER 'R' TO REMOVE THIS
ENTER REPORT PROFILE                       Y                                PROGRAM FROM CURRENT
ACCEPT REPORT FLAG                         Y                                BATCH RECORD
ENTER RUN FREQUENCY                        Y                                OR 'C' TO CHANGE THE RUN
ENTER SPECIAL FLAG/DATA                    Y                                SEQ# FOR THIS PROGRAM

ENTER * TO VOID THIS SEQ OR < TO BACK UP ONE PROMPT
    
```

Any 3-digit number is allowed as a sequence, and can be easily changed. These sequences are meant merely as the order in which to execute the listed programs. If the sequence is new, you will hear a beep and the highlighted message (above) will display on the lower left-hand corner of the screen.

Note: These sequences will work fine if there are gaps in the numbers used. In fact, choosing the RES)equence option at the change line will intentionally put spaces in between these sequences.

The next prompt is for the program file. At this point there are 3 possible entries. First, users may enter the desired program file. The second and third options appear as help text when the program enters this prompt. Choice two is to enter “R” to remove this program from the custom batch record. When this choice is made an error message is displayed and users are asked to confirm the removal by entering “Y”. Choice three is to enter “C” to change the sequence. In this case, the program simply returns to the sequence prompt.

The following prompt is the program name. Both the program name and the program file are checked for validity upon entry. If you are at the menu that a program item is on, you can do a “?” to display both of these items.

The next prompt is the printer assignment. This printer option is specific to the program item being maintained. This value is required and will preload with the default printer assignment chosen in H2. This field is also driven by the Queue-Table file, and allows for a “?” lookup.

The next prompt is the Report Profile. This is the detail record of the report template, the record with the user’s selections for a given report. If no template is on file for the program being maintained, this field will be skipped, as it is not relevant in that case. If a profile is allowed but not entered, the program will run just like it does in the current batch. Any report profile entered must already exist on file. This field is also verified when the custom batch program prepares the list of programs to execute. If the profile listed is not on file at that time, the program will not be run and an error will print on the Custom Batch report listing. Some reports do not have a batch default. In these cases, users will be required to enter a valid profile. The “?” lookup option is a valid option.

If the program has a Report template, and if the report is one that asks “IS THE REPORT ACCEPTABLE (Y/N)?”, then this field can be loaded with a “Y” or “N” response for that question. A common use for this feature is to run something like the Daily Invoice Register to multiple printers before accepting it.

If the Report Template is not on file for this program, or if the report is not an acceptance type, this field will be skipped.

The next prompt asks for the Run Frequency. This field is looking for a number to specify which day of the week to run this program. Each day is encoded with a single digit number. This field is explained on the screen at the time of entry, as seen below.

```

ENTER RUN SEQ          003
ENTER PROGRAM FILE    A/R-PGM
ENTER PROGRAM NAME    AR06
ENTER PRINTER ASSIGNMENT HS
ENTER REPORT PROFILE  TEST
ACCEPT REPORT FLAG    N
ENTER RUN FREQUENCY   NNNNNNN
ENTER SPECIAL FLAG/DATA

```

**ENTER ANY COMBINATION OF  
DAY CODES WITHOUT ANY  
SEPARATING CHARACTERS  
NO ENTRY RUNS EVERYDAY  
0=SUN 1=MON 2=TUES 3=WED  
4=THURS 5=FRI 6=SAT**

The following table illustrates possible combinations and their results

Run Frequency Entered	Program will run on...
135	Monday, Wednesday, and Friday
246	Tuesday, Thursday, and Saturday
1234560	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday
	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday

**Please note** that these settings do not make the programs run automatically. The Batch has to be started and this batch record must be selected for execution.

The next prompt says Special Flag/Data. The response to this prompt can be “Y”, “O”, or null.

```

ENTER RUN SEQ          003
ENTER PROGRAM FILE    A/R-PGM
ENTER PROGRAM NAME    AR06
ENTER PRINTER ASSIGNMENT HS
ENTER REPORT PROFILE  TEST
ACCEPT REPORT FLAG    N
ENTER RUN FREQUENCY
ENTER SPECIAL FLAG/DATA .

```

**IF THIS IS A 'Y', 'RUN  
SPECIALS' MUST BE  
SELECTED TO RUN IN BATCH  
ENTER 'O' IF THIS IS A  
ONE-TIME PROGRAM FOR  
THIS RECORD**

If the operator enters “Y” to flag this as a special program (as in the following screen), the user is next prompted with a 3 digit numeric field. This number is the waiting period between executions of this program. If this numeric field was set to 60, then this program would not be executed unless:

A) The special programs flag was set to “Y” when executing the batch,

**AND**

B) It has been at least 60 days since the last time this program was executed from batch or a menu.

If the numeric field is left blank, then the program will be run whenever the special flag is set to “Y” when executing batch.

```
ENTER RUN SEQ          003
ENTER PROGRAM FILE     A/R-PGM
ENTER PROGRAM NAME     AR06
ENTER PRINTER ASSIGNMENT HS
ENTER REPORT PROFILE   TEST
ACCEPT REPORT FLAG     N
ENTER RUN FREQUENCY
ENTER SPECIAL FLAG/DATA  Y   NNN
                                     ENTER THE NUMBER OF DAYS
                                     TO SLEEP SINCE LAST RUN
                                     OF THIS PROGRAM
                                     NO ENTRY WILL EXECUTE
                                     THIS PROGRAM EVERY TIME
                                     RUN SPECIALS IS SELECTED
```

It is also possible to enter an “O” at the Special Field. In this case the next prompt will ask for a date to run this program, this field will pre-prompt with the current system date. If this batch record is not run on the date listed, this one time program will run the next time this batch record is executed. After a one-time program has successfully completed its batch run, the entry will be removed from the program list on the custom batch record.

```
ENTER RUN SEQ          003
ENTER PROGRAM FILE     A/R-PGM
ENTER PROGRAM NAME     AR06
ENTER PRINTER ASSIGNMENT HS
ENTER REPORT PROFILE   TEST
ACCEPT REPORT FLAG     N
ENTER RUN FREQUENCY     O   10/15/04
                                     ENTER DATE TO EXECUTE
                                     THIS ONE TIME PROGRAM
```

If an “N” for no special flag or a null is entered, this program entry will run every time this batch record is executed.

After going through all these fields completely, the user will be given the opportunity to change any of this information before finishing the entry of this program detail line.

```

ENTER RUN SEQ                003
ENTER PROGRAM FILE           A/R-PGM
ENTER PROGRAM NAME           AR06
ENTER PRINTER ASSIGNMENT     HS
ENTER REPORT PROFILE         TEST
ACCEPT REPORT FLAG           N
ENTER RUN FREQUENCY
ENTER SPECIAL FLAG/DATA      O    01/14/02

IS THIS INFORMATION CORRECT (Y/N) ?           N
    
```

N)o will take the user through all the prompts beginning with the Run Sequence.

“<” will take the user back to the Special Flag prompt.

Y)es will post this line to the record and return to the sequence prompt for entry of the next program for this batch record.

“\*” will redisplay the program list screen, and take the user to the change line.

When you are finished entering programs to the batch record, enter return at the sequence prompt. The screen will now display select information for the entered program lines, as seen below. The sequences shown do not offer a lot of room to insert additional program lines. What if you wanted to run 3 more programs between sequence “003” and “005”? Entering RES)equence at the change line will make the first entry 010 and adjust the remaining sequences into multiples of 10.

```

BC06D  CW REALTIME SOFTWARE CORP                BATCH TABLE MAINT        14 Jan 02

BATCH CODE DAILY          H0. BATCH DESC DAILY BATCH
H1. DEFAULT START TIME    20:00                H4. PASSWORD
H2. DEFAULT PRINTER QUEUE F0                    H5. TYPE
H3. RUN SPECIALS (Y/N)    Y
RUN  PROGRAM              PROGRAM              PRINTER ASSIGN    RUN FREQ  S
SEQ  FILE                 NAME
003  A/R-PGM              AR06              HS
005  RES-PGM              RE02D             HS                56          Y
012  RES-PGM              RE02E             HS                Y
    
```

ENTER#, D)EL, INDE(X, F)WD, R)EV, P)AGE, Q)UEUE, RES)EQ, \*-VOID, ^ OR RTN ...

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The order for program execution remains the same, only the sequences have changed. It is not necessary to have the first sequence be "001". The program works off of a list and just checks to see that the current sequence is a greater value than the previous entry.

BC06D	CW REALTIME SOFTWARE CORP	BATCH TABLE MAINT	14 Jan 02
BATCH CODE DAILY                    0. BATCH DESC DAILY BATCH			
H1. DEFAULT START TIME	20:00	H4. PASSWORD	
H2. DEFAULT PRINTER QUEUE	F0	H5. TYPE	
H3. RUN SPECIALS (Y/N)	Y		
RUN PROGRAM	PROGRAM	PRINTER ASSIGN	RUN FREQ S
SEQ FILE	NAME		F
010 A/R-PGM	AR06	HS	O
020 RES-PGM	RE02D	HS	56 Y
030 RES-PGM	RE02E	HS	Y
ENTER#, D)EL, INDE(X, F)WD, R)EV, P)AGE, Q)UEUE, RES)EQ, *-VOID, ^ OR RTN			

If you do not have the time to keep track of the program files and names to build this list, there is an alternative. Go to the menu that you would normally run the program from. Instead of entering 14 to manually run Verify and Rebuild Inventory Orders History, you could simply enter 14-BC, as seen in the next screen.

SCREEN CW REALTIME SOFTWARE CORP	Restore Inventory	14 Jan 02
12 BCP-TEST6		ag
SRE02	ENTER SELECTION NUMBER: <b>14-BC</b>	17:16:40
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Inventory Balancing Report
	2	Inventory Interrelationship Balancing Report
	3	Verify & Rebuild Items With Sites
	4	Missing Inventory Product Groups Report
	5	Verify & Rebuild Bin/Lot Data
	6	Missing Inventory Unit Of Measure Report
	7	Verify & Rebuild On Hand With Lifo/Fifo
	8	Verify & Rebuild INV Site Quantities
	9	Verify & Rebuild Inv Cross References
	10	Inventory Maintenance
	11	Product Group Maintenance
	12	Unit Of Measure Table Maintenance
	13	Inventory Site Batch Delete
	<b>14</b>	<b>Verify &amp; Rebuild Inventory Orders History</b>
	15	Verify & Rebuild Inventory ? Search Codes
	16	Change Prefix on Part Number

You will now find yourself in the Batch Maintenance program. Simply enter an existing record, find it from the “?” lookup list, or create a new record.

```

BC06D  CW REALTIME SOFTWARE CORP                BATCH TABLE MAINT      14 Jan 02

BATCH CODE .....  ADD SELECTED PROGRAM TO WHICH BATCH SEQUENCE?
H1. DEFAULT START TIME      20:00                H4. PASSWORD
H2. DEFAULT PRINTER QUEUE   F0                  H5. TYPE
H3. RUN SPECIALS (Y/N)      Y
RUN PROGRAM      PROGRAM      PRINTER ASSIGN      RUN FREQ
SEQ FILE        NAME          REPORT TEMPLATE     SPECIAL

ENTER#, D)EL, INDE(X, F)WD, R)EV, P)AGE, Q)UEUE, RES)EQ, *-VOID, ^ OR RTN
    
```

The program will display the data it has on file, and ask you if this is the correct batch record. If you enter N)O, the program will return to the batch code prompt. If you enter Y)ES it is correct, the program information you selected on the menu will be carried into the first 3 prompts of the program line for you.

```

BC06D  CW REALTIME SOFTWARE CORP                BATCH TABLE MAINT      14 Jan 02

BATCH CODE DAILY          H0. BATCH DESC DAILY BATCH
H1. DEFAULT START TIME      20:00                H4. PASSWORD
H2. DEFAULT PRINTER QUEUE   F0                  H5. TYPE
H3. RUN SPECIALS (Y/N)      Y
RUN PROGRAM      PROGRAM      PRINTER ASSIGN      RUN FREQ S
SEQ FILE        NAME          REPORT TEMPLATE     SPECIAL

010 A/R-PGM      AR06          HS
020 RES-PGM      RE02D         HS          56          Y
030 RES-PGM      RE02E         HS          56          Y

IS THIS THE CORRECT BATCH RECORD TO PROCESS (Y/N)?      .
    
```

Now just enter your printer, report profile, acceptance, run frequency, and special information, and post.

```
BC06D  CW REALTIME SOFTWARE CORP                BATCH TABLE MAINT      14 Jan 02
BATCH CODE DAILY          H0. BATCH DESC THIS IS A TEST BATCH RECORD
H1. DEFAULT START TIME    20:00                H4. PASSWORD
H2. DEFAULT PRINTER QUEUE F0                H5. TYPE
H3. RUN SPECIALS (Y/N)    Y
ENTER RUN SEQ              040
ENTER PROGRAM FILE         RES-PGM
ENTER PROGRAM NAME        RE02M
ENTER PRINTER ASSIGNMENT   .....          ENTER PRINTER
ENTER REPORT PROFILE       .....          ASSIGNMENT FOR
ACCEPT REPORT FLAG        .....          THIS PROGRAM
ENTER RUN FREQUENCY
ENTER SPECIAL FLAG/DATA

ENTER * TO VOID THIS SEQ OR < TO BACK UP ONE PROMPT
```

After posting this line, you may add others, re-sequence, or whatever you wish to do while in this program. Upon posting this record, you are returned to the menu you started from.

Users may also re-direct to output of the programs to different print queues. This can be done two ways – individual program sequences can be called up and maintained as described above, or a print queue may be selected and all programs using that print queue can be re-directed to a different print queue in one step.

```

BC06D  IL THE TURF COMPANY                BATCH TABLE MAINT                04 May 05

BATCH CODE DAILY                H0. BATCH DESC DAILY BATCH
H1. DEFAULT START TIME          20:00                H4. PASSWORD
H2. DEFAULT PRINTER QUEUE      F0                    H5. TYPE
H3. RUN SPECIALS (Y/N)         Y

RUN PROGRAM PROGRAM                PRINT QUEUE    A PROFILE    RUN FREQ S
SEQ FILE NAME                                F                                F

010 I/C-PGM IC89B                    S
016 A/P-PGM AP04                      HS             N
020 A/P-PGM AP04                      HS             N
030 A/P-PGM AP05B                     F0             Y
040 A/P-PGM AP10                       F0             Y
050 A/P-PGM AP11B                     F0             Y
060 MASTER FL01                       S
070 INV-PGM IN04B                     F0             Y
080 P/O-PGM PO11B                     F0             Y
090 P/O-PGM PO11F                     F0             N
100 S/N-PGM SN02E                     F0             Y
110 EIS-PGM ESGL1                     HS

ENTER#, D)EL, INDE(X, F)WD, R)EV, P)AGE, Q)UEUE, RES)EQ, *-VOID, ^ OR RTN Q.
    
```

When “Q” is entered, a list of the print queues being utilized by the batch is displayed. Enter the print queue you wish to change.

```

BC06D  IL THE TURF COMPANY                BATCH TABLE MAINT                04 May 05

BATCH CODE DAILY                H0. BATCH DESC DAILY BATCH
H1. DEFAULT START TIME          20:00                H4. PASSWORD
H2. DEFAULT PRINTER QUEUE      F0                    H5. TYPE
H3. RUN SPECIALS (Y/N)         Y

                CURRENT                                CHANGE TO

QUEUE F0                QUEUE F0
QUEUE HS                QUEUE HS
QUEUE S                 QUEUE S

ENTER P)AGE, QUEUE TO CHANGE, *-VOID OR '^' TO CONTINUE HS.....
    
```

You will be prompted to enter a new print queue. If you do not know the print queue name, enter a “?” and choose a print queue from the list that is displayed.

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```
BC06D  IL THE TURF COMPANY                BATCH TABLE MAINT                04 May 05

BATCH CODE DAILY                          H0. BATCH DESC DAILY BATCH
H1. DEFAULT START TIME                    20:00                          H4. PASSWORD
H2. DEFAULT PRINTER QUEUE                 F0                              H5. TYPE
H3. RUN SPECIALS (Y/N)                   Y

QUEUE HS                                QUEUE AF.....
CURRENT                                  CHANGE TO
QUEUE F0                                  QUEUE F0
QUEUE HS                                  QUEUE HS
QUEUE S                                  QUEUE S

ENTER P)AGE, QUEUE TO CHANGE, *-VOID OR '^' TO CONTINUE  HS
```

When you are finished making changes, enter a “^” to save them to your batch record.

```
BC06D  IL THE TURF COMPANY                BATCH TABLE MAINT                04 May 05

BATCH CODE DAILY                          H0. BATCH DESC DAILY BATCH
H1. DEFAULT START TIME                    20:00                          H4. PASSWORD
H2. DEFAULT PRINTER QUEUE                 F0                              H5. TYPE
H3. RUN SPECIALS (Y/N)                   Y

CURRENT                                  CHANGE TO
QUEUE F0                                  QUEUE F0
QUEUE HS                                  QUEUE AF
QUEUE S                                  QUEUE S

ENTER P)AGE, QUEUE TO CHANGE, *-VOID OR '^' TO CONTINUE  ^.....
```

## DAILY BATCH PROCESSING

At the end of every business day, users should run the nightly batch process. Running the nightly batch process is not required, but users should still run this to make sure any daily registers that have not been run get run and closed out. Everyone should be signed off of the system while the batch is being run or make sure that they sign off before leaving. Type the **Screen Jump BATCH** at any menu. The batch is called DAILY and is usually set to start after the business has closed for the day. In this example, it is set for 7:00 pm. All you do is **type ^** to continue.

```

BATCH IL THE TURF COMPANY                BATCH PROCESSING                04 May 05

***** BATCH SELECTIONS *****
**
** 1. BATCH RECORD TO RUN - DAILY          **
** 2. TIME TO START          20:00         **
** 3. RUN SPECIALS (Y/N)     Y             **
** 4. GLOBAL PRINTER OVERRIDE          **
**
*****
ENTER # TO CHANGE, Q)UEUES, ^ TO CONTINUE, OR * TO VOID

```

If you want to start the batch immediately you can call up prompt #2 and enter \_ (shift dash) to null the start time. Also, if you want the batch to run as quickly as possible you can call up prompt number 3 and change the “Y” to “N”. When “RUN SPECIALS” is set to “Y” several database verification programs are run in addition to the daily registers. Users should also keep in mind that the DAILY batch records are 100% user definable. Programs can be added and removed from the batch. For example, as a default invoices will print during the batch. If users don’t want this to happen they can remove the invoice print from batch.

The first prompt “BATCH RECORD TO RUN” can be called up and changed to another record (i.e. EOM, etc). Users should NEVER run the end of month batches unless they are actually closing the month end. Some users may have special batches set up (i.e. to only run the registers that update cash balances) that are OK to run while other users are entering transactions.

Entering a print queue in prompt #4 – Global Printer Override will cause all output for this run of the batch to be re-directed to the global print queue, ignoring the print queues specified in the batch maintenance record. Future runs of the batch will not be affected. Users can also override individual print queues, for this running of the batch only, by entering “Q” and specifying an alternate printer, as discussed in the batch maintenance section. Future runs of the batch will not be affected.

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The next morning you should see the following screen which shows the batch went through and logged you off. If there is anything else besides the user id prompt displayed, print the screen and fax it to Realtime technical support for assistance if you are unsure of what the error message is.

```
NOW EXECUTING RES-PGM RE15E  14:36:02 14 Jul 03
[404] 39 items selected out of 365 items.END

NOW EXECUTING RES-PGM RE030  14:36:04 14 Jul 03
[404] 330 items selected out of 2351 items.

END OF BATCH PROCESS

< Connect time= 3 Mins.; CPU= 252 Units; LPTR pages= 54      >
< logged off at 14:36:05      on 14 Jul 2003                >

14:36:05 14 Jul 2003
Enter your user id:
```

If a batch did not go through successfully for whatever reason, someone may try to set the batch at the end of the next business day and get the following warning message. **ENTER** to acknowledge and return to a menu.

```
BATCH CW REALTIME SOFTWARE CORP          BATCH PROCESSING          14 Jul 03

BATCH PROCESSING BEING RUN BY TERMINAL 21
FLAG CAN BE REMOVED BY GOING TO MENU SBC01, CHOICE #1 (BC01A), PROMPT 7
ENTER RTN TO ACKNOWLEDGE
```

Follow the instructions displayed above and **type SBC01, select 1, select Company Contol Record - B/C**, and then **prompt 7. Type Y** to clear the batch running. You can also see the date of the last successful batch run below. Post and you will return to a menu and can then process your nightly batch like normal.

```
BC01A  IL THE TURF COMPANY          BATCH/CALENDAR COMPANY MAINT 04 May 05

1.  CALENDAR START DATE 04/25/02          CALENDAR CREATED Y          DATE LAST MAINT
2.  SP-ASSIGNMENT      F0                HP 132 LANDSCAPE          04 May 05
3.  BATCH DEFAULT      DAILY              DAILY BATCH
*** CALENDAR PARAMETERS **
      WORK      HRS/
      TO DATE A/D DAYS Y/N DAY          BATCH RUN  STARTED          ENDED
4.                                     05/04/05  08:49:22

12/31/06 MON  8.0 TUE  8.0 WED  8.0 THU  8.0 FRI  8.0 SAT  8.0 SUN  8.0

ENTER LINE TO CHANGE, * TO VOID, P TO PAGE, ^ OR RTN TO POST .
```

Another way of checking on if/when a batch completed, or how long it took, is the Batch Run Inquiry Program (menu **SBC06** choice #3). As the screen-print below illustrates, you can see which days' batches were run as well as their start/stop times. If a batch did not finish properly, the stop time will remain blank, and the program file and name it halted on will be listed to the right. This is vital information needed to determine the cause of the failure.

```

SCREEN CW REALTIME SOFTWARE CORP Special Reports Processing      05 Oct 04
 2 BCP-TEST6                                                    KAS
SBC06                ENTER SELECTION NUMBER:                16:35:44
HS
      FUNCTION              NMBR      DESCRIPTION
                          0      Select Printer
                          1      Batch Maintenance
                          2      Batch List
                          3      Batch Run Inquiry Program
                          4      Batch Run History Inquiry
                          5      Batch History Purge
    
```

```

BC06F  CW REALTIME SOFTWARE CORPME1CUSTOM BATCH INQUIRY      05 Oct 04
-----
SEQ#   RUN   BATCH  START   STOP   PGM   CURRENT PROGRAM IN EXEC   START
      DATE  ID #   TIME   TIME  SEQ   FILE NAME                 PGM NAME                 TIME
-----
0017  08/02/04  127C5  10:56:55  10:56:56  001
0018  08/02/04  127C3  10:51:24  10:51:24  001
0019  08/02/04  127C1  10:50:42  10:50:42  001
0020  07/31/04  127B7  12:50:24  12:50:24  001
0021  07/31/04  127B6  12:46:39          001  A/P-PGM                 AP13                      12:46:39
0022  07/31/04  127B2  12:43:03  12:43:05  001
0023  06/28/04  11E3E  14:38:28  14:38:30  001
0024  06/15/04  11B2D  12:27:44  12:28:54  011
0025  05/21/04  1144D  22:33:36  22:34:10  011
0026  05/21/04  1144B  22:30:34  22:32:55  011
0027  05/21/04  11449  22:24:52  22:25:03  002
0028  05/21/04  11447  22:23:09          002  EIS-PGM                 ES02A-AR                 22:23:09
0029  05/21/04  11445  22:21:18          002  EIS-PGM                 ES02A-AR                 22:21:18
0030  05/21/04  11443  22:18:35  22:19:53  002
0031  05/21/04  11441  22:18:00  22:18:10  002
0032  05/21/04  1143F  22:14:13  22:17:40  002

ENTER SEQ TO VIEW BATCH PGMS, (P)AGE, (B)ACK, RTN * OR ^ TO EXIT 0028
    
```

To inquire further into a particular batch, type its **SEQ#** and **ENTER**.

```

BC06F  CW REALTIME SOFTWARE CORPME1CUSTOM BATCH INQUIRY          05 Oct 04
      RUN DATE 05/21/04  BATCH ID 11447    START TIME 22:23:09      # PROGRAMS 002
PROGRAM      PROGRAM      START      RUN      PRINTER      TEMPLATE
SEQ FILE     NAME         DATE       TIME     SENT TO     USED
-----
001 MASTER   IR01B           05/21/04  00:00:00  HS F0 1
002 EIS-PGM  ES02A-AR       05/21/04  INCOMPLT  HS F0 1

ENTER SEQ, B(A)TCH INFO, (P)AGE, (B)ACK, * = VOID, ^ OR ENTER TO RTN      ...
    
```

Specific batches may also be associated with menu choices or screen-jumps. The batch name is entered into the function description field. Also note that the program name is not batch, but BCXX. If a batch is executed in the manner, the user cannot change the batch record to be run. The batch must either be executed or voided out of. How to set up screen jumps is discussed in more detail later in this document.

```

SJ01  IL THE TURF COMPANY          SCREEN JUMP MAINTENANCE      04 May 05
COMMAND  BATCH                    (Enter COMMAND or enter ? for lookup)
1. TYPE CODE                P
2. CONTROL RECORD           CB/C
3. FUNCTION DESCRIPTION      DAILY
4. DESCRIPTION              Batch Processing
5. PROGRAM FILE/CATALOGED ITEM  B/C-PGM
6. PROGRAM NAME             BCXX

ENTER #, (D)ELETE, (I)NDEX, (N)EXT, (P)REVIOUS, * TO VOID, ^ OR RTN TO POST .
    
```

\*\*\* DAILY FILE CHECKER \*\*\*

When the DAILY batch is run the last report that prints out is a "DAILY FILE CHECKER" print out. This daily file checker report will give a list of all of the daily registers that still have data that has not been processed. The daily file checker will also include notes on where to go to correct any errors. The most common type of error will be Distribution records that have bad general ledger accounts linked to them. To review the list of daily files on the screen, users can enter **SC/H** and pick choice **10**, "End of Day File Checker". Then choose "**S**" for screen to see the list.

```

SCREEN CW REALTIME SOFTWARE CORP          Company Header Maintenance      01 Jun 04
 9 CWW                                     PFR
 SC/H                                     ENTER SELECTION NUMBER:  10          08:33:40
 HS

```

FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	HDR / Utility Background Table Maintenance
	2	HDR / Utility Background Table Lists
	3	HDR / Utility Background Table Inquiries
	4	Background Table Maintenance
	5	Background Table Inquiry
	6	Background Table List
	7	Background Table Maintenance - by Application
	8	Background Table Inquiry - By Application
	9	Background Table Lists - By Application
	<b>10</b>	<b>End of Day File Checker</b>
	11	End of Month File Checker
	12	Miscellaneous File Checker
	13	Menu Screen Processing
	14	Selection Screen Lists
	15	File Layout Inquiry/Lists
	16	Clear Locks Program

```

EOD1 CW REALTIME SOFTWARE CORP          DAILY FILE COUNT          01 Jun 04

```

DO YOU WISH TO RUN REPORT TO (P)RINTER OR (S)CREEN ?    S

NOTE: A CODE, OR COMBINATION OF CODES, WILL BE DISPLAYED  
NEXT TO THE FILE WHICH CONTAINS AN ITEM COUNT.  
FOR EXAMPLE: D,G (DAILY & UPDATES THE GENERAL LEDGER)  
                  M,O (MONTHLY BUT OPTIONAL)  
                  S    (SYSTEM ADMINISTRATION FUNCTION)

THESE CODES ARE AS FOLLOWS:

- D = DAILY (PROGRAM SHOULD BE RUN DAILY)
- G = GENERAL LEDGER (PROGRAM UPDATES THE GENERAL LEDGER)
- M = MONTHLY (PROGRAM SHOULD BE RUN MONTHLY)
- O = OPTIONAL (PROGRAM RUN IS BASED ON CLIENT PREFERENCE)
- S = SYSTEM ADMINISTRATION (PROGRAM RUN FOR SYSTEM ADMIN PURPOSES)

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```
EOD1 CW REALTIME SOFTWARE CORP          DAILY FILE COUNT          01 Jun 04
      <<< COUNTING >>>

**      46 **  ITEMS IN INVENTORY-ADJUSTMENTS FILE          CODE = D,G
INVENTORY ADJUSTMENTS REGISTER - SIN04 #2

**      98 **  ITEMS IN INVOICE-KEY FILE                    CODE = D,G
DAILY SALES INVOICE REGISTER - SBL06 #2

**      24 **  ITEMS IN INVOICE-PRINT-KEY FILE              CODE = D
INVOICES STILL NEED TO BE PRINTED - SBIL #4

**       2 **  ITEMS IN PURCHASE/ORDER-RECEIPTS-KEY FILE    CODE = D,G
PURCHASE ORDER RECEIPTS REGISTER - SPO11 #2, THEN #6

**       2 **  ITEMS IN PURCHASE/ORDER-RECEIPTS FILE        CODE = D,G
PURCHASE ORDER RECEIPTS REGISTER - SPO11 #2, THEN #6

**      14 **  ITEMS IN ENT-KEY FILE                          CODE = D,G
DAILY A/P INVOICE REGISTER - SA/P #4

PRESS RETURN TO CONTINUE OR * TO EXIT
D=DAILY; G=GL UPDATE; M=MONTHLY; O=OPTIONAL; S=SYSTEM ADMINISTRATION
```

The above example is what the Daily file checker screen would normally look like BEFORE batch is run. If you don't want to run BATCH to update values, you can go to the individual menu screens listed and run the individual registers one at a time.

## SYSTEM ADMINISTRATION

### ***B. NIGHTLY BACKUP PROCEDURE***

It is VERY IMPORTANT to back up your data every night. Make sure the tape has been changed from the previous day's tape. Users should keep at least one tape for each day of the week. In addition they should save each of the month end file save tapes for at least a year. This is a separate process from the nightly batch and needs to be run from a different screen and/or terminal. ***There are several different ways to do the nightly file save. The following are two examples of the ways the save can be done. You may have other procedures in place for doing the save.*** (If you do not know your tape drive number, call Realtime Software Corporation and we can easily identify the number for you.)

You will also use this same backup procedure before closing Month or Year End for A/R, A/P, Sales and Inventory and again before closing Month or Year End for General Ledger.

Using either method, the next morning you should see the following screen which means the file save was successful.

```

time. error.message..... last tcl entry.... pib/user md. abs-fid.
date                                     abs-date
                                           pgm-ctr

23:52 log-msg                               15 dm DM      00000018
07/11 File Save Verified

23:46 log-msg                               15 dm DM      00000018
07/11 File Save Finished

23:00 log-msg                               15 dm DM      00000018
07/11 File Save Started

[405] 3 items listed out of 757 items.

< Connect time= 476 Mins.; CPU= 2931 Units; LPTR pages= 0   >
< logged off at 23:53:01          on 11 Jul 2003            >

23:53:01  11 Jul 2003
Enter your user id:
    
```

## SYSTEM ADMINISTRATION

### NIGHTLY BACKUP METHOD 1 - FROM UTILITIES MENU

The Utilities program menu can be seen by typing in the Screen Jump **U**. Once it is displayed, type **Z** and **ENTER**.

```

UTILS  CW REALTIME SOFTWARE CORP ILITIY PROGRAM                                01 Jun 04

ENTER CHOICE      .                [LEAVE NULL OR '*' TO EXIT]

1. LIST USERS ON SYSTEM                A. LIST TANDEM PROCESSES
2. LIST SYSTEM LOCKS                  B. TANDEM A USER
3. LIST PEQS PRINT FILES               C. UNTANDEM A USER
4. LIST DISK SPACE STATISTICS          D. EXECUTE D3 'WHERE' COMMAND
5. LIST POVf OVERFLOW TABLE          E. MANAGE THE SPOOLER (D3)
6. LIST MAX. LICENSED USER COUNT      F. CURRENT PROGRAMS INQUIRY (SRES #2)
7. LIST PRINTER STATUS [SERIAL]       G. PROGRAM ABORT MAINTENANCE (SRES #15)
8. LIST PRINTER STATUS [NETWORK]      H. CLEAR LOCKS PROGRAM (SC/H #16)
9. DISPLAY THE CALENDAR                Z. EXECUTE NIGHTLY FILE-SAVE
    
```

The screen will display the default options 1-6 for your system. These options can be changed at any time and have help text displayed when the prompt number is entered. For example, if you need to change the file save device, type **5** and **ENTER**. Then select the correct device from the list displayed and **ENTER**.

```

SMI Utilities                                File Save                                05 Oct 04

+-----+-----+-----+-----+-----+-----+
| 1. PARITY CHECK REQUIRED..... Y
| 2. TAPE LABEL..... FILE-SAVE
| 3. LISTING OF FILE STATISTICS AT END OF SAVE..... Y
| 4. START FILE SAVE AT A FIXED TIME EACH DAY..... 23:00:00
| 5. FILE SAVE DEVICE..... 6
| 6. BLOCKSIZE..... 16384
+-----+-----+-----+-----+-----+

Number  Device                                Description
  0     |                                         compressed | 500K | | /home/tape.Z
  1     |                                         compressed | 500K | | /usr/lib/pick/ab
  2     |                                         compressed | 500K | | /usr/lib/pick/dt
  3     | Floppy | Pseudo Floppy | | /tmp/rs73xa94
  4     |                                         compressed | 500K | | /home/PFR/BCP.Z
  5     | Floppy | 3 1/2" 720K | | /dev/rfd01
  6     | 4mm DAT | | | /dev/rmt0.1
+-----+-----+-----+-----+-----+
    
```

If no changes are required or you have completed all necessary changes, type **C** and **ENTER**

```
SMI Utilities                               File Save                               05 Oct 04
+-----+
| 1. PARITY CHECK REQUIRED..... Y
| 2. TAPE LABEL..... FILE-SAVE
| 3. LISTING OF FILE STATISTICS AT END OF SAVE..... Y
| 4. START FILE SAVE AT A FIXED TIME EACH DAY..... 23:00:00
| 5. FILE SAVE DEVICE..... 4mm DAT | | | /dev/rmt0.1
| 6. BLOCKSIZE..... 16384
+-----+

Enter field to change, * to void , C to continue, Q to quit C
```

## SYSTEM ADMINISTRATION

### NIGHTLY BACKUP METHOD 2 - FROM TCL COMMAND LINE

From any menu, enter “**TCL**”

From the “:” prompt, enter “**LOGTO DM**”

From the “:” prompt, enter “**SET-DEVICE**” - Enter unit number from list displayed

This is a sample of device list:

Tape #	Status Type	Density	Owner	Device Name
0	compressed	500K		/home/tape.Z
1	compressed	500K		/usr/lib/pick/ab
2	compressed	500K		/usr/lib/pick/dt
3	Floppy	Pseudo Floppy		/tmp/rs73xa94
4	compressed	500K		/home/PFR/BCP.Z
5	Floppy	3 1/2" 720K		/dev/rfd01
6	4mm DAT		9	/dev/rmt0.1

Enter unit number of device to select:

From the “:” prompt, enter “**FILE-SAVE**”

Is this an Incremental Save (y or <n>)? **N ENTER**

Console Listing to printer (y or <n>)? **N ENTER**

Send statistics Report to printer (y or <n>)? **N ENTER**

Verify save with 't-verify (te' (y or <n>)? **Y ENTER**

Bypass inconsistent groups (y or <n>)? **Y ENTER**

Do you want to sleep (y or <n>)? **Y ENTER**

Type in start time at the prompt **23:00 ENTER** Note: This field must be in military time (11:00 PM)

Be sure and hit enter after typing in 23:00 – the system will verify you are sleeping with an on screen message stating the filesave is sleeping.

## SYSTEM ADMINISTRATION

### C. SHUTDOWN OF REALTIME SERVER

There are sometimes instances when the server needs to be shut down and then restarted. One possibility is when there are too many corrupt sessions due to users not signing off correctly, or losing power to a PC and dropping the session. The best way to clean up the database and make sure everything is okay is to do a shutdown and restart. It is also recommended that once every five months or so you do a shutdown and restart to make sure everything is functioning smoothly and correctly.

#### **To shut down the business system:**

Make sure all users are logged off the system.

From any menu, enter “**TCL**”

From the “:” prompt, enter “**LOGTO DM**”

From the “:” prompt, enter “**SHUTDOWN**”

At the question prompt enter “**Y**” – this will shutdown the business system application.

To shutdown the Linux Operating system: - Login as the 'root' user.

*(if you do not know your 'root' user password, please contact Realtime Software Corporation for assistance.)*

From the “#” prompt, enter “**shutdown now**”

If the system pauses during the shutdown process, enter “**halt**”

#### **To restart the business system:**

Turn the server on and wait.

When system reaches a Red Hat Linux login, - Login as the 'root' user.

*(if you do not know your 'root' user password, please contact Realtime Software Corporation for assistance.)*

From the “#” prompt you will need to start the business system.

Enter “**d3 -0**” (this is literally - - d three space minus-sign zero [not the letter O])

Enter “**X**” to execute the business system

When the system is up and running you will be sent to a login prompt.

#### **To set date and/or time:**

From any menu, enter “**TCL**”

From the “:” prompt type “**SET-DATE** ” correct date in mm/dd/yy format and **ENTER**

From the “:” prompt type “**SET-TIME** ” correct time in hh:mm:ss format (This is in military time, seconds are optional) and **ENTER**

## SYSTEM ADMINISTRATION

### ***D. MONTH END FOR A/R,A/P,SALES,INVENTORY***

Some users will close all software modules at once during their month end procedure. Other users will close A/R, Sales, and Inventory as one step and then close Accounts Payable as another step.

The following steps assume that all modules are being closed out at once.

Notes at the end of this section will list the typical steps if A/P is closed out separately from the rest of the modules.

When it is time to run the end of month batch it is assumed that users have finished all customer invoicing, cash posting, and labor entry for the month that is about to be closed.

### **\*\*\* WARNING \*\*\***

**Make sure the Daily File Checker screen is empty prior to starting the Month end batch.**

**Go to menu SC/H, #10. Then pick "S" for screen.**

**Follow the steps displayed to make sure the Daily File Checker screen is empty.**

**Refer to the File Checker portion of this document (Section A) for more information on this.**

Run daily batch processing. **Change line 2** with "underscore" (shift dash) to blank the time out so the batch will run immediately instead of later at night.

```

BATCH CW REALTIME SOFTWARE CORP          BATCH PROCESSING          14 Jul 03

***** BATCH SELECTIONS *****
**
** 1.  BATCH RECORD TO RUN -   DAILY          **
** 2.  TIME TO START           23:00:00      **
** 3.  RUN SPECIALS (Y/N)                        **
** 4.  GLOBAL PRINTER OVERRIDE                 **
**
*****

NO TIME ENTRY WILL START THE BATCH IMMEDIATELY UPON ENTERING ^
UNDERScore '_' WILL NULL FIELD

ENTER # TO CHANGE, Q)UEUES, ^ TO CONTINUE, OR * TO VOID
    
```

Use **Screen Jump U** to access the Utility menu and **choice F** to see which users are in what programs. Users should not be entering any transactions but it is okay for them to be in inquiry screens. This example screen shows only the user who is getting ready to do the end of month. The month end batch should only take a couple of minutes or less to run so it's best to have everybody sign off while it is running.

```

RE88  CW REALTIME SOFTWARE CORP          CURRENT-PROGRAMS INQUIRY      14 Jul 03
      Display of the CURRENT-PROGRAMS table, by Port
SQ  Port Account  User Name  Current Prog File Prog Name      T Date In  Time In
  1  10   CWW      DS          RES-PGM          RE01D          P 07/14/03 15:23

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  ....
END OF SEARCH INDEX
    
```

If you have any special steps that you manually run, this is the time to run them. For example, some users want to run the finance charge calculation program manually instead of during the batch process. If users have everything set up as a sequence in the EOM Batch, then there is no reason to manually run anything.

Do a backup file save and then **mark the tape** as “End of Month” with the date. This will save the state of the system, in case there are any problems that occur during the month end batch, so the system could be restored, and batch run again.

At any menu type in the **Screen Jump BATCH** (or SB/C and select #2) to run end of month batch. **Change line 1** from DAILY to EOM. Note, the name for your month end batch may not be called EOM – It may be called EOM-SALES, EOM-AP, etc. If choice 2 has a value in it, then **Change line 2** with “underscore” to blank out the time. Enter the batch password if required. Then **type ^** to continue. The EOM batch may have been designated an “E” type batch. If so, batch processing will first check daily files before processing the EOM batch. If any daily files are present that would affect the processing of the EOM batch, the user will be notified and batch processing will not continue.

```

BATCH CW REALTIME SOFTWARE CORP          BATCH PROCESSING          14 Jul 03

***** BATCH SELECTIONS *****
**
**  1. BATCH RECORD TO RUN - EOM          PASSWORD  ....
**  2. TIME TO START
**  3. RUN SPECIALS (Y/N)
**  4. GLOBAL PRINTER OVERRIDE
**
*****

ENTER # TO CHANGE, Q)UEUES, ^ TO CONTINUE, OR * TO VOID^
    
```

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After the End of Month runs it will ask for your user ID to sign back on the system. Once logged back on:

Type **SC/H** at any menu, **select #11**, then **type S** for print to screen.

\*\*\*If you are running one of the Realtime default batches as your EOM batch, the End-of-Month file checker is the last program to run in the batch\*\*\*

Make sure these files are empty. Run any report or process as instructed if necessary.

```
SCREEN CW REALTIME SOFTWARE CORP          Company Header Maintenance      14 Jul 03
10 CWW                                     DS
SC/H                                     ENTER SELECTION NUMBER:  11          15:33:53
HS

      FUNCTION          NMBR          DESCRIPTION
      0  Select Printer
      1  HDR / Utility Background Table Maintenance
      2  HDR / Utility Background Table Lists
      3  HDR / Utility Background Table Inquiries
      4  Background Table Maintenance
      5  Background Table Inquiry
      6  Background Table List
      7  Background Table Maintenance - by Application
      8  Background Table Inquiry - By Application
      9  Background Table Lists - By Application
     10  End of Day File Checker
     11  End of Month File Checker
     12  Miscellaneous File Checker
     13  Menu Screen Processing
     14  Selection Screen Lists
     15  File Layout Inquiry/Lists
     16  Clear Locks Program
```

```
EOM1 CW REALTIME SOFTWARE CORP          MONTH END FILE COUNT          15 Jul 03

DO YOU WISH TO RUN REPORT TO (P)RINTER OR (S)CREEN ?  S

NOTE: A CODE, OR COMBINATION OF CODES, WILL BE DISPLAYED
NEXT TO THE FILE WHICH CONTAINS AN ITEM COUNT.
FOR EXAMPLE: D,G (DAILY & UPDATES THE GENERAL LEDGER)
              M,O (MONTHLY BUT OPTIONAL)
              S   (SYSTEM ADMINISTRATION FUNCTION)

THESE CODES ARE AS FOLLOWS:
D = DAILY (PROGRAM SHOULD BE RUN DAILY)
G = GENERAL LEDGER (PROGRAM UPDATES THE GENERAL LEDGER)
M = MONTHLY (PROGRAM SHOULD BE RUN MONTHLY)
O = OPTIONAL (PROGRAM RUN IS BASED ON CLIENT PREFERENCE)
S = SYSTEM ADMINISTRATION (PROGRAM RUN FOR SYSTEM ADMIN PURPOSES)
```

If the monthly files are not empty they will show here and you will need to run whatever processes it says by going to the specified menu and selecting the number indicated. After running, come back to this screen and check to see if it's empty. .

```

EOM1  CW REALTIME SOFTWARE CORP          MONTH END FILE COUNT          15 Jul 03
      <<< COUNTING >>>

**    1448 **  ITEMS IN SA-HOLD FILE          CODE = M
      PERIOD END REGISTER - SS/A #3

**      38 **  ITEMS IN A/P-CHECK-IMAGE FILE  CODE = M
      PERIOD END A/P-CHECK REGISTER - SAP13 #1

PRESS RETURN TO CONTINUE OR * TO EXIT
D=DAILY; G=GL UPDATE; M=MONTHLY; O=OPTIONAL; S=SYSTEM ADMINISTRATION
    
```

A 'Miscellaneous' File Checker can also be run from menu SC/H choice 12. This program checks data files that are not required to be cleared for daily or month end processing to complete. Many of these files can grow quite large over time and can affect system performance. It is a good idea to periodically run this program and follow the steps on screen to clear these files. If you have any questions about these files or programs, call Realtime Technical Support.

If your customer statements are not set up to automatically print when running the end of month batch, you need to print them at this time from the Accounts Receivable menu.

The last step for closing month end is **very important** and should be done immediately after the previous step of month end file checker. Type **DS** (for the **EIS Date Screening table**) at any menu. Once in the program, type **C** to change all listed transactions. **If you are closing A/P separately from the rest of the modules review notes at the end of this section.** This must be done manually; it is not an automatic function just because you've closed your month end. If you forget this step the system will treat any new data entered as if it occurred in the month you just closed.

```

SCREEN CW REALTIME SOFTWARE CORP          EIS Company Processing          15 Jul 03
  14 CWW                                     DS
  SES01                                     ENTER SELECTION NUMBER: 6          10:31:06
  HS

      FUNCTION          NMBR          DESCRIPTION
      0          Select Printer
      1          EIS Background Table Maintenance
      2          EIS Background Table Lists
      3          EIS Background Table Inquiries
      4          EIS Calendar Create
      5          EIS Calendar Report
      6          EIS Date Screening Maintenance
      7          EIS Date Screening List
      8          Background Application Tables
    
```

You can see that the system shows in period six.

```

ES01I  CW REALTIME SOFTWARE CORP          EIS DATE SCREENING MAINTENANCE 01 Jun 04

          SCREEN   START   START   STOP   STOP
          DATES   DATA   SCREEN  DATA  SCREEN  PREVENT
FUNCTION  -----  -----  -----  -----  -----  -----
1. CONTROL      Y      2004    06     2004    06
2. IR01B        Y      2004    06     2004    06
3. AP04         Y      2004    06     2004    06
4. AP05B        Y      2004    06     2004    06
5. AP10         Y      2004    06     2004    06
6. AP11B        Y      2004    06     2004    06
7. IN02A        Y      2004    06     2004    06
8. IN04B        Y      2004    06     2004    06
9. IN11E        Y      2004    06     2004    06
10. IN12        Y      2004    06     2004    06
11. IN14J       Y      2004    06     2004    06
12. OE03A       Y      2004    06     2004    06

ENTER 'PA'/'EA' PREVENT/ENABLE, CHANGE ALL LISTED FUNCTION TRANSACTIONS, P)AGE,
LINE#, IN)CREMENT / DE)CREMENT PERIODS, D)ELETE, * TO VOID, OR ^ TO POST C.
    
```

If you are closing period 06 they should enter “C” to change. They should enter “C” to change and then enter Y to globally, followed by 2004, 07, 2004, 07, null, and “Y” as the following screen print indicates. It is recommended that the ‘PREVENT TRANSACTIONS’ column remain ‘null’.

```

          SCREEN   START   START   STOP   STOP
          DATES   DATA   SCREEN  DATA  SCREEN  PREVENT
FUNCTION  -----  -----  -----  -----  -----  -----
1. CONTROL      Y      2004    06     2004    06
2. IR01B        Y      2004    06     2004    06
3. AP04         Y      2004    06     2004    06
4. AP05B        Y      2004    06     2004    06
5. AP10         Y      2004    06     2004    06
6. AP11B        Y      2004    06     2004    06
7. IN02A        Y      2004    06     2004    06
8. IN04B        Y      2004    06     2004    06
9. IN11E        Y      2004    06     2004    06
10. IN12        Y      2004    06     2004    06
11. IN14J       Y      2004    06     2004    06
12. OE03A       Y      2004    06     2004    06
    GLOBALLY   Y      2004   07     2004   07

ARE YOU SURE YOU WANT ALL FUNCTIONS TO HAVE THESE SETTINGS? (Y/N) Y
ENTER 'PA'/'EA' PREVENT/ENABLE, CHANGE ALL LISTED FUNCTION TRANSACTIONS, P)AGE,
LINE#, IN)CREMENT / DE)CREMENT PERIODS, D)ELETE, * TO VOID, OR ^ TO POST C
    
```

All functions will now be moved forward to period 07.

ES01I CW REALTIME SOFTWARE CORP		EIS DATE SCREENING MAINTENANCE 01 Jun 04				
FUNCTION	SCREEN DATES	START DATA CODE	START SCREEN PERIOD	STOP DATA CODE	STOP SCREEN PERIOD	PREVENT TRANSACTIONS
-----	-----	-----	-----	-----	-----	-----
1. CONTROL	Y	2004	07	2004	07	
2. IR01B	Y	2004	07	2004	07	
3. AP04	Y	2004	07	2004	07	
4. AP05B	Y	2004	07	2004	07	
5. AP10	Y	2004	07	2004	07	
6. AP11B	Y	2004	07	2004	07	
7. IN02A	Y	2004	07	2004	07	
8. IN04B	Y	2004	07	2004	07	
9. IN11E	Y	2004	07	2004	07	
10. IN12	Y	2004	07	2004	07	
11. IN14J	Y	2004	07	2004	07	
12. OE03A	Y	2004	07	2004	07	

ENTER 'PA'/'EA' PREVENT/ENABLE, C)HANGE ALL LISTED FUNCTION TRANSACTIONS, P)AGE, LINE#, IN)CREMENT / DE)CREMENT PERIODS, D)ELETE, \* TO VOID, OR ^ **TO POST** ^.

You can now enter ^ to post the changes to the date screening table.

## ADDITIONAL EOM NOTES FOR SALES AND A/P CLOSINGS AT DIFFERENT TIMES

If users are setup to close sales at a different time than AP they should follow all of the above steps to close out sales with the following exceptions:

- a. When running the End of Month batch you will normally have a batch record setup called EOM-SALES or something similar to that. The EOM-SALES batch should be run after all receiving, billing, creation of A/P checks, and other inventory transactions are completed for the month. This is usually done on the last calendar day of the month or the first working day of the next month.
- b. After running the EOM-SALES batch, users should make sure the monthly file checker screen is empty and then go into the DS (date screening) table to move all functions forward to the next month (with the exception of Accounts Payable entry and adjustments).

The steps for moving all the functions forward are identical to those described above, except there are 3 extra steps before you are done, and can post any changes.

Once all the periods are in the new period (07) in the example above, the screen will look like this:

ES01I CW REALTIME SOFTWARE CORP		EIS DATE SCREENING MAINTENANCE 01 Jun 04					
FUNCTION	SCREEN DATES	START DATA CODE	START SCREEN PERIOD	STOP DATA CODE	STOP SCREEN PERIOD	PREVENT TRANSACTIONS	
1.	CONTROL	Y	2004 07	2004 07			
2.	IR01B	Y	2004 07	2004 07			
3.	AP04	Y	2004 07	2004 07			
4.	AP05B	Y	2004 07	2004 07			
5.	AP10	Y	2004 07	2004 07			
6.	AP11B	Y	2004 07	2004 07			
7.	IN02A	Y	2004 07	2004 07			
8.	IN04B	Y	2004 07	2004 07			
9.	IN11E	Y	2004 07	2004 07			
10.	IN12	Y	2004 07	2004 07			
11.	IN14J	Y	2004 07	2004 07			
12.	OE03A	Y	2004 07	2004 07			

ENTER 'PA'/'EA' PREVENT/ENABLE, C)HANGE ALL LISTED FUNCTION TRANSACTIONS, P)AGE, LINE#, IN)CREMENT / DE)CREMENT PERIODS, D)ELETE, \* TO VOID, OR ^ TO POST ..

At this point, you need to move 3 of the displayed functions back a period, as we have not closed AP yet. The Functions you need to change are choices 1, 3, and 4. Function 1, the Control Function needs to accommodate the range allowed by ALL the functions listed. 3 and 4 are specific to the AP module.

We need to let all 3 selections allow both the period we are closing, and the new period. In the example we are using, the Start Period will be “06” and the Stop Period will be “07”. This will allow for payables to be entered for either period. When completed, the screen will look like the following sample.

Now the extra steps are complete, and you can now enter ^ to post the changes to the date screening table.

ES01I CW REALTIME SOFTWARE CORP EIS DATE SCREENING MAINTENANCE 01 Jun 04						
FUNCTION	SCREEN DATES	START DATA CODE	START SCREEN PERIOD	STOP DATA CODE	STOP SCREEN PERIOD	PREVENT TRANSACTIONS
1. CONTROL	Y	2004	06	2004	07	
2. IR01B	Y	2004	07	2004	07	
3. AP04	Y	2004	06	2004	07	
4. AP05B	Y	2004	06	2004	07	
5. AP10	Y	2004	07	2004	07	
6. AP11B	Y	2004	07	2004	07	
7. IN02A	Y	2004	07	2004	07	
8. IN04B	Y	2004	07	2004	07	
9. IN11E	Y	2004	07	2004	07	
10. IN12	Y	2004	07	2004	07	
11. IN14J	Y	2004	07	2004	07	
12. OE03A	Y	2004	07	2004	07	

ENTER 'PA'/'EA' PREVENT/ENABLE, C)HANGE ALL LISTED FUNCTION TRANSACTIONS, P)AGE, LINE#, IN)CREMENT / DE)CREMENT PERIODS, D)ELETE, \* TO VOID, OR ^ TO POST ^.

Some users may want to limit the entry of payables to just period 06 (instead of allowing the entry in two months at the same time). If this is the case the “STOP SCREEN PERIOD” above for lines 3 and 4 should be set to 06. \*\* Note, users are more than welcome to cut off their months in many different ways. A few possible methods have been illustrated.

c. After users are done entering payables for the prior month (i.e. June in the above example) they should run the daily batch and make sure the daily file checker program is empty.

d. Users should now run the A/P month end closing batch. This is typically called EOM-AP, or something similar. Just as Before, enter the screen jump of **BATCH**. Then call up prompt 1 and change the batch name from DAILY to **EOM-AP** or whatever you're A/P month end batch name is. Enter the batch password if required.

```

SCREEN CW REALTIME SOFTWARE CORP          RSC Management Control System 01 Jun 04
 9 CWW                                     PFR
  SSYS          ENTER SELECTION NUMBER:  BATCH          09:19:23
HS
      FUNCTION          NMBR          DESCRIPTION
              0  Select Printer
              1  Data Retrieval
              2  Company Header / Utility Programs
              3  Initialize Applications
      Batch           4  Batch/Calendar Processing
      BCP             5  Business Control Programs
      MCS             6  Manufacturing Control System
              7  Additional Software Modules
      Restore        8  Verify and Rebuild Data Files
    
```

```

BATCH CW REALTIME SOFTWARE CORP          BATCH PROCESSING          01 Jun 04

***** BATCH SELECTIONS *****
**
**  1.  BATCH RECORD TO RUN -  EOM-AP          **
**  2.  TIME TO START                      **
**  3.  RUN SPECIALS (Y/N)                  **
**  4.  GLOBAL PRINTER OVERRIDE             **
**
*****
ENTER # TO CHANGE, Q)UEUES, ^ TO CONTINUE, OR * TO VOID
    
```

# Realtime Software Corporation - System Administration & Reference Manual

This month end batch will print a final Purchase Orders Pending Invoices report and A/P trial balance for the month being closed (i.e. June in this example).

e. After the A/P month end batch is run, you will need to move the date screening table forward so that every function is now in the new period (i.e. period 07 in the above example). Enter "DS" for date screening:

```

SCREEN CW REALTIME SOFTWARE CORP          RSC Management Control System 01 Jun 04
9 CWW                                     PFR
SSYS          ENTER SELECTION NUMBER:  DS          09:46:16
HS

```

FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Data Retrieval
	2	Company Header / Utility Programs
	3	Initialize Applications
Batch	4	Batch/Calendar Processing
BCP	5	Business Control Programs
MCS	6	Manufacturing Control System
	7	Additional Software Modules
Restore	8	Verify and Rebuild Data Files

```

ES01I  CW REALTIME SOFTWARE CORP          EIS DATE SCREENING MAINTENANCE 01 Jun 04

```

FUNCTION	SCREEN DATES	START DATA CODE	START SCREEN PERIOD	STOP DATA CODE	STOP SCREEN PERIOD	PREVENT TRANSACTIONS
1. CONTROL	Y	2004	06	2004	07	
2. IR01B	Y	2004	07	2004	07	
3. AP04	Y	2004	06	2004	07	
4. AP05B	Y	2004	06	2004	07	
5. AP10	Y	2004	07	2004	07	
6. AP11B	Y	2004	07	2004	07	
7. IN02A	Y	2004	07	2004	07	
8. IN04B	Y	2004	07	2004	07	
9. IN11E	Y	2004	07	2004	07	
10. IN12	Y	2004	07	2004	07	
11. IN14J	Y	2004	07	2004	07	
12. OE03A	Y	2004	07	2004	07	

ENTER 'PA'/'EA' PREVENT/ENABLE, **C)HANGE ALL LISTED FUNCTION TRANSACTIONS**, P)AGE, LINE#, IN)CREMENT / DE)CREMENT PERIODS, D)ELETE, \* TO VOID, OR ^ TO POST **C**.

# Realtime Software Corporation - System Administration & Reference Manual

Enter "C" to change, Then enter Y, 2004, 07, 2004, 07, null, and Y per the following screen print.

```

ES01I  CW REALTIME SOFTWARE CORP          EIS DATE SCREENING MAINTENANCE 01 Jun 04

      FUNCTION          SCREEN   START   START   STOP   STOP
      DATES            DATA   SCREEN  DATA   SCREEN  PREVENT
      -----            -
1. CONTROL            Y      2004   06     2004   07
2. IR01B              Y      2004   07     2004   07
3. AP04               Y      2004   06     2004   07
4. AP05B              Y      2004   06     2004   07
5. AP10               Y      2004   07     2004   07
6. AP11B              Y      2004   07     2004   07
7. IN02A              Y      2004   07     2004   07
8. IN04B              Y      2004   07     2004   07
9. IN11E              Y      2004   07     2004   07
10. IN12              Y      2004   07     2004   07
11. IN14J             Y      2004   07     2004   07
12. OE03A             Y      2004   07     2004   07
    GLOBALLY          Y      2004   07     2004   07
ARE YOU SURE YOU WANT ALL FUNCTIONS TO HAVE THESE SETTINGS? (Y/N) Y
ENTER 'PA'/'EA' PREVENT/ENABLE, C)HANGE ALL LISTED FUNCTION TRANSACTIONS, P)AGE,
LINE#, IN)CREMENT / DE)CREMENT PERIODS, D)ELETE, * TO VOID, OR ^ TO POST  C
    
```

Now all functions should show up as period 07 only, as seen in the following screen print. Go ahead and post the record. Period 06 entries are no longer allowed within the individual applications at this point. General Ledger journals can still be entered for period 06 at this point assuming the General Ledger is still open for period 06 or prior.

```

ES01I  CW REALTIME SOFTWARE CORP          EIS DATE SCREENING MAINTENANCE 01 Jun 04

      FUNCTION          SCREEN   START   START   STOP   STOP
      DATES            DATA   SCREEN  DATA   SCREEN  PREVENT
      -----            -
1. CONTROL            Y      2004   07     2004   07
2. IR01B              Y      2004   07     2004   07
3. AP04               Y      2004   07     2004   07
4. AP05B              Y      2004   07     2004   07
5. AP10               Y      2004   07     2004   07
6. AP11B              Y      2004   07     2004   07
7. IN02A              Y      2004   07     2004   07
8. IN04B              Y      2004   07     2004   07
9. IN11E              Y      2004   07     2004   07
10. IN12              Y      2004   07     2004   07
11. IN14J             Y      2004   07     2004   07
12. OE03A             Y      2004   07     2004   07

ENTER 'PA'/'EA' PREVENT/ENABLE, C)HANGE ALL LISTED FUNCTION TRANSACTIONS, P)AGE,
LINE#, IN)CREMENT / DE)CREMENT PERIODS, D)ELETE, * TO VOID, OR ^ TO POST  ^.
    
```

## **SYSTEM ADMINISTRATION**

### ***E. YEAR END CLOSING***

Year-end closing is actually a fairly simple process. However, there are several things to be aware of before beginning:

The Year End Processing cannot begin until ALL Period End Processing has been completed for the last period in the year. By period end postings we are referring to the “software module application” close – not the general ledger month end close.

After the last Period has been closed, be sure to run all reports you may need for Year End auditing purposes or those for your business records. This includes all Data Retrieval reports.

Remember that once all Year End Updates have been completed for an application, data such as YTD balances, etc may no longer be available unless it's been saved on media.

It is a good idea to process a complete file-save before closing a month or a year. Then label the tapes and keep them in a safe place in case period or year end data needs to be referenced in the future.

Do **NOT** run these Year End processes more than once for the Year presently being closed!!! When you run a Year End Process, it clears Year-To-Date (YTD) fields and moves the YTD numbers to the Last-Year (LYR) fields. If you run a process more than once it will end up clearing the LYR fields as well since you have already cleared the YTD fields the first time the Year End Process was run.

## INVENTORY

Inventory Year End processing is located on menu **SINV** as choice **13**.

```

SCREEN CW REALTIME SOFTWARE CORP          RSC Management Control System 06 Oct 04
2 BCP-TEST6                               KAS
SINV                                       ENTER SELECTION NUMBER: 13           07:52:46
HS

```

FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
Company	1	Company Processing
Inventory	2	Inventory Master Processing
	3	Inventory Displays And Reports
	4	Inventory Adjustments Processing
	5	Price And Valuation Reports
	6	Reorder Reports
	7	Critical Reports
	8	On Order Reports
ABC	9	ABC Analysis Processing
Cycle Count	10	Cycle Count Processing
Physical	11	Physical Inventory Processing
Period End	12	LIFO/FIFO Shrinkage Revaluation
Year End	13	Year End Processing
	14	Price Tape Load Menu

Answer the prompts as follows:

Report Date – Type **fiscal year-end date** and **ENTER**  
 Type **Y** and **ENTER**  
 Type **Y** and **ENTER**

```

IN13   CW REALTIME SOFTWARE CORP          INVENTORY YEAR END           06 Oct 04

ENTER REPORT DATE 12/31/04

DO YOU WISH TO RUN THIS REPORT Y/N? : Y

DO YOU WISH TO ROLL THIS YEAR BALANCES TO LAST YEAR? (Y/N) Y

*** UPDATE NOW IN PROGRESS ***

```

## ACCOUNTS RECEIVABLE

Accounts Receivable Year End processing is located on menu **SA/R** as choice **13**.

```

SCREEN CW REALTIME SOFTWARE CORP          RSC Management Control System 06 Oct 04
2 BCP-TEST6                                KAS
SA/R          ENTER SELECTION NUMBER: 13    07:52:46
HS
      FUNCTION          NMBR          DESCRIPTION
      Company          0      Select Printer
Customer          1      Company Processing
Invoices/Memos    2      Customer Processing
Cash Application   3      Invoice/Memo Processing
                  4      Cash Receipts Processing
                  5      Cash Sales Processing
                  6      Daily Cash Receipts & Bank Deposit Register
Period End        7      Finance Charge Calculation
                  8      Statement Print
                  9      Aged Trial Balance Processing
                  10     Open Invoice Report
                  11     Period End Cash Receipts Processing
                  12     Commission Processing
Year End          13     Year End Processing
History           14     Customer Payment History Processing
                  15     Detail Invoice Processing
    
```

Answer the prompts as follows:

Report Date – Type **fiscal year-end date** and **ENTER**  
 Type **Y** and **ENTER**

```

AR13  CW REALTIME SOFTWARE CORP          INVENTORY YEAR END          06 Oct 04

ENTER REPORT DATE 12/31/04

DO YOU WISH TO ROLL THIS YEAR BALANCES TO LAST YEAR? (Y/N) Y

*** UPDATE NOW IN PROGRESS ***
    
```

## SALES ANALYSIS

Sales Analysis Year End processing is located on menu **SS/A** as choice **6**.

SCREEN CW REALTIME SOFTWARE CORP	Sales Analysis	06 Oct 04
2 BCP-TEST6		KAS
SS/A	ENTER SELECTION NUMBER: <b>6</b>	08:13:07
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
Company	1	Company Processing
S/A Maintenance	2	Customer/Inventory History Processing
Period End	3	Period End Register
Reports	4	Customer Sales Analysis Reports
	5	Inventory Sales Analysis Reports
Year End	<b>6</b>	<b>Year End Processing</b>

Answer the prompts as follows:

Type **Y** and **ENTER**

### CHECK YOUR CALENDAR CAREFULLY!!!

Type **Y** or **N** and **ENTER**

SA06	CW REALTIME SOFTWARE CORP	YEAR END PROCESSING	06 Oct 04
		YEAR END DATE IS 12/31/04	
		DO YOU WANT TO PERFORM YEAR END PROCESSING? (Y/N)	<b>Y</b>
		DOES THE NEW YEAR CALL FOR AN EXTRA DAY BECAUSE OF LEAP YEAR? (Y/N)	<b>N</b>
		*** YEAR END REPORTS ARE BEING PROCESSED ***	

## PURCHASE ORDER

Purchase Order Year End processing is located on menu **SP/O** as choice **12**.

SCREEN CW REALTIME SOFTWARE CORP	Purchase Order	06 Oct 04
2 BCP-TEST6		KAS
SP/O	ENTER SELECTION NUMBER: <b>12</b>	08:35:29
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
Company	1	Company Processing
Vendor	2	Vendor Processing
Requisition	3	Requisition/Blanket Order Processing
And	4	Purchase Order Processing
Purchase Order	5	Requisition/Blanket Order Adjustment Process
Processing	6	Purchase Order Adjustment Processing
	7	Release Requisition/Blanket Order Processing
Prints	8	Purchase Order/Confirmation/Receiving Reports
	9	Acknowledgement Date Entry
Reports	10	Requisition And Purchase Order Reports
Receipts	11	Purchase Order Receipts Processing
Year End	<b>12</b>	<b>Year End Processing</b>
Receipts History	13	Vendor Rating System

Answer the prompt as follows:

Type **Y** and **ENTER**

PO12	CW REALTIME SOFTWARE CORP	P/O YEAR END PROCESSING	06 Oct 04
DO YOU WISH TO RUN THE REPORT? (Y/N/[S]LEEP) <b>Y</b>			
*** REPORT NOW BEING PROCESSED ***			

## ACCOUNTS PAYABLE

Accounts Payable Year End processing is located on menu **SA/P** as choice **15**.

SCREEN CW REALTIME SOFTWARE CORP	Accounts Payable	06 Oct 04
2 BCP-TEST6		KAS
SA/P	ENTER SELECTION NUMBER: <b>15</b>	08:44:56
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
Company	1	Company Processing
Vendor	2	Vendor Processing
Payables	3	Invoice Processing
	4	Daily Invoice Register
	5	Invoice Adjustment & Voids Processing
Cash Management	6	Cash Requirement Reports
	7	Payment Hold/Reverse Hold
	8	Open Invoice Reports
Disbursements	9	Invoice Payment Processing
	10	Daily Check Register
	11	Voided Check Processing
Period End	12	Accounts Payable Trial Balances
	13	Period End Processing
	14	Check Reconciliation Processing
Year End	<b>15</b>	<b>Year End Processing</b>
History	16	Payment History Processing

If you are using our Accounts Payable package and you use the 1099 Feature then you will need to run the 1099 Worksheet. The 1099's are based on calendar year regardless of your companies Fiscal Year. If you do not have 1099 Vendors, then you can skip running the 1099 Worksheet.

If you wish to run the 1099 report, type **1** and **ENTER**

SCREEN CW REALTIME SOFTWARE CORP	Year End Processing	06 Oct 04
2 BCP-TEST6		KAS
SAP15	ENTER SELECTION NUMBER: <b>1</b>	08:46:01
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	<b>1</b>	<b>1099 Worksheet</b>
	2	Accounts Payable Year End Processing

Type **Y** and **ENTER**. If the report is acceptable type Y and **ENTER** otherwise N and **ENTER**.

```
AP15A  CW REALTIME SOFTWARE CORP          1099 WORKSHEET          06 Oct 04

      DO YOU WISH TO RUN THE REPORT? (Y/N/[S]LEEP) Y

      *** REPORT NOW BEING PROCESSED ***

      NOTE: IF ACCEPTED,
      UPDATES WILL TAKE PLACE AND REPORT CAN NOT BE RERUN.

      IS THE REPORT ACCEPTABLE? (Y/N) .
```

For year end processing, type **2** and **ENTER**

```
SCREEN CW REALTIME SOFTWARE CORP          Year End Processing    06 Oct 04
 2 BCP-TEST6                               KAS
SAP15                               ENTER SELECTION NUMBER: 2    08:46:01
HS

      FUNCTION          NMBR          DESCRIPTION
      0      Select Printer
      1      1099 Worksheet
      2      Accounts Payable Year End Processing
```

Answer the prompts as follows:

Report Date – Type **fiscal year-end date** and **ENTER**  
Type **Y** and **ENTER** if the report is acceptable

```
AP15B  CW REALTIME SOFTWARE CORP          YEAR END PROCESSING      06 Oct 04

      ENTER YEAR ENDING DATE 12/31/04

      *** REPORT NOW BEING PROCESSED ***

      NOTE: IF ACCEPTED,
      UPDATES WILL TAKE PLACE AND REPORT CAN NOT BE RERUN.

      IS THE REPORT ACCEPTABLE? (Y/N) .
```

## GENERAL LEDGER

NOTE: Prior to closing the G/L Year End, the last period of the year needs to be closed. You will close the last period of the year using the G/L Period End Update program the same way you close any other period. When you do close the last period of the year, the system will alert you that you have closed the last period of the year, and that year end must now be run.

If you attempt to close the last period a second time by mistake - you will be warned with the following screen:

```

GL08B  CW REALTIME SOFTWARE CORP          PERIOD END UPDATE          08 Oct 04

          * * * N O T I C E * * *
*****
*
* NEXT PERIOD NUMBER IS 01. ONLY 12 PERIODS ARE ALLOWED.
*
* FINAL PERIOD OF CURRENT YEAR HAS BEEN CLOSED.
*
* PRODUCE ALL REQUIRED YEAR END REPORTS; THEN RUN YEAR END
*
* PROCESSING BEFORE STARTING NEW PERIOD.
*
*****

ENTER RTN TO GO TO SELECTION SCREEN .
    
```

General Ledger Year End processing is located on menu **SG/L** as choice 9, then choice #2.

```

SCREEN CW REALTIME SOFTWARE CORP          General Ledger Processing          08 Oct 04
11 BCP-TEST6                               WSB
SG/L                               ENTER SELECTION NUMBER:  9          11:45:50
HS

      FUNCTION          NMBR          DESCRIPTION
      Company          1          Company Processing
      Journal Entry    2          Chart Of Account Processing
      Budgets          3          Journal Entry Processing
      Reporting        4          Journal Posting
      Period End       5          Budget Processing
      Year End         6          Report Structuring
      Year End         7          Report Processing
      Year End         8          Period End Processing
      Year End         9          Year End Processing
      Year End        10          General Ledger Interface
    
```

```

SCREEN CW REALTIME SOFTWARE CORP      Year End Processing      08 Oct 04
11 BCP-TEST6                          WSB
SGL09          ENTER SELECTION NUMBER:  2      11:47:30
HS
      FUNCTION          NMBR          DESCRIPTION
              0      Select Printer
              1      Dump YTD Journal Files To Tape
              2      Year End Update
    
```

Simply answer 'Y', then 'Y' again to the following 2 questions:  
 (Make sure all Year End Reports have been produced before answering 'Y' to the second question.)

```

GL09B  MODS CW REALTIME SOFTWARE CORP      YEAR END UPDATE      08 Oct 04

      DO YOU WANT TO PERFORM YEAR END UPDATE? (Y/N)  Y
    
```

```

GL09B  MODS CW REALTIME SOFTWARE CORP      YEAR END UPDATE      08 Oct 04

      * * *  W A R N I N G  * * *

      HAVE ALL YEAR END REPORTS BEEN PRODUCED? (Y/N)  Y
    
```

The following screen will be presented - and will be filled out automatically by the system. Verify the information is correct, then simply enter a '^' to post, and perform the Year End Update.

```

GL09B  MODS CW REALTIME SOFTWARE CORP      YEAR END UPDATE      08 Oct 04

      CURRENT PERIOD IS  12      CURRENT FISCAL BEGIN DATE IS  01/01/04
                                CURRENT FISCAL END DATE IS      12/31/04

      1. ENTER NEXT FISCAL BEGIN DATE      01/01/05
      2. ENTER NEXT FISCAL END DATE      12/31/05

      ENTER DATA CODE TO RECEIVE
      CURRENT YEAR DATA HISTORY  2004  FISCAL 2004

      ENTER LINE TO CHANGE, * TO VOID, ^ TO BEGIN UPDATE      ^
    
```

## SYSTEM ADMINISTRATION

### F. SCREEN JUMPS

#### MAINTENANCE

Throughout the User Manual you have been instructed to type various Screen Jumps (alpha characters) at any menu to go to a particular process. Screen Jumps in the Realtime Software Business System are “short cuts” to get you where you want to go quickly. It eliminates multiple key strokes through multiple menus to find what you need. With a Screen Jump, as long as you’re at any menu you can jump to a completely different process with just a couple of keystrokes. At the time of your software conversion, we include many commonly used Screen Jumps automatically with your system. However, after working with the system you may find that you want additional screen jumps or maybe you want to change an existing one to something more meaningful to you.

To add or change a Screen Jump, go through the menus until you get to the process that you want to have a Screen Jump for. Type the menu number followed by a dash and SJ for screen jump. This will take you to screen jump maintenance.

SCREEN CW REALTIME SOFTWARE CORP	Billing	15 Jul 03
21 CWW		DS
SBIL	ENTER SELECTION NUMBER: <b>4-SJ</b>	17:10:27
HS		
	FUNCTION	NMBR
		DESCRIPTION
		0 Select Printer
Company	1	Company Processing
Customer	2	Customer Processing
Billing	3	Shipment/Pre-Bill Processing
	<b>4</b>	<b>Invoice Print</b>
	5	Invoice Reprint
	6	Daily Invoice/Memo Processing
	7	Detail Gross Profit Reports
	8	Detail Invoice Processing
Period End	9	Period End Invoice/Memo Register & Tax Report
Sales Reports	10	Detail Invoice / History Reports
	11	Period End Invoice/Tax History Report

You can see there is already a screen jump on file named PRINT. **Type S** and **ENTER**.

SJ01B CW REALTIME SOFTWARE CORP	SCREEN JUMP MAINTENANCE	15 Jul 03
SCREEN JUMPS FOR BIL-PGM*BL04-PRINT	Invoice Print	
PRINT		
ENTER <b>S</b> FOR SCREEN JUMPS, D TO DELETE ALL SCREEN JUMPS, RTN TO POST <b>S</b>		

Type in the screen jump you want to add and **type A** to add.

```
SJ01B  CW REALTIME SOFTWARE CORP          SCREEN JUMP MAINTENANCE      15 Jul 03
SCREEN JUMPS FOR  BIL-PGM*BL04-PRINT  Invoice Print
PRINT

SCREEN JUMP ..... A/D
ENTER S FOR SCREEN JUMPS, D TO DELETE ALL SCREEN JUMPS, RTN TO POST  S
```

```
SJ01B  CW REALTIME SOFTWARE CORP          SCREEN JUMP MAINTENANCE      15 Jul 03
SCREEN JUMPS FOR  BIL-PGM*BL04-PRINT  Invoice Print
PRINT

SCREEN JUMP IP                A/D A
ENTER S FOR SCREEN JUMPS, D TO DELETE ALL SCREEN JUMPS, RTN TO POST  S
```

You can have multiple screen jumps that call the same program.

```
SJ01B  CW REALTIME SOFTWARE CORP          SCREEN JUMP MAINTENANCE      15 Jul 03
SCREEN JUMPS FOR  BIL-PGM*BL04-PRINT  Invoice Print
IP
PRINT

SCREEN JUMP ..... A/D
ENTER S FOR SCREEN JUMPS, D TO DELETE ALL SCREEN JUMPS, RTN TO POST
```

**ENTER** to post. It's always a good idea after setting up a screen jump to test it out and make sure it takes you where you want it to go.

Type in the screen jump you want to remove and **type D** to delete.

```
SJ01B  CW REALTIME SOFTWARE CORP          SCREEN JUMP MAINTENANCE      15 Jul 03
  
SCREEN JUMPS FOR  BIL-PGM*BL04-PRINT  Invoice Print
  
IP
PRINT
  
  
SCREEN JUMP  PRINT          A/D D
  
ENTER S FOR SCREEN JUMPS, D TO DELETE ALL SCREEN JUMPS, RTN TO POST
```

```
SJ01B  CW REALTIME SOFTWARE CORP          SCREEN JUMP MAINTENANCE      15 Jul 03
  
SCREEN JUMPS FOR  BIL-PGM*BL04-PRINT  Invoice Print
  
IP
  
  
ENTER S FOR SCREEN JUMPS, D TO DELETE ALL SCREEN JUMPS, RTN TO POST .
```

If you know the program file and program name, screen jumps maintenance can also be accessed from menu **SC/H** choice #1 . Then choose the “Screen Jumps File” from the list of tables displayed.

```

SCREEN MODS LONG TEST COMPANY                Company Header Maintenance    04 May 05
3 BCP-TEST6                                  KAS
SC/H                                          ENTER SELECTION NUMBER:      12:19:44
AS2

      FUNCTION          NMBR          DESCRIPTION
      0      Select Printer
      1      HDR / Utility Background Table Maintenance
      2      HDR / Utility Background Table Lists
      3      HDR / Utility Background Table Inquiries

      4      Background Table Maintenance
      5      Background Table Inquiry
      6      Background Table List
      7      Background Table Maintenance - by Application
      8      Background Table Inquiry - By Application
      9      Background Table Lists - By Application
     10      End of Day File Checker
     11      End of Month File Checker
     12      Miscellaneous File Checker
     13      Menu Screen Processing
     14      Selection Screen Lists
     15      File Layout Inquiry/Lists
     16      Clear Locks Program
    
```

A screen similar to the one above, but more detailed is displayed. Enter the screen jump you wish to maintain at the command prompt and Enter. Fill in data in the appropriate prompts as described below and enter. Individual screen jumps can be deleted using the “D” option.

```

SJ01  MODS LONG TEST COMPANY                SCREEN JUMP MAINTENANCE      04 May 05

COMMAND  IP                                (Enter COMMAND or enter ? for lookup)

1. TYPE CODE                P
2. CONTROL RECORD           CBIL
3. FUNCTION DESCRIPTION
4. DESCRIPTION              Invoice Print
5. PROGRAM FILE/CATALOGED ITEM BIL-PGM
6. PROGRAM NAME             BL04.....

ENTER #, (D)ELETE, (I)NDEX, (N)EXT, (P)REVIOUS, * TO VOID, ^ OR RTN TO POST .
    
```

**Type code** – specifies whether the program is an update or non-update program

- P – non-update program returning to screen
- Q – non-update program with a simple return (this flag is not needed for any baseline Realtime program).
- U – update program returning to screen
- V – non-update program with a simple return (this flag is not needed for any baseline Realtime program).

**Control record** – in the past many programs required a control record to verify/update settings. If required, it needs to be specified here. This field is pretty well obsolete except for software developers. If you are not a software developer, leave this field blank.

**Function description** – an additional alternate description field – **NOTE:** if setting up a screen jump to execute a specific batch record (see batch processing above), the batch record must be specified in this field.

**Description** – the program description from the menu or similar description

**Program File** – the file where the program to be executed is located. An easy way to get this information is to go to the menu the program is executed from and enter a “?” to display all of the program file and names.

**Program Name** – the name of the program to be executed.

## COMMON SCREEN JUMPS

At any menu, users can type the Screen Jump SJ to see a listing of the systems' current Screen Jumps listed on the screen. If you wish to print out a listing of available Screen Jumps setup on your system, you can go to menu SC/H, choose selection #2 - HDR / Utility Background Table Lists, then select the corresponding sequence to print out a listing of the SCREEN JUMPS FILE.

The following is a Common Screen Jump Reference Listing which is generally supplied with each users system.

NOTE: Screen Jumps can easily be added or removed from a system listing to correspond with your individual security or personnel needs.

### 1. ACCOUNTS RECEIVABLE

CI	Customer inquiry
AR	Open A/R inquiry
PH	Payment history
CH	Check history
CM	Customer maintenance
CASH	Cash receipts A/R entry
CASH-GL	Cash receipts GL entry
CASH-DAILY	Cash receipts & bank deposit register
CD	Credit & debit memo entry
DI	Detail invoice inquiry

## 2. ACCOUNTS PAYABLE

VI	Vendor inquiry
AP	Open A/P inquiry
PH	Payment history
CH	Check history
PO	Purchase order look up
VM	Vendor maintenance
AP	A/P Invoice entry without PO
APPO	A/P Invoice entry with PO
SPO11	#8, Change vendor in PO, merge more than 1 PO
SPO11	#2, PO receipts report, #6 PO receipts register (run for APPO entry)
APA	A/P Invoice adjustments
CHECK	Check writer

## 3. GENERAL LEDGER

COA	Chart of accounts maintenance
AI	Account inquiry
JE	Journal entry
GLREPORT	Report processing for financials

## 4. INVENTORY

II	Inventory inquiry
IH	History of sales, po receipts, shrinkages
IO	Open order on part number
SN	Serial info of trucks on hand
SH	Serial history, trucks sold & trucks on hand
IM	Inventory maintenance
IA	Inventory adjustments
CHGPART	Change prefix on part number
SNC	Serial number change
SNPART	Serial number part number change
SI	Serial inquiry
O	Open orders linked to serial number
OI	Open sales order for customer purchase
AV	Added value cost inquiry
AVD	Added value detail of truck costs (billed, in process, A/P history)
DI	Detail invoice of serial number sold to customer
SM	Serial Maintenance
SERIAL	Serialize a new part number
VI	Vendor Inquiry

## 5. SALES ORDERS

OE	Order entry
QE	Quote entry
OI	Order inquiry
QI	Quote inquiry
OA	Order adjustments
QA	Quote adjustments
COC	Customer order change (change customer number in an existing order)
BILL	Bill sales order to an invoice
OO	Open orders (all orders by department to screen)
OOR	Open orders report
PRINT	Print invoices from billing program
TIME	Enter labor time on service orders
CLOCK	Clock in and out of service jobs
TIME-DAILY	Updates posted technicians' time to run efficiency reports

## 6. PURCHASE ORDERS

PE	Purchase order entry (manual)
PO	Create purchase order from sales order
RC	Requisition generator for customer orders
RA	Requisition adjustments
PI	Purchase order inquiry
PA	Purchase order adjustments
PR	Purchase order receiving
OPO	Open purchase order report

## G. UTILITIES MENU

A menu of common utilities for System Administration has been provided for users to view certain system parameters and listings. User that are flagged as an Administrative type through the Logon Control Maintenance will have more choices of options than standard system users.

The Utilities program menu can be seen by typing in the **Screen Jump U**. The menu appears as follows if the user is an Administrative user as described above.

```

UTILS  CW REALTIME SOFTWARE CORP UTILITIY PROGRAM                                01 Jun 04
ENTER CHOICE          .                [LEAVE NULL OR '*' TO EXIT]

1. LIST USERS ON SYSTEM                A. LIST TANDEM PROCESSES
2. LIST SYSTEM LOCKS                  B. TANDEM A USER
3. LIST PEQS PRINT FILES               C. UNTANDEM A USER
4. LIST DISK SPACE STATISTICS          D. EXECUTE D3 'WHERE' COMMAND
5. LIST POVf OVERFLOW TABLE           E. MANAGE THE SPOOLER (D3)
6. LIST MAX. LICENSED USER COUNT      F. CURRENT PROGRAMS INQUIRY (SRES #2)
7. LIST PRINTER STATUS [SERIAL]        G. PROGRAM ABORT MAINTENANCE (SRES #15)
8. LIST PRINTER STATUS [NETWORK]       H. CLEAR LOCKS PROGRAM (SC/H #16)
9. DISPLAY THE CALENDAR                Z. EXECUTE NIGHTLY FILE-SAVE
    
```

All items on the left column (presented to all users) are inquiry type in nature, and can not affect any system settings.

A brief description of each menu option along with an abbreviated screen print follow:

**1. List Users On System** – provides a listing of users currently logged on and their ports, you can display this list by user ID or process # (a.k.a. port#) . (LISTU command at TCL)

```

UTILS  CW REALTIME SOFTWARE LIST USERS UTILTY                                06 Oct 04
pib# pid.... user..... udate utime account..... mdate mtime location....

  1  671878 RHR                10/06 08:19 RSC                10/06 08:19 Ruby Rodgers
*  2  536642 KAS                10/06 08:38 BCP-TEST6          10/06 08:38 Kevin Schuch
  3  172272 KAS                10/05 07:03 RSC                10/05 14:50 Kevin Schuch
  4  647350 WSB                10/06 07:48 RSC                10/06 07:48 Scotty Brauer
    
```

**2. List System Locks** – provides a listing of data records currently locked, process and data file. Records are locked when the system is updating them to prevent others from accessing them at the same time. Most locks last a split-second, but some can last longer such as a user leaving a session open while adjusting a line item in open order adjustments. (LIST-LOCKS command at TCL)

```

UTILS  CW REALTIME SOFTWARE LIST-LOCKS UTILITY                                06 Oct 04
Group Locks          PIB#  Lvl  Type  Filename

Item Locks          PIB#  Lvl  Hash  Item-id          Filename
2031084 (001EFDEC)   4    0  76106522  028*13428*002    JOB-TICKET*RSC
 86388 (00015174)   4    0  1E678320  028*13428*002*4  JOB-TICKET-WORK*RSC
 89138 (00015C32)   4    0  3F868104  028*13428        JOB-TICKET*RSC
 8080 (00001F90)  102  0  075C1D43  options          resize-data
    
```

**3. List PEQS Print Files** – list print files being output, including date/time and user. (LISTPEQS command at TCL)

```

Spooler Queue Elements.                                06 Oct 2004 10:05:01
Job Stat Lnk  Line Status          Copies Form Frames  Date      Time      User

  1 8880      12  c h          1    0    1 09/14/04 13:18:16 test6
  2 8880       2  c h          1    0    2 10/04/04 22:54:47 RSC
  3 C880      12  c h  p         1   10    2 06/28/04 12:48:51 JMR
  4 C880      12  c h  p         1   10    1 06/28/04 12:57:24 JMR
    
```

**4. Lisk Disk Space Statistics** – provides summary disk storage information in MB and frames, with percentages used. (FREE command at TCL)

```

UTILS  CW REALTIME SOFTWARE LIST DISK SPACE UTILITY                                06 Oct 04

Disk Available

0....1....2....3....4....5....6....7....8....9....100%
*****

Maximum disk space  100%  8,946  8,945,660,000  4,472,830
System usage        0%      6      5,530,000      2,765
Data usage          49%   4,404  4,403,762,000  2,201,881
Available disk space 51%   4,536  4,536,368,000  2,268,184
    
```

**5. List POVf Overflow Table** – provides frame usage figures. Key number here is overflow. If this falls below 100000 system performance can begin to suffer. (POVF command at TCL)

```

UTILS  CW REALTIME SOFTWARE LIST OVERFLOW 'POVF' UTILITY                                06 Oct 04

overflow: 2268153  reserve: 1024  blocks: 99  b-tree levels: 1  leaves: 0
    
```

**6. List Maximum Licensed User Count** – displays number of sessions logged on and maximum allowed per your licensing. (MAXUSERS command at TCL)

```

UTILS  CW REALTIME SOFTWARE LIST MAXUSERS UTILITY          06 Oct 04

Number of licensed users          : 15  (temporary)
Number of users currently logged on : 12
Number of users allowed on system  : 15
Number of ports on system         : 100
    
```

**7. List Printer Status (Serial)** – displays status of the spooler and printers including assigned process number (SP-STATUS at TCL)

```

The spooler is inactive.

Printer # 0 is serial, inactive, and on line.
The printer is running on line 40.
Assigned output queues: 0 .
The number of inter-job pages to eject is 1.

Printer # 1 is serial, inactive, and on line.
The printer is running on line 41.
Assigned output queues: 1 .
The number of inter-job pages to eject is 1.
    
```

**8. List Printer Status (Network)** – displays status of network printers, including some more technical info as to page layout and font (SHP-STATUS at TCL)

```

UTILS  CW REALTIME SOFTWARE LIST NETWORK PRINTERS STATUS UTILITY  06 Oct 04

VMname  Prt Port    PID Spooler command                               Status
-----
pick0   0   40 327844 'exec qprt -v8 -l 66 -w 132 -p 13 OK
pick0   11  46 241720 'exec qprt -l 60 -w 132 -p 12 -P OK
pick0   15  35 249992 'exec qprt -l 66 -w 132 -p 17 -z OK
pick0   16  34 266396 'exec qprt -l 66 -w 132 -p 13 -z OK
    
```

**9. Display the Calendar** – did you know the system had a Calendar function. It allows you to toggle between months, years, etc – very handy when completing date fields. (DATE (C command at TCL)

```

UTILS  CW REALTIME SOFTWARE DISPLAY CALENDAR UTILITY                06 Oct 04

October 6, 2004; Wednesday   internal: 13429   julian: 280

+-----+
|  O c t o b e r                2 0 0 4                | 10:13:41
|SUN|MON|TUE|WED|THU|FRI|SAT|
| 3 | 4 | 5 | 6 | 7 | 1 | 2 |
|10 |11 |12 |13 |14 |15 |16 |
|17 |18 |19 |20 |21 |22 |23 |
|24 |25 |26 |27 |28 |29 |30 |
|31 |   |   |   |   |   |   |
+-----+

(D=Prev Month, F=Next Month, X=Exit)
(Y=Prev Year, U=Next Year )
    
```

**A. List Tandem Processes** – lists tandems currently active on the system (LIST-TANDEM at TCL)

```

UTILS  CW REALTIME SOFTWARE LIST TANDEMED USERS UTILITY            06 Oct 04

Tandem Associations                                                10:30:42 06 Oct 2004

Device  Tandemed by device
S2      S14
    
```

**B. Tandem a User** – likes your session to another session, allowing you to see their screen and issue commands (TANDEM n at TCL – n is their process number)

```

UTILS  CW REALTIME SOFTWARE TANDEM USERS UTILITY                  06 Oct 04

*** EXIT AND RUN SELECTION #1 IF YOU DO NOT KNOW YOUR USER# TO TANDEM ***

ENTER PROCESS # TO TANDEM      ...
(LEAVE BLANK OR ENTER '*' TO EXIT)
    
```

**C. Untandem a User** – releases the tandemed process set above (TANDEM n (x at TCL or ESC-x)

```

UTILS  CW REALTIME SOFTWARE UNTANDEM USERS UTILITY                06 Oct 04

*** EXIT AND RUN SELECTION #1 IF YOU DO NOT KNOW YOUR USER# TO UN-TANDEM ***

ENTER PROCESS # TO UN-TANDEM  ...
(LEAVE BLANK OR ENTER '*' TO EXIT)
    
```

**D. Execute D3 WHERE command** – provides technical data on processes a session is running

UTILS	CW	REALTIME	SOFTWARE	WHERE	STATUS	UTILITY	06 Oct 04
Ln	PCB	PIB	ABS	Stat	R1 & Return	stack contents	10:35:44 06 Oct 2004
	FID	Stat	Base				
0001	00084D	F390	000018		RR.EI.INP:000	RR.EI5:05C	
*0002	219CBF	FF90	000018	1	ws.where1:000	ws.whatwhere:50C	
0003	00084F	F390	000018		RR.EI.INP:000	RR.EI5:05C	
0004	000850	F390	000018		RR.EI.INP:000	RR.EI5:05C	

**E. Manage the Spooler** – this is a really cool menu driven way to manage real print jobs, print jobs that were sent to hold files and more.

SPOOLER MENU		SPOOLER.CONTROL		PAGE 1	OF 1	10:36AM
=====						
Job	Stat	Lnk	Line	Status	Cpy	Form Frms Date Time User
8	8880		2	c h	1	4 10/05/04 08:01:27 KAS
10	8880		2	c h	1	2 10/05/04 13:11:08 KAS
19	8880		2	c h	1	8 10/06/04 07:55:55 KAS
20	8880		2	c h	1	1 10/06/04 08:49:28 KAS
21	8880		2	c h	1	1 10/06/04 08:58:23 KAS
=====						
E	- Edit File(s)			H	- Help Menu	
P	- Print Files(s)			M	- Printer Control Menu	
D	- Delete File(s)			S	- Spooler Status	
K	- Kill and Hold Print Job			T	- TCL Command	
C	- Change No. of Copies			(RTN)	- Display Page 1	
F	- Change Forms Que			n	- Display Page n	
Q	- Quit Spooler.Control					
Enter Choice .....						

**F. Current Programs Inquiry** – displays which users are in which programs. This screen is extremely valuable for system administrators to see what programs users are currently in.

RE88	MODS	LONG	TEST	COMPANY	CURRENT-PROGRAMS	INQUIRY	04 May 05
Display of the CURRENT-PROGRAMS table, by Port							
SQ	Port	Account	User	Name	Current Prog	File Prog Name	T Date In Time In
1	3	BCP-TEST	KAS		MASTER-DEV	UTILS	P 05/04/05 10:37
2	4	BCP-TEST	KAS		A/R-PGM	AR04C	U 05/04/05 10:43
(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ# .....							
END OF SEARCH INDEX							

Entering a sequence number allows the user to “drill-down” for further information, as shown on the screen below.

```

RE88   MODS LONG TEST COMPANY                CURRENT-PROGRAMS INQUIRY    04 May 05

ACCOUNT BCP-TEST6                PORT#    4
USER NAME  KAS  KEVIN SCHUCH
LOGON DATE 05/04/05              TIME 10:25

CURRENT QUEUE-TABLE SELECTION:  HS  HOLD SUPPRESS

CURRENT PROGRAM INFORMATION
-----
FILE           A/R-PGM
NAME           AR04C -  CUSTOMER CASH RECEIPTS ENTRY
TYPE FLAG      U - UPDATE PROGRAM
DATE ENTERED:  05/04/05
TIME ENTERED:  10:43

ENTER RTN, '*', OR 'I' FOR INDEX, N)EXT, P)REV, OR ^ TO EXIT .
    
```

**G. Program Abort Maintenance** – displays a listing of aborted programs and users who were running them. Further details are available by selecting a sequence number. If a corrupted data record is discovered this program can be extremely useful for administrators to track who may have caused the error.

```

RE89   MODS LONG TEST COMPANY                CURRENT-PROGRAMS INQUIRY    04 May 05
      Display of the PGM-ABORTS table, by Abort ID#
SQ Abort ID Account  User Name Current Prog File  Prog Name  T Date In  TimeIn
1 011234  BCP-TEST WSB      B/T-PGM-DEV  SD01       P 04/25/05 13:20
2 011237  BCP-TEST PFR      A/R-PGM      AR04C      U 04/25/05 22:15
3 011238  BCP-TEST PFR      A/R-PGM-DEV  AR04F      P 04/25/05 22:36
4 011239  BCP-TEST PFR      A/R-PGM-DEV  AR04F      P 04/25/05 22:46
5 011240  BCP-TEST PFR      A/R-PGM-DEV  AR04F      P 04/25/05 23:00

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ# .....
    
```

**H. Clear Locks Program** – see detailed description in Miscellaneous section below.

**Z. Execute Nightly File-Save** – menu-drive file-save process. This is discussed in detail in the nightly backup file-save section above.

## **H. RESTORE PROGRAMS (REBUILDS)**

The system has various restore programs (rebuids) to repair corrupted data cross-references, recalculate quantities, etc. They are listed below, by module. Many of the common ones are probably already running in your nightly batches. For easy access, these programs are grouped by module on menu SRES or you can proceed directly to any of the sub-menus listed below.

### **INVENTORY – menu SRE02**

- Verify & Rebuild Items With Sites
- Verify & Rebuild On Hand With LIFO/FIFO
- Verify & Rebuild INV Site Quantities
- Verify & Rebuild Inv Cross References
- Verify & Rebuild Inventory Orders History
- Verify & Rebuild Inventory ? Search Codes

### **OPEN ORDERS – menu SRE03**

- Verify & Rebuild Open Orders
- Verify & Rebuild Customer Open Order Balances
- Verify & Rebuild Customer Cross References
- Verify & Rebuild Customer Phone Cross Ref.
- Verify & Rebuild Customer ? Search Codes
- Verify & Rebuild OO-Xref File

### **BILLING – menu SRE04**

- Verify & Rebuild Detail Invoices
- Verify & Rebuild Customer Cross References
- Verify & Rebuild Customer Phone Cross Ref.
- Verify & Rebuild Invoice Cross References
- Verify & Rebuild Customer ? Search Codes
- Verify & Rebuild Sales Values

### **ACCOUNTS RECEIVABLE – menu SRE05**

- Verify & Rebuild Detail Invoices
- Verify & Rebuild Customer A/R Balances
- Verify & Rebuild Customer Cross References
- Verify & Rebuild Cust. Payment History Keys
- Verify & Rebuild Customer Phone Cross Ref.
- Verify & Rebuild Invoice Cross References
- Verify & Rebuild Customer RGA Cross Ref.
- Verify & Rebuild Customer ? Search Codes
- Verify & Rebuild Sales Values

**PURCHASE ORDER – menu SRE06**

- Verify & Rebuild Purchase Orders
- Verify & Rebuild Vendor P/O Balances
- Verify & Rebuild Vendor Cross-References
- Verify & Rebuild Vendor Phone Cross Ref.
- Verify & Rebuild Vendor Open Orders History
- Verify & Rebuild Vendor ? Search Codes
- Verify & Rebuild POAI Keys

**ACCOUNTS PAYABLE – menu SRE07**

- Verify & Rebuild Vendor A/P Balances
- Verify & Rebuild Vendor Cross-References
- Verify & Rebuild Vendor Check History Keys
- Verify & Rebuild Vendor Phone Cross Ref.
- Verify & Rebuild Vendor A/P History XREFs
- Verify & Rebuild Vendor ? Search Codes

**GENERAL LEDGER – menu SRE08**

- Verify Journals Report
- Verify Year To Date Journals Report
- Verify Chart Of Accounts Report
- Verify & Rebuild Journals
- Verify & Rebuild General Ledger Search Codes
- Verify & Rebuild G/L ? Search Codes
- Verify & Rebuild Distribution History XREFs
- Verify & Rebuild Chart Of Accounts XREFs
- Verify & Rebuild COA Summary Xrefs
- Verify & Rebuild COA Summary Balances

**SERIAL NUMBER – menu SRE14**

- Verify And Rebuild Serial/Part Xref Files
- Verify & Rebuild Previous End-User Keys
- Verify & Rebuild Inv. Site Serial Quantities
- Verify And Rebuild Customer#-Serial# XREFs
- Verify And Rebuild S/N XREFs
- Resolve Negative Quantity Accessories
- Verify & Rebuild Demo Cross Reference Files
- Verify & Rebuild Service Bulletin Info
- Verify and Rebuild Job Code Data

**QUOTATIONS – menu SRE15**

- Verify & Rebuild Open Quotes
- Verify & Rebuild Customer Open Quote Balances
- Verify & Rebuild Customer Cross References
- Verify & Rebuild OQ-XREF File

**PAC-TRACK – menu SRE16**

- Verify & Rebuild Diary Cross References
- Verify & Rebuild Prospect Phone Cross Ref.
- Verify & Rebuild Project Cross References
- Verify & Rebuild Prospect ? Cross References

**MISCELLANEOUS**

- Verify and Rebuild RSC-INDEX Table Xrefs
- Rebuild Pick Indices for Table Xrefs
- Verify & Rebuild Screen Jump Xrefs

In addition, menu SRE01 provides access to the restore company control record and various program and user log inquiries. These inquiries are useful in determining which users are accessing programs, exiting or breaking out of them, etc.

SCREEN MODS LONG TEST COMPANY	RESTORE COMPANY PROCESSING	04 May 05
3 BCP-TEST6		KAS
SRE01	ENTER SELECTION NUMBER:	11:41:14
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Restore Company Maintenance
	2	Restore Company List
	3	Restore Report
	4	Batch Current Programs Update
	5	Aborted Programs History Inquiry
	6	Programs Aborted XREF Inquiry Program
	7	User Aborted XREF Inquiry Program
	8	Verify and Rebuild Aborted History Cross Ref.
	9	Rebuild Recommendations
	10	Program Abort History Purge
	11	Program Log Inquiry Program
	12	Program Log PGM XREF Inquiry Program
	13	Program Log User XREF Inquiry Program
	14	Verify and Rebuild Program Log Cross Ref.
	15	Background Table - Application Rebuild

## ***I. REPORT PROFILES***

The main purpose of the Report Template is to provide the user with a measure of consistency with various reports on the system. This consistency is achieved by allowing the user to create and save profiles, which contain the input responses to the various prompts.

The data selections made are stored in a separate file, PROFILE-DETAIL. Users can then access these saved settings the next time they run the program or create a new profile by choosing CUSTOM – CREATE YOUR OWN PROFILE.

Profile names can be specified in the batch maintenance program, so that customized reports can easily be added to batch processing, and the same report can be added more than once with different profiles.

Two changes users will notice are 1) the first prompt may be one asking for a profile, 2) the prompts will only display one per line, so users may have to adjust to looking in a different place for a prompt and its data.

Once the prompts have been completed, you will be presented with several options.:

1. If the template is not flagged to stop at the change line, the program will begin execution after the last prompt is completed.
2. If the template is flagged to stop at the change line, the user will be given one more chance to void out or change data.
3. If a specific character is required for execution (typically a “Y”), the program will wait at the change line until that character is entered. If another character is entered, an error message will display.
4. If the template is flagged to allow saving of profiles, the user may enter “S” to save the profile, with a short name and description.
5. If the user is flagged as an administrative user, option “DEL” allowing the user to delete the profile will be displayed.
6. If output can be directed to your terminal screen, option T)erminal will be displayed and selecting it will execute the program with the results displaying on your screen.
7. If the resulting output can be exported, choosing E)xport will display prompts for the export configuration (fields to be exported), output file, and worksheet tab (if applicable). A default output file location can be stored in the user’s logon record. The user can accept or change the export settings, and if accepted elect to store them with the profile.

```
OE08F  MODS LONG TEST COMPANY          OPEN ORDERS REPORT          04 May 05

      ENTER PROFILE TO USE          AG1          DESC - THIS IS A TEST

1. ENTER SELECTION                  C 5          BY SITE BY SLMN-1 BY CUST#
2. ENTER CATEGORY                   I P
3. ENTER SITE                       I
4. ENTER ITEM#                      I
5. ENTER DEPARTMENT                 I
6. ENTER ORDER TYPE                 I
7. ENTER SALESMAN 1                 I
8. ENTER DATE RANGE                 R D 07/20/04 TO D
9. ENTER CUSTOMER#                  I ADR
10. ENTER CUSTOMER CLASS             I
11. ENTER PGC                       I

      ENTER EXPORT CONFIGURATION NAME    RT-DEF
      ENTER FILE-NAME WITH EXTENSION     ORDERS.XLS
      ENTER SPREADSHEET TAB NAME         TEST-A

Select A)CCEPT, C)HANGE EXPORT DATA .
```

# Realtime Software Corporation - System Administration & Reference Manual

Once the selection for prompt one (which has numerous valid options) is made, the other prompts will be displayed, and so on until all prompts have been answered. If available, help text will be displayed immediately following the prompt as seen below:

```

OE08F  CW REALTIME SOFTWARE CORP  OPEN ORDERS REPORT                06 Oct 04

      ENTER PROFILE TO USE          NO TEMPLATE PROFILE IN USE

1.  ENTER SELECTION                C 1      BY SITE BY ORDER#
2.  ENTER CATEGORY                 I .....
      NO ENTRY = ALL, 'NULL' = WITHOUT CATEGORY

Select #, S)AVE, DEL)ETE PROFILE, T)ERMINAL, E)XPORT, OR 'Y' TO EXECUTE ...
    
```

The program can handle various kinds of prompts including date/time, multi-value of entries to include/exclude, verified inputs, and choices from a list.

Dates will have the general options of:

- D - Specified date
- C - Current Date
- O - Offset from current date
- S - Special Code – see table below

```

CPSD - CURRENT PERIOD START DATE    1PSD - 1 PERIOD AGO START DATE
CPED - CURRENT PERIOD END DATE      2PSD - 2 PERIODS AGO START DATE
NPSD - NEXT PERIOD START DATE       (3-9)PSD - (3-9) PERIODS AGO START DATE
NPED - NEXT PERIOD END DATE         EX: 6PSD - 6 PERIODS AGO START DATE
EPSD - END PERIOD START DATE
EPED - END PERIOD END DATE
CYSD - CURRENT YEAR START DATE      1PED - 1 PERIOD AGO END DATE
CYED - CURRENT YEAR END DATE        2PED - 2 PERIODS AGO END DATE
NYSYD - NEXT YEAR START DATE        (3-9)PED - (3-9) PERIODS AGO END DATE
NYED - NEXT YEAR END DATE          EX: 7PED - 7 PERIODS AGO END DATE
PYSYD - PREVIOUS YEAR START DATE
PYED - PREVIOUS YEAR END DATE
EYSYD - END YEAR START DATE
EYED - END YEAR END DATE
    
```

In addition to making report data more consistent, the headings on the reports will now be slightly different. All template-able reports will now have two lines of “report header” type information. The first line will have the program, report, date and time similar to how it is now. The second line will have the account this report was created from as well as the logon ID and the User name and port information. Below is an example of the cash receipts register.

```

AR06  CW REALTIME SOFTWARE CORP  DAILY CASH RECEIPTS REGISTER    04:09:15 15 Jan 2002  PAGE 1
PORT 1 ACCOUNT BCP-TEST6        DEPOSIT SLIP                    USER: AG ADRIANA USING THE ENTIRE FIELD
BANK CODE = 01 1 AA

BC CUST #    CK/REF #    AMOUNT  BC CUST #    NAME    /    SOURCE
CK/REF #    AMOUNT
    
```

## J. MISCELLANEOUS

### MENU SCREEN PROCESSING

The menu screen program is the first program that you will enter when using the BCP software. Each user will see different choices depending on the password being used. The passwording system allows items to easily be removed from menus. When you are at a menu screen you can do the following:

Logoff the system by entering OFF or EXIT

Go into another menu by entering the selection number on the screen

Go into more than one menu by entering the selection number(s) followed by commas:  
i.e. 5,3,3

Go directly to another menu by menu I.D.: SO/E

Go directly into a program (not another menu) by using a user defined screen jump such as "CI" to go into customer inquiry

Return to a previous menu by hitting the enter/return key

Go to TCL by entering TCL

Display program information by entering a "?"

SCREEN MODS LONG TEST COMPANY	RSC Management Control System 04 May 05	
3 BCP-TEST6	KAS	
SSYS	ENTER SELECTION NUMBER:	12:01:41
AS2		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Data Retrieval
	2	Company Header / Utility Programs
	3	Initialize Applications
Batch	4	Batch/Calendar Processing
BCP	5	Business Control Programs
MCS	6	Manufacturing Control System
	7	Additional Software Modules
Restore	8	Verify and Rebuild Data Files

Things to note about what is displayed on the menu:

The word SCREEN is in the upper left hand corner. That is the name of the menu screen program. All programs throughout the software contain the program name in the upper left hand corner.

The company code is next to the word screen: This may be OEC for Outdoor Equipment Company, etc. You can set up as many companies within one account as desired (although most users only have one).

The Company Name, the description of the menu, and the date also appear across the top.

On the second line you will see the port number and the account they are logged on to. The far-right side of the second line displays the logon id the user is logged on as. This can be useful if a terminal freezes, so that you know which port you are on. The account is helpful so you know whether you are in your live account or test account, and the logon provides information as to what features you have access to.

The menu name appears on the third line. SSYS, SO/E, etc. are common names. The time is displayed on the right side of the third line.

Current print queue assignment is displayed on the fourth line

There are programs on the system that allow users to build their own menus. This can be very helpful if you want to set up all of a specific users programs on one menu (for the service department as an example). **Go to menu SC/H choice #13 – Menu Screen Processing**

SCREEN MODS LONG TEST COMPANY	Company Header Maintenance	04 May 05
3 BCP-TEST6		KAS
SC/H	ENTER SELECTION NUMBER:	12:44:18
AS2		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	HDR / Utility Background Table Maintenance
	2	HDR / Utility Background Table Lists
	3	HDR / Utility Background Table Inquiries
	4	Background Table Maintenance
	5	Background Table Inquiry
	6	Background Table List
	7	Background Table Maintenance - by Application
	8	Background Table Inquiry - By Application
	9	Background Table Lists - By Application
	10	End of Day File Checker
	11	End of Month File Checker
	12	Miscellaneous File Checker
	13	<b>Menu Screen Processing</b>
	14	Selection Screen Lists
	15	File Layout Inquiry/Lists
	16	Clear Locks Program

Enter the company code and screen name you want to maintain. If it already exist, prompts 1-3 will display data. If you are creating a new menu, you will need to complete these prompts before continuing. Return screen refers to the screen that will be displayed if the user does not enter a menu choice before hitting enter.

```

SCREEN-MAINT                SCREENS MAINTENANCE                04 May 05

      COMPANY CODE    COMPANY*MODS

      SCREEN NAME     SKAS

1. SCREEN HEADING     KAS TEST MENU

2. RETURN SCREEN     SSYS

3. CONTROL RECORDS

ENTER LINE# TO CHG, * TO VOID, D TO DELETE, RTN TO CONT, ^ TO POST: .
    
```

The menu will be displayed with sequence numbers for maintenance of individual items. You can maintain individual items, delete items or the entire menu, and insert blank lines. In maintenance mode, once a sequence is selected, you will be prompted for type, control record, function description, description, program file and program name (as in screen jump maintenance above). Function description is normally just an additional descriptive field, but when used to call batch execution via B/C-PGM BCXX, it is specifying the batch record that will be run when the accompanying program is executed.

```

SCREENS-MAINT                KAS TEST MENU                04 May 05

SEQ      FUNCTION        NMBR      DESCRIPTION
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2      TEST              1.  Vendor Return / Obsolete Inventory Report
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8      PAUL              2.  FILE-SAVE
9      KAS1              3.  AP09A TEST
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There are also utility programs that allow menu screens to be printed out. When printing the menu screens you can print individual menus, selected menus, or all menus that exist below a certain menu. The system administrator should print these out to review.

The ability to create custom screen jumps such as: OE for Order Entry; QE for Quote Entry; II for Inventory Inquiry, etc. make the system very simple for the less sophisticated user. Many users only know how to navigate by the shortcuts and not the numbers. When you combine the screen jumps with the ability to make custom menus my users you can really simplify a lot of tasks for the user.

## INPUT FIELDS

There are various types of input fields throughout the system:

### DATE

Date fields will prompt with a MM/DD/YY (or DD/MM/YY in the UK). At a date field you can enter 01/01/94 or you can enter 010194 (the system will figure out the slashes). You can also enter 0101 or 01/01 -- the system will use the current year as the year. It is a good habit to always use at least six digits when entering a date: 010195 instead of 0101. This way when you are near the end of year, dates for the wrong year won't get entered when a user types in 1231 or 0101.

### INPUT

A regular input field will prompt with periods. You will see something like:

CUSTOMER NAME.....

A field that prompts with periods is a field that requires retyping. For example if you already have Bob's Golf as the name field and you want to make the field to say Bob's Golf Course, you must retype the entire field. On the other hand, if the field says Bob's Golf Course and you want it to say Bob's Golf you can simply enter Bob's Golf - when you hit return the "Course" will disappear.

### NUMBERS

A field that prompts with NNNN.NN is a numeric field. This field will only allow a number up to 9,999.99 to be entered (or 999,999.99 if the field is NNNNNN.NN). The field will automatically figure out the decimal place. If you have a prompt of NNN.NN and you enter "30", the system will assume you are entering .30 (not 30 dollars). If you want to enter 30 dollars you can enter 30. or 30.0 or 30.00. If a field prompts with SNNNN.NN that means a negative value is allowed. The users must be careful with the decimal place. Most cost fields go to 5 digits so they will prompt as NNNNNNN.NNNNN - if you enter 5000, that means .05000 (or five cents - not fifty dollars).

### TEXT INPUT

A text field will prompt with XXXXXXXXXXXXXXXX. This type of field allows the user to space over data without losing data. This field also requires the user to delete any data they don't want. Some text fields allow an unlimited amount of text to be entered. When you are in a text field the following commands can be used (note that the escape commands only apply to unlimited text fields):

TEXT INPUT cont.

Control I	Go into insert mode
Control D	Delete character
Control T	Tab to next word
Control N	Clear to end of line
Control B	Blank next character
Control X	Restart Changes
Escape D	Delete a line
Escape I	Insert a line
Escape P	Page
Escape K	Clear to end of text
Escape U	Go up 1 line
Escape !	Add predefined Text
^	Post Changes and end

## WORD WRAP TEXT

- 1) There are various word wrap text boxes throughout the software. These fields work similar to a word processor. There are three modes for word wrap fields: insert, edit, and help. When you enter a word wrap text box, if the text block is blank, you start in insert mode. If the text block already contains text, you will start in edit mode. To go into insert mode (to start typing) you enter the letter "I". This will switch to insert mode. To get out of insert mode hit the escape key or hit the 'Enter' key while their cursor is on a blank line of text, and the text editor will be automatically be back in edit mode. To get help mode hit "H". Here are useful edit commands.

0	Quit/Exit
1	Bottom of Document
2	Down One Line
3	Page Down
4	Left One Character (Backspace also works)
6	Right One Character (Space bar also works)
7	Top Of Document
8	Up One Line
9	Page Up
.	Forward a word
,	Back a word
C	Change Letter Case
D	Delete a Character
E	End of Line
I	Insert Mode
K	Delete a Line
P	Predefined Text
Q	Quit/Exit
R	Replace a Word
S	Exit/Save
T	Toggle Letters
U	Undelete
W	Delete a Word
X	Exit Without Save
Z	Zap/Delete All Text

## SPECIAL CHARACTERS

There are various special characters that are used by the BCP software. These characters are as follows:

"\*" The asterisk (a.k.a. 'star' or 'snowball') is used as the standard void character. At any point in any transaction you can void what you have done by entering an "\*" and hitting return. In some cases more than one "\*" will be required.

"^" The up arrow (or carat) is used as a posting character. This field is required to post various transactions throughout the system. This character is also used to skip past unnecessary fields (for example when setting up a new customer).

"\_" The underscore (this is a shift dash) is used to null or clear out a field. If you have data in a field and want to remove it you enter an "\_". Don't enter spaces to clear out a field -- because the field will then have spaces in it instead of nothing.

Esc - escape key

The escape key is used in certain programs to "hot key" to various inquiry programs. For example a user who is in the middle of Order Entry can suspend the order and go into customer inquiry, inventory inquiry, etc. by hitting the escape key twice.

\*Note, many users set up function keys for these characters to make it easier to enter.

## PREDEFINED TEXT

A predefined block of text can be any block of text that you want to use on a regular basis. The text can be stored as a predefined block with a code referencing it. The block can be inserted into any text field simply by typing a "P" while in edit mode and entering the reference code. In addition to saving several keystrokes, the use of pre-defined text blocks ensures consistency.

To maintain a block of pre-fined text, go to menu SC/H choice #1 and choose "Predefined Text Table" from the list displayed.

```

BG02  IL THE TURF COMPANY          HDR BACKGROUND TABLES MAINTENANCE    04 May 05
      Display of the BACKGROUND-TABLES table, by DESCRIPTION
SQ    Table Description
1     ADJUST COLOR SETTINGS
2     COMPANY CONTROL RECORD - HDR
3     FORMS CONTROL TABLE
4     FORMS NOTES TABLE
5     LOGON MAINTENANCE
6     PREDEFINED TEXT TABLE
7     PRINT QUEUE TABLE
8     SCREEN JUMPS FILE
9     TEMPLATE MAINTENANCE TABLE

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  ....
    
```

Type the code for the predefined block you want to maintain and Enter.

```

PT01 IL THE TURF COMPANY          PREDEFINED TEXT MAINTENANCE    04 May 05

ENTER TEXT CODE  CA..  DESCRIPTION

(ENTER CODE OR)
(? FOR LOOKUP)
    
```

If you entered an existing code, the text block will be displayed. Use the options presented on the change line to make the changes you desire. You can use the word wrap input commands discussed in the previous section to edit the text.

```

PT01 IL THE TURF COMPANY          PREDEFINED TEXT MAINTENANCE    04 May

ENTER TEXT CODE  CA  DESCRIPTION  CREDIT-APPLIED-TO-INVOICE

(ENTER CODE OR)          ***** PLEASE NOTE *****
(? FOR LOOKUP)          THIS CREDIT MEMO HAS BEEN
                          APPLIED TO INVOICE# .

                          PLEASE DO NOT USE
                          WITH YOUR NEXT PAYMENT
                          TO ILLINOIS LAWN EQUIPMENT.
                          * THANK YOU *
                          *****

ENTER I)NDEX, N)EXT CODE, P)REVIOUS CODE, OR
ENTER (PA)GE TEXT, C)HANGE TEXT, * - EXIT, D)ELETE, (RTN) OR ^ TO POST  ..
    
```

To insert your predefined text block into a text field, simply type the letter "P" and Enter.  
At the prompt, type the desired code and Enter.

```

OE03A  IL THE TURF COMPANY                ORDER ENTRY                04 May 05
CUST#  01043*001                        ** ORDER NO. 407953

NAME    ABBOTT LABORATORIES      *2C    1.    CUSTOMER MUST PROVIDE
ADDR 1                                     2.    S
ADDR 2  P. O. BOX 177              3.    H T
CITY    NORTH CHICAGO              4.    I O
ST/CNTY IL                          5.    P
ZIP/PST 60064                       6.
COUNTRY                                     7.
8.    ORDER DATE 05/04/05          14.   ORDER TYPE P
9.    SINGLE/MULTIPLE SHIP DATES (S/M) S 15.   SHIP VIA   UPS DELIVERY
10.   SHIP DATE 05/04/05 CANCEL     16.   FOB
11.   CUST P.O. PO REQUIRED           17.   SLMN1 9    SLMN2    SLMN2 % 00
12.   ORDERED BY                    18.   TERMS A    NO $ TICKET
13.   SPECIAL INSTRUCTIONS          19.   AR-CUST#   20.   STATUS
      CA..                          21.   INTERNAL NOTES  22.   FREE FREIGHT

Text Window                Edit

ENTER CODE FOR PREDEFINED TEXT TO BE INSERTED
    
```

You can then further edit the inserted text if desired. Then hit escape and "S" to save your changes and continue processing the document.

```

OE03A  IL THE TURF COMPANY                ORDER ENTRY                04 May 05
CUST#  01043*001                        ** ORDER NO. 407953

NAME    ABBOTT LABORATORIES      *2C    1.    CUSTOMER MUST PROVIDE
ADDR 1                                     2.    S
ADDR 2  P. O. BOX 177              3.    H T
CITY    NORTH CHICAGO              4.    I O
ST/CNTY IL                          5.    P
ZIP/PST 60064                       6.
COUNTRY                                     7.
8.    ORDER DATE 05/04/05          14.   ORDER TYPE P
9.    SINGLE/MULTIPLE SHIP DATES (S/M) S 15.   SHIP VIA   UPS DELIVERY
10.   SHIP DATE 05/04/05 CANCEL     16.   FOB
11.   CUST P.O. PO REQUIRED           17.   SLMN1 9    SLMN2    SLMN2 % 00
12.   ORDERED BY                    18.   TERMS A    NO $ TICKET
13.   SPECIAL INSTRUCTIONS          19.   AR-CUST#   20.   STATUS
      ***** PLEASE NOTE          21.   INTERNAL NOTES  22.   FREE FREIGHT
      *****THIS CREDIT MEMO HAS
      BEEN APPLIED TO INVOICE#

Text Window                Edit
    
```

## FORMS NOTES

You can also choose to have a block of predefined text printed automatically every time a form is printed. This feature is available for various forms on a by-form basis – that is, each form can have its own block of text.

To maintain the notes for a form, go to menu SC/H choice #1 and choose “Forms Notes Table” from the list displayed.

BG02	IL THE TURF COMPANY	HDR BACKGROUND TABLES MAINTENANCE	04 May 05
Display of the BACKGROUND-TABLES table, by DESCRIPTION			
SQ	Table Description		
1	ADJUST COLOR SETTINGS		
2	COMPANY CONTROL RECORD - HDR		
3	FORMS CONTROL TABLE		
4	<b>FORMS NOTES TABLE</b>		
5	LOGON MAINTENANCE		
6	PREDEFINED TEXT TABLE		
7	PRINT QUEUE TABLE		
8	SCREEN JUMPS FILE		
9	TEMPLATE MAINTENANCE TABLE		
(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ# .....			

Select the form you wish to maintain notes for from the displayed list.

FN01	IL THE TURF COMPANY	FORM NOTES MAINTENANCE
1.	INVOICE NOTES	
2.	PICK TICKET NOTES	
3.	CREDIT MEMO NOTES	
4.	ORDER ACKNOWLEDGEMENT NOTES	
5.	<b>PURCHASE ORDER NOTES</b>	
6.	UNKNOWN NOTES	
7.	A/R STATEMENT NOTES	
8.	A/P CHECK NOTES	
9.	QUOTE ACKNOWLEDGEMENT NOTES	
ENTER LINE TO CHANGE, * TO VOID, ^ OR RTN TO POST 5		

The text input box and any existing contents will be displayed. You can use the word wrap input commands discussed in the previous section to edit and save the text.

FN01 IL THE TURF COMPANY FORM NOTES MAINTENANCE

1. INVOICE NOTES
2. PICK TICKET NOTES
3. CREDIT MEMO NOTES
4. ORDER ACKNOWLEDGEMENT NOTES
5. PURCHASE ORDER NOTES
6. UNKNOWN NOTES
7. A/R STATEMENT NOTES
8. A/P CHECK NOTES
9. QUOTE ACKNOWLEDGEMENT NOTES

PURCHASE ORDER NOTES

**PURCHASE ORDER PRICE REFLECTS RECEIVED PRICING TO DATE FROM  
VENDOR. IF PRICE IS DIFFERENT NOTIFICATION IN WRITING IS  
REQUIRED WITHIN 24 HOURS FOR PURCHASE ORDER CORRECTION.  
OTHERWISE OUR PURCHASE ORDER PRICE WILL BE PURCHASE PRICE  
PAID ON YOUR INVOICE.**

Text Window

Edit

ENTER LINE TO CHANGE, \* TO VOID, ^ OR RTN TO POST 5

## PRINT QUEUES

You can manage how your printers will handle output by setting up print queues. The same printer can have multiple queues directed to it, each telling it how to output the job. The underlying forms queues must have already been defined in your AIX or Linux operating system.

To maintain a print queue, go to menu SC/H choice #1 and choose "Print Queue Table" from the list displayed.

```

BG02  IL THE TURF COMPANY          HDR BACKGROUND TABLES MAINTENANCE    04 May 05
      Display of the BACKGROUND-TABLES table, by DESCRIPTION
SQ   Table Description
  1  ADJUST COLOR SETTINGS
  2  COMPANY CONTROL RECORD - HDR
  3  FORMS CONTROL TABLE
  4  FORMS NOTES TABLE
  5  LOGON MAINTENANCE
  6  PREDEFINED TEXT TABLE
  7  PRINT QUEUE TABLE
  8  SCREEN JUMPS FILE
  9  TEMPLATE MAINTENANCE TABLE

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  ....
    
```

Enter the queue you wish to maintain or select it from the list displayed

```

QT01  IL THE TURF COMPANY          QUEUE TABLE MAINTENANCE    04 May 05

QUEUE      F0                      (ENTER QUEUE OR ? FOR LOOKUP)

  1. NAME                               HP 132 LANDSCAPE
  2. PRINT MODE (H,I,M,O,P,S,T)        P
  3. PICK FORM QUEUE                    F0
  4. NUMBER IF COPIES                    1
  5. ENTER QUEUE TYPE

ENTER A COMBINATION OF THE FOLLOWING CHOICES:
H)OLD, P)RINT, S)UPPRESS PRINTER OUTPUT, I)MMEDIATE, O)PEN,
SEND TO T)APE, M)ESSAGE SUPPRESS

SOME COMBINATIONS ARE: HS, IP, IT, IPM, IPT, HSO, HST, HMO,
HSIMO, HP, HO, HI, HPI,

ENTER #, * TO VOID, D)ELETE, I)NDEX, N)EXT, P)REVIOUS, ^ OR RTN TO POST    2
    
```

- Name – user-defined, make it something easily identifiable
- Print Mode – may be combined as HS or HSO – see above screen
- Form Queue – the number of the D3 form queue that is being used
- Number of Copies – enter how many copies to output
- Queue Type – choices are (A)ctivefax, (V)sifax, (W)indows, or (R)egular

The screen for an Activefax print queue is shown below. Note the type is PO for print/open – telling the queue to open the designated software file. The queue-type is “A”-activefax which in turn displays additional prompts. The most common format is “O” –overlay which takes the data output and overlays onto a user-defined template, such as a blank invoice or statement form. Since this is an “E”-email format, you are prompted to choose either pdf or tif format for the output. In addition to inserting the output into an email message, the user-defined default email signature will also be added. In this case the default signature, explains how to open the attached document. Similar choices are available for F-fax formats.

```
QT01    IL THE TURF COMPANY                QUEUE TABLE MAINTENANCE        04 May 05
QUEUE    AE                                (ENTER QUEUE OR ? FOR LOOKUP)

1. NAME                                     ACTIVEFAX EMAIL
2. PRINT MODE (H,I,M,O,P,S,T)             PO
3. PICK FORM QUEUE                         F11
4. NUMBER IF COPIES                        1
5. ENTER QUEUE TYPE                        A
   ENTER FORMAT R)EDIRECT, O)VERLAY, P)ASSTHROUGH, E)MAIL, OR F)AX E
   ENTER DEFAULT FORMAT                    PDF (tif or pdf)
   PERSONAL EMAIL QUEUE Y/N/S             N

DEFAULT EMAIL SIGNATURE

Please note: This Email contains information requested by you from:
Realtime Software Corporation. <
<
It is provided in Adobe Acrobat Format (*.pdf) / It requires the

ENTER #, * TO VOID, D)ELETE, I)NDEX, N)EXT, P)REVIOUS, ^ OR RTN TO POST .
```

## FORMS CONTROL

In addition to managing how your print queues operate, you can also set up default print queues for an individual program's output and for program/login or program/port combinations.

To maintain the default print queue for a program, go to menu SC/H choice #1 and choose "Forms Control Table" from the list displayed.

```

BG02  IL THE TURF COMPANY          HDR BACKGROUND TABLES MAINTENANCE    04 May 05
      Display of the BACKGROUND-TABLES table, by DESCRIPTION
SQ   Table Description
  1  ADJUST COLOR SETTINGS
  2  COMPANY CONTROL RECORD - HDR
  3  FORMS CONTROL TABLE
  4  FORMS NOTES TABLE
  5  LOGON MAINTENANCE
  6  PREDEFINED TEXT TABLE
  7  PRINT QUEUE TABLE
  8  SCREEN JUMPS FILE
  9  TEMPLATE MAINTENANCE TABLE

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  ....
    
```

Enter the program you wish to maintain a default queue for or select it from the list displayed. In the example below, we are looking at the forms control entry for PO07A – print purchase orders. All logins/ports are set to default to the "AE" print queue, however, all logins/ports may also override this setting at the time of printing.

```

FC01  IL THE TURF COMPANY          FORM CONTROL MAINTENANCE    04 May 05

PROGRAM ID:  PO07A                PRINT PURCHASE ORDERS

          LOGIN / PORT          PRINT QUEUE          OVERRIDE
          -----
1. DEFAULT:          ALL          AE          Y
2. PORT EXCEPTIONS:
3. LOGIN EXCEPTIONS:

PORT          PRINT QUEUE          OVR LOGIN          PRINT QUEUE          OVR
-----

ENTER I)NDEX, N)EXT PROGRAM, P)REVIOUS PROGRAM OR,
ENTER # TO CHANGE/ADD, S2-SCREEN# 2, D)ELETE, (P)AGE, * TO VOID OR ^ TO CONT ..
    
```

S2 will display the second screen of data for this forms control entry. Here the choice of printers and other output characteristics can be further limited, to ensure that output meets your firm's standard specifications.

FC01	IL THE TURF COMPANY	FORM CONTROL MAINTENANCE	04 May 05
PROGRAM ID: PO07A			
1. ALLOWED PRINTERS			
2. DISALLOWED PRINTERS			
3. DEFAULT FAX QUEUE	AF	ACTIVEFAX FAX	
4. FAX TIFF FILE	po.cov		
5. COVER SHEET ALLOWED?	Y		
6. DEFAULT COVER SHEET	Modern.cov		
7. IS PROGRAM FAXABLE?	Y		
8. DEFAULT EMAIL QUEUE	AE		
ENTER # TO CHANGE/ADD, * TO VOID, S1 OR RTN TO CONTINUE			..

## TEMPLATES

The Template module allows users to control what happens at each input prompt throughout many of the programs in the software. The template allows users to do the following types of things in data entry programs:

- a. pre-load values into different fields
- b. flag fields so that users are required to fill in certain data fields
- c. flag fields so that users can't maintain fields, thereby allowing for field level security
- d. determine whether users can add, change, or delete records
- e. determine which fields are bypassed when creating new transactions. Fields that are never used can be bypassed to speed up the entry of transactions.

The template system provides for a hierarchy of control in each program that utilizes the template.

To maintain the template for a program, go to menu SC/H choice #1 and choose "Template Maintenance Table" from the list displayed.

```

BG02  IL THE TURF COMPANY          HDR BACKGROUND TABLES MAINTENANCE    04 May 05
      Display of the BACKGROUND-TABLES table, by DESCRIPTION
SQ   Table Description
  1  ADJUST COLOR SETTINGS
  2  COMPANY CONTROL RECORD - HDR
  3  FORMS CONTROL TABLE
  4  FORMS NOTES TABLE
  5  LOGON MAINTENANCE
  6  PREDEFINED TEXT TABLE
  7  PRINT QUEUE TABLE
  8  SCREEN JUMPS FILE
  9  TEMPLATE MAINTENANCE TABLE

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  ....
    
```

Enter the program you wish to maintain a default template for or select it from the list displayed (in this example OEH – Order Entry Header). You can also designate different templates for different users or login groups by adding their logon or group to the program code (e.g. OEH\*KAS). The template settings would then only apply to that logon or group.

```

TP01  IL THE TURF COMPANY          TEMPLATE TABLE MAINTENANCE    04 May 05

TEMPLATE ID OEH          LOGON

  1. DESCRIPTION                ORDER ENTRY HEADER
  2. ADD RECORDS (Y/N)          Y
  3. CHANGE RECORDS (Y/N)      Y
  4. BYPASS TEMPLATE (Y/N)
  5. INVALID CHANGE LINE OPTIONS

  6. LOAD LOGON DATA (Y/N)     Y

ENTER #, D)ELETE, I)NDX, N)XT, P)REV, S2, *-VOID, ^ TO POST OR RTN TO CONT  ..
    
```

Screen 2 (S2) of the template record displays the varying fields that may be controlled via the template. Here you can choose to pre-load data, whether or not to stop at a prompt, allow changes to the data, or require that data be entered. Fields with "FLO" displayed to the right are required by the data file's layout.

TP01	IL THE TURF COMPANY	TEMPLATE TABLE MAINTENANCE	04 May 05
TEMPLATE ID <b>OEH</b>		LOGON	
SEQ	ATB FIELD DESCRIPTION	DATA TO PRE-LOAD	STOP AT PROMPT      CHANGE DATA      ENTRY REQ'D
001	009 Customer Number		FLO
002	011 Customer Purchase Orde		Y
003	012 Order Date	C SYS DATE + 0	N      N      Y FLO
004	013 To-Be-Shipped Date	C SYS DATE + 0	N      Y      Y FLO
005	014 Ship Via		Y      Y      Y
006	015 Customer Terms Code		N      Y
007	018 Order Discount		N      Y
008	020 Order Taxable Amount		N      Y
009	022 Freight		N      Y
010	023 Miscellaneous		N      N
011	026 Salesman 1		N      Y
012	027 Salesman 2		Y      Y
ENTER SEQ, P)AGE, S1 OR RTN FOR PREV SCREEN			...

## EXPORT CONFIGURATION SETTINGS

Several programs have the capability to export data directly to external files, such as Excel worksheets. You can specify which dictionary words (formatted data fields), are included in these exports.

To maintain the template for a program, go to menu SC/H choice #1 and choose "Export Configuration Settings" from the list displayed.

```

BG02  IL THE TURF COMPANY          HDR BACKGROUND TABLES MAINTENANCE    04 May 05
      Display of the BACKGROUND-TABLES table, by DESCRIPTION
SQ    Table Description
1     ADJUST COLOR SETTINGS
2     COMPANY CONTROL RECORD - HDR
3     EXPORT CONFIGURATION SETTINGS
4     FORMS CONTROL TABLE
5     FORMS NOTES TABLE
6     LOGON MAINTENANCE
7     PREDEFINED TEXT TABLE
8     PRINT QUEUE TABLE
9     REPORT TEMPLATE FILE
10    SCREEN JUMPS FILE
11    TEMPLATE MAINTENANCE TABLE

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  ....
END OF SEARCH INDEX
    
```

Select the program you wish to maintain Export Configuration Settings for from the list displayed.

```

EP01  IL THE TURF COMPANY          EXPORT CONFIGURATION MAINT MAINTENA 04 May 05
      Display of the DICT-HDR table, by Export Profile
SQ    Export Program      Description
1     AP12B               ACCTS PAYABLE TRIAL BALANCE REPORT
2     AR09B               CUSTOMER AGED-TRIAL BALANCE REPORT
3     BL10A               A/R INVOICE/HISTORY REPORTS
4     CM01X               CUSTOMER INFORMATION EXPORT
5     CRS-EXPORT
6     EP01L               EXPORT CONFIGURATION LISTING
7     FX09                FAX/EMAIL REPORT
8     GL01X               CHART OF ACCOUNTS EXPORT
9     IN05E               PRICE AND VALUATION REPORTS
10    IN11C               MISSING INVENTORY TAG REPORT
11    IN11D               PHYS INVENTORY SHRINKAGE REPORTS
12    IN11H               SERIAL NUMBER VARIANCE REPORT
13    IN11O               INVENTORY TAGS ENTERED REPORT
14    OE08F               OPEN ORDERS REPORT
15    PO03J               OPEN PURCHASE ORDERS REPORT
16    VM01X               VENDOR INFORMATION EXPORT

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  4....
END OF SEARCH INDEX
    
```

Enter the configuration you wish to maintain (?-lookup of existing configurations is available).

```

EP01  IL THE TURF COMPANY          EXPORT CONFIGURATION MAINT MAINTENA 04 May 05

EXPORT CONFIGURATION      TEST                                CM01X
                                CUSTOMER INFORMATION EXPORT

1. DESCRIPTION            ADRI TEST
2. EXPORT FIELDS      SEQ          DICT

SEQ DICTIONARY                SEQ DICTIONARY
001 CUST#                      035 NUMBER-OPEN-ORDERS
002 NAME                        045 OPEN-A/R-BAL
005 SLMN                        050 YTD-SALES-AMT
006 TELEPHONE                   055 YTD-DAYS-TO-PAY
009 ATTN
010 ADDRESS
012 ADDRESS1
013 CITY
014 STATE
015 ZIP-CODE
020 CLASS-CODE
025 SHIP-VIA
030 SOURCE-OF-LEAD

Select #, P)AGE, B)ACK, IND(X, F)WD, R)EV, *=VOID, Enter or ^=Post .
    
```

Enter the sequence number to maintain. You can add fields in between existing fields by entering a number in between the existing fields. When prompted for a “DICT” (dictionary), you can enter a “?” to see a display of available dictionaries.

```

EP01  IL THE TURF COMPANY          EXPORT CONFIGURATION MAINT MAINTENA 04 May 05

EXPORT CONFIGURATION      TEST                                CM01X
                                CUSTOMER INFORMATION EXPORT

1. DESCRIPTION            ADRI TEST
2. EXPORT FIELDS      SEQ  007  DICT .....

SEQ DICTIONARY                SEQ DICTIONARY
001 CUST#                      035 NUMBER-OPEN-ORDERS
002 NAME                        045 OPEN-A/R-BAL
005 SLMN                        050 YTD-SALES-AMT
006 TELEPHONE                   055 YTD-DAYS-TO-PAY
009 ATTN
010 ADDRESS
012 ADDRESS1
013 CITY
014 STATE
015 ZIP-CODE
020 CLASS-CODE
025 SHIP-VIA
030 SOURCE-OF-LEAD
    
```

Once changes are complete, the settings can be saved for use when running the program using the export option. The same program can have several configurations, depending on the data fields needed in the output for the desired use.

## CLEAR LOCKS PROGRAM

There were a couple places in this document that referred to record locks and hung sessions. As System Administrator you get the fun of cleaning up all sorts of messes. There is a very handy program on the system to handle the most common headache cause. When the system encounters a record lock it does one of two things, it sits and waits for the lock to clear (with a pleasant beep to remind the user it's waiting), or it gives the user an error message and leaves the program. Not all record locks are in places where it's easy to exit the program. In these cases, the user has no option but to wait.

What happens if they are waiting on something that is never going to clear? Eventually you will get a frustration call. Depending on the source of the problem, you have a few choices; call Realtime Tech Support is always an option.

With a few simple inquiries, this can possibly be taken care of in no time.

1. What port is beeping? If the user isn't sure, use the List Locks option and the List User option from the Utility program to find out which port you want to look at.
2. Is there really a record lock?
3. Is the lock on a regular record, or a "control" type record?

Control records are what keeps the system from running two or more registers or system programs from running at the same time. Similar to the Batch is Already running error discussed in the Batch Section. There are a number of different control records in use by the system, each with it's own way of setting, clearing and using the flag.

Go into the Clear-Locks program by going to the **SC/H** menu and picking choice **16**, "Clear Locks Program". You will see the following screen.

```
RE01F  CW REALTIME SOFTWARE CORP          CLEAR PROGRAM LOCKS UTILITY  07 Oct 04

      ENTER A 'Y' FOR LOCKS TO BE CLEARED OR '@' TO CLEAR ALL LOCKS
                                  LOCK SET BY PORT/RECORD

1. INVENTORY ADJUSTMENTS IN PROGRESS
2. INVENTORY ADJUSTMENTS REGISTER
3. INVOICE REGISTER BEING RUN                                3
4. P/O'S ARE BEING ENTERED
5. P/O'S ARE BEING ADJUSTED
6. P/O RECEIPTS ENTRY IN PROGRESS
7. P/O RECEIPTS REPORT RUNNING
8. P/O RECEIPTS REGISTER BEING RUN
9. CASH POSTING IN PROGRESS
10. BANK REGISTER RUNNING
11. BATCH CURRENTLY RUNNING
12. CLEAR FAIL-SAFE FLAGS
13. G/L INTERFACE IS BEING RUN

FAIL SAFE LOCKS

ENTER LINE TO CHANGE, * TO VOID, OR ^ TO CLEAR LOCKS          ..
```

Before you make any selections be sure it's the lock you want to clear, these are set for a reason.

Some locks allow multiple programs or sessions to run through the same guardian. If there is more than one lock set for the type you want to clear, you may be better off calling Realtime Technical Support. This is especially true of the Fail-Safe lock.

If there is only one lock set for the type you need, and you are sure that no one is really using the Port# or Record# listed, make the relevant selection.

Our sample is easy, there is only one lock to choose from. During the normal course of the day, any number of these locks can be set at once.

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When you make the selection to clear a lock, you will be asked to confirm it by entering "Y".

```
RE01F  CW REALTIME SOFTWARE CORP          CLEAR PROGRAM LOCKS UTILITY  07 Oct 04

      ENTER A 'Y' FOR LOCKS TO BE CLEARED OR '@' TO CLEAR ALL LOCKS
                                           LOCK SET BY PORT/RECORD

1. INVENTORY ADJUSTMENTS IN PROGRESS
2. INVENTORY ADJUSTMENTS REGISTER
3. INVOICE REGISTER BEING RUN                Y                3
4. P/O'S ARE BEING ENTERED
5. P/O'S ARE BEING ADJUSTED
6. P/O RECEIPTS ENTRY IN PROGRESS
7. P/O RECEIPTS REPORT RUNNING
8. P/O RECEIPTS REGISTER BEING RUN
9. CASH POSTING IN PROGRESS
10. BANK REGISTER RUNNING
11. BATCH CURRENTLY RUNNING
12. CLEAR FAIL-SAFE FLAGS
13. G/L INTERFACE IS BEING RUN

FAIL SAFE LOCKS

ENTER LINE TO CHANGE, * TO VOID, OR ^ TO CLEAR LOCKS                ..
```

Enter ^ to Clear the Lock.

You will be asked for a printer, so an audit report can print. It's generally a good idea to keep a paper copy of this to help track down any corrupted records or data later on (like during month end).

```
RE01F  CW REALTIME SOFTWARE CORP          CLEAR PROGRAM LOCKS UTILITY  07 Oct 04

      SELECT PRINTER FOR AUDIT REPORT

PRINTER  HS..... HOLD SUPPRESS                COPIES 1
ENTER NEW PRINTER, ? FOR DISPLAY OF ALL PRINTERS, OR ENTER TO CONTINUE
```

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The audit report will print, and the lock will be cleared. This can be verified by returning to the Clear Locks program.

```
RE01F  CW REALTIME SOFTWARE CORP          CLEAR PROGRAM LOCKS UTILITY  07 Oct 04

      ENTER A 'Y' FOR LOCKS TO BE CLEARED OR '@' TO CLEAR ALL LOCKS
                                           LOCK SET BY PORT/RECORD

1. INVENTORY ADJUSTMENTS IN PROGRESS
2. INVENTORY ADJUSTMENTS REGISTER
3. INVOICE REGISTER BEING RUN
4. P/O'S ARE BEING ENTERED
5. P/O'S ARE BEING ADJUSTED
6. P/O RECEIPTS ENTRY IN PROGRESS
7. P/O RECEIPTS REPORT RUNNING
8. P/O RECEIPTS REGISTER BEING RUN
9. CASH POSTING IN PROGRESS
10. BANK REGISTER RUNNING
11. BATCH CURRENTLY RUNNING
12. CLEAR FAIL-SAFE FLAGS
13. G/L INTERFACE IS BEING RUN

FAIL SAFE LOCKS

ENTER LINE TO CHANGE, * TO VOID, OR ^ TO CLEAR LOCKS          ..
```

## K. LOGON TABLE SETTINGS

There are a number of features in the software that are tied a to users LOGON ID. Different Companies utilize these options differently.

The Logon Maintenance Table is in the Company Header Background Tables which can be reached on menu SC/H, option 1. Locate Logon Maintenance on the list. Type in your own ID to get accustomed to the features of this program. This example will use RSC.

TC01 CW REALTIME SOFTWARE CORP	TERMINAL LOGON CONTROL	07 Jul 04
	MAINTENANCE	
LOGON ID	RSC	
1. NAME	REALTIME SOFTWARE	
2. EMPLOYEE #		
3. GROUP		
4. <b>DEFAULT QUEUE</b>	HS	HOLD SUPPRESS
5. <b>LOGON SCREEN</b>		
6. INHIBIT TCL		18. MAX # SESSIONS 3
7. INHIBIT BREAK KEY		
8. COMPANY NAME	REALTIME SOFTWARE CORP	
9. COMPANY PHONE	847/803-1100	
10. COMPANY FAX	847/803-3539	
11. DEFAULT SITE	01	CW WILLIAMS
12. ALLOW FAX	Y	
13. DEFAULT COVER		
14. DEFAULT TIFF FILE		
15. <b>DEFAULT SALESMAN 2</b>	INT	INTERNAL
16. <b>DEFAULT ORDER TYPE</b>	P	PARTS FROM STOCK
17. <b>USERS EMAIL ADDRESS</b>	support@realtimesw.com	
ENTER #, S2, S3, * =CANCEL, D)ELETE, I)NDX, N)XT, P)REV, ^ =POST, RTN = CONT ..		

Not every field is required. This entire screen is mainly informational fields.

The **Default Queue** will set your printer to whatever is in this field when you logon.

**Logon Screen** will start you on the specified menu. If a user has a custom menu set up, they can easily start there upon signing onto the system.

**Default Salesman2** and **Order Type** will load data into these fields if the customer or template does not during Order Entry.

**Users Email** is used to preload data into an Email type Activefax Queue.

**Max # Sessions** limits the number of times that a user can sign on. This is helpful when a company has a limited number of licenses. If this is blank, then this user can sign on as many times as possible within the number of licenses for the company.

Simply hit **ENTER** to continue to the next screen.

Screen two data is geared towards Administrative type users.

TC01 CW REALTIME SOFTWARE CORP	TERMINAL LOGON CONTROL	07 Jul 04
	MAINTENANCE	
LOGON ID	RSC	
1. ALLOW USER TO ENTER PRINTERS NOT IN QUEUE TABLE (Y/N)		
2. ALLOW USER TO ENTER PRINTER AT LOGON (Y/N)		
3. ALLOWED PRINTERS		
4. DISALLOWED PRINTERS		
5. DIS-ALLOW PRINTER CHANGE FROM MENU (Y/N)		
6. ADMINISTRATIVE USER (Y/N)		Y
7. AUTOMATIC BATCH LOGOFF		
8. BYPASS BATCH INFORMATIONAL LOGGING		
9. SUPPRESS DISPLAY OF COST AS DEFAULT (Y/N)		
10. DISABLE COST TOGGLE WITH 'C' OPTION (Y/N)		
11. TIMEOUT INFORMATION		SECONDS
13. DEFAULT PATH NAME FOR EXPORT		
ENTER #, S1, S3, *, ^, OR (RTN) FOR NEXT PAGE		..

The printer fields are fairly self-explanatory.

If there are any entries in the **Allowed printers** field, only the printers listed are available for use. Likewise, if there is anything in the **Disallowed printers**, everything else is available.

If the **Administrative User flag** is set, users will see the number of Aborted Programs listed at the bottom right when at any menu screen. They will also see more options and information when working within a Report Template Program. Additionally, there are some features relating to Background Tables that are only available to Administrators.

The **Cost display** fields affect the Inventory Inquiry program ONLY. This is intended for parts counter type employees who may or may not want customers to possibly view the cost of parts information on their computer screens - either intentionally or by accident.

**Timeout Information** works off of the Program Type. You can see what a program is set at by doing a ? on a menu. There are a number of types. The two main ones are U and P. **U** = Update Program. **P** = Inquiry / report type – no data is affected.

There are two steps to setting a Timeout:

1. Select the program type.
2. Enter the number of idle seconds before program is terminated.

The **default path name** for export is specific to Report Template programs that are configured for Export to Excel or Word. If this field is blank, the default path is **C:/TEMP**.

The last page of Logon Maintenance is for Color selections. This screen is available from a separate program, so users can edit their own settings, without being able to affect other Logon settings.

```

TC01 CW REALTIME SOFTWARE CORP          TERMINAL LOGON CONTROL          07 Jul 04
                                         COLOR MAINTENANCE

      ENTER ID          RSC
1.  USER SETTINGS OVERRIDE DEFAULT (Y/N)
2.  COLOR SETTING FOR HEADER LINE DISPLAY
3.  COLOR SETTING FOR PROMPT TEXT DISPLAY
4.  COLOR SETTING FOR DATA DISPLAY
5.  COLOR SETTING FOR CHANGE LINE TEXT
6.  COLOR SETTING FOR CHANGE LINE SELECTIONS
7.  COLOR SETTING FOR ERROR MESSAGES
8.  COLOR SETTING FOR HELP TEXT
9.  COLOR SETTING IF FIELD LOOKUP IS POSSIBLE

CHOOSE FROM THE FOLLOWING 1 OR 2 DIGIT COLOR CODE COMBINATIONS
A  NORMAL TEXT          BC [CB]  BOLD AND REVERSE TEXT
B  REVERSE TEXT        BD [DB]  UNDERLINED AND REVERSE TEXT
C  BOLD TEXT           BE [EB]  BLINKING AND REVERSE TEXT
D  UNDERLINED TEXT     CD [DC] BOLD AND UNDERLINED TEXT
E  BLINKING TEXT       CE [EC] BOLD AND BLINKING TEXT
                               DE [ED] UNDERLINED AND BLINKING TEXT

ENTER #, A)PPLY CURRENT SETTINGS, * =VOID, ^ OR RTN TO POST
    
```

COLOR SETTINGS SHOWN  
HERE WERE PRE-LOADED  
FROM DEFAULT RECORD  
WHICH WAS PREVIOUSLY  
USED TO DETERMINE  
COLOR CHOICES

As you scroll through each field, help appears to the right, and the area affected is indicated. Basically users choose from the **A, B, C, D, E** combinations to make the Realtime screens easier to use. This is especially useful to separate data from prompt fields on the screen.

Not all programs utilize these color codes yet. If field **1** does not have a Y, then the user will see the company default color scheme.

If the Administrator does not define a company wide default, all settings are set to **A** for normal.