



## **SHSI Series V**

### **Accounting Systems**

# **Systems Management**

**Version 1.0**

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**SOFTWARE INC.**

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**Part**



# 1 Welcome to Series 5 Systems Management



The Series 5 Systems Management functions provides the basic management of all the Financial Applications available from Sentinel Hill Software Inc. It provides for setting up the data structure for companies for which accounting is being kept, defines User Logon rights, defines Printer Queues, and activates the Series 5 system as a whole.

The Systems Management functions are accessed from the the Series 5 main menu screen. Initially, however, there is one function that must be launched directly on it's own. Also, only selected users will be permitted access to these menu items.

This help is designed both as a course in using the Series 5 Systems Management and as an ongoing reference while you are working with the program.

## Getting started – new users

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- Study the [Introduction](#)<sup>[8]</sup> and [Quick Start Tutorials](#)<sup>[54]</sup> sections to familiarize yourself with the basics of the application.
- Check out all the links in the **Help** tab – plenty of help is available!

## Getting started – users upgrading from prior revisions

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- See the [History of Enhancements](#)<sup>[11]</sup> for a quick summary of the major changes and where to find the functions you are looking for.
- Even if you are an experienced Systems Management user, please run through the [Introduction](#)<sup>[8]</sup> and [Quick Start Tutorials](#)<sup>[54]</sup> sections quickly to get up to speed with what has changed in the latest version of the program.

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**Part**



## 2 Introduction

The topics in this section provide some basic information about the Systems Management system, what it is for and what you can do with it.



### How to get started

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- See [Getting help](#)<sup>[28]</sup> for details on using this help and getting more information.
- Study this Introduction chapter and [The Basic User Interface](#)<sup>[32]</sup> sections to familiarize yourself with the basic screen operating controls.
- Then work through the [Quick Start Tutorials](#)<sup>[54]</sup> to familiarize yourself with some basic operations you will need to perform.

### Learning more

---

- See the [Basic Processing Procedures](#)<sup>[67]</sup> section for detailed instructions on the options available for generating reports, importing/exporting data, background processing, building Wizards and User Access rights.
- See the [<%APP%> Menu Functions](#)<sup>[98]</sup>, you guessed it, for the the detailed instructions on each of the Systems Management Menu items!
- If you really want to, see the [Appendix](#)<sup>[147]</sup> section for a list of error codes, the data files used and system variables that are needed for the system.

### 2.1 Product Overview

The Systems Management routines represent the heart and soul of the Series 5 applications.

The associated functions define the directory structure for storing your company's data files; any Printer Queues to be used; and the list of Logon Users that will be allowed to sign in to the the Series 5 applications. Specifically, the following features and controls are managed:

- Entry of the Series 5 Activation Key**
- Customization of the Series 5 Main Menu**

- Define Printer Queues**
- Define "Captured" Windows Network Printers**
- Define Company Systems for Companies or Branch Offices that will be reported for**
- Setting up User Logon Profiles**
- Access to the User Logon Audit Inquiry Function**
- Setting Up system wide Access Properties**
- Sending Broadcasting Messages to Users**
- Disabling or Forcing Users Off the System**

The Systems Management routines are prerequisite to use of any of the the Series 5 applications.

## 2.2 Series 5 Features

A brief summary of some of the major features of the Series 5 systems!



### **Accumulate data for Multiple Companies or Divisions**

The Series 5 applications provides support for multiple companies. Separate set of data files are maintained, totally independent from one another. (Within the G/L system, though, multiple companies may be combined for purpose of consolidation). When users sign onto the system, they select which Company System is to be worked with.



### **Full User Access Security**

All users of the system will require a system Logon Profile record to be defined before they can log into the system using a password. Passwords may be defined to timeout and be updated within a specified period of time. Users must also have an User Access record defined for each of the Series 5 applications being run. These User Access records provide access rights down to the menu level of the applications' menu. There is also the concept of a "Gatekeeper". When configured, this user is the only Logon User that is permitted to update User Access rights, but who cannot execute any accounting functions.



### **Batch or Background Execution**

A number of the Series 5 applications have functions that may be executed as a background or delayed night jobs. These also can be set up to be re-occurring at different time frames. Jobs are executed using a Job Processor that can be

configured to service different Job Queues and run as multiple instances on different client computers.



### **User Defined G/L Account #     ie., 9999-99-9999999 - 999**

The G/L Account number is divided into two parts. The Main Account #, and the Profit Center. The Main Account can have up to 18 digits and can be segmented into up to four segments. The Profit Center may be 3, 4 or 5 digits in size. You get to define the size as required.



### **Extensive Import/Export from/to Spreadsheet capabilities**

The Series 5 provides for the loading or dumping of data from or to your favorite spreadsheet. Data can be read or written directly to Microsoft's Excel, or tab-delimited text files. You can build your Chart-of-Accounts, or maintain Budgets in your spreadsheet and load them into the system very easily. Data Import/Export is offered for a variety of different transactions and master records or analysis.



### **Transaction Entry**

All transactions are entered as sets of batches. Once a batch of transactions are entered, they are posted to their respective data systems. With every posting, a register is generated.



### **Support for Multiple Printer Queues**

The system allows you to define an unlimited number of Print Queues. Each Print Queue has its own set of properties like network printer, font, forms and margins. When any reports or forms are generated and printed, the operator can select which Printer Queue the job is to be sent to.



### **Grid Based Operator Interface**

In all Codes Maintenance, Transaction Entry and Record Inquiry functions, the basic screen presented to the operator is that of a grid. The grid is similar to a table, (like a spreadsheet), that displays anywhere from 10 - 25 rows of the data being updated, entered or displayed. The operator can navigate through the particular data set, perform a variety of different functions, execute sorts and choose different display sorts all from these grid based screens.



### **Using the Series 5 Systems Management can be fun**

Don't believe it? Give it a try.

## 2.3 History of Enhancements

Over the lifespan of the Systems Management system a number of major enhancements and minor fixes have been applied. Following is a brief summary.

### [New and Different – Enhancements and Fixes to the Systems Management Functions](#)

#### For 2012

##### **Using Windows' Logon Usernames**

A new option has been introduced to the General System Settings properties screen. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. ***(If the given Series 5 User Logon profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)***

For systems that are set to use the Windows User Logon code, user's would ONLY be able to log in to Series 5 using the Windows Logon Code. The function to **"Repeat User's Logon"**, found under the Main Menu's File drop-down menu will be disabled. **Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.**  
(Feb-28-2012)

#### For 2011

##### **Systems Maintenance Functions**

When any of the Series 5 applications are executed, one of the steps involves identifying whether it is being executed as a thin-client on a Unix system or as a normal Windows "Fat" client application. The routines that are used to provide "System Manager" Utilities was not performing this step, as it was assumed they would always be executing as a Windows FAT client. This test is now performed, and related printing routines that take different steps depending on whether the user is executing as a Thin-client or a FAT-client now will work correctly. (Jan-25-2011)

 For 2010 **Company Systems Maintenance**

The system provides for accounting data files to be kept for each Company separately. The Company Systems Maintenance function offers a field used to specify the full pathname to the folder where the data files are stored. Up until now, this path could not contain any spaces in the folder names. The system has been enhanced to allow spaces in the directory pathname. *(Although with AcuGT 8.1 on Windows 7 spaces in the directory path folder names does not work). (Feb-08-2010)*

 For 2009 **Each Applications' User Access Maintenance**

The function to export User access summary rights to Excel spreadsheets, has been enhanced *(Dec-15-2009)* :

- When titles are output, they will be formatted as bold in 14-point
- When legends are output, they will be formatted as bold in 12-point
- When headers are output, they will be formatted as bold and italic

 **Automatic Disabling of User who Fail to Correctly Logon**

As a new security feature, as an option, you may select to have users that fail to correctly log in to Series 5 after a specified number of times, automatically disabled from logging in again. Before they can use the Series 5 system again, the System's Manager, or Series 5 Gatekeeper must modify their Logon Properties record. This option may be selected with a new field found on System Control Options screen. *(Oct-22-2009)*

 **User Logon Profiles - Disable Logon Access**

As new property has been introduced to the User Logon Profile screen. "User is Disabled from Logon Access" offers a check-box, which when set, disables that user from logging into the Systems Management system. This option is set by the system when a user fails to enter the correct password a given number of times, (see preceding enhancement entry). *(Oct-22-2009)*

 For 2008 **On-Line Help**

The Systems Management functions now have On-Line Help. You can access these help files from the assorted functions' screens or menu bars. *(Aug/2008)*

 **Logon User Temporary Access Rights**

A new property has been introduced to the Logon User Profile screen, that provides for temporary logon rights. If set, the user will only be able to log in to the system up to a specified date. *(July/2008)*

☐ **User Signon Audit Inquiry**

A new function has been introduced that provides inquiry to the User Access Audit records. Records may be listed and displayed on a grid screen, by Application, or by User or by date. A report may also be generated. The inquiry shows the Date, Time, User, Company Code and Function that was executed. *(July/2008)*

## New and Different – Enhancements and Fixes in all Series 5 Systems

### For 2014

☐ **Support for Office 365**

The printing routines, and the import/export routines have been enhanced to provide support for MS Word and MS Excel in Office 365. *(Oct-01-2014)*

☐ **Series 5 User Logon Profile Maintenance**

A new property has been introduced to the Series 5 Logon User's profile. You may now specify the Default Import/Export File type for each user. When Importing or Exporting data the selected default will now be automatically set. The Import/Export routines has been revised to use the specified default. *(Mar-26-2014)*

### For 2013

☐ **Generating Documents and Reports as MS Word Documents**

When output is generated as an MS Word Document, an entry in the runtime configuration file is used to define the output orientation, font name, font size, and where applicable, a Template. The system has been enhanced to now provide for 40 character font names and template filenames. (Increased from 25 characters) *(July-03-2013)*

☐ **Attach Supporting Documents function**

The ability to attach documents to different Series 5 Transactions Master Code records has been enhanced. You may now attach an HTML file or a link to a Web Page. Also, when displaying JPEG or Bit-Map files, the Microsoft Office Picture Viewer Utility will be employed.

Also, when adding a new attachment, the system will default the path to a folder that should exist in the directory designated to be the "Temporary" directory associated to each Company System. You should create a directory named "Attachments" in that directory, (if it's not already there). *(Jun-27-2013)*

### Series 5 Outlook Email Reading

Series 5 applications may now make use of a new routine that provides the ability to read email from MS Outlook. Currently used by the A/P and O/P Manager Approval functions, emails are read that were sent from designated approval managers. The internal driver used to read emails using calls to Microsoft Office Outlook. The following capabilities associated to reading emails are now possible:

- Emails are read from program selected in-boxes
- Filters may be set to read only emails from selected Senders or emails with a specified character string within the Subject line
- Up to 3 attachments may be read and passed to the S5 application
- Sub-folders withing a designated In-Box may be created by the system
- Emails may be deleted or moved to different sub-folders

(May-26-2013)

### For 2012

#### Series 5 Import/Export Functions

When importing or exporting data fields from/to MS Excel, after the process has been completed, the EXCEL.EXE process was not being terminated, (due to a problem with Windows, or there is some secret function to do so). The problem has been fixed. Now, when Excel is launched from Series 5, it's Process Id is detected, and once the import/export is completed, the process is "Killed" using a system call using the TASKKILL DOS command. (Nov-12-2012)

#### Series 5 Import/Export Functions

When importing or exporting data fields from MS Excel, tab-delimited, or CSV data files, the system will now handle text fields up to 200 characters in length. (Sept-18-2012)

#### Series 5 Launching Microsoft Calendar

The Series 5 Applications make calls to the Microsoft Calendar routine to display a calendar, and accept the operator's selection of a date. In order to make use of this feature, the Microsoft Calendar must be registered on all client computers executing Series 5. MSCAL.OCX may be found in **mslocx** on the AcuGT, (Extend 9.xx), installation CD for Windows. If you cannot locate it on the release CD, a copy is included in the Series 5 release directory in **S5UTIL** . (June 25-2012)

This is accomplished by executing the following command from the designated DOS Command Prompt:

**REGSVR32.EXE S5UTILMSCAL.OCX**

where:

<b>For System</b>	<b>From Directory</b>	<b>Comments</b>
Windows Server 2003 &	C:\Windows	Right click on the Command

2008 - 64 bit	\SysWOW64	Prompt and select "Run as Administrator"
Windows XP and 7	C:\Windows \System32	Right click on the Command Prompt and select "Run as Administrator"
earlier Windows	C:\Windows\System	

#### ☐ **Reports and Forms generated as MS Word Documents**

All reports and forms that are generated as MS Word Documents may now have an assorted formatting properties applied to the text that is generated. The following formatting capabilities may be applied:

- "Formatting Regions", defined as ranges of lines, for a page may be formatted with a particular font type and size and be set as Bold, Italic, Underlined, Shaded, or as Reverse Video. Up to 5 different regions may be defined and activated under program control as the page is being populated with text.
- "Tab Sets" may be defined consisting of up to 10 tab settings per line. The types of tabs include Left-Tab, Right-Tab, Center-Tab, and Decimal-Aligned-Tab. Up to 20 different Tab Sets may be defined and activated under program control as the page is being populated with text. As the line of reporting text is output, the tabs are inserted and any preceding spaces are removed. (This basically now allows the use of variable pitch fonts, when outputting columns of data, ensuring proper alignment).
- Individual words or sub-strings, within a print line, may now be output as Bold, Italic, Underlined, Shaded, or as Reverse Video. On a given page, up to 50 sub-strings may be formatted in this manner. On a given line, up to 6 sub-strings may be formatted in this manner.
- Single, (thick or thin), and Double Lines may now be inserted at any position within a page. As the page is being populated with text, the lines are defined to the printing routines with position and sizing set under program control. Up to 40 line may be output per page.

These types of formatting controls could be implemented for Invoices, Purchase Orders, Customer Statements, A/P Checks or Customer Quotes. In order to take advantage of these features, the appropriate applications' program must be programmatically customized. Contact Sentinel Hill Software Inc., for more information. further details. (Apr-24-2012) *HS5\_Enhancements\_to\_ALL\_Systems-2011-2013.xml*

#### ☐ **All Series 5 Applications offering Export Functions**

When entering export selection options, if the operator was to click on the "About Exporting" information tab, an error was being reported that the "File did not exists". This problem has been fixed. Now you may freely select any filtering or output options tab when they are presented without any problems. (March-09-2012)

#### ☐ **Using Windows' Logon Usernames**

New functionality has been introduced to the Series 5 Main menu Signon process. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched,

the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. ***(If the given Series 5 User Logon profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)***

For systems that are set to use the Windows User Logon code, user's will ONLY be able to log in to Series 5 using the Windows Logon Code. The function to "**Repeat User's Logon**", found under the Main Menu's File drop-down menu will be disabled. **Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.**

For systems that do not wish to use the Windows logon, the default will still be set to that defined by the PC Client user's **SHSI\_USER\_NAME** environment variable. (Feb-28-2012)

#### ☐ **Bitmapped Images in Series 5**

All Series 5 applications that load bitmapped images have been revised to expect the image filenames to be in upper case. (Feb-28-2012)



#### **Upper Case Bitmap Files**

On UNIX systems, please make sure that all bitmap files in the bin/images folder have uppercase file names.

#### ☐ **Series 5 File Error Handling Routine**

The logic used to report serious file I/O errors has been enhanced to correctly identify the full folder path for any sequential text files that might be generated. Previously in some cases, the error message displayed incorrectly showed the path that was assigned as the Data Files Directory assigned to the Company System. This problem has been fixed. (Jan-30-2012)

#### ☐ **Series 5 Directory/Folder Selection "Browse" Feature**

For any application that requires entry or selection of a directory path, a "Browse" push button is presented. The operator could click this button, and the Windows Folder browse dialogue window would be presented. Previously, only descendants of the user's default working folder are shown. The system has been revised to now display only those folders which are descendants of the root directory of the Directory Path field associated to the "Browse" button. So now, if you were to enter C:\ in the Directory Path, when the "Browse" button is clicked, you would be able to browse any directory on your computer's "C" drive. Setting the Directory Path blank, or to something other than a drive letter designation, would result in only being able to browse descendants of the user's default working directory. (Jan-18-2012)

#### ☐ **"Series 5 File Error Handling Routine**

The logic used to report serious file I/O errors has been enhanced to identify errors associated to the use of AcuServer. Previously, 9D-104 errors were reported as an "AcuServer Connection Failure". Now, all 9D-XX errors are identified, and the

applicable message displayed. (Jan-10-2012)

#### ▣ **Reports and Forms generated as MS Word Documents**

All reports and forms that are generated as MS Word Documents are now created protected as "Read-Only" documents. A password may be used to un-lock them. Refer to the applicable documentation for further details. (Jan-10-2012)

### For 2011

#### ▣ **Series 5 Import/Export Routine**

The generic routine to handle importing and exporting of data, (to spreadsheet or character delimited files), has been enhanced to provide for CSV files that do not have/ allow quotes around character strings. (Dec-12-2011)

#### ▣ **"CALLEREQ" Program**

The CALLEREQ program has been revised to call either the W/M's E-Request Service routine or the new P/I's On-Demand Billing Service routine. It no longer resides as a program belonging to the W/M system, rather, it has been moved into the S/M, (System's Management) directory and library. Please ensure the correct compile script files are installed. (Nov-11-2011)

#### ▣ **Interfacing with MS Office Excel and Word**

The logic provided to launch MS Excel or MS Word has been expanded to handle the case where MS Office was installed in **C:\Program Files (x86)\Microsoft Office \Office**. (Previously the system only looked in in **C:\Program Files\Microsoft Office \Office** . (Oct-03-2011)

#### ▣ **Series 5 Email Generation**

A number of different application functions offer the ability to automatically generate and send emails. This includes the emailing of invoices, purchase orders, statements, customer quotes, reports and other messages.

The internal driver used to send emails has been enhanced to generated and send emails using calls to Microsoft Office Outlook, (rather than to the MAPI library). As a result, the following capabilities associated to sending emails are now possible:

- Emails may be sent as Plain Text, Rich Text, or as HTML
- Emails may be generated when executing as either a thin-client or FAT client
- Emails may now be sent with copies going to Cc users and Bcc
- The text message associated to emails are now loaded from user created/ maintained data files, rather than being coded from within the application software. These text files may be either plain ASCII text, or HTML files and contain up to 8192 characters. Except for specific types of emails, these files **MUST BE LOCATED** in the directory named **Email-Templates** located in each Company System's designated reports directory.
- Provides support for 120 character email addresses, and 140 character subject line

(Sept-20-2011)

#### ☐ **Importing \$ Numeric Cells from Spreadsheet**

A problem has been identified and fixed when importing \$ formatted columns of data from spreadsheet. If any headings were specified, and they exceeded 22 characters in length, the number being input and recorded was ZERO. The problem has been fixed. (July-25-2011)

#### ☐ **Generating Reports as MS Word Documents**

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2010 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007/2010 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. (June-14-2011)

#### ☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2010 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007/2010 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. (June-14-2011)

#### ☐ **Generic Search Function**

In all Series Series 5 applications where a grid screen is presented for the entry of transactions, or the maintenance of master codes, a "Search" function is provided. This function has been enhanced in the cases where the operator has chosen to search for a given record where a Date is chosen as the search criteria. Now the following literal label is displayed, "mm/dd/yy", indicating the desired format that the date should be entered as. As well, the date entered may now be as "**mmddy**", "**mmddyyy**", "**mm/dd/yy**", or "**mm/dd/yyyy**", depending on the mood of the operator. (May-02-2011)

#### ☐ **New Feature to Attach Supporting Documents to assorted Master Code Records and Transactions**

You may now attach a variety of different documents to assorted Master Code records, and Transactions. Up to 15 separate documents may be selected, and attached and viewed from the applicable functions in assorted Series 5 systems. These documents may also be viewed where applicable. The different types of documents supported are as follows:

- PDF
- Bitmap ( \*.BMP files)
- JPEG
- TIFF
- ASCII Text ( \*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text ( \*.txt files)

(Apr-14-2011)

#### ☐ **Printing to Windows Spooler**

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. If the Printer Queue does not have a "Captured Printer" defined, then a Windows "Printer Select" dialogue box window is displayed. Previously, the the Series 5 system made a call to have the "Printer Select" window displayed which was an older style, compatible with older versions of Windows. Now a new call is made displaying a modern Windows XP/7 "Printer Select" Window. (Feb-09-2011)

#### ☐ **System Captured Windows Maintenance**

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. The routine used to capture a Windows printer was not working correctly under Windows 7. This problem has been fixed. (Feb-09-2011)

### For 2010

#### ☐ **Default Reporting Output Destination**

In all Series 5 applications that generate reports that might normally be printed, a Print Options screen is presented. From this screen, the operator may choose to have the output directed to a printer; to be "Archived", to be just displayed to the screen to "Browse"; or output as an MS Word or PDF file. The default output has been changed to be just displayed to the screen to be "Browsed". (Previously it was defaulted to be output to a printer).

Additionally, should you desire to set the default output, you may do so by inserting a variable in the runtime Configuration file. The variable SHSI\_RPT\_DESTINATION with a single numeric argument, will provide the default target for generated reports, where you would set the argument as follows:

- |                                      |  |
|--------------------------------------|--|
| 1 - To the Printer                   | 17 - To Disk as an MS Word 2003 document |
| 2 - Archived                         | 26 - To Disk as an MS Word 2007 document |
| 3 - Both the Printer<br>and Archived | 35 - To Disk as a PDF document           |
| 4 - To be just<br>Browsed            |  |

Note that if the applicable application already determined the target output, these defaults will NOT be used. (Oct-13-2010)

#### ☐ **Data File "Properties" function**

In all Series 5 applications that maintain master codes records, or provide for the entry or inquiry of transaction or history records, under File on the menu bar, the Properties function will display information about the related files. This function has been enhanced to now display 12 numeric digits for both the files size, and the number of records in the file. Also, now the version of the Vision file is displayed, along with the number of volumes that are used to hold the data and the index keys for the associated file(s). *(Sept-01-2010)*

#### ☐ **Using the Mouse Wheel to navigate Series 5 Grid Screens**

In all Series 5 applications that use a paged grid screen, (those showing rows of master codes and/or transaction records similar to a spreadsheet), the operator may now navigate forwards and backwards through the records using the Mouse Wheel. If the Ctrl-Key is also pressed while twirling the mouse, 4 rows of data are skipped instead of just 1. (If when you spin the mouse too fast, and a "Stack Overflow" error occurs, in the runtimes Configuration file, add the variable `PERFORM_STACK 384` and it should work OK ) Note that this new feature is only available for systems with at least AcuGT Rev 8.1.3 *(July 27-2010)*

#### ☐ **MS Excel System Error Recovery**

The Series 5 family of applications offers the ability to import to, and export from, an MS Excel Workbook document. System error that could be generated while outputting to and/or inputting from, MS Excel documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When importing from an Excel document with a filename, selected from the application, that did not actually exist, (and the operator had forgotten to "Browse" to choose the particular file).
- When a user attempted to generate output as an MS Excel document, but they did not have MS Excel installed, or it was installed in a location other than the default, a fatal error occurred.

The import/export routines have been enhanced to now capture any system errors that were being generated from MS Excel. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the import/export will just be abandoned). *(May-31-2010)*

#### ☐ **Compiling with INTEL Native mode**

A problem has been discovered when compiling with the Intel native mode. This option must be removed from the `S5_GCBL.BAT` compiler macro that can be found in the `S5\util` directory. (Basically replace the `set NATIVE=-intel` command with `set NATIVE=` command. *(May-21-2010)*

#### ☐ **Generating Standard Forms as MS Word Documents**

The Series 5 generates a number of different forms. For example, A/P Checks, Invoices, Picking Tickets, Statements and Purchase Orders. Variables within the runtime configuration file may be set up that are used to indicate how the forms are to

be generated and/or printed. Arguments to these variables indicated whether the form was printed, archived, and/or saved as MS Word documents. The 2nd argument, used to define the output, may now have the following values:

- WORD2003
- PRINT&WORD2003
- ARCHIVE&WORD2003
- WORD2007
- PRINT&WORD2007
- ARCHIVE&WORD2007

Existing arguments associated to WORD will be interpreted as WORD2003.

The applications that generated these forms have been enhanced to now recognize arguments that indicate the forms are to be generated as Office 2007 Word or Office 2003 Word documents. (May-21-2010)

#### ☐ **MS Word System Error Recovery**

The Series 5 printing routines had the ability to generate output as an MS Word document. System error that could be generated while outputting to and/or automatic printing of MS Word documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When outputting to an MS Word document that had a template defined, and the given template file was not set up for that user, a fatal error occurred.
- When outputting to an MS Word document that was supposed to be automatically printed, but the given network printer was either offline, or that segment of the network was not active, a fatal error occurred.
- When a user attempted to generate output as an MS Word document, but they did not have MS Word installed, or it was installed in a location other than the default, a fatal error occurred.

The printing routines have been enhanced to now capture any system errors that were being generated from MS Word. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the generation of the report will just be abandoned). (May-21-2010)

#### ☐ **Generating Reports as MS Word Documents**

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2007 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. For users that have Office 2007 installed, the default File Type will be the Office 2007 Word, but they may choose either Office formats. For users that do not have Office 2007 installed, the default File Type will be the Office 2003 Word, and they will not be able to choose Word 2007 or the PDF formats. (May-20-2010)

#### ☐ **Automatic Sending of Emails**

The Series 5 system has the capability of automatically sending emails. Emails are sent by making a call to a MAPI.Library, which in turn sends the email using Microsoft Outlook. If the receiver's email address is prefixed with "LN:" or "Ln:", (indicating that they are Lotus Notes users), then instead of using MAPI, a DOS command call is made using the command line defined by the runtime configuration variable "DOS\_MAIL\_CMD", to actually send the email. Within this command line, there are pseudo variables, that would be replaced with the Subject, Receivers Name and Address and the path to an Attachment. This capability has been enhanced to now provide for sending the email with 2 attachments. The new pseudo variable %ATTACHMENT2% will be replaced with the full path to a 2nd attachment, if applicable. (May-03-2010)

#### ☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. For users that have Office 2007 installed, the default File Type will be the Excel 2007 Workbook, but they may choose either Excel format. For users that do not have Office 2007 installed, the default File Type will be the Excel 97-2003 Workbook, and they will not be able to choose Excel 2007. (May-03-2010)

#### ☐ **Import/Export Functions**

When the import/export screen is presented and a particular directory and file is selected for processing, if the operator clicks on the Back push-button, (to go back and change an option of prior screens), upon re-displaying the import/export screen, the originally selected file/directory was being reset to the program's default. This problem has been fixed. (Mar-24-2010)

#### ☐ **Generating Sub-Documents as MS Word or PDF Files**

The Series 5 printing routines had the ability to generate a sub-document as an MS Word document. (A sub-document might be a single Invoice or Customer Statement, generated with a unique filename). This functionality has been enhanced to have the sub-document generated as either an MS Word document, or a PDF document. These sub-documents may be generated at the same time, totally independent from, their normal "printed" versions. When generated as Word documents or PDF documents, MS Word Templates may be used to define the properties of the resulting document with watermarks and headers and footers. (Mar-15-2010)

#### ☐ **Import functions from Excel Spreadsheets**

The Series 5 import function offers the option to input from an Excel spreadsheet. In any application that loaded data in this manner, it was difficult to determine when all valid rows of data had been loaded. The Excel import function has been enhanced so that it will correctly stop once valid rows of data have been loaded. (Previously, the system would attempt to load up to 65,436 rows of data and when executing any given Import function it would appear as if the system has hanging). (Mar-03-2010)

#### ☐ **Printing of Report as PDF Documents**

All reports and forms that are generated from the Series 5 applications may now be saved as PDF documents. This option is available only to users that have Microsoft's Office 2007 installed on their systems. When the Print Options screen is presented, click the **Save To** check box, and select **PDF Document** from the associated **Save As** drop list. (Feb-23-2010)

#### ☐ **Browsing to Select Files and/or Directories Functions**

All routines that offer the functionality to click a "Browse" button to present the operator with a window from which a directory, or a file, can be selected have been revised. Under Windows 7, the clicking of the "Browse" caused a "nested input of events" syndrome to occur. In effect, repeatedly displaying the browse window. The logic for these routines have been revised to avoid this problem. (Jan-28-2010)

#### ☐ **Encryption/Decryption Function**

The subroutine has been revised to now handle 8 digit numeric seeds. This was done to accommodate the A/R system that now has 8 digit documents numbers. All existing encrypted fields will still be able to be decrypted. (Jan-24-2010)

➡ For 2009

#### ☐ **Printing of Reports in Series 5**

The Series 5 printing function has been enhanced to offer the option of printing multiple copies of reports, forms, invoices, orders, etc. A new entry field has been added to the print options sub-screen labeled **# of Copies**. You may select to have up to 9 copies printed. These copies printed will be automatically collated.



#### **Multiple Copies**

The ability to have the system print multiple copies is a feature that is provided as a function of the Windows operating system, and the driver for your printer. If either does not support multiple copies, then setting a value other than 1, will have no effect.

This feature is available only to users executing on Windows system, either directly, or as thin clients.

As well, fields on the Print Options sub-screen have been reorganized slightly to accommodate the new field. (Fields and display prompts associated to outputting reports to a Print Queue are now enclosed within a frame.

Where applicable, in all Series 5 applications, the size of display windows and/or tab sub-screens have been adjusted accordingly. (Dec-22-2009)

#### ☐ **Export functions to Office 2007 Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. Office 2003 Excel had allowed for 65,500 rows, and Office 2007 Excel allows for 1,000,000 rows. When exporting data, the Series 5 system would

automatically start outputting to a 2nd worksheet when 65,500 rows were reached. The system will now switch to a 2nd worksheet depending on which version is being used.

As well, the Spreadsheet I/O routines have been enhanced to support up to 999,999 rows of data. *(Dec-16-2009)*

#### ☐ **Exporting to Excel Spreadsheets functions**

The logic used to export to Excel spreadsheets has been enhanced. In the assorted Series 5 applications, those functions that offer functions to export to an Excel spreadsheet have the ability to perform the following:

- Create multiple worksheets
- Select a specific worksheet to be populated
- Format titles, legends and headers in larger fonts, as bold, and/or as italic
- Have data columns justified left, center or right
- Have a data column formatted for "Currency", (where \$ signs will be displayed with 2 decimal places)
  - ☐ For Office 2003 Excel negative numbers are displayed with parenthesis around them
  - ☐ For Office 2007 Excel negative numbers are displayed in red with parenthesis around them

Where applicable, in most of the Series 5 applications, these new capabilities have been introduced. *(Dec-10-2009)*

#### ☐ **Import and Export functions to Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If the user selected to launch Excel after exporting data, the system incorrectly assumed Office 2003 was installed, and it's Excel utility was being executed. If you only have Office 2003, then this would not have been a problem. The system now correctly detects the version of Excel to launch. *(Nov-11-2009)*

#### ☐ **Selecting Dates from Lookup Calendars**

When executing under Windows VISTA, dates were not properly being returned. The year was loaded incorrectly as year ZERO which resolved to a date falling in the year 2000. The problem has been fixed. *(Oct-28-2009)*

#### ☐ **Automatic Disabling of User who Fail to Correctly Logon**

As a new security feature, as an option, you may select to have users that fail to correctly log in to Series 5 after a specified number of times, automatically disabled from logging in again. Before they can use the Series 5 system again, the System's Manager, or Series 5 Gatekeeper must modify their Logon Properties record. This option may be selected with a new field found on System Control Options screen. *(Oct-22-2009)*

#### ☐ **User Logon Passwords**

Passwords now must contain at least one numeric digit, and one alpha character, and

be at least 8 characters in length. (Oct-22-2009)

#### ☐ **Import and Export functions to Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If that output/input option is selected, and Excel is not installed on the user's workstation, a message will now be displayed. Previously, the system assumed it was installed, and when it attempted to call Excel to build/read the spreadsheet, the program would bomb out with an error. This will no longer happen. (June-02-2009)

#### ☐ **Outputting Reports and Invoices as MS Word Documents**

Any Series 5 generated reports, invoices, statements, etc, may be output as an MS Word document. For any MS Word documents that are generated, a Template may also be specified, (as defined in a Series 5 Configuration file variable). These templates must be installed on each users workstation in the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. For users with Office 2007 these templates need an extension of **.DOTX**. For earlier versions of MS Office, the templates need an extension of **.DOT**. The system has been enhanced so that if from the Series 5 Print Options screen, MS Word output is chosen, it will test for the occurrence of the designated template file for the particular type of output being generated. If the template cannot be located, an error message is displayed. Previously, if when generating the output, the MS Word utility could not find the template, the system displayed an evil looking message, and would abort. (June-02-2009)

#### ☐ **Main Menu User Logon**

When a user fails to logon after 5 attempts of entering their User Code and Password, the system exits. Now, as well, an entry will be recorded in the User Access Log file. (April-04-2009)

#### ☐ **Encryption/Decryption Function**

A new subroutine has been developed that provides the functionality to encrypt and decrypt data fields. The algorithm used is based on a Vigenere Cipher. This would be considered a "strong" encryption. The subroutine is made available to any Series 5 application that requires encryption of any given data record field. (March-11-2009)

#### ☐ **Series 5 Grid Management Screens**

In any of the Maintenance or Transaction Inquiry routines that listed items in a grid whereby a given item, such as a Customer Code or a G/L Account, could be selected. If there were no item on file to be listed, sometimes transactions for the next item on file were being displayed, but the entry field was not being updated. This problem has been fixed. Also, now a message will be displayed indicating that no records were found for the item entered, but the next highest item's items were being displayed. (Feb-03-2009)

 For 2008 **Using AcuGT Rev 8.1**

With the recent release of Rev 8.1 of AcuGT, we have discovered that the INTEL native mode, on certain occasions cause Memory Access errors. The batch file used to compile programs `S5\util\s5_gcbl.bat` must be edited to have the variable NATIVE set to nothing. (Nov-15-2008)

 **User Logon Passwords**

The Series 5 system now requires all passwords to be made up of at least 8 non-space characters, at least one of which must be a numeric digit. Also, if a users password has expired, they will be offered the opportunity to assign a new password, after entering the old password. The rules for password entry will apply. (Oct-7-2008)

 **Import and Export and User Interface Applications**

An error occurred when exporting to an Excel spreadsheet if the 1st character the output string was a "+", "=", or "-" character. In this case, Excel expected a valid formula. If this was not the case, a terminating error was displayed. The problem has been fixed. Now the Series 5 software will automatically insert a single quote"" character in front of the string before inserting to the cell. (Oct-7-2008)

 **User Access Maintenance**

The Series 5 User Access maintenance routine has been enhanced to simplify the steps to establish new users and give/deny access rights. (Sept-24-2008)

- The Enable and Enable-Like functions have been simplified. In each case, you now just highlight the "Red" head that is to be given access rights, and click the Enable or Enable-Like push button, (or right click, and select the desired function from the pop-up menu.
- For the Enable-Like function, a drop-down list will be presented, from which you can select the user that already has access rights, whose rights are assigned to the new user.
- The Copy function has been simplified. If you highlight a "Green" head user that is already enabled, and select Copy from the Edit menu's drop-down menu, you will be able to select one of the users that has no access rights in drop-down list that is presented. (The Copy is basically the reverse of the Enable-Like function)
- For "Green" head users that are already enabled, when right-clicked, the pop-up menu has 2 new functions - "Set All Items to Full Access" - "Set All Items to No Access". These will make it easier to set up and maintain the users' access rights.
- A pop-up window will now be displayed, when any given menu-item in the tree is right-clicked. You will be able to set the access to either "No Access", or to "Full

Access" directly, without having to edit the properties sub-screen.

☐ **User Access Maintenance**

The Series 5 User Access has been enhanced to support up to 250 Logon Users. Formerly was limited to 100 users. *(Sept-10-2008)*

☐ **Print Manager and Browser**

The Series 5 reporting and printing routines have been enhanced to handle filenames of up to 30 characters long. The UPGRADSM utility must be executed to have the Report-Manager file's records rebuilt to accommodate the larger field. *(Aug-25-2008)*

☐ **Import and Export and User Interface Applications**

In all applications that offer the opportunity to load from or read a text based interface file where a **BROWSE** button had been provided, you will now be able to select files that have a "-" or a SPACE in the filename or the directory path. *(Aug-25-2008)*

☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. The system will identify Office 2007 utilities by seeing if Excel.EXE can be found in the clients's C:\Program Files\Microsoft Office\Office12 folder. For exporting, the files will be created with the \*.XLSX extension; and if selected to be launched, Office 2007 Excel will now correctly be executed. *(Aug-25-2008)*

☐ **On-Line Help**

The Series 5 systems now have On-Line Help. You can access these help files from the application. In all functions that offer a menu bar, clicking Help will display a drop-down menu offering General Help, Help on the particular function, and Help about Grids. For menu items that don't have a menu bar, if help is available, a help icon may be clicked to display Help about the particular screen. (Note that help may not actually be available in all cases where offered in the drop down menus) *(Aug-10-2008)*

☐ **Broadcast Messages**

The Series 5 Broadcast messages have been increased in size. You may now specify 3 lines of 80 character lines of message text to be displayed. The files used to hold these messages have been renamed to be EMERGENCY.DAT and BROADCASTS.DAT. *(Aug-10-2008)*

☐ **Application User Access Analysis Export**

A new function has been introduced to each applications' User Access Maintenance function. You may now Export to a spreadsheet an analysis table of users access rights. Each row of the table is a menu item, and each column is a Logon User. It provides a quick snapshot of which users have access to any particular function. *(July-15-2008)*

☐ **User Access Logging**

As an option, your systems manager can turn on the option to log user access to all the systems' menu items. (*June-15-2008*)

### Major Systems Management Features not Found in Series 4

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#### ☐ **New Storage of "Archived" reports**

When a report is generated and "Archived", it is stored as an ISAM file rather than as an ASCII text file. You will only be able to access and reprint the report using the Reports Manager. The plus for this is that when browsed, after the fact, it is easier to navigate through the file, and make use of a search function.

#### ☐ **User Access "Gate Keeper"**

The system now supports the idea of a "Gate Keeper". If turned on, this user will be the only person that can access each of the Series 5 systems' User Access Maintenance function. However, this user will not have any access to any of the applications' functions. The reasoning is to be able to provide extra control as to who will be permitted into the accounting software.

#### ☐ **User Logon Profiles**

New properties include the option to allow temporary access through to a specified date; the location of the user's home directory referred to as their "My Documents" folder; and for "thin-client" users, the location of the users' temporary home directory.

#### ☐ **"Thin Client" aware**

The Series 5 has been implemented to offer the functionality of running under a "thin client" environment. In particular, the thin-client server may be a UNIX or LINUX server, with the clients executing on MS Windows platforms.

#### ☐ **Grid Screen Processing**

All master Code Maintenance, and most operations are now executed making use of a Window's grid screen. A grid is basically a table of rows that display anywhere from 10 to 25 records of data on the screen at a time. The operator can easily navigate through the data files using a number of graphic buttons. For these grid based functions, there are searching capabilities, editing functions, menu bars, and in most cases the ability to display records sorted in different ways. (The use of grids is just one of the many graphical Windows controls that are used).

## 2.4 Getting Help

There are a number of different sources of help in Series 5. In addition to this help file you can also access the Power Point tutorials and Sentinel Hill Software support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning the Systems Management.

Before contacting support, please make sure that you really can't find the information you need here. Thanks!

#### – Displaying the help

- The quickest way to display the help is to press **shift-F1**. If context-sensitive help is available it will be displayed automatically.
- Most screens will have a **Help** button that displays relevant information when clicked.



- On the Series 5 main menu screen, and each application menu screen on the menu-bar click **Help** then **On-Line Help** .

#### – Contacting Sentinel Hill Software support

- Direct email support is available from the Sentinel Hill Software team at [support@sentinel-hill.com](mailto:support@sentinel-hill.com). You can send an email to this address automatically by clicking on the **support@sentinel-hill.com** graphic on the Licensing tab screen displayed after clicking Help / About on each systems' menu.
- If you have a Support Contract, you may contact Sentinel Hill support center directly at 1-800-663-8354.

#### – Summary of Fixes and Enhancements

- For each application, a detailed history of the changes that have been made is available from our website at [Series 5 Fixes and Enhancements](#).

#### – Getting a printed user manual

You can download formatted PDF versions of the documentation for each application from our website with the following links:

[Accounts Payable](#)

[Miscellaneous Invoicing](#)

[Accounts Receivable](#)

[Fixed Assets](#)

 <a href="#">Customer Order Processing</a>	 <a href="#">Web Access Management</a>
 <a href="#">Inventory Management</a>	 <a href="#">Series 5 Systems Manager</a>
 <a href="#">Purchase Order Processing</a>	 <a href="#">Professional Invoicing</a>

**Part**



## 3 The Basic User Interface

Throughout the Series 5 system applications, there are a number of basic common types of screens to provide a consistent operation. These are discussed in this chapter and it's related sub-topics.

### Basic User Interface

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- [Grid Processing Screens](#) <sup>32</sup>
- [Code Lookup Screens](#) <sup>44</sup>
- [Date Lookup Screen](#) <sup>49</sup>
- [Date Range Lookup Screen](#) <sup>50</sup>

### 3.1 Grid Processing Screens

The Series 5 applications have been developed around the concept that the operator should be able to navigate easily through the master codes data sets or batches of transactions that are being worked with. To accomplish this, the assorted accounting systems have made use of a graphical control known as a grid.

The grid control is basically a table that provides the operator with a list of the data records being worked with, and controls to navigate through the associated file. Individual fields may be edited, pop-up menus may be displayed for related functions, and the cursor up/down and Page up/down keys may be used to move around rows and columns of data.

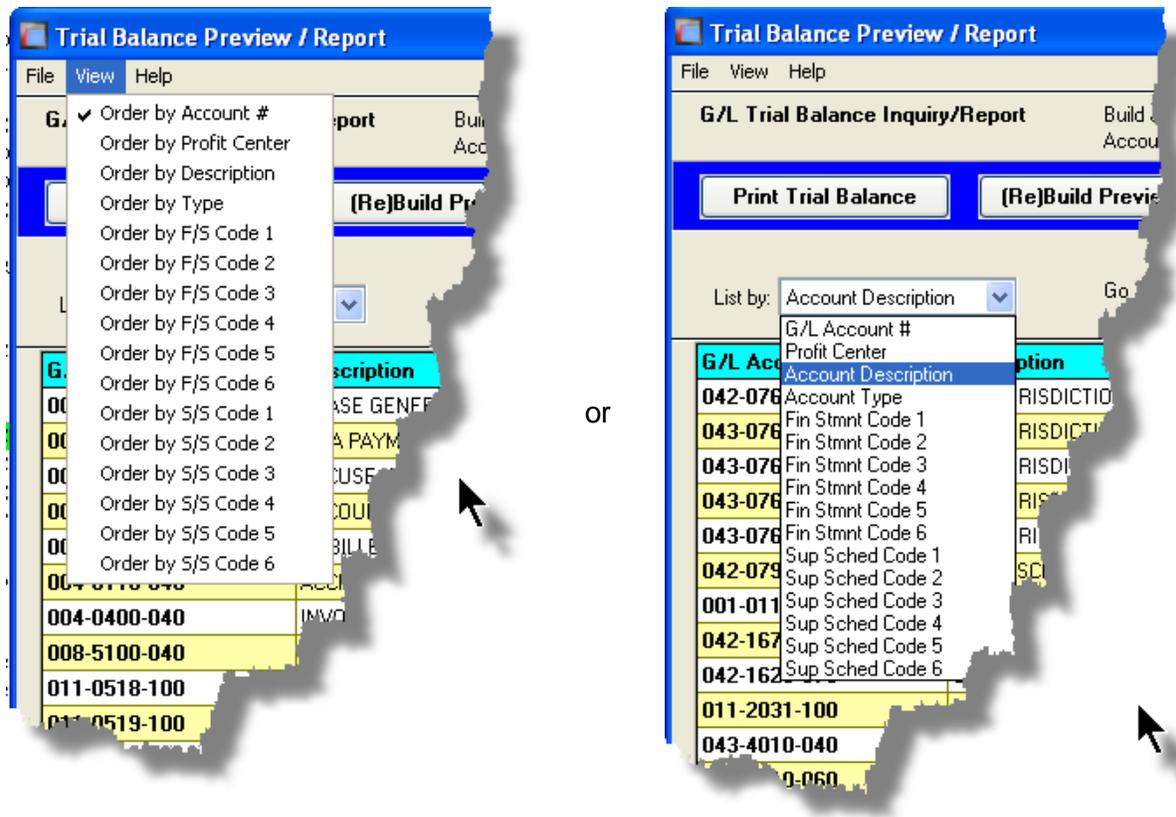
The screens that display these grids also offer a number of functions that the operator can manage or manipulate the particular records' information. These are fairly consistent throughout the Series 5 accounting systems.

Grid screens are typically developed for the following types of menu functions:

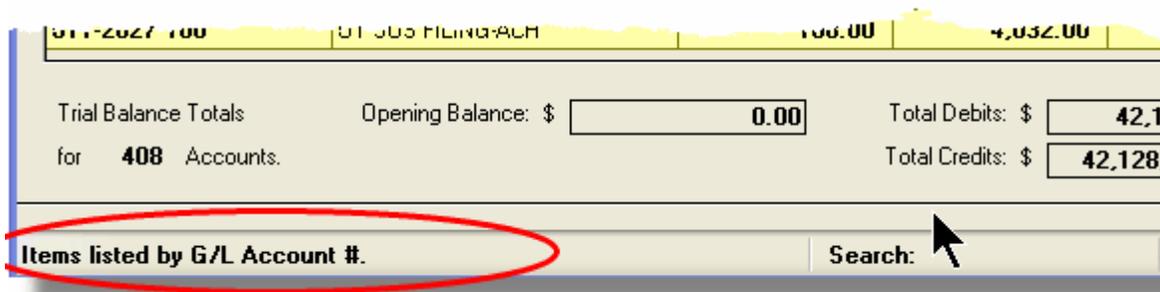
- Master Code Maintenance routines
- Transaction Entry routines
- Data Inquiry routines
- Operations that require the operator to perform some type of function to easily set or edit properties of a specific type of data record

Here is an example of a grid based screen that offers most of the controls typical of a Transaction Entry function. *(In this case there are 2 rows in information for each data item being displayed).*





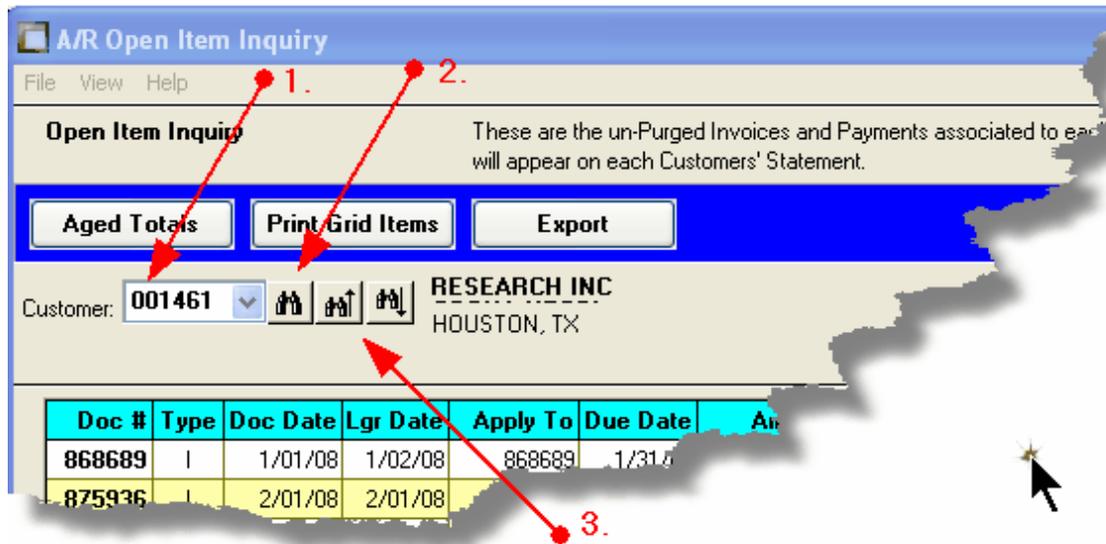
A description of the sort order is displayed in the status bar at the bottom of the screen.



### - "Fast Button" Frame Tasks Push Buttons

In all the grid based screen functions, the major operations that could be performed are displayed as Push Buttons in a brightly colored frame. This is referred to as the "Fast Button" Frame.





In this example there are three ways that a given Customer may be selected:

1. Enter the Customer Code whose items are to be displayed in the grid.
2. Click on the  icon to have the Customer "Lookup" window displayed and select the desired customer.
3. Click on the "Find Prior" or "Find Next" icons for the prior or next Customer Code on file with items to be displayed



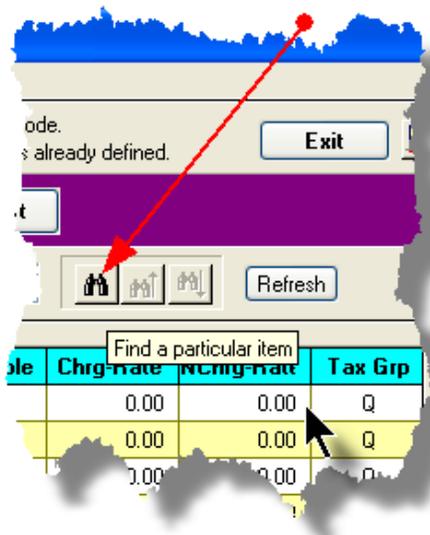
### Processing Tip

When a grid application that offers a code to be selected is initially displayed, that field is normally blank. If you wish to just display items for the 1st code on file, click on the "Find Next" icon push button and the system will do the rest.

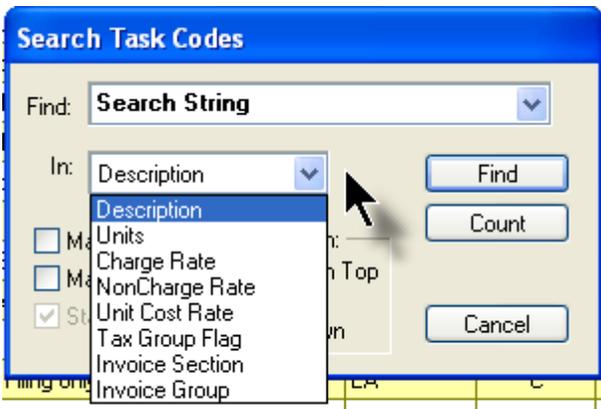
### – Search Function

In all the grid based screen functions, a Search function is provided.

1. Click on the Search icon.



- 2. The Search window will be displayed. Enter the string or number to be searched in the **Find** field and select the particular field of the given record to be tested.



- 3. Set the searching options as desired and click on the **Find** push button. (If you rather just get a count of the # of records that satisfy the search, click on the **Count** push-button)
- 4. If a record is found, then the grid will be refreshed with that item displayed. Also, the Search Backward/Forward icons will be enabled, and you could then search back or forward by clicking on the appropriate buttons.



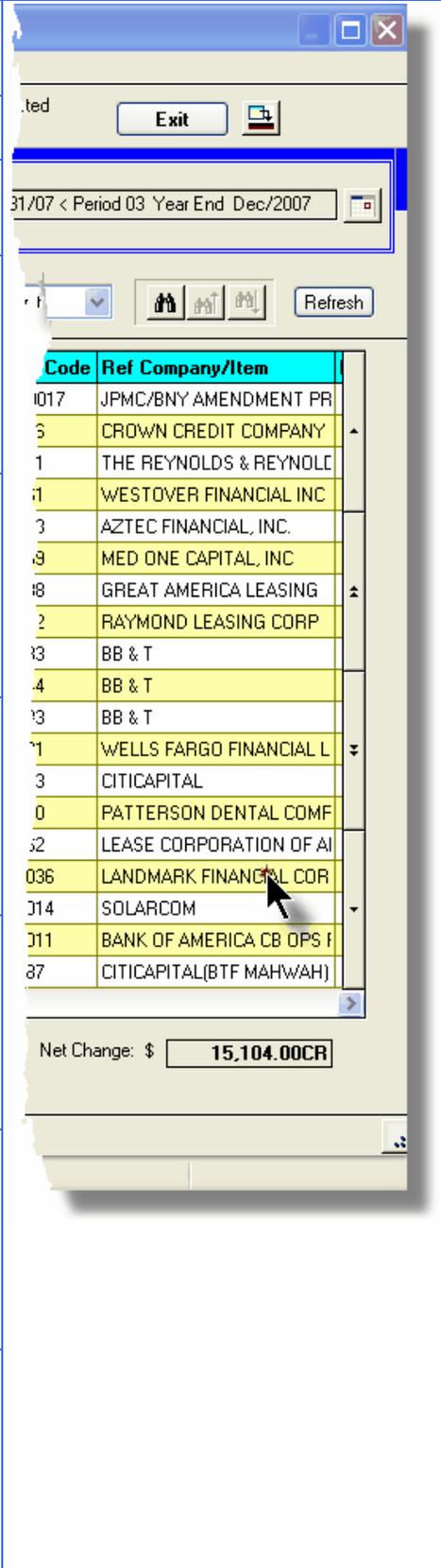
5. The current search string, and name of the field tested is displayed in the status bar at the bottom of the screen.



### — Grid Navigation Buttons

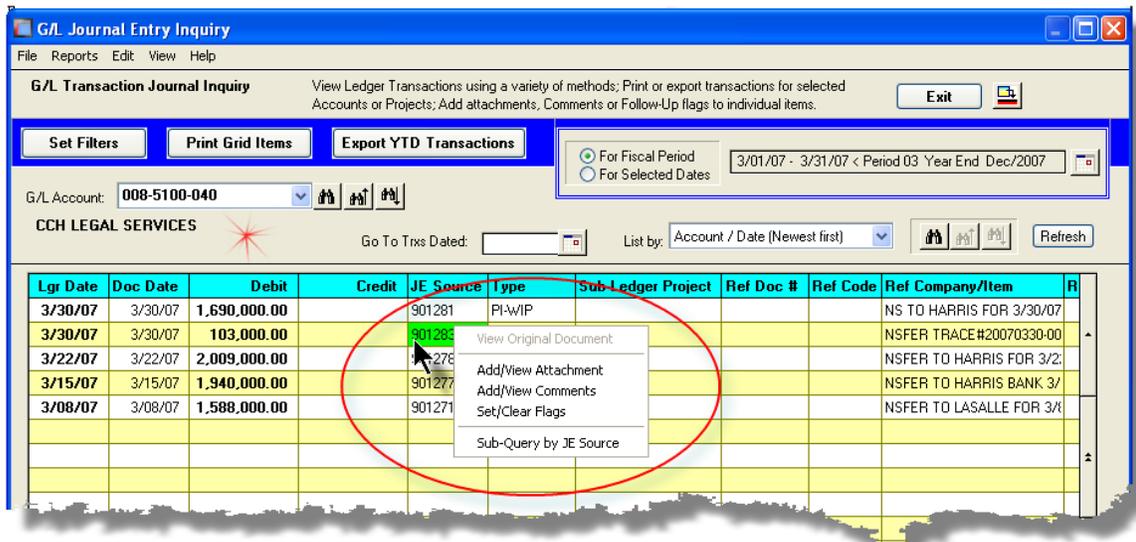
To move through a file of records that are accessed or displayed using the grid, use the Navigation Buttons found at the right side of the screen.

<b>Navigation To</b>	<b>Keyboard Key or Mouse Click</b>	<b>Graphic</b>
The next grid row	Cursor-Down Key or rotate the mouse wheel towards you	

Down 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel towards you		 <p>The screenshot shows a window titled ".ted" with an "Exit" button. Below the title bar is a date field: "31/07 &lt; Period 03 Year End Dec/2007". There are navigation icons and a "Refresh" button. A table lists companies with columns "Code" and "Ref Company/Item". The table content is as follows:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Ref Company/Item</th> </tr> </thead> <tbody> <tr><td>0017</td><td>JPMC/BNY AMENDMENT PR</td></tr> <tr><td>5</td><td>CROWN CREDIT COMPANY</td></tr> <tr><td>1</td><td>THE REYNOLDS &amp; REYNOLC</td></tr> <tr><td>01</td><td>WESTOVER FINANCIAL INC</td></tr> <tr><td>3</td><td>AZTEC FINANCIAL, INC.</td></tr> <tr><td>9</td><td>MED ONE CAPITAL, INC</td></tr> <tr><td>8</td><td>GREAT AMERICA LEASING</td></tr> <tr><td>2</td><td>RAYMOND LEASING CORP</td></tr> <tr><td>3</td><td>BB &amp; T</td></tr> <tr><td>4</td><td>BB &amp; T</td></tr> <tr><td>3</td><td>BB &amp; T</td></tr> <tr><td>1</td><td>WELLS FARGO FINANCIAL L</td></tr> <tr><td>3</td><td>CITICAPITAL</td></tr> <tr><td>0</td><td>PATTERSON DENTAL COMF</td></tr> <tr><td>2</td><td>LEASE CORPORATION OF AI</td></tr> <tr><td>036</td><td>LANDMARK FINANCIAL COR</td></tr> <tr><td>14</td><td>SOLARCOM</td></tr> <tr><td>11</td><td>BANK OF AMERICA CB OPS F</td></tr> <tr><td>37</td><td>CITICAPITAL(BTF MAHWAH)</td></tr> </tbody> </table> <p>At the bottom, it says "Net Change: \$ 15,104.00CR".</p>	Code	Ref Company/Item	0017	JPMC/BNY AMENDMENT PR	5	CROWN CREDIT COMPANY	1	THE REYNOLDS & REYNOLC	01	WESTOVER FINANCIAL INC	3	AZTEC FINANCIAL, INC.	9	MED ONE CAPITAL, INC	8	GREAT AMERICA LEASING	2	RAYMOND LEASING CORP	3	BB & T	4	BB & T	3	BB & T	1	WELLS FARGO FINANCIAL L	3	CITICAPITAL	0	PATTERSON DENTAL COMF	2	LEASE CORPORATION OF AI	036	LANDMARK FINANCIAL COR	14	SOLARCOM	11	BANK OF AMERICA CB OPS F	37	CITICAPITAL(BTF MAHWAH)
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The 1st record on file	Hold the shift key and click the top up button																																										
The last record on file	Hold the shift key and click the bottom down button																																										

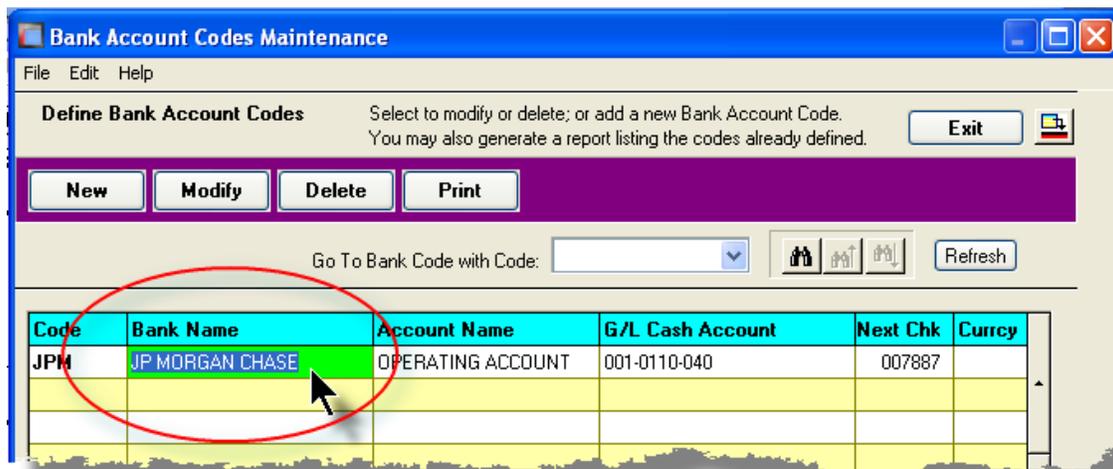
### Grid Row Pop-Up Menus

For most of the grid based menu item screens, you can right-click a given row to have a pop-up menu of the functions that would be applicable to the record represented in the row.



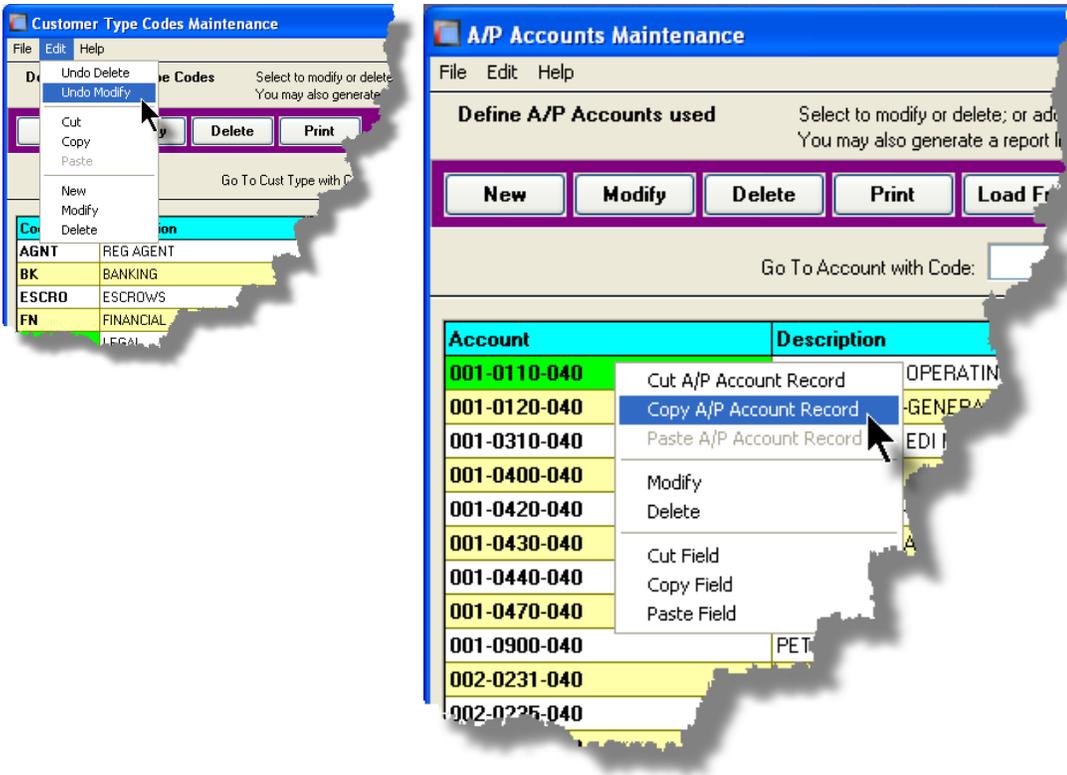
### Editing Cell Contents Directly on the Grid

In a number of code maintenance applications, descriptive fields may be edited directly on the grid. If this is allowed, when those particular cells are double clicked, the contents of the cell will be highlighted. the operator may then key in the new value.



Standard Record Editing Functions

Most of the grids in the Series 5 system's applications provide an Edit drop-down menu from the menu bar. This offers functions to Cut, Copy and Paste the associated records belonging to the grid. For codes maintenance applications, there are also functions to Undo the last deleted item; and to Undo the last edited item. From the drop down menu under **Edit** in the menu-bar, click the desired function. *(In most cases, these functions are also available from the pop-up menu displayed when a row in the grid is right-clicked).*

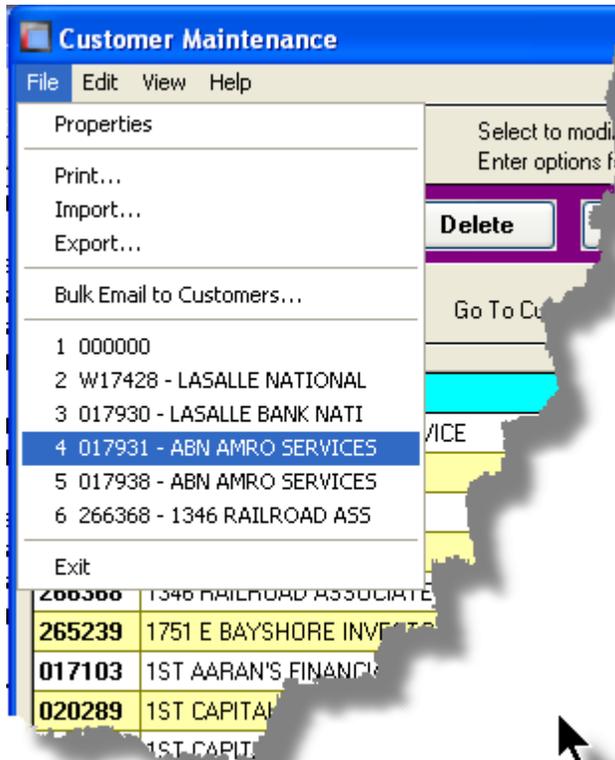


 **Warning**

The Undo Delete, Undo Modify, Cut, Copy and Paste functions are only operable while working in the particular function. If you exit the function associated to the grid, when you return, any Cut, Modified or Deleted record may not be Pasted or Undone.

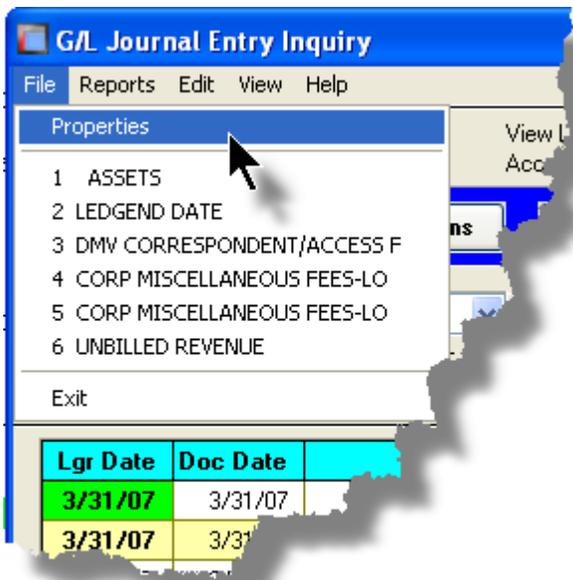
### – Most Recently Accessed Items Menu

In the drop down menu under **File** in the menu-bar, most grid screens will provide a list of the last 6 items that were added or edited . You can click on any one these to position to it.

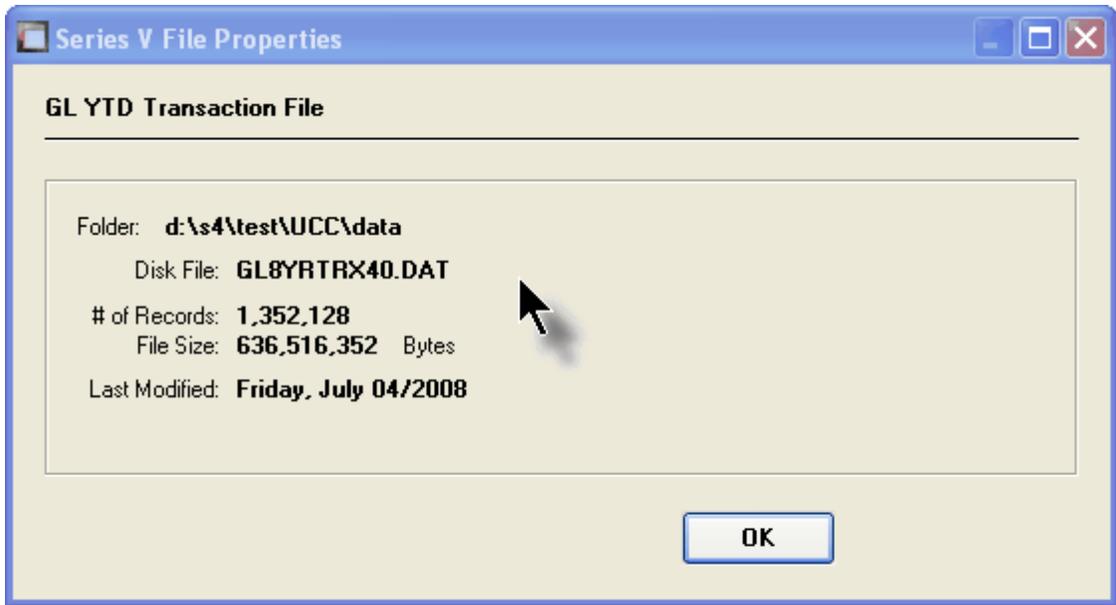


### – Grid File Properties Menu Function

In almost all applications using a grid screen, the rows of data displayed represent a data record in a file. The Properties function found in the drop down menu under **File** in the menu-bar, when clicked will display some properties about the displayed file.



The Properties Screen displayed shows the names of the files, the # of records, and the size.



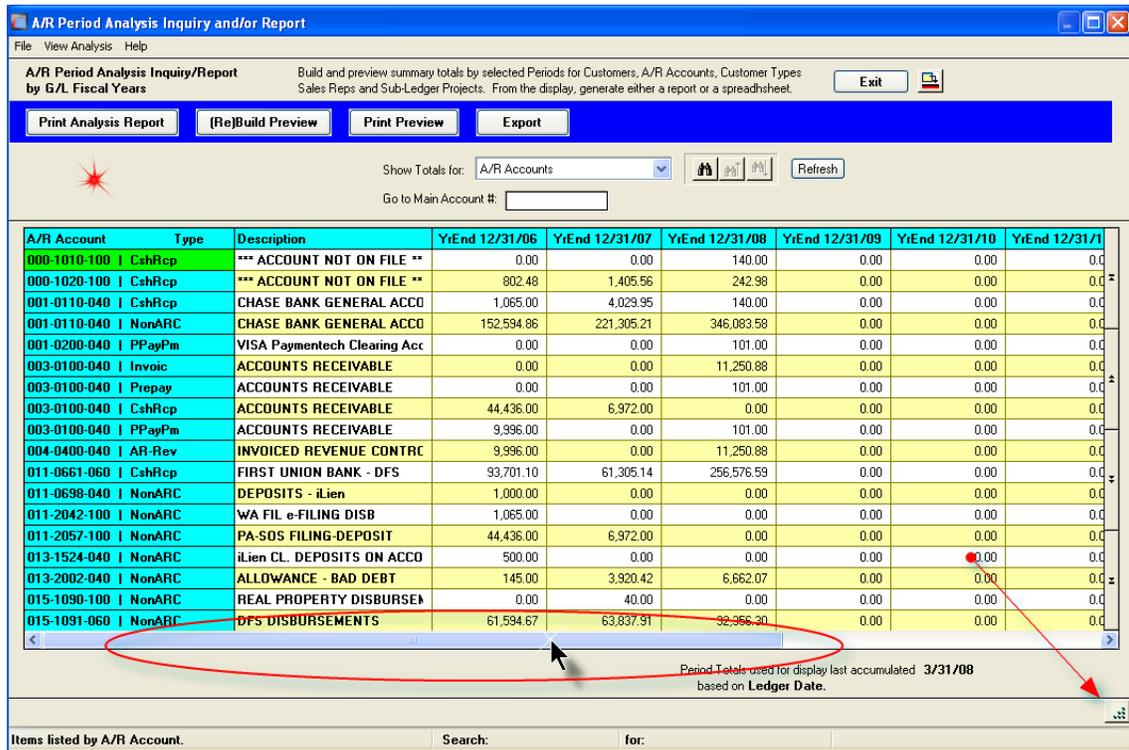
— Grid Slide Bar and Full Screen Expand Push Button

In most cases, the columns of data displayed in the grid can be displayed in the screen's window. There are a few functions that have too many columns of data to fit.

If there are more columns defined that can't all fit on the screen at once, there will be a slide bar displayed at the bottom of the grid. The operator may slide it over with the mouse to view

the hidden columns of data.

If there is an  icon in the lower right corner of the screen, clicking on this will expand the screen laterally to its full size. (You will need to have a wide screen for this to be effective).



A/R Period Analysis Inquiry and/or Report

Build and preview summary totals by selected Periods for Customers, A/R Accounts, Customer Types Sales Reps and Sub-Ledger Projects. From the display, generate either a report or a spreadsheet.

Print Analysis Report (Re)Build Preview Print Preview Export

Show Totals for: A/R Accounts Refresh

Go to Main Account #:

A/R Account	Type	Description	YrEnd 12/31/06	YrEnd 12/31/07	YrEnd 12/31/08	YrEnd 12/31/09	YrEnd 12/31/10	YrEnd 12/31/11
000-1010-100	CshRcp	*** ACCOUNT NOT ON FILE **	0.00	0.00	140.00	0.00	0.00	0.00
000-1020-100	CshRcp	*** ACCOUNT NOT ON FILE **	802.48	1,405.56	242.98	0.00	0.00	0.00
001-0110-040	CshRcp	CHASE BANK GENERAL ACCO	1,065.00	4,029.95	140.00	0.00	0.00	0.00
001-0110-040	NonARC	CHASE BANK GENERAL ACCO	152,594.86	221,305.21	346,083.58	0.00	0.00	0.00
001-0200-040	PPayPm	VISA Paymentech Clearing Acc	0.00	0.00	101.00	0.00	0.00	0.00
003-0100-040	Invoice	ACCOUNTS RECEIVABLE	0.00	0.00	11,250.88	0.00	0.00	0.00
003-0100-040	Prepay	ACCOUNTS RECEIVABLE	0.00	0.00	101.00	0.00	0.00	0.00
003-0100-040	CshRcp	ACCOUNTS RECEIVABLE	44,436.00	6,972.00	0.00	0.00	0.00	0.00
003-0100-040	PPayPm	ACCOUNTS RECEIVABLE	9,996.00	0.00	101.00	0.00	0.00	0.00
004-0400-040	AR-Rev	INVOICED REVENUE CONTRC	9,996.00	0.00	11,250.88	0.00	0.00	0.00
011-0661-060	CshRcp	FIRST UNION BANK - DFS	93,701.10	61,305.14	256,576.59	0.00	0.00	0.00
011-0698-040	NonARC	DEPOSITS - iLien	1,000.00	0.00	0.00	0.00	0.00	0.00
011-2042-100	NonARC	WA FIL e-FILING DISB	1,065.00	0.00	0.00	0.00	0.00	0.00
011-2057-100	NonARC	PA-SOS FILING-DEPOSIT	44,436.00	6,972.00	0.00	0.00	0.00	0.00
013-1524-040	NonARC	iLien CL. DEPOSITS DN ACCO	500.00	0.00	0.00	0.00	0.00	0.00
013-2002-040	NonARC	ALLOWANCE - BAD DEBT	145.00	3,920.42	6,662.07	0.00	0.00	0.00
015-1090-100	NonARC	REAL PROPERTY DISBURSEM	0.00	40.00	0.00	0.00	0.00	0.00
015-1091-060	NonARC	DFS DISBURSEMENTS	61,594.67	63,837.91	32,956.30	0.00	0.00	0.00

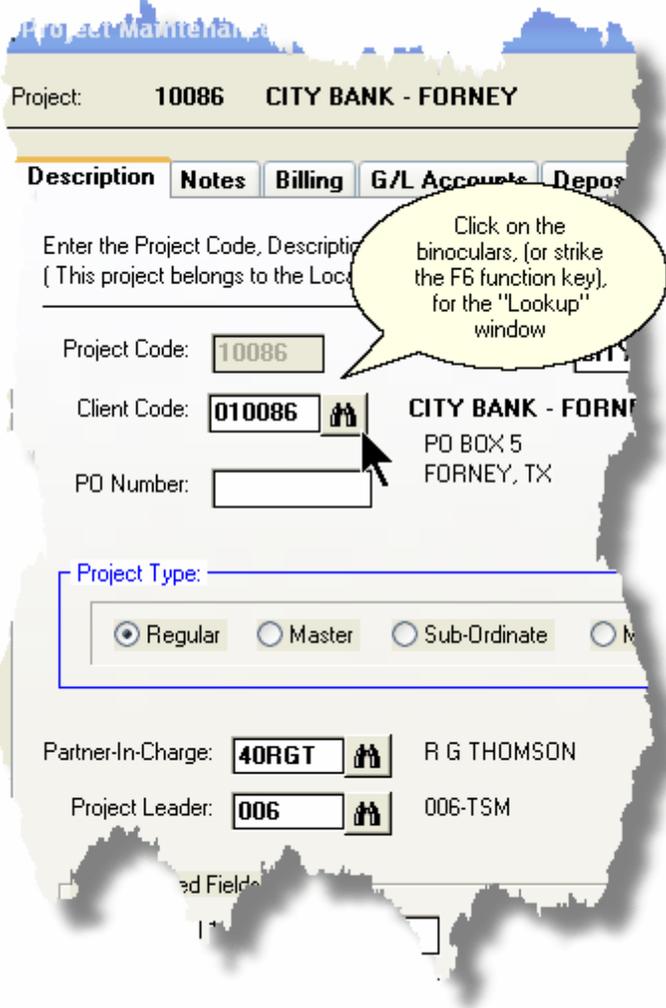
Period Totals used for display last accumulated 3/31/08 based on Ledger Date.

Items listed by A/R Account. Search: for:

### 3.2 Code "Lookup" Window

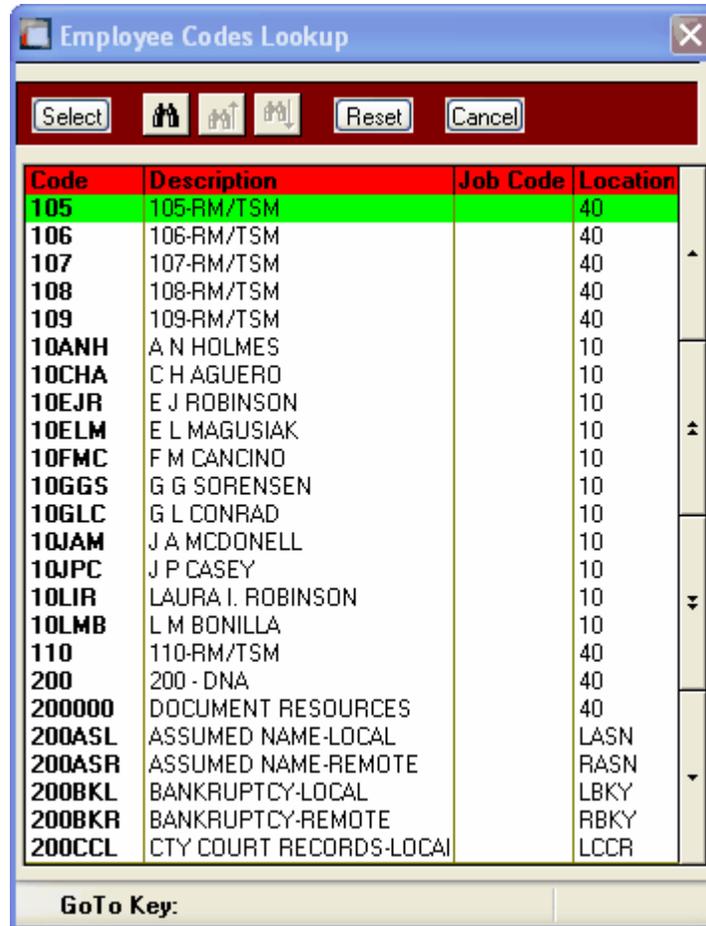
Throughout each of the Series 5 applications there may be master codes that must be entered into a field on a screen. In most cases there will be an icon  of a pair of binoculars located to the right of the field. If you click on the binoculars, a "Codes Lookup" window will be displayed, from which you can browse for and select a code.

Here is an example of fields with the binoculars icon for entering master codes in the Professional Invoicing system.



- Code "Lookup" Window

All "Lookup" windows basically have the same characteristics and controls.



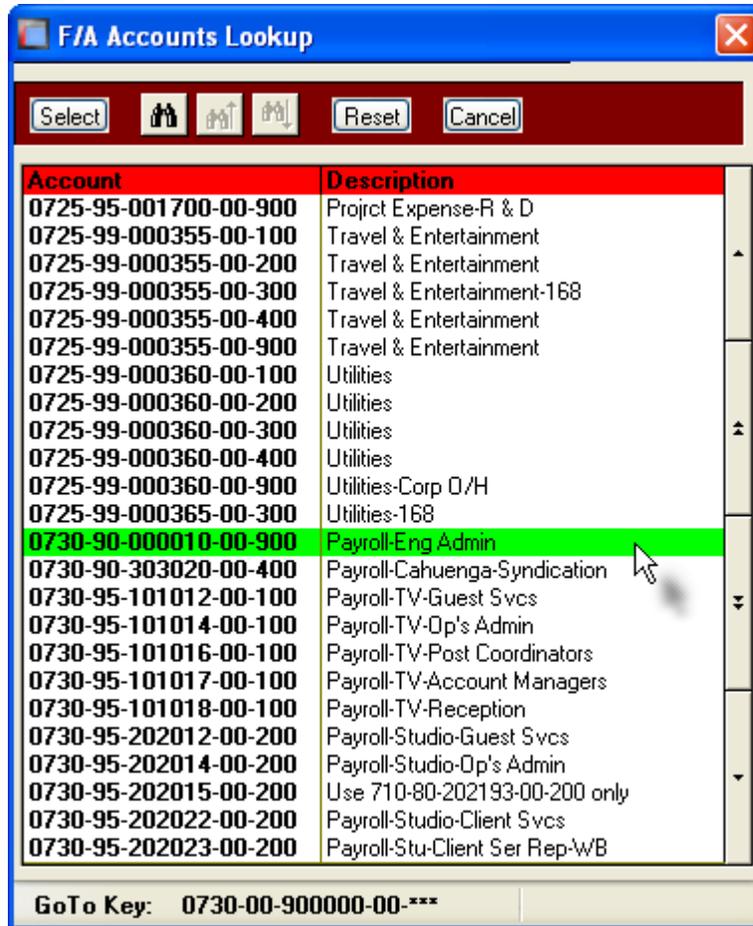
- ❖ Select a particular code by navigating to it in the window and double clicking the row, or clicking the **Select** push button
- ❖ To exit the Lookup window without selecting an item, click on the **Cancel** push button
- ❖ A Search window may be activated by clicking on the  binoculars icon
- ❖ Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.
- ❖ If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, or click the **Reset** pushbutton).

108	108-RM/TSM	40
109	109-RM/TSM	40
10ANH	A N HOLMES	10
10CHA	C H AGUERO	10
10EJR	E J ROBINSON	10
10ELM	E L MAGUSIAK	10
10FMC	F M CANCINO	10
10GGS	G G SORENSEN	10
10GLC	G L CONRAD	10
10JAM	J A MCDONELL	10
10JPC	J P CASEY	10
10LIR	LAURA I. ROBINSON	10
10LMB	L M BONILLA	10
110	110-RM/TSM	40
200	200 DNA	40

GoTo Key: 10G

- G/L Account "Lookup" Window

For "Lookup" windows offering a G/L Account to be selected, a similar window with the same characteristics and controls is displayed.

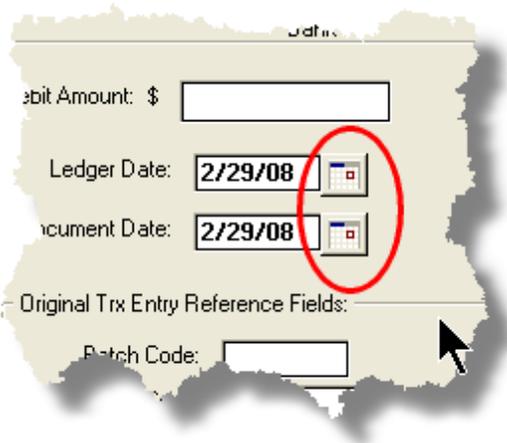


The main difference is the entry of the GoTo Key:

- ❖ As each numeric digit is entered, the system will attempt to redisplay showing the closest **Goto Key** account
- ❖ For systems with more than one G/L Account Main segment, enter either the Space-Bar, or the "-" character to indicate entry of the next Account Bank segment
- ❖ Only the G/L Account Main number is recognized. Don't bother trying to enter the Profit Center portion
- ❖ In the above screen example, you could have entered **730-** or **073090** to have the system position itself in the grid as shown
- ❖ Once the number of digits in the G/L Account's Main number has been entered, the GoTo Key fields is cleared, and a different number may be started

### 3.3 Date "Lookup" Window

Throughout the Series 5 applications there is the need to enter dates. With each date entry field there will be an icon  of a calendar located to the right of the field.



If you click on the calendar, a "Date Lookup" window will be displayed, from which you can choose a date.

#### – Date entry "Lookup" Window

Here is the "Date Lookup" window.



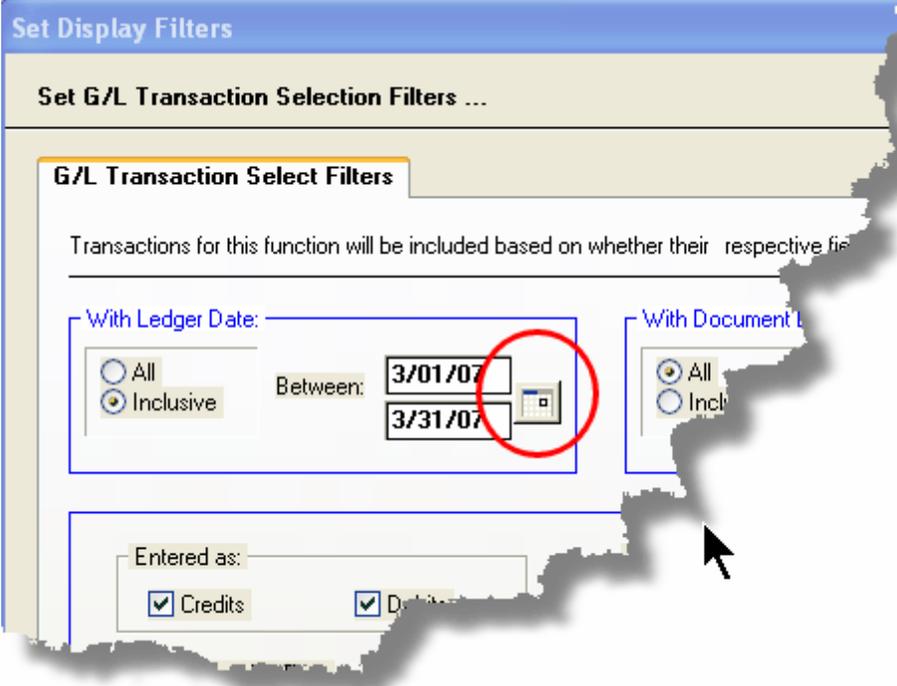
- ❖ Select a particular date by double-clicking it on the calendar
- ❖ Select a particular **Month** or **Year** by selecting it from the given drop down list fields
- ❖ Move to the next or previous Years and Months by clicking on the navigate buttons at the bottom

- ❖ Exit without selecting a date by clicking on the **Cancel** push button

### 3.4 Date Range "Lookup" Window

Throughout each of the Series 5 applications there may be a need to enter a range of dates. In most cases there will be an icon  of a small calendar located to the right of the fields.

Here is an example of selecting a range of Ledger dates in one of the G/L system's functions.

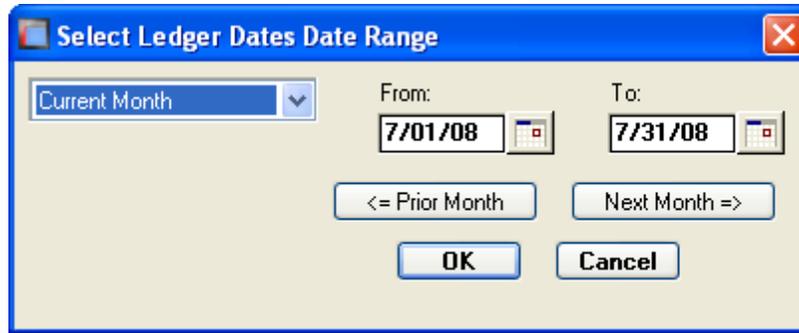


The screenshot shows a dialog box titled "Set Display Filters" with a sub-section "Set G/L Transaction Selection Filters ...". Inside, there is a "G/L Transaction Select Filters" section. It contains a text line: "Transactions for this function will be included based on whether their respective fi...". Below this, there are two main sections: "With Ledger Date:" and "With Document:". The "With Ledger Date:" section has radio buttons for "All" and "Inclusive" (selected). It also has a "Between:" label followed by two date input fields: "3/01/07" and "3/31/07". A red circle highlights a small calendar icon to the right of the second date field. The "With Document:" section has radio buttons for "All" (selected) and "Incl". Below these sections is an "Entered as:" section with checkboxes for "Credits" and "Debits", both of which are checked. A mouse cursor is pointing at the right side of the dialog box.

If you click on the calendar, a "Date Range Lookup" window will be displayed, from which you can enter the starting/ending dates, or choose from a variety of different date range possibilities from a drop down select field.

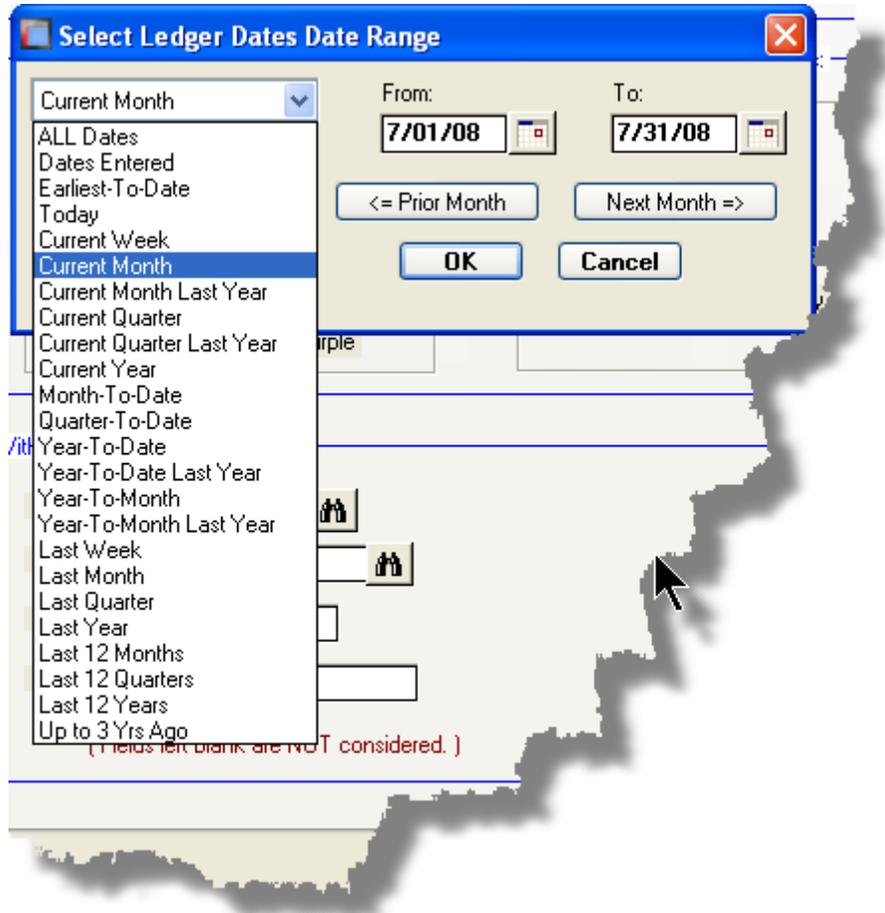
#### – Date Range "Lookup" Window

The window for entering a range of dates, (or selecting one form a drop down list).



You may choose, or set, a given date range using a variety of methods:

- ❖ Enter the dates in the **From** and **To** fields
- ❖ Click on the little calendar icons to have a calendar displayed from which a data can be chosen
- ❖ Click on the **Prior ...** or **Next ...** push buttons to adjust the dates accordingly
- ❖ Choose a particular date range from the drop down list



**Part**



## 4 Quick Start Tutorials

The tutorials in this section provide a quick introduction to using and setting up your Series 5 system. They are intentionally kept brief so that you can actually start using the accounting applications as quickly as possible. The objective is not to teach you every single detail, but to familiarize you with the basic principles and the way the program works.

For full details on the procedures and screens described in the tutorials, please refer to the applicable sub-topics in the [Systems Management Menu Functions](#)<sup>[98]</sup> section.



### 4.1 Adding a New Printer

The Series 5 systems provides for the capability to define an unlimited number of Printer Queues that can be accessed from the various applications. Each Print Queue has its own set of properties. You can associate a Print Queue to a specific network printer, or set it up so the operator can select the printer. You can also have more than one Print Queue that prints to a single printer, each having their own margins and fonts, etc.

The following steps are needed to establish a printer:

1. Have your Systems Manager, or Network Manager, define the printer on your network. Then on each client PC that will need to access it, add it as a new printer.
2. Dream up a name for your new printer, that's less than 20 alphanumeric characters, and define it as a variable in the Series 5 [Configuration file](#)<sup>[149]</sup>.
3. If it's a Windows printer, and you wish to access it at runtime without having to select from the list of all your other printers, you need to define it as a [Captured Windows Printer](#)<sup>[104]</sup>.
4. Define the new printer as a Series 5 [Printer Queue](#)<sup>[99]</sup>, with its applicable properties, and assigning it to your Captured Windows Printer.
5. If in your [Company System\(s\)](#)<sup>[114]</sup>, you have limited access to selected printers, then assign your new Printer Queue to those companies that will utilize it.

## 4.2 Adding a New Company System

The Series 5 systems provides for the capability to define an unlimited number of Company Systems. Each Company System is basically a completely independent set of data files that are used for the account a single company. Each set can be created in a different system directory or folder, and the files with a unique filename extension. You must have at least one Company System defined in order to use any Series 5 application.

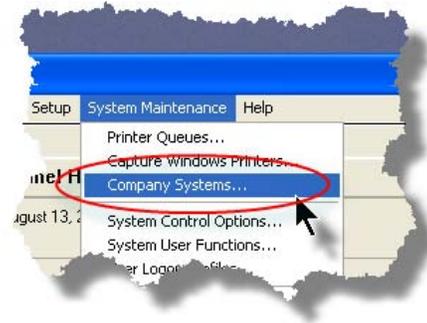
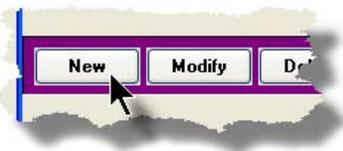
There are slightly different steps involved when setting up your first company, as apposed to your 2nd or 3rd company.

### Adding Company Systems

The following steps are taken to add more Companies to your Series 5 system:

1. Have your Systems Manager, or Network Manager, decide on which directory or folder the data files for the new company are to be stored, and create it with the appropriate access rights.
2. From the Main Menu's menu bar's click **System Maintenance**, then from the drop-down menu click **Company Systems...** to execute the [Company System's Maintenance](#)<sup>108</sup> routine.

Then click the New button in the "Fast Buttons" frame.



3. On the [Company Name tab screen](#)<sup>109</sup>, enter the code and the name and address.
4. On the [Data Folders tab screen](#)<sup>111</sup> enter the directory paths to where the files are stored. If using Acuserver, enter the remote name notation as indicated; otherwise you can browse to the folder to select it.

Note that all required sub-directories will be created by the system.



5. On the [Printers tab screen](#)<sup>114</sup>, if you want to specify that only certain Printer Queues are to

be used, select them; otherwise just leave it as is and click the **Next** button.

6. On the [G/L Account Format tab screen](#)<sup>116</sup> enter, or select, the definition of the G/L Account number. After clicking the **Finish** button, this Company may then be selected when logging in to Series 5.
7. At this point, you have only created the Company System.

The files for each Series 5 application must now be established. To accomplish this you must start the Series 5 main menu for the new Company System.

Then for each accounting application to be used perform the following steps:

- Click on the application's icon
- A message will be displayed advising that the given Control File is not available and asking if the Control File Maintenance should be executed. Click on the **Yes** push-button.
- Another message will be displayed indicating an error 35. Click the **Yes** push-button to proceed.
- The Control Preferences function for the selected application will automatically start. Enter the applicable properties for your accounting environment.
- When finished, execute that application's menu to return back to the Series 5 main menu.



Repeat this process for each application to be set up for the new company.



### Processing Tip

You can create a **"Test Environment"** by adding a company system called TEST. Then copy all the files from one of your "live" companies to the test directory. This way you can test new releases of software without affecting your day to day accounting files.

### 4.3 Adding a New User on a WorkStation

The Series 5 systems provides support for multiple simultaneous users. Users may either be connected as a "FAT" Client, or as a "Thin" Client. In either case, they will be sitting at a Windows based personal computer.

The following steps are needed to establish a PC for use with the Series 5 applications:

1. Have your Systems Manager, or Network Manager, define the network printers that need to be accessed from the PC.
2. For "FAT" Clients, if the <%COMPILERNAME%> runtimes are to be kept on each PC, load the <%COMPILERNAME%> product from the Acucorp's release CD.
3. For "thin" Clients, load the <%COMPILERNAME%> thin client program, ("**atcinst.exe**") from the Acucorp's release CD or from the Acucorp's web site.
4. Establish any mapped drives that point to directories where the data files, the <%COMPILERNAME%> executables, or the Series 5 runtimes live.
5. Create the user's [personal Series 5 working sub-directories](#)<sup>[163]</sup>, in their designated **"My Documents"** folder. There needs to be a directory named **SHSI**, and underneath that, a separate sub-directory for each Series 5 Company System that will be accessed by the user.
6. Create the Windows screen shortcuts that will be used to launch the Series 5 applications. You would have either one for execution as a "thin" client, or one for execution as a ["FAT" client](#)<sup>[163]</sup>; or maybe both.
7. Define any of the required [environment variables](#)<sup>[149]</sup> used for assorted defaults when the Series 5 applications are executed. In particular, the variable **SHSI\_USER\_NAME** is used to default the Signon User Code.
8. Modify the Windows Register for the PC to specify the location of the HTML Help files on your network. This is needed to bypass a Microsoft security feature found in Windows XP and Vista.
9. If the user of this PC is going to be generating emails from the Series 5 applications, you must install a 3rd party utility that deals with an emailing security

feature found in Windows XP and Vista. Basically, unless the application is a Microsoft product, when an email is submitted to Outlook, a screen will be displayed warning the operator, and asking them if it's OK to send the email. There are a number of 3rd party products that can be installed, with which you can disable this message from appearing. (One such product is called "ClickYes Pro", that can be purchased by visiting [www.ContextMagic.com](http://www.ContextMagic.com)).

10. If the user of this PC is going to be generating reports or forms that are saved as MS Word documents, then the MS Word Templates, (files with a .DOT or .DOTX extension), must be copied to their system. For users with Office 2003, the template is named as *whatever.dot* and for Office 2007 is saved as *whatever.dotx*. On Windows XP clients, these must be put on their PC in their **C:\Documents and Settings\\Application Data\Microsoft\Templates** directory. On Windows 7 clients, these must be put on their PC in their **C:\Users\\AppData\Roaming\Microsoft\Templates** directory. (See the discussion on [Setting up Word Templates](#)<sup>163</sup> in the chapter on Executing as Windows Clients on NT Networks ).

## 4.4 Setting up a New Logon User

In order to access any of the Series 5 systems, a given user must have a User Logon Profile established. Every user that needs to access any of the applications must first sign on to the system with a User Code and Password. The Logon Users' properties include their name, password, email address and assorted options associated to use of the system.



### Setup Warning

You must have at least one user with Full System Management Access rights. The 1st user you define in your system should have Full System Management rights.

**Should you fail to set up such a user you will be in deep do-do.**

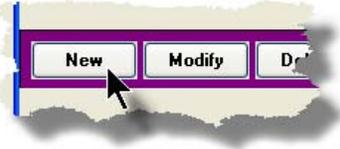
### — Adding Logon Users

The following steps are taken to set up new users access rights to your Series 5 system:

1. Have your Systems Manager or Accounting Manager, decide on a 15 character user code to be assigned to the employee using Series 5.

- From the Main Menu's menu bar's click **System Maintenance**, then from the drop-down menu click **User Logon Profiles...** to execute the [Logon User Maintenance](#) routine.

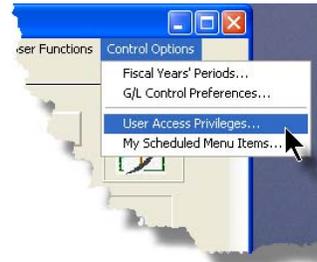
Then click the **New** button in the "Fast Buttons" frame.



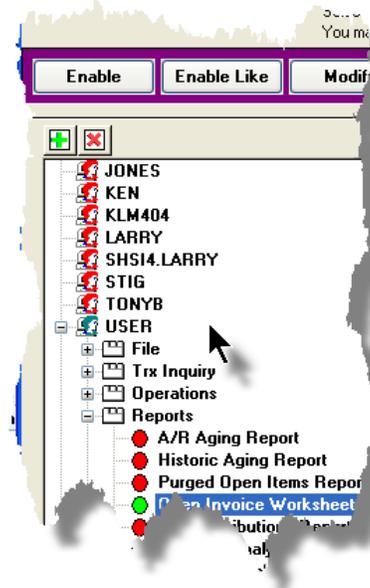
- On the User's properties screen, enter the User Code, Password, Email Address, and other required fields.
- At this point, you have only created the user's Logon profile.

The user must be given access rights to each Series 5 application. To accomplish this you must execute each Series 5 system.

From the application's menu bar's click **Control Options**, then from the drop-down menu click **User Access Privileges...** to execute the User Access Maintenance routine.

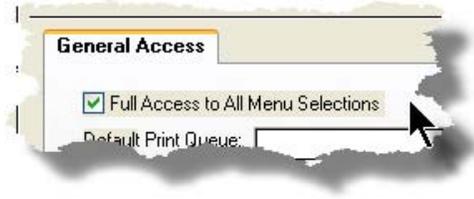


- From the User Access Maintenance screen perform the following steps:
  - A tree structure listing all the User Logon Profiles that have been defined will be displayed. Red heads have not been enabled yet. The green heads already have access. Highlight the red head that is to be set up for access. Click the **Enable** button in the "Fast Buttons" frame; then click the **Select User** push-button.
  - If this user should have full access to All Menu items, set the applicable check-box.
  - Then click the **Add It** push-button in the right hand side of the screen.
  - In the tree structure, each menu-bar title will be shown under the users now green



head.

- Expand the tree under the item(s), that you wish to assign access rights to. Double click any of the items, and the Access Properties screen will be displayed in the right hand side of the screen. Assign the desired access rights and click the **OK** push-button.

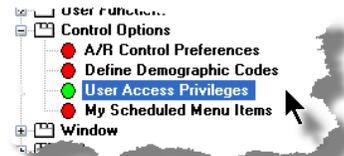


6.



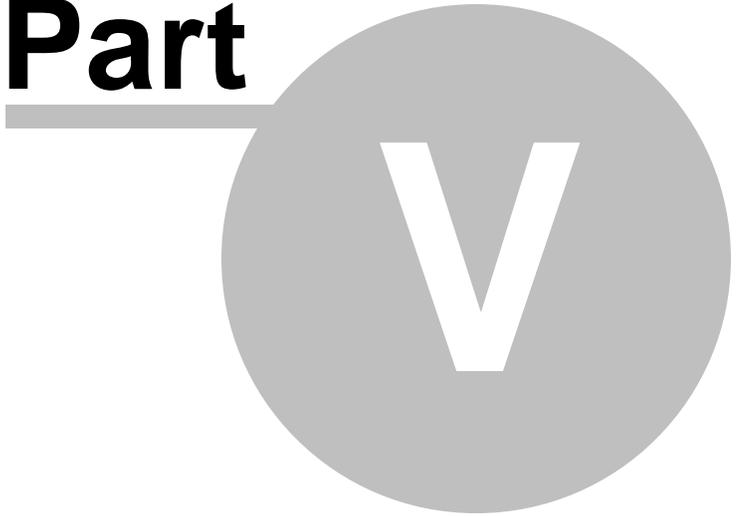
### Processing Warning

When Enabling users access to each application make sure that the 1st user added to a given application has either "Full Access to All Menu Selections", or has "Full" Access Rights to the User Access privileges menu item, (found under the Control Options menu set).



7. Repeat this process for each application to be set up for the new company. (For the General Ledger Systems that have multiple G/L Companies, you must set up a given user in each G/L Company that they are allowed access.)

**Part**

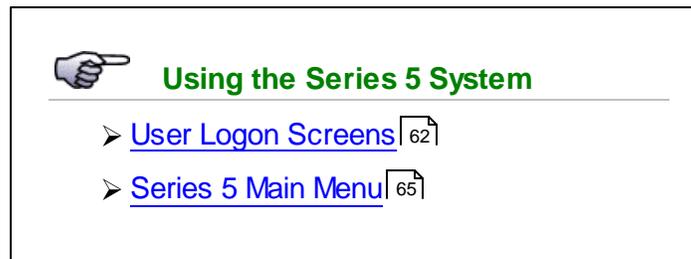


## 5 Accessing the Series 5 System Management Functions

In order to use any of the Series 5 system applications, each user must go through a sign-on process.

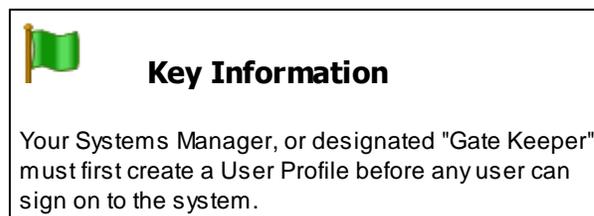
The following steps are required.

1. Signon using the users assigned User Code and Password.
2. Select the Company System that is to be processed. (If only one Company system is defined, then this step is not required).
3. From the Main Menu screen, click the appropriate icon of the system to be executed.



### 5.1 User Logon

Each user must first log in to use any of the Series 5 applications.

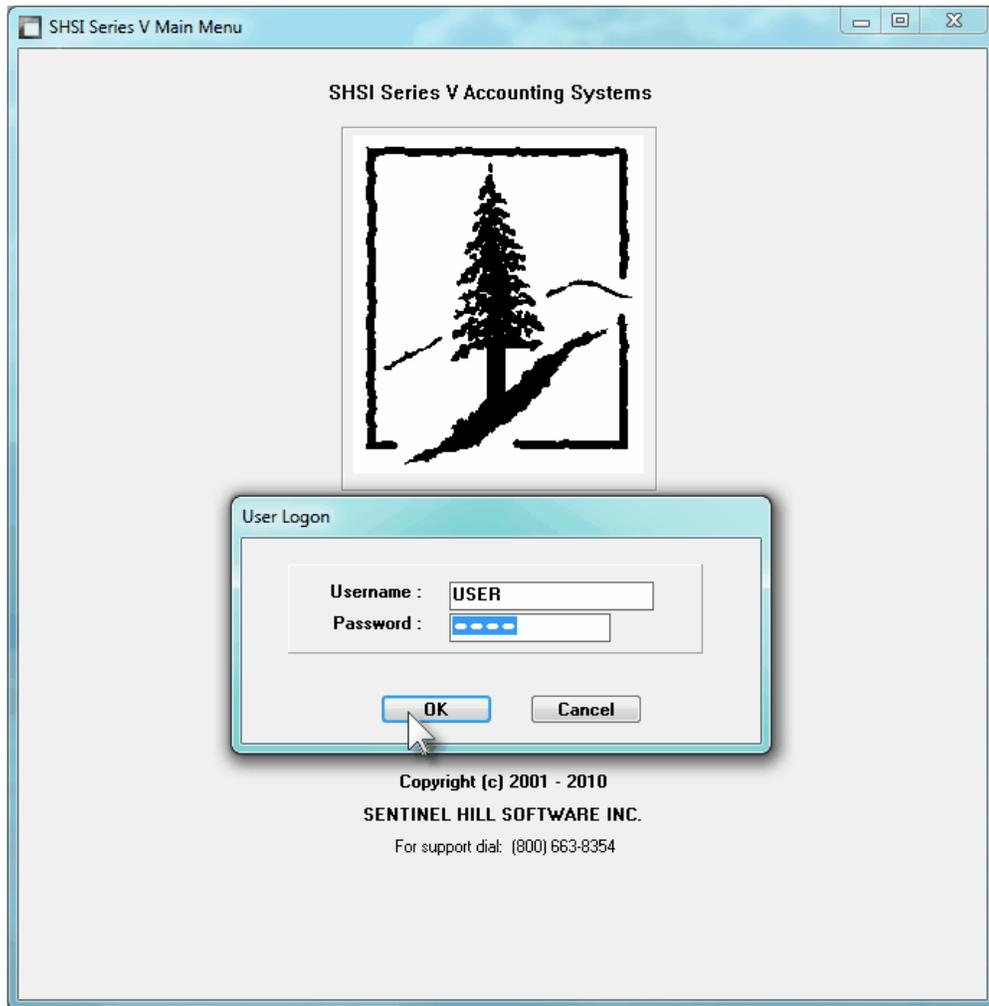


#### User Logon Screens

1. Click on the Series 5 application icon that has been set up on your desktop.



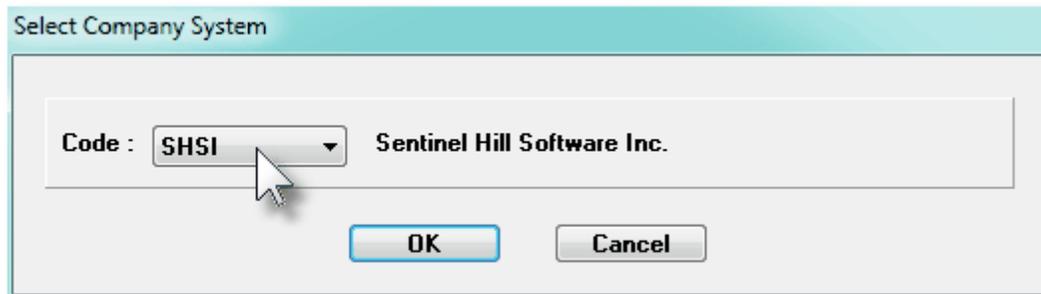
2. Enter your User Code and Password. If setup by your Systems manager, the Username Code will default to that defined by the **SHSI\_USER\_NAME** DOS Environment Variable.



- You must enter the correct password to get into the system.
- You will have five attempts at entering the correct Username and Password combination
- Your Systems Manager may have established the rule that passwords must be renewed at some interval of time. (ie., every 3 months). If this is the case, the system will warn you 21 days ahead of time, that you will need to change the password. If it has expired, you will have to contact

your System Administrator, or your Gatekeeper to set up a new password for you.

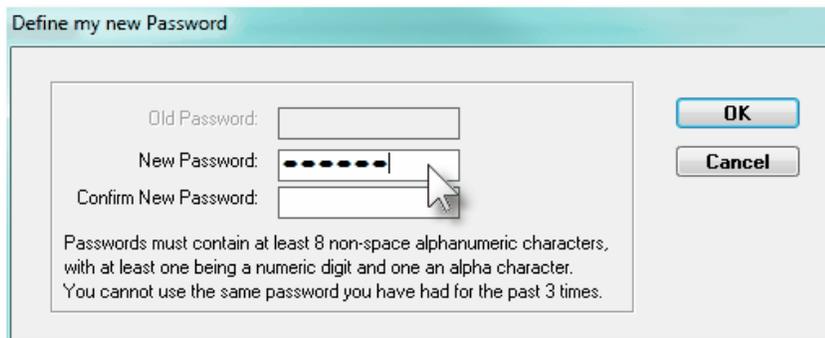
3. If you have defined more than one Company System, select the company to be worked with:



### — Defining a New Password

On occasion, you may be required to define a new password. You can have your Systems Manager, or the designated Gate Keeper assign you a new password, or you can do that yourself.

1. From the Main Menu's menu bar, click on **My Own Setup**, and from the drop down menu, click on **Change My Password**. The following screen will be displayed:



2. Enter your old password
3. Enter your new password in both fields presented. There are a few rules about the password you are allowed to use:
  - ✓ The password must contain at least 8 non-space characters
  - ✓ The password must contain at least 1 numeric digit and 1 alpha character

- ✓ You cannot use the same password that you have used for the last 3 times
  - ✓ The password will time-out after a pre-determined period of time. (As setup by your Systems Manager)
  - ✓ If you fail to enter the password correctly after a number of tries, (as setup by your Systems Manger), you will be disabled from logging in. You will have to contact your System Manager to have your profile re-enabled.
4. Click **OK** to proceed.

## 5.2 Series 5 Main Menu

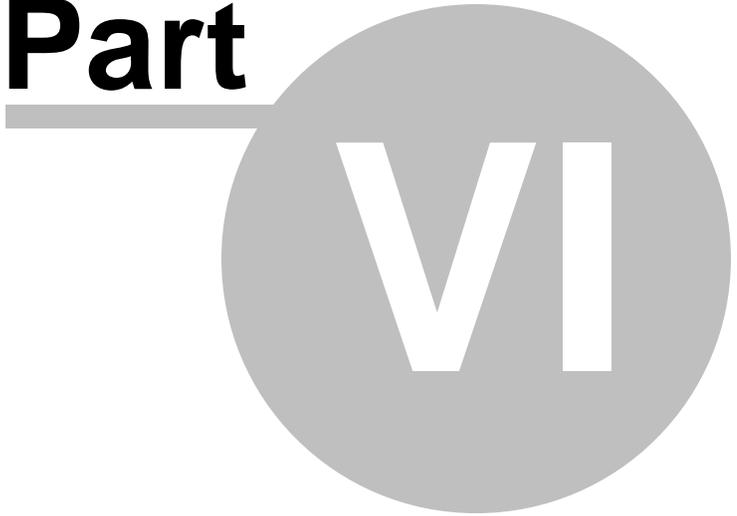
The Series 5 Main Menu screen provides each of the bitmap buttons for each application that has been defined on your system. The System Management functions are accessed from the **System Maintenance** menu bar item.

### Series 5 Main Menu



Select the desired S/M application by clicking it's associated graphic, or choose a Systems Management function from the drop down menu.

**Part**



## 6 Basic Processing Procedures

Throughout the Series 5 system applications, a variety of functions provide standard processing options screens. Those that apply directly to the management of the systems are documented in this chapter and its related sub-topics. ***(A description of other Basic Procedures are found in the Help provided for specific Series 5 systems).***

### Basic Processing Options

- [Background Processing](#)<sup>[67]</sup>
- [Report Generation and Printing](#)<sup>[81]</sup>

### 6.1 Background or Night Processing

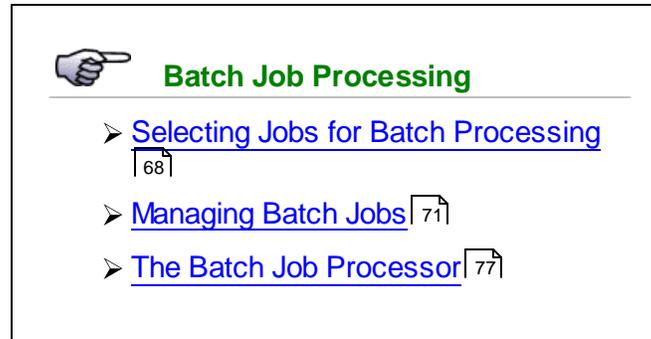
Many of the Series 5 applications provide the ability to execute a number of their reporting and processing functions in the background as a batch job. You might choose to execute an application as a Batch Job so that your terminal may be free to be used for other activity, or so that a report could be delayed to be executed in the evening when the demands on your computer system are less. In order to process jobs in the background a PC terminal, running Windows, must be dedicated to executing the Batch Job Processor utility.

Some of the features of Batch processing:

- **Jobs may be queued to one of 5 different Job Queues**
- **Jobs may be queued with different Priorities**
- **Jobs may be queued to execute after a specified time of day (for Night Processing)**
- **Jobs may be defined as "Re-Occurring" at a variety of time intervals**
- **A Batch Job Manager can control and/or change individual jobs waiting to be executed**
- **Each Job has a Parameter Control file that can be edited**
- **Each completed Job has an Execute Audit Log file that may be viewed**
- **Multiple Batch Job Processor may execute simultaneously**

The ability to submit jobs to execute in the Background Job Processor is a privilege granted to

individual users for each application's menu functions. It is also possible to define the option that a given operation MUST be executed by the Job Processor; and alternatively, that the job must execute after 6:00 PM in the evening.



### 6.1.1 Selecting Jobs for Background Processing

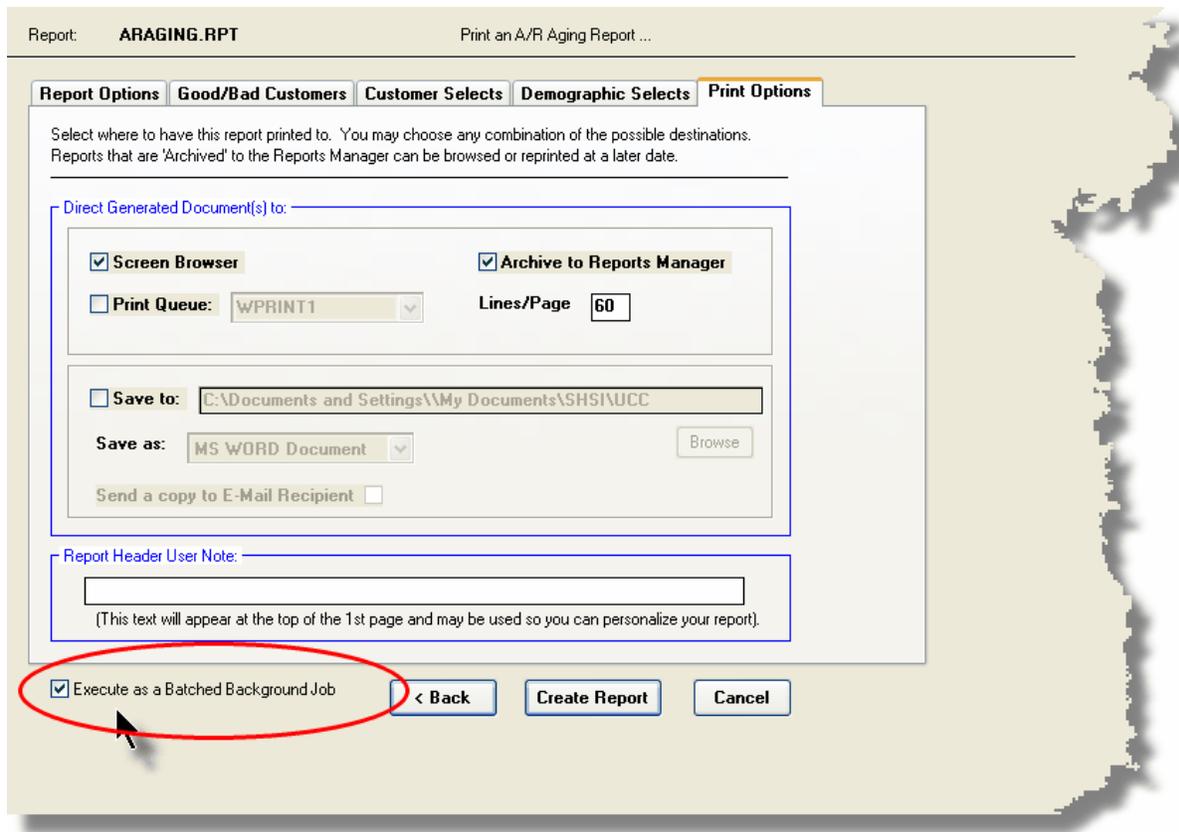
Only certain jobs have been set up to optionally execute using the Batch Job Processor. These are mainly functions that generate reports, or functions that need to be executed every night, or those functions requiring extensive CPU processing.



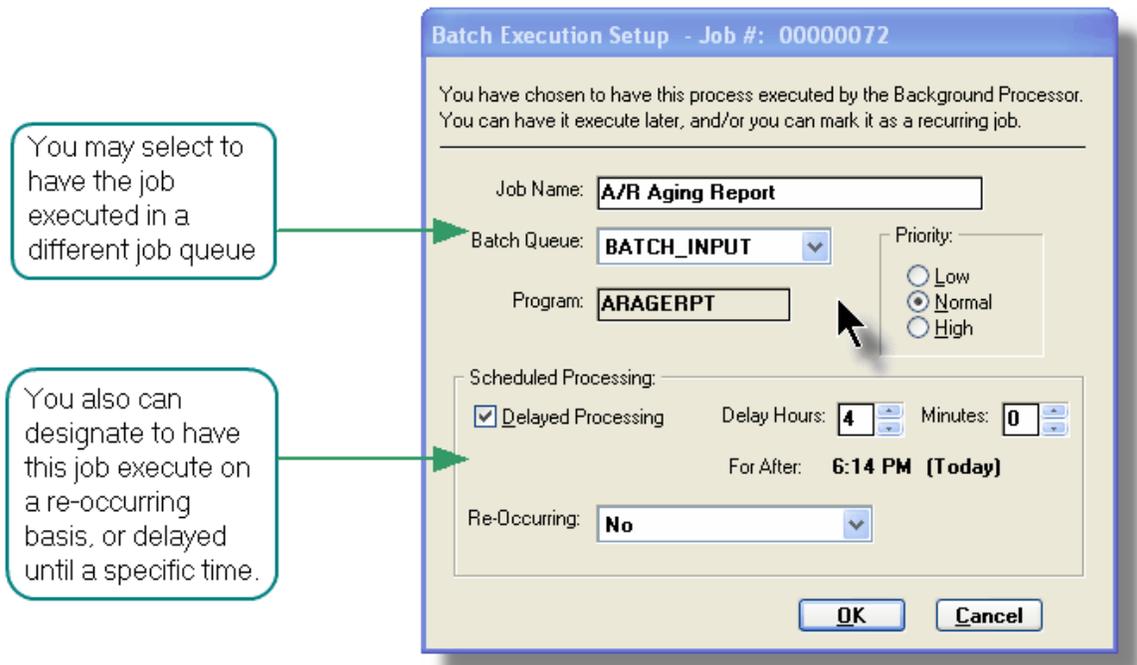
#### Processing Note

Batch Processing is a feature that carried over from the days when processors were relatively slow compared to today. As such, only a limited number of functions have been set up to execute in this manner. If there are any functions that you feel should be revised to execute in the Batch, please make your request to the development team at Sentinel Hill Software Inc.

If an application has been set up for Batch Processing, then typically on the last screen used to enter processing options, there will be a prompt at the bottom. Set the check box if you wish to execute the job in Batch. *If the user's access for the given menu item is set such that the job must be executed as a batch job, the check-box will be set, and disabled.*



If you set the **Execute as Batched Background Job** check-box, the following options screen is displayed:



Once the **OK** push button is clicked, then the job will be submitted to the Job Batch Queue to wait for it's time to be executed. In the meantime, you may continue with other functions, or exit the Series 5 application totally. Notice that every job is assigned a unique number. This may be used to track the job using the Batch Job Manager.

### – Batch Execute Setup Field Definitions

<b>Job Name</b>	<i>X(30)</i>
By default, is the name of the Report or Operation. The job may easily be tracked by the Batch Job Manager using this name.	
<b>Batch Queue</b>	<i>drop-list</i>
The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	
<b>Program</b>	
This field defines the name of the Series 5 program this is executed. It may not be changed.	
<b>Priority</b>	<i>radio-buttons</i>
The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	
<b>Delayed Processing</b>	<i>check-box</i>
Should you wish to have this job execute at some designated time of the day, set this check-box. You will then be able to set the Delay Hours and Minutes. The delay will default such that the job would be executed after 6:00 pm today.	
<b>Re-Occurring</b>	<i>drop-list</i>
When a job is initially queued, you may set this option to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	



## 6.1.2 Batch Job Management

The Batch Job Manager is available to each of the Series 5 applications. Whenever an application's function is queued to be executed by the Batch processor, an entry is recorded in the Batch Job file. The Batch Manager allows you to view the status of the job, put it on Hold, have it re-queued, or even delete it.

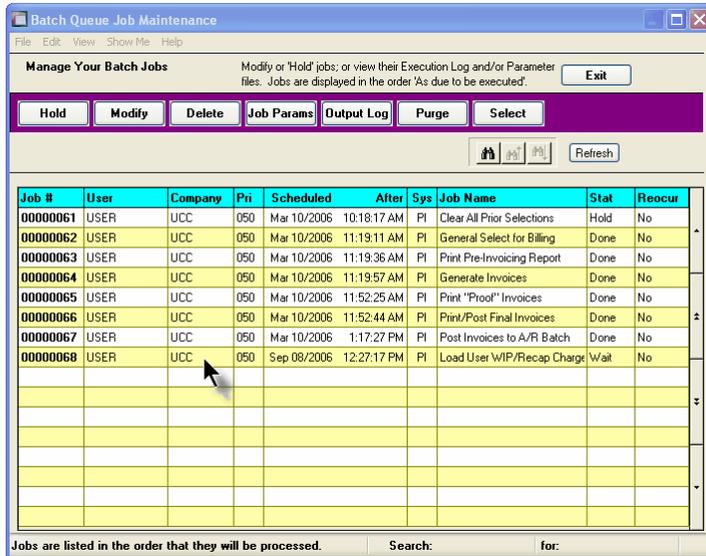
### + Accessing the S/M Batch Job Manager

From either the S/M Main menu, or any application, select **Batch Job Processing** from the **File** drop-down menu.



## Batch Job Queue Manager Grid Screen

Maintenance and monitoring of the Batch Jobs is done with a Series 5 grid screen.



### "Fast Buttons"

<b>Hold</b>	Put a Hold on the the selected Job
<b>Modify</b>	Modify the properties of the selected job
<b>Delete</b>	Delete the selected Job
<b>Job Params</b>	Display and edit the Job's execution parameters with Notepad
<b>Output Log</b>	View the output log generated when the selected job was executed.
<b>Purge</b>	Have those jobs satisfying a number of filters deleted from the system
<b>Select</b>	Set filters for the items that are displayed in the grid

### — Modifying a Job in the Batch Queue

1. In the grid, navigate to the row listing the job that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, .... or just click on the **Modify** button in the "Fast Button" frame. The Job's properties screen will be displayed.

**Batch Queue Job Maintenance**

Job #: 00000062 - Modify the Properties of

**Properties** **Command Line**

Jobs may be rescheduled to be executed at a different time and priority;  
And they may also be marked as Re-Occurring.

Job Name: **General Select for Billing** System: **PI**  
Submitted By: **USER** Company: **UCC**  
Program: **BILLSELECT**

Batch Queue: **BATCH\_INPUT** Priority:  Low  Normal  High

Re-Occurring: **No**

Queued for Execution:  
On: **3/10/06** at: **11 19 AM**  Reset Status to 'WAITING'

Last Executed:  
On: **Friday, March 10/2006** at: **1:22:37 PM**

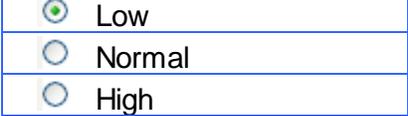
**Update** **Cancel**

3. Edit any given field as required. Note in particular, that if a job has been placed on "Hold", or if it has completed, you can click on the Reset Status to "WAITING" check box, and the job will be executed at the next opportunity after the specified execution time.
4. You can also view and edit the system command line that is used to launch the particular job. This is the shell or Command Prompt command that is issued. **YOU SHOULD NOT NORMALLY EVER NEED TO EDIT THIS COMMAND LINE.**
5. Click the **Update** push button at the bottom of the screen.

#### Batch Job Properties Screen Field Definitions

**Batch Queue**

*drop-list*

<p>The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.</p>	
<p><b>Re-Occurring</b></p>	<p><i>drop-list</i></p>
<p>A job that has already completed, may be set up to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.</p>	
<p><b>Priority</b></p>	<p><i>radio-buttons</i></p>
<p>The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.</p>	
<p><b>Queued for Execution - Date and Time</b></p>	<p><i>(mm/dd/yy)</i></p>
<p>You can set to have this job execute at some designated time of a particular date.</p>	
<p><b>Reset Status to "WAITING"</b></p>	<p><i>check-box</i></p>
<p>If a job has completed, or if it has been placed "On-Hold", then you can reactivate it and have it execute again. <i>(Depending on the function, you may have to re-edit the Job Parameters to set up correct dates of report options).</i></p>	

### Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the  Search icon.

A search string may be entered for the following fields:

- Job Name
- Job Number

## Grid Display and Purge Filters Screen

If your company makes use of Batched Jobs, over a period of time you may have a great number of Job History records. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

2. Set the applicable filters
3. Click the **OK** push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

## Filters Screen Field Definitions

### Systems

### radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be listed.

<b>Company System</b>	<b>radio-buttons &amp; drop down list</b>
Click the <b>All</b> button, or the <b>Selected</b> button with a specific Company for which job records are to displayed or processed.	
<b>Batch Execute Queue</b>	<b>radio-buttons &amp; drop down list</b>
Click the <b>All</b> button, or the <b>Selected</b> button with a specific Batch Queue. Only those jobs generated and processed by by the selected queue will be listed.	
<b>Execute Date</b>	<b>radio-buttons &amp; (mm/dd/yy) entry fields</b>
Click the <b>All</b> button, or the <b>Selected</b> button with a date range. Only those jobs that executed within the range of dates entered will be listed.	

#### – Putting a Job "On-Hold"

If a job has not yet executed, and for whatever reason, you want to put it on hold, you can do so. (Perhaps to change a parameter or priority).

1. In the grid, navigate to the row listing the Job to be put on-hold.
2. Right-click the row to have a drop-down menu displayed, then click **Hold**, .... or just click on the **Hold** button in the "Fast Button" frame.
3. A hold verification screen will be displayed. Click the **Put On Hold** button to proceed.
4. The Job's status will be set accordingly.
5. To re-activate the Job, you will have Modify it, and click the **Rest Status to "WAITING"** check-box.

#### – Purging old "Completed" Job Control Records

Over a period of time, your users may have generated a great number of Job records. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the **OK** push-button. The system will remove all those jobs satisfying the selected filters.

### 6.1.3 The Batch Job Processor

In order to process any Systems Management function jobs that might have been queued to be run in the background, or at night, a PC terminal running Windows must be dedicated to executing the Batch Job Processor utility. This is basically another Series 5 program that gets launched from the Batch Job Management function.

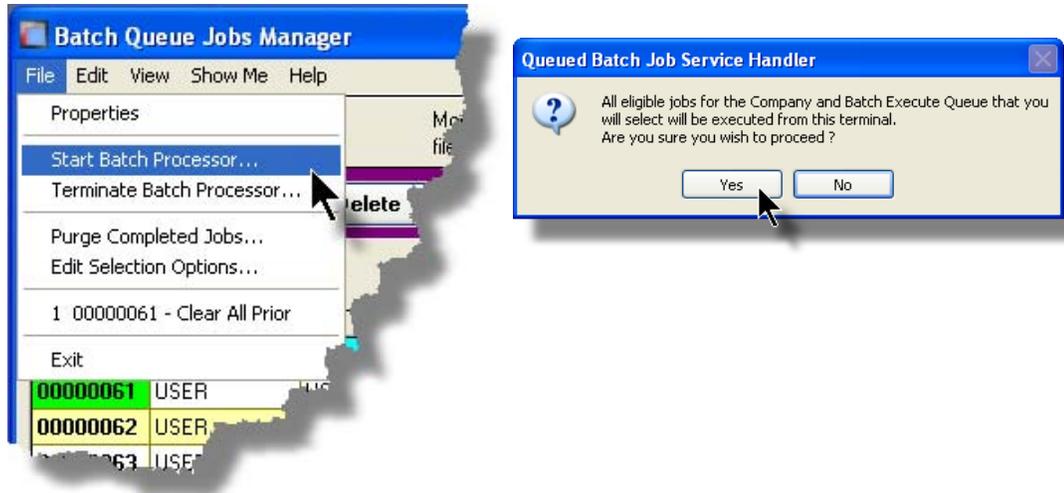
Some of the features of Batch Processor Utility:

- **The Processor Utility is launched from the File drop-down menu from the Batch Job Manager**
- **Multiple instances of the Processor Utility may execute at the same time on different client terminals**
- **Each Processor Utility may be set up to service jobs sent to a particular Batch Execute Queue**
- **Each Processor Utility may be set up to service jobs generated for a particular Company Systems**
- **Each Processor Utility may be set up to service jobs generated for a particular application**
- **An Execution Log screen is available that displays the last 10 jobs that have executed**
- **The window within which the Job Processor executes can be toggled between two sizes. In Expanded mode it shows the details and log of executing jobs; In Brief mode, it just shows a small general status screen**

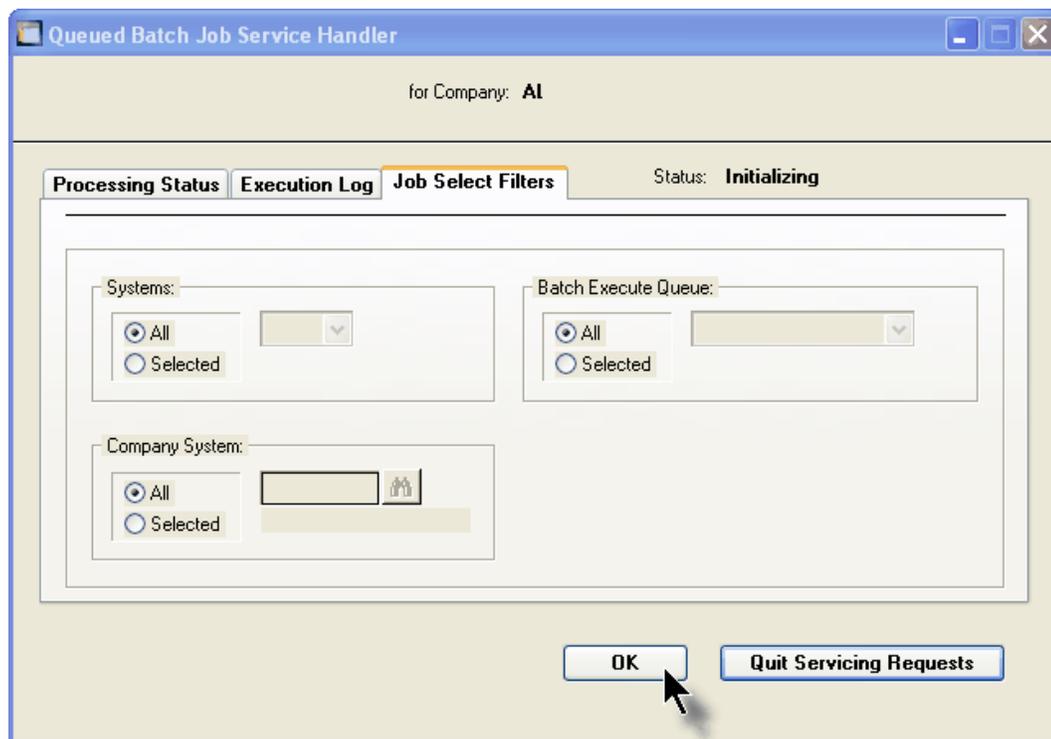
#### – Launching the Series 5 Batch Job Processor Utility

From the Batch Job Manager screen:

1. Click on **Start Batch Processor** from the **File** drop-down menu. A prompt will be displayed confirming the launch of the Job Processor.



- Click the **Yes** button, then the Job Service Handler screen will be displayed and you will be able to set a number of filters that are used to select particular jobs that are to be accepted. *(By default All jobs will be processed).*



- Click **OK** and the Job Processor will trundle off and wait for a job that it can execute.

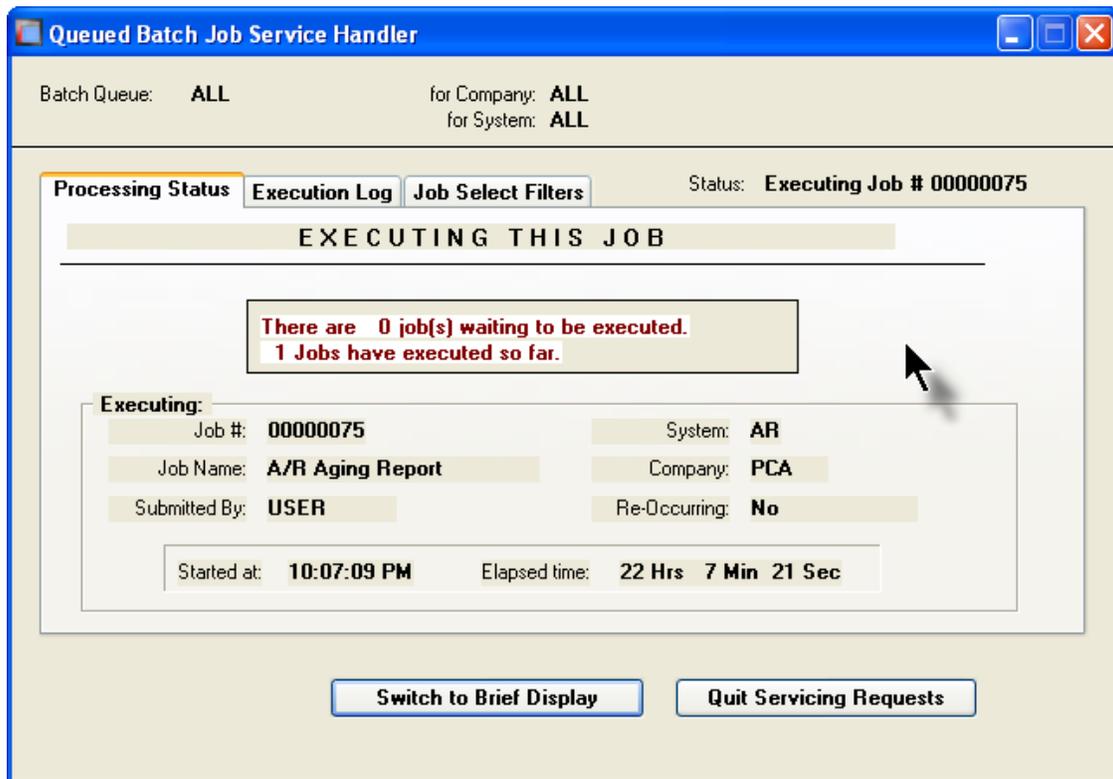


### Processing Note

The Batch Job Processor, when launched, is executed as an entirely new task in its own window. You can switch back to the Batch Job Manager window, exit that, and do whatever you please without disturbing the Job Processor.

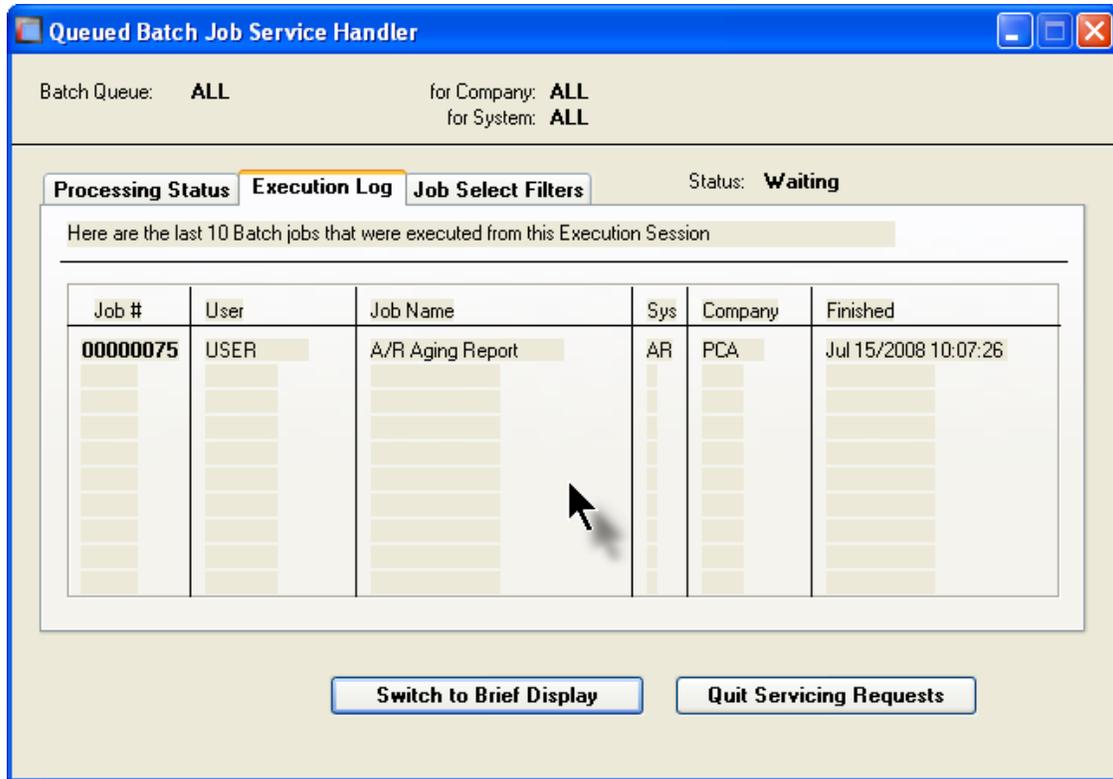
### Processing Status Tab Screen

As jobs are executing, you can view their status on the Processing Status tab screen. It displays the jobs that is currently executing, or the last job that was executed.



### Execution Log Tab Screen

A table is kept displaying the last ten jobs that have executed since the Job Processor has started.



### Job Processor "Brief" Window

If you are not interested in view the progress of the batched jobs, you can switch the window to a "Brief" display. From which you can switch back to an "Expanded" display.



### Job Select Filters Screen Field Definitions

**Systems**

**radio-buttons & drop down list**

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be executed.

**Company System****radio-buttons & drop down list**

Click the **All** button, or the **Selected** button with a specific Company for which job records are to be executed.

**Batch Execute Queue****radio-buttons & drop down list**

Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs submitted to the selected queue will be executed.

## 6.2 Report Generation and Printing

Most of the Series 5 applications generate reports or forms that need to be printed. The system offers a variety of options for selecting the format in which reports are generated and how they are actually to be printed. Reports may be generated as follows:

- **Viewed by the Series 5 Report Browser**
- **Printed to a selected printer**
- **"Archived" for later reference**
- **Saved as an ASCII text file or MS Word file**
- **Emailed to specified recipients**
- **Any combination of the above**

When a report is to be actually printed, any of the Series 5 defined Print Queues may be selected. An unlimited number of Printer Queues may be set up by your System Administrator. Each Queue has a variety of properties associated that means you can pretty well print to any of your network defined printers using different fonts or margin settings. (Refer to the chapter on **Defining Series 5 Print Queues** in the Systems Management Help or manuals).



## Report Generation

- [Report Options Screen](#) <sup>82</sup>
- [Report Browser](#) <sup>87</sup>
- [Archived Reports Management](#) <sup>89</sup>

### 6.2.1 Report Options Screen

When any kind of report or form output is to be generated, the following window screen is displayed:

The screenshot shows a window titled "Vendor Type Codes Maintenance" with a report name of "VENDTYPE.LST" and a description "Print a list of the Vendor Type Codes currently on file". The "Print Options" section includes instructions to select where to print the report. The "Direct Generated Document(s) to:" section has checkboxes for "Screen Browser" and "Archive to Reports Manager", both checked. Below this, there are settings for "Print Queue" (WPRINT3), "PreCaptured Printer" (LASER\_LAND - hp LaserJet 1300 PCL 6), and "# of Copies" (1). The "Save to:" field is set to "C:\Users\Larry\Documents\SHSI\PCA", and "Save as:" is "MS WORD (Printed)". There is also a "To Captured Printer:" dropdown set to "CanonPortrait" and a "Browse" button. A "Send a copy to E-Mail Recipient:" checkbox is unchecked. The "Report Header User Note:" field contains the text "A list codes for Rembrandt" with a note that this text will appear at the top of the first page. At the bottom, there are "Create Report" and "Cancel" buttons.

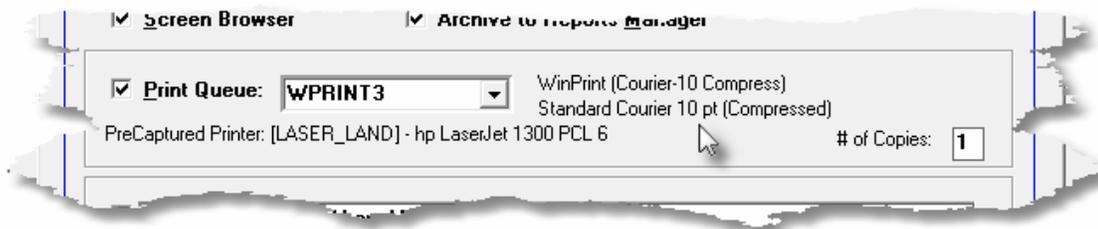
## Selecting Report Generation Options

Normally, the Print Options screen will be presented with all fields defaulted for typical report handling. However, you may want to revise how and where the report is to be generated. The following steps may be taken:

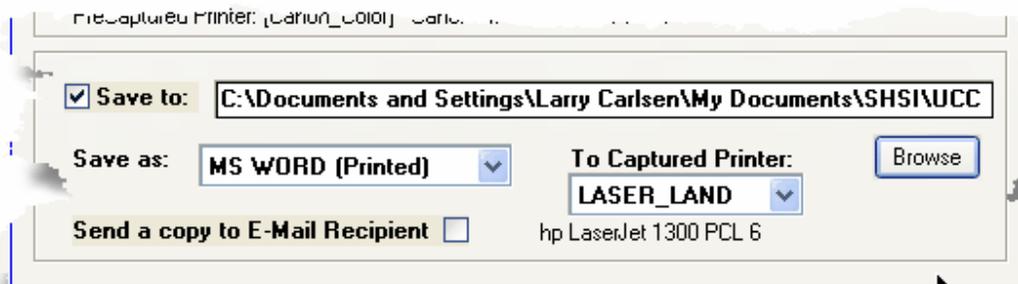
1. Determine where the generated report is to be directed. Click the appropriate check-box. You may choose one or more from the following:

<b>Output To</b>	<b>Comments</b>
<input checked="" type="checkbox"/> <b>Screen Browser</b>	Output is displayed to the screen using the Series 5 <a href="#">Report Browser</a> <sup>87</sup> .
<input checked="" type="checkbox"/> <b>Archived to Report Manager</b>	Output is saved as an "Archived" report. It may be viewed and reprinted using the Series 5 <a href="#">Report Manager</a> <sup>89</sup> . It will remain on the system until purged.
<input checked="" type="checkbox"/> <b>Print Queue</b>	Output will be directed to the selected Series 5 Printer Queue. This may be any printer that has been defined on your network. When selecting to output to a Printer Queue, you may select to have up to 9 copies printed, (as long as that feature is supported by your operating system, and printer).
<input checked="" type="checkbox"/> <b>Saved to Disk</b> as an MS Word Document	The output is written to an MS Word Document in the specified folder.
<input checked="" type="checkbox"/> <b>Saved to Disk</b> as an MS Word Document and printed	The output is written to an MS Word Document in the specified folder. It is also printed to the designated Captured Printer from within Word.
<input checked="" type="checkbox"/> <b>Saved to Disk</b> as an ASCII Text file	The output is written as a text file to the specified folder. This would be useful only if you needed to parse the file with some 3rd party utility.
<input checked="" type="checkbox"/> <b>Saved to Disk</b> as a PDF Document	The output is written to a PDF Document in the specified folder.

2. When selected to direct the report output to a Printer Queue, you may select a Series 5 Printer Queue from the drop down list. (***The list will contain each of the printers that has been assigned to the particular Company System that you are working in.***) When the Print Queue has been selected, the system will echo the Description, the Font, and if applicable, the network assigned printer name of the Captured printer.



3. When selected to direct the report **Saved To Disk** you must select to save it as an MS Word Document, an MS Word Document Printed, a PDF Document, or an ASCII Text File. In either case you need to have specified the folder to which the file is saved. The default is the directory that is defined in the Series 5 User's Logon Profile field labeled as the **User's "My Documents" folder Pathname**. You can click the **Browse** push button to locate or change the folder where the file is to be stored.



4. If saving to an **MS Word Document Printed**, then after generated, the document will be printed from within Word. You will need to select a specific Captured Printer. Captured Printers are defined by your Systems Manager using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on **Defining Series 5 Captured Windows Printers** in the Systems Management Help or manuals).



### Setup Tip

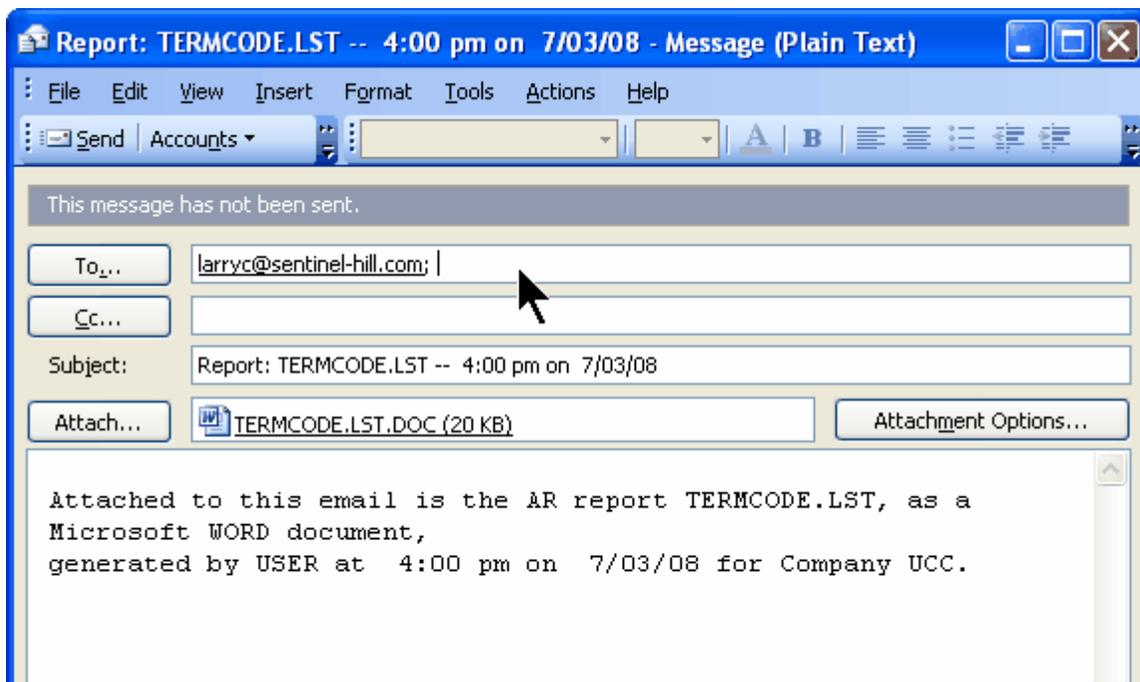
If you wish to be able to generate your reports as Word or PDF documents, your Systems Manager must have defined pertinent variables in the AcuGT runtime configuration file. For simple reports you specifically need to have set up the variable **MSWORD-DEFAULT-SPECS**. This defines whether the document is generated as Portrait or Landscape, the Font Name and Font Size and an optional Template that might be applied to the document when it is created. (Refer to the chapter **Setting up for MS Word** in the Systems Management Help or manuals.)

If templates are used to format the output to MS Word or PDF documents, they must be installed on each user's individual client PC. On Windows XP clients, these must be saved to the **C:\Documents and Settings**

<PC UserName>\Application Data\Microsoft\Templates folder. On Windows VISTA and Windows 7 clients, these must be saved to the C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates folder.

**For users of Office 2003 the file must be named with a .xxx extension. For users of Office 2007 or later, the file must be named with a .dotx extension.**

5. When a report is saved to disk, you may also select to have the generated disk file email to a given recipient. Set the check-box accordingly. After the report is generated, the window to send an email will be displayed. You can select the recipient(s), and edit the text of the message and click the Send button to send the email.



### Protected MS Word Documents

When reports of forms are output as MS Word Documents, they are generated in protected "Read-Only" mode. If you really need to un-protect it, the password is **SENTINELHILL**.

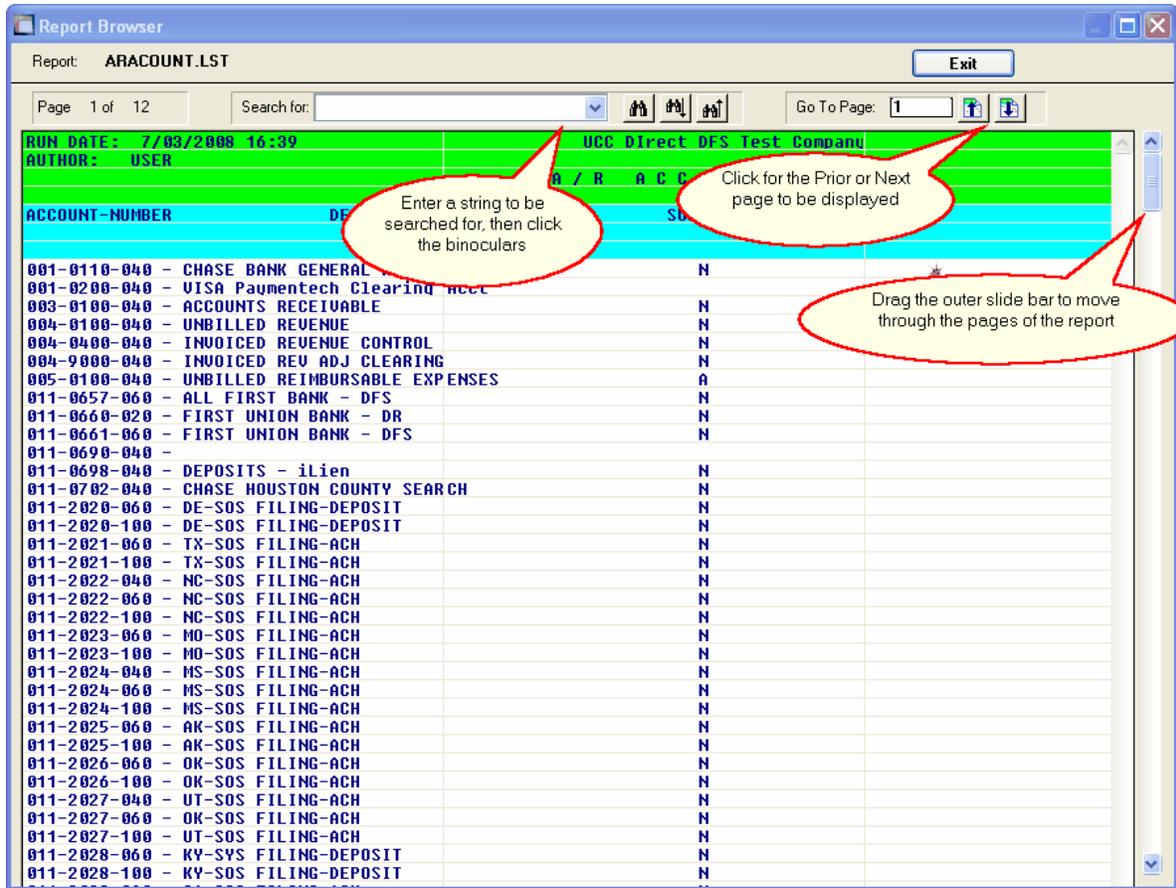
## Field Definitions

<b>Screen Browser:</b>	<i>check-box</i>
Set the check mark to have the report displayed to the screen using the Screen Browser utility.	
<b>Archive to Reports Manager:</b>	<i>check-box</i>
Set the check mark to have the report output as an "Archived Report". This may later be viewed and/or reprinted from the Reports Manager.	
<b>Print Queue:</b>	<i>check-box</i>
Set the check mark to have the report output to a printer.	
<b>Print Queue:</b>	<i>drop-down list</i>
Select the the Series 5 Printer Queue to which the report is to be output to.	
<b># of Copies:</b>	<b>9</b>
When outputting to a Printer Queue, you may specify how many copies are to be printed. You can print up to 9 copies. This is a feature that is offered only on WIndows XP, Vista and Windows 7, and is dependant on the type of printer and it's drivers. When multiple copies are chosen, they are printed collated.	
<b>Save To:</b>	<i>check-box</i>
Set the check mark to have the report output to a disk file, or folder, on your system as either an MS Word Document, a PDF Document, or a simple ASCII text file.	
<b>Save To:</b>	<i>X(90)</i>
<p>Enter the name of the directory folder to which the saved-to-disk report is to be written. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager.</p> <p>You may click on the <b>Browse</b> button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Save-To field, can be displayed. So if you wish to choose a folder on your "C" drive, enter <b>C:\</b> in the Save-To field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to</p>	

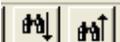
browse descendants of the user's default working directory.	
<b>Save As:</b>	<i>drop-down list</i>
Select to have the output saved as an Office Word document, an Office Word document that is printed from Word, as a PDF document, or as an ASCII text file. If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed.	
<b>To Captured Printer:</b>	<i>X(12)</i>
If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed. This must be a valid network printer that was captured using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. ( <i>Refer to the Systems Management Help if required</i> ).	
<b>Send a copy to E-Mail Recipient:</b>	<i>check-box</i>
If chosen to save the report to a disk file, you may also select to have an email sent with the generated disk file as an attachment. Set the check mark to have the report emailed.	
<b>Report Header User Note:</b>	<i>X(100)</i>
If you need to personalize the report, the text you enter here will be printed at the top of the 1st page.	

## 6.2.2 Report Browser

When selected to direct a report output to the Screen Browser, or from the Reports Manager you have selected a particular report, the Series 5 Report Browser screen window will be shown.



You may navigate around the report in number of ways:

<b>Graphic or Control to click</b>	<b>Action</b>
<b>Slide bar to the right</b>	Position to up or down through the pages of the report. As you drag the slide bar, the 1st data line of each page is displayed at the bottom of the screen.
	Enter a search string. This may be text, or a number as it would be printed in the report. The drop down list contains previously entered search strings.
	Search for the entered search string. The page where the string is found will be displayed, and the line containing the text will be displayed in red.
	Search Forward or Backward for the entered search string.

	Display the select Page.
	Display the Prior or Next page of the report.

### 6.2.3 Archived Reports Management

The Reports Manager is available to each of the Series 5 applications. Whenever a report is generated, the operator may have chosen to direct the output to be "Archived". These archived reports may be viewed and printed using the Reports Manager.

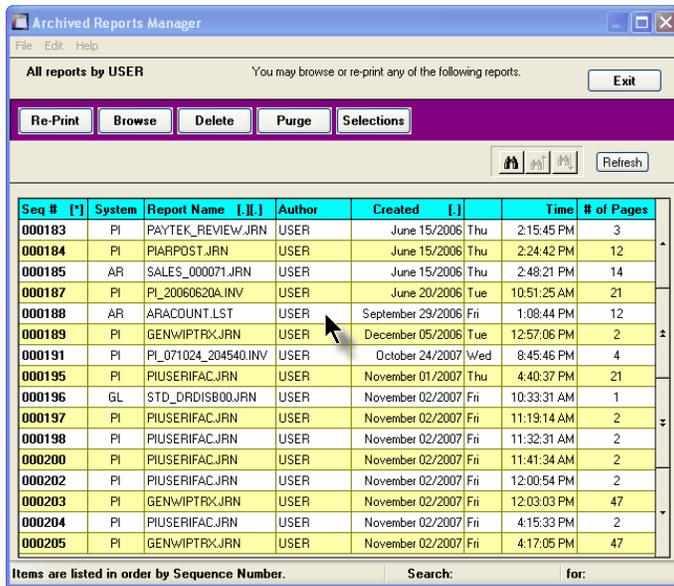
#### + Accessing the S/M Reports Manager

From either the S/M Main menu, or any application, select **Reports Manager** from the **File** drop-down menu.



## Reports Manager Grid Screen

Maintenance of the Archived reports is done with a Series 5 grid screen.



### "Fast Buttons"

<b>Re-Print</b>	Print the selected report
<b>Browse</b>	Browse the selected report
<b>Delete</b>	Delete the selected Archived report
<b>Purge</b>	Have reports satisfying a number of filters deleted from the system
<b>Selections</b>	Set filters for the items that are displayed in the grid

## Viewing an Archived Report

1. In the grid, navigate to the row listing the report that is to be viewed.
2. Double-click the row.
3. The [Report Browser](#) window will be displayed.



### Process Warning

The "archive" report files are stored in a sub-directory under the folder specified to be used for the company's data files. These files are not in any type of format that can be used, other than directly from the Reports Manager utility.

## Re-Printing an "Archived" Report

1. In the grid, Navigate to the row listing the report that is to be printed.
2. Right-click the row to have a drop-down menu displayed, then click **Re-Print**, .... or just click on the **Re-Print** button in the "Fast Button" frame. The Re-Print options screen will be displayed.

The screenshot shows the "Archived Reports Manager" dialog box. At the top, it displays "6 page Archived AR Report: ARDIST.RPT" and "Created: Thursday, June 15/2006 9:38 AM". The main section is titled "Re-Print Options" and contains the following elements:

- A text box: "Direct Generated Document(s) to:"
- Two checkboxes: "Screen Browser" (unchecked) and "Archive to Reports Manager" (unchecked).
- A checked checkbox: "Print Queue:" with a dropdown menu set to "WPRINT3". Below it, the text "WinPrint (Courier-10 Compress) Standard Courier 10 pt (Compressed)" and "PreCaptured Printer: [LASER\_LAND] - hp LaserJet 1300 PCL 6" is visible.
- A "Save to:" text box containing the path "C:\Documents and Settings\Larry Carlsen\My Documents\SHSI\UCC".
- A "Save as:" dropdown menu set to "MS WORD Document" and a "Browse" button.
- A checkbox: "Send a copy to E-Mail Recipient" (unchecked).
- A "Re-Print Options:" section with two input boxes: "Re-Print from page:" set to "1" and "to:" set to "6".
- A checkbox: "Delete the Archived Report after being printed ?" (unchecked).
- At the bottom, there are two buttons: "Reprint Report" and "Cancel".

3. Enter the reprint options. Basically you can either print the report, or save it to disk as an MS Word or ASCII text file. Notice that you can also specify a range of pages that are to be printed.
4. Click the **Reprint Report** push button at the bottom of the screen.

### Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.



Click on the Search icon.

A search string may be entered for the following fields:

- Sequence #
- Report Name

### Grid Display Sort options

You may choose to have the items in the grid displayed using a number of sorts. These include:

- By Sequence #
- By System then Report Name
- By Report Name Extension, then System, then most recent date
- By the date created (with the most recent ones listed first)

To change the displayed sort order:

1. Click on the heading of the column of data which is to be used for the sort. Only those columns with a [.] can be used. The column that is currently used for the sort has [\*] displayed.

Seq # [.]	System	Report Name [.]	Author	Created [*]	Time	# of Pages
000513	AR	STATEMENT_STA	USER	May 31/2008	Sat 2:15:49 PM	2,174
000486	AR	SALES_000086.JRN	USER	April 02/2008	Wed 2:38:55 PM	5
000		56_000043.JRN		1-18-2008	Wed 1:53:53 PM	2

### Grid Display and Purge Filters Screen

Over a period of time, your users will probably be generating a great number of "Archived" reports. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

2. Set the applicable filters
3. Click the OK push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

#### — Filters Screen Field Definitions

<b>Systems</b>	<b>radio-buttons &amp; drop down list</b>
Click the <b>All</b> button, or the <b>Selected</b> button with a specific application from the drop down list. Only those reports generated from the selected system will be listed.	
<b>Report Types</b>	<b>radio-buttons &amp; drop down list</b>
Click the <b>All</b> button, or the <b>Selected</b> button with a specific report name extension from the drop down list. Only those reports with their report name extension matching that which was selected will be listed.	

<b>Users</b>	<b>radio-buttons &amp; drop down list</b>
Click the <b>All</b> button, or the <b>Selected</b> button with a specific user from the drop down list. Only those reports generated by the selected user will be listed.	
<b>Date Generated</b>	<b>radio-buttons &amp; (mm/dd/yy) entry fields</b>
Click the <b>All</b> button, or the <b>Selected</b> button with a date range. Only those reports generated within the range of dates entered will be listed.	
<b>Report Name Template</b>	<b>X(20)</b>
Enter a template to be used to match the report names to be listed. The "\$" will match any single character. Use the "*" character immediately before or after the ".", or as the 1st character, to match a string of characters.	

#### – Delete an "Archived" Report

1. In the grid, navigate to the row listing the report that is to be deleted.
2. Right-click the row to have a drop-down menu displayed, then click **Delete**, .... or just click on the **Delete** button in the "Fast Button" frame.
3. A delete verification screen will be displayed. Click the **Remove-It** button to proceed.
4. Both the entry in the tables, and it's corresponding "Archive" file will be deleted.

#### – Purging old "Archived" Reports

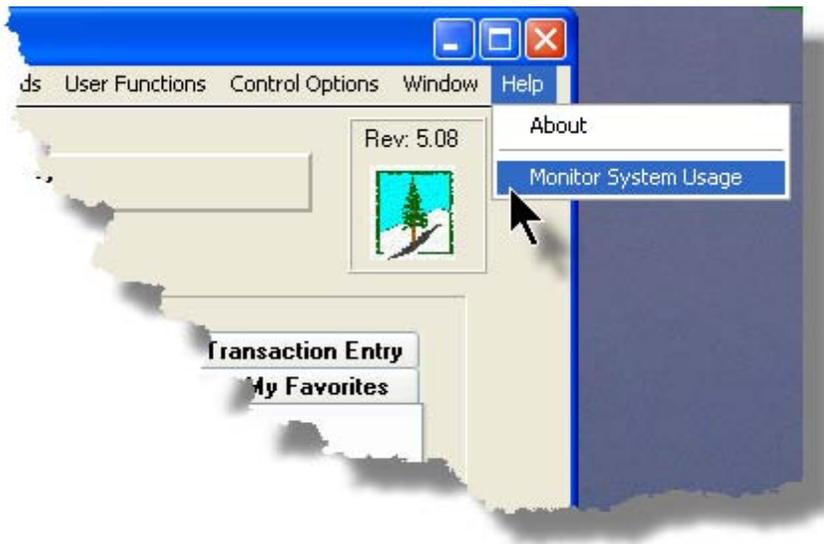
Over a period of time, your users will probably be generating a great number of "Archived" reports. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the OK push-button. The system will remove all reports satisfying the selected filters.

## 6.3 Monitor System Usage

TheSeries 5 keeps track of which users are currently logged into the system, and what menu function they are executing.

This screen may be displayed by selecting Monitor System Usage from the drop-down menu under any applications' menu bar that contains Help as a topic.



The following is an example of the Monitor display screen:

**System Access Monitor**

These are the users currently accessing the system as of **10:35:08 am**

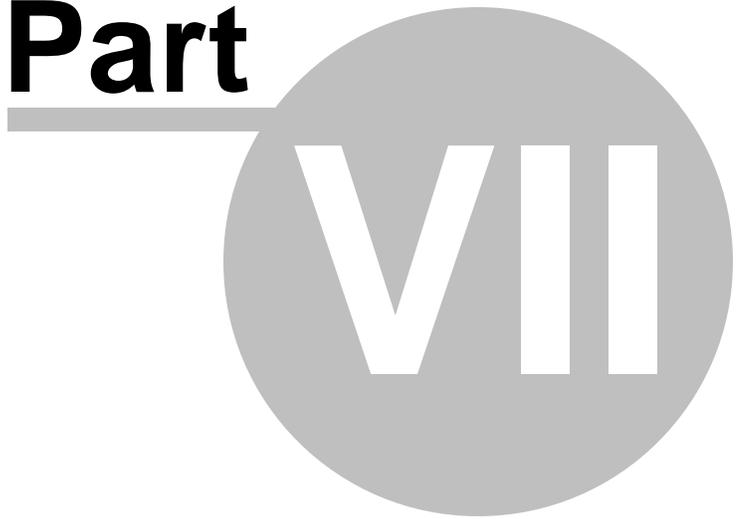
PID	Username	Company System	Sys	Function	GL Company	Started	Elapsed Time	Access Code
101-0	SHS14.LARRY	PCA	IM	IM Menu		10:33:42 7/04/08	0:01:26	0
101-1	SHS14.LARRY	PCA	IM	Inventory Item Master		10:33:45 7/04/08	0:01:23	1
251-0	USER	UCC	AR	Monitor System Usage		10:34:38 7/04/08	0:00:30	1
251-1	USER	UCC	AR	Customers		10:33:01 7/04/08	0:02:07	1
251-2	USER	UCC	AR	Customer Open Item Inquiry		10:33:06 7/04/08	0:02:02	1
351-0	SHS14.LARRY	UCC	GL	GL Menu	40	10:34:21 7/04/08	0:00:47	0
351-1	SHS14.LARRY	UCC	GL	Trial Balance Report	40	10:34:26 7/04/08	0:00:42	1
351-2	SHS14.LARRY	UCC	GL	G/L Account Trx Inquiry	40	10:34:31 7/04/08	0:00:37	1



### Processing Tip

Should you discover that there are items listed, but you know that there are no users in the system, ask your Systems Manager to purges these records. (There is a System Maintenance function that will delete all the records used in displaying the items on this screen).

**Part**



**VII**

## 7 Systems Management Menu Functions

All Systems Management functions are accessed from the Series 5 Main Menu. At the top of the screen on the menu bar, click **System Maintenance** for the drop-down sub-menu.

They are divided into types of functions. Each section following describes each set of common types of functions.



### Systems Management Functions

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- [Printers and Printer Queues](#) 98
- [Company Systems Maintenance](#) 107
- [System and User Logon Profile Properties](#) 118
- [Signon Audit Inquiry Function](#) 129
- [Logon Broadcasting Messages and Control](#) 132
- [Initialization and Setup Functions](#) 136

### 7.1 Printer Queues and Captured Printers

The topics in this chapter describe functions to manage the Series 5 Printer Queues and establish links to any Windows based network printers. The Printer Management functions are available to users that have Full or Restricted Systems Management access.

These functions are available from the Series 5 Main Menu as indicated:



### Systems Management sub-menu

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- [Printer Queue Maintenance](#) 99
- [Captured Windows Printers](#) 104



### 7.1.1 Printer Queue Maintenance

The Series 5 systems provides for the capability to define an unlimited number of Printer Queues that can be accessed from the various applications. Each Print Queue has it's own set of properties. You can associate a Print Queue to a specific network printer, or set it up so the operator can select the printer. You can also have more than one Print Queue that prints to a single printer, each having their own margins and fonts, etc.

This menu function lets you define these Printer Queues. Some of the properties you can set include the following:

- Assignment to a Windows or network printer
- Margins
- Lines per Inch and Lines per Page
- Fonts
- Embedded Graphics
- Embedded printer controls

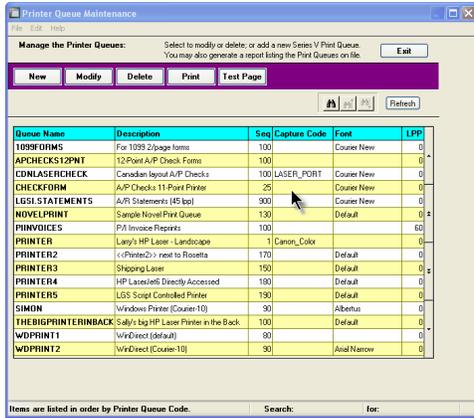


#### Processing Note

The Printer Queue Code that is assigned to each Printer Queue must have been defined in the Series 5 system's Configuration file. See the topic "[Configuration Variables](#)"<sup>149</sup> under **System Operational Variables** in the **Appendix** for an example of a Printer Queue.

## The Printer Queue Maintenance Grid Screen

The Printer Queues are managed with the following grid based screen.



Queue Name	Description	Seq	Capture Code	Font	LPP
1099FORMS	For 1099 2/page forms	100		Counter New	0
APCHECKS12PNT	12 Point A/P Check Forms	100		Counter New	0
CDNLASERCHECK	Canadian layout A/P Checks	100	LASER_PORT	Counter New	0
CHECKFORM	A/P Checks 11 Point Printer	25		Counter New	0
LEG1 STATEMENTS	A/P Statements 145 lpi	300		Counter New	0
NOVELPRINT	Sample Novel Print Queue	130		Default	0
PINVOICES	P/A Invoice Reprints	100		Default	60
PRINTER	Larry's HP Laser - Landscape	1	Canon_Color		0
PRINTER2	<<Printer2>> next to Rosetta	170		Default	0
PRINTER3	Shooting Laser	150		Default	0
PRINTER4	HP LaserJet Directly Accessed	100		Default	0
PRINTER5	LGS Script Controlled Printer	130		Default	0
SIMON	Windows Printer (Counter 10)	90		Albertus	0
THEBIGPRINTERINBACK	Sally's big HP Laser Printer in the Back	100		Default	0
WDPRI1	WinDirect (default)	80			0
WDPRI2	WinDirect (Counter 10)	90		Arial Narrow	0

### "Fast Buttons"

<b>New</b>	Add a new Printer Queue
<b>Modify</b>	Modify the Printer Queue highlighted in the grid
<b>Delete</b>	Delete the Printer Queue highlighted in the grid
<b>Print</b>	Generate a report listing the Printer Queues that are already defined
<b>Test Page</b>	Print a couple of test pages with text and markings on every line of each column for the Print Queue that you can select. <i>This function is useful for testing alignment when designing or programming for special forms.</i>

Once a Print Queue is defined, it will be available in the drop-down list presented in the [Printer Options Screen](#) <sup>82</sup> in any application's reporting functions.

## Printer Queue Properties Screen

The properties for each Printer Queue are defined with the following screen:

### Field Definitions

<b>Printer Queue Code</b>	<b>X(20)</b>
This is the code that will be used to access this printer queue. This must have already been defined in the Series 5 Configuration file. This code will be displayed in the list-box on the printer output options screen.	
<b>Description</b>	<b>X(40)</b>
This is your description of the printer queue that will be displayed on the printer output options screen when selected.	
<b>Lookup Sequence</b>	<b>9(3)</b>
When a report is generated, the operator will have the opportunity to select a Printer	

Queue from a list-box that is displayed on the [Printer Options Screen](#)<sup>[82]</sup>. The sequence number entered defines the ascending sort order by which each Printer Queue is displayed. If you do not wish to show this Printer Queue in the list, then leave this field blank, or set it to ZERO.

#### Captured Windows Printer

X(12)

When generating a report to a Printer Queue that outputs to a Windows, or Windows NT networked printer, every time selected, the operator will be presented with the Windows Print Select dialogue. If you wish to set up a Printer Queue dedicated to each one of your network printers, or you do not wish to allow the operator to choose which Windows printer the report needs to be queued to you can assign a printer. The Series 5 system lets you [Capture a Windows Spooled Printer](#)<sup>[104]</sup>, assign a code to it. Once you have the name of your pre-captured printer, you must enter into this field.



#### Processing Note

If you want to have any reporting functions execute as a Batch Job or in the Background, and are using the Windows spooler, you must specify a Print Queue that has a Captured Windows Printer assigned to it.

#### Blank Page at Start of Report

check-box

When a report is printed to this Printer Queue, if this check-box is set, then a form feed or a blank page will be issued at the beginning of the report. ***(This option is only applicable for older drum type tractor feed printers).***

#### Output System Generated Title Page

check-box

You may have defined the Printer Queue Code in the Series 5 systems Configuration file to designate a Command Prompt command or utility to be used to print a report. If that command provides an argument that causes a banner page to be generated, setting this check-box will turn on that switch to have it printed. ***(If using the -P SPOOLER or -P SPOOLER-DIRECT designation, this option does not apply).***

#### Margins - User Printer's Defaults

check-box

#### Lines-Per-Page - Physical

9(2)

Setting a value to this field will define the number of lines that physically will be able to print on the page. The system uses this number to adjust the height of the printed font of a given line. Note that the font is not scaled, but it is simply printed in the specified vertical space. The value entered basically establishes the number of lines that will print per

inch. The printable area is based on the page height minus the physical margins of the page. For an 11 inch page with 1/2 inch margins at to the top and bottom entering 60 lines per page yields 6 lines per inch. ***(If using the -P SPOOLER-DIRECT designation, this option does not apply).***

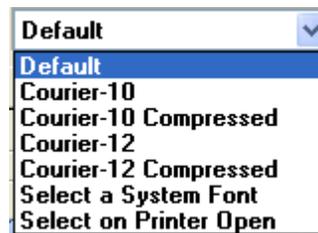
**Lines-Per-Page - Max # of Lines per Page (logical)** 9(3)

When generating reports or forms, the Series 5 system generally determine the number of lines that will fit on a page based on the size of the page and margins before issuing a new page. Should you wish to have the computed count overridden, you can specify the number of lines to be printed on a page in this field. Normally, this field should be left blank.

**Font** *drop down list*

Select the font to be used when this Printer Queue is selected by the operator.

- If **Default** is selected, then whatever font was last assigned to the printer will be used
- The predefined Courier fonts are True-Type fonts
- Choosing the **Select a System Font** will have the Windows Font selection Window displayed from which you can select a font, style and size.
- If **Select on Printer Open** is chosen, then every time this Printer Queue is selected, the operator will be able to select a font



**Printer Control Form #** 9(2)

The Series 5 printing system provide the ability to automatically have printer control commands merged in to any report or form type of output. A set of printer control commands may be grouped together to be called a Printer Control Form. To have a set of form Control commands output, enter the form # in this field, and select this Printer Queue when the related application's function is executed.

The set of Form commands must be defined in the Series 5 Configuration file with the

following command:

**FMnnn-cccc [ Lii ] <Printer Control text>**

- where:
- nnn is the Form #
  - ccccc is a Series 5 assigned command name
  - Lii is an optional argument that indicates the string is to be inserted at line ii (if applicable)
  - <Printer Control Command Text> is the actual text of the printer command enclosed in double quotes

See [Printer Control Variables](#) in the topic "[Configuration Variables](#)"<sup>149</sup> under [System Operational Variables](#) in the [Appendix](#) for a list of the form commands available.



#### **Processing Note**

Most of the form command will be automatically inserted when specified. However to use the SELECT-TRAY and USER-CODE commands the software will have to be specially customized to have the applicable print string inserted. Contact Sentinel Hill Software Inc. for further information.

### **7.1.2 Captured Network Windows Printers Maintenance**

The Series 5 systems provides for the capability to print directly to an MS Windows system network printer, using the Windows spooler. Typically, when a Windows Spool Queue is selected, the Windows Print Select dialogue window is presented to the operator. A printer may then be selected. If you wish to have the system bypass this step, or you do not wish the operator the burden of making this decision, you may Pre-Capture a Windows printer and associate it to a particular Series 5 Printer Queue.

The Series 5 systems can also output reports or forms as MS Word documents that will be printed directly to a specified captured printer.

Capturing a Windows printer involves the following steps:

- 1) Define your network printer to each client PC that may have cause to generate and print a report or set of forms to that printer using any of the Series 5 systems. (The name given to each printer on each PC must be identical).

- 2) On any of the PC that the printer has been installed, execute the Series 5 system
- 3) On the menu bar, click **System Maintenance**, then **Capture Windows Printers**
- 4) The Windows Printer Maintenance screen is displayed. Click the **New** push-button so you can capture a new printer.
- 5) Give it a code, and the Windows printer Page Setup screen will be displayed. Click on the **Printer ...** push button at the bottom of the screen and locate the printer that you have defined from the drop down list, (or if it's a printer on your network, click the **Network** push-button, and locate the appropriate printer).
- 6) You may also select any other properties such as Orientation, Source, Margins, etc., that may be displayed.
- 7) Click OK, and finally, click the Finish push button.

You may now assign this Captured Printer Code to one or more of the Series 5 [Printer Queues](#) [99], or select it when generating and printing an MS Word document.

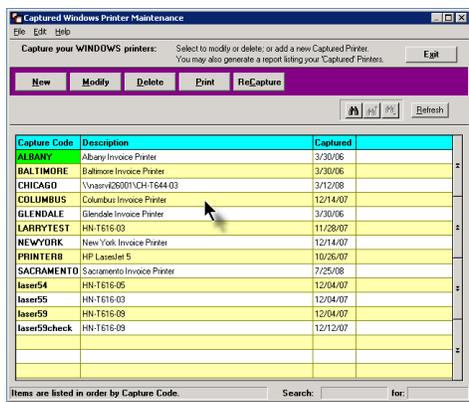


### Setup Warning

When defining a network printers on different servers, or to each of the client PCs, you must assign exactly the same name in each case.

## The Captured Windows Printers Maintenance Grid Screen

The Captured Printers are managed with the following grid based screen.



Capture Code	Description	Captured
ALBANY	Albany Invoice Printer	3/30/08
BALTIMORE	Baltimore Invoice Printer	3/30/08
CHICAGO	V:\naam\K2001\CH-1644-03	3/12/08
COLUMBUS	Columbus Invoice Printer	12/14/07
GLENDALE	Glendale Invoice Printer	3/30/08
LARRYTEST	HN-T616-03	11/28/07
NEWYORK	New York Invoice Printer	12/14/07
PRINTERB	HP LaserJet 5	10/26/07
SACRAMENTO	Sacramento Invoice Printer	7/25/08
laser54	HN-T616-05	12/04/07
laser55	HN-T616-03	12/04/07
laser59	HN-T616-09	12/04/07
laser5Scheck	HN-T616-09	12/12/07

### "Fast Buttons"

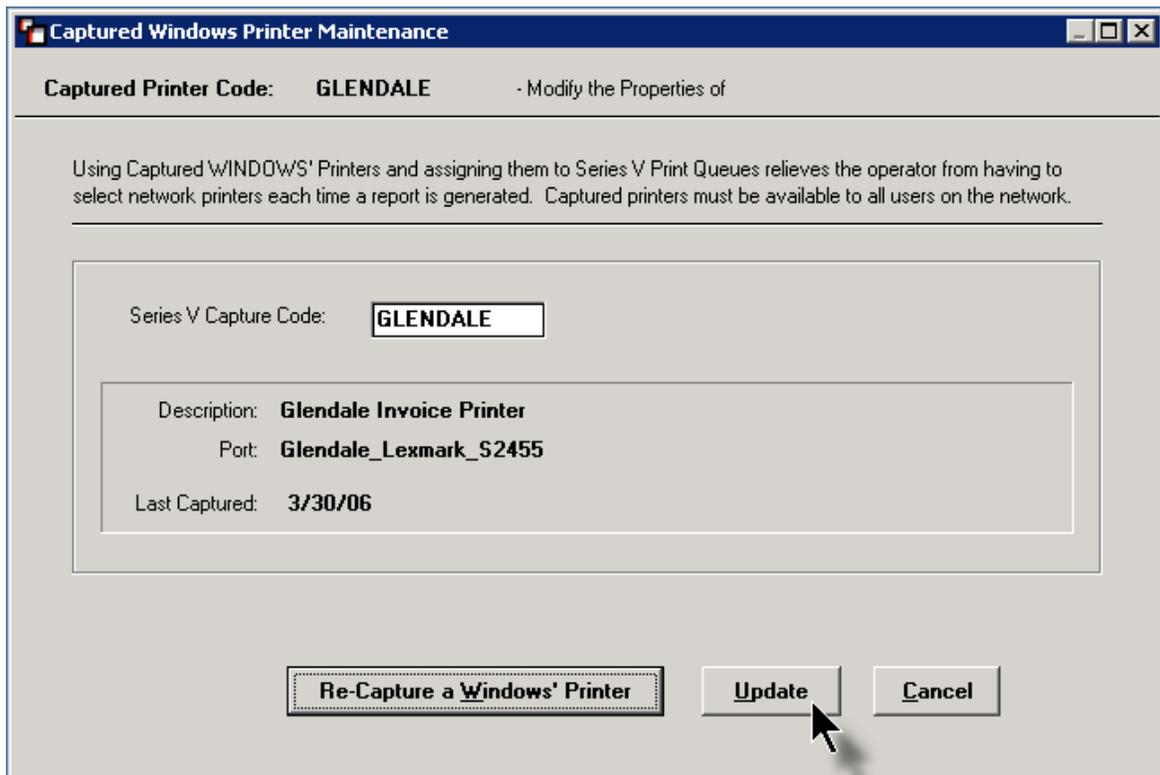
<b>New</b>	Add a new Captured Printer Code
<b>Modify</b>	Modify the Captured Printer highlighted in the grid
<b>Delete</b>	Delete the Captured Printer highlighted in the grid
<b>Print</b>	Generate a report listing the

	Captured Printers already defined
<b>Re-Capture</b>	Have the printer re-captured.

Once a captured Windows Printer has been defined, it will be available to be assigned to a Printer Queue in the [Printer Queue Maintenance](#)<sup>99</sup> function.

### → Captured Windows Printer Properties Screen

The properties for each captured Printer are defined with the following screen:



### - Field Definitions

#### Series 5 Capture Code

X(12)

This is the code that will be used to access this captured Windows Printer. It can be any name you wish to dream up. It should be a unique code that is associated in some way to the printer being selected. This code will be used in the definition of a Series 5 Printer

Queue to associate this “Captured” printer with it.

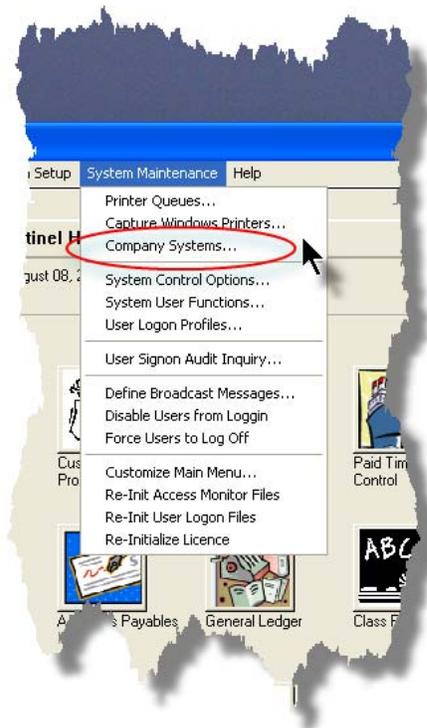
**Description****X(40)**

This field is returned from the Windows System. It will hold the description of the printer that has been captured, as defined by your network administrator.

## 7.2 Company Systems

The topics in this chapter describe functions to set up and manage the Series 5 Company Systems for the Companies of which the accounting is to be set up for. Company Systems Maintenance may only be accessed by users that have Full Systems Management access.

These functions are available from the Series 5 Main Menu as indicated:



### Systems Management sub-menu

➤ [Company Systems Maintenance](#) <sup>108</sup>

## 7.2.1 Company Systems Maintenance

The Series 5 systems provides for the capability to define an unlimited number of Company Systems. Each Company System is basically a completely independent set of data files that are used for the account a a single company. Each set can be created in a different system directory or folder, and the files with a unique filename extension. You must have at least one Company System defined in order to use any Series 5 application.

When users sign on to the Series 5 main menu, they will select the Company System with which to work with. (If you only have one system defined, then it will automatically be selected for them).

When defining a Company System you will be supplying the following information:

- Company name and address
- Data directory folders where data, temporary files and archived reports are to be stored
- Filename extension to be used for the data files
- The Series 5 Printer Queues that may be used for this Company System
- The definition of the G/L Account # that is to be used

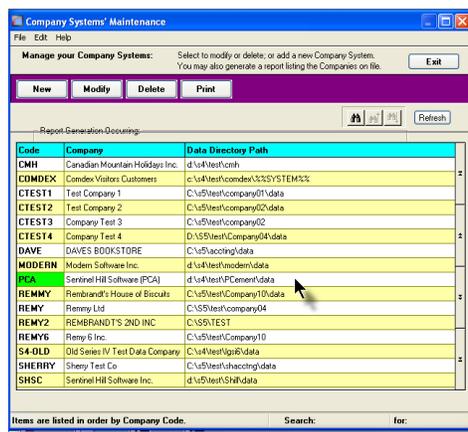


### Processing Note

If you intend or managing the accounting for more than one company, then be sure to assign a Company Code that will make it easy to identify the particular company. These codes will be presented in a drop-down list when users start up the Series 5 system.

## The Company Systems Maintenance Grid Screen

The Company Systems are managed with the following grid based screen.



### "Fast Buttons"

<b>New</b>	Add a new Company
<b>Modify</b>	Modify the Company highlighted in the grid
<b>Delete</b>	Delete the Company highlighted in the grid

**Print**

Generate a report listing the Company Systems that are already defined

Once a Company System is defined, it will be available in the drop-down list presented in the [Main Menu Logon Screen](#)<sup>62</sup>.

**Company Properties Screens**

- [Company Name tab Screen](#)<sup>109</sup>
- [Data Folders tab Screen](#)<sup>111</sup>
- [Printers tab Screen](#)<sup>114</sup>
- [G/L Account Format tab Screen](#)<sup>116</sup>

**7.2.1.1 Company Name Tab Screen****Company Systems - Name Properties Screen**

Define the Company Code, name and address with the following screen:

**Company Systems' Maintenance**

Company System: **REMMY** - Modify the Properties of

**Company Name** | Data Folders | Printers | GL Account Format

Enter the company Access Code, and the company name and address. The name will appear at the top of your application screens and any reports that are generated.

Access Code:

Company Name:

Address:

#### Field Definitions

<b>Access Code</b>	<b>X(8)</b>
This is the code that will be used to access this Company System. This code will be displayed in the list-box when the Series 5 main menu is launched.	
<b>Company Name</b>	<b>X(50)</b>
This is the name of the company. It will be displayed in a frame at the top of the the Series 5 main menu, and each application's menu screen. It is also printed at the top of all reports that are generated.	
<b>Address</b>	<b>4 lines of X(30)</b>

This is the company's address. When an address is printed, this will be it.

#### 7.2.1.2 Data Folders Tab Screen



#### Company Systems - Data Folders Properties Screen

Define the locations of the accounting data files that are used for the company.

**Company Systems' Maintenance**

Company System: UCC - Modify the Properties of

**Company Name** | **Data Folders** | Printers | GL Account Format

Enter the full directory path to the folder where the data files associated to this company are to be stored. All appropriate directories will be created for you. Paths may contain Acuserver remote notation, drive mappings or environment variables.

Data Directory Path Names and Filename Extension:

Accounting Data Files:

For files stored on a server accessed using AcuServer, enter the remote name notation as "@servername:drive-letter:\pathname"; Otherwise, enter the full path to the appropriate directory.

Temporary files, Users' "Private" files, or Windows Client PC Resident files:

Subfolders "import", "private", "temp" and "spio" will automatically be created and used as defaults for data Imports; users' "Private" (Local to a PC) files; Temporary work files; and application processed Spreadsheets.

System Generated Archived and Saved-As Reports:

Subfolders "arch", "docs" and "text" will automatically be created and used to store Archived reports; reports and forms created as Word Documents; and reports saved as ASCII Text documents.

File Extension:  This will be the filename extension used for this Company's files. (If you wish to use Vision 4/5 files, use \*.DAT filenames).

Alternate GL Company System:

Company Code:  If GL Distributions from this company's financial sub-systems are to be recorded to an alternate common G/L company then enter that company's System Company Code here. (Normally this field would be left blank).

### Field Definitions

Accounting Data Files Folder Name	X(70)
Enter the full path to the directory where the data files for this Company System are to be kept. This can be a directory on any disk, either on the system you are processing, or on your network. You may define many Company Data Systems, and have their respective files all live in the same directory. If you do this, you need to make sure each Company is	

assigned a unique File Extension. It is probably wiser to set up separate directories for each of your company systems though. Enter the full pathname to the directory. The directory **MUST** exist before you define the Company System.

You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the entry field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:\** in the entry field before clicking the "Browse" button. Setting the entry field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

If you are using ACUSERVER on your system, then you will need to enter the name of the server and the actual server path to the drive where the files are stored. For example, if your server was called HAL, and the data was in **D:\SHSIDATA**, you would specify the following Data File Path:

**@HAL:D:\SHSIDATA**

#### Temporary Data Files Folder Name

X(70)

The Temporary Files Folder Name is used to specify the pathname to the directory where all temporary work data files for this Company Data System are to be created. Subfolders named **import**, **private**, **spio** and **temp** will automatically be created within the directory that is specified. It is provided so you can separate the temporary files from your permanent ones. The directory **MUST** exist before you define it here. You can click on the **Browse** push button to navigate to the desired folder to have it selected.

You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the entry field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:\** in the entry field before clicking the "Browse" button. Setting the entry field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

#### Archived and Saved-As Reports Folder Name

X(70)

The Report Path is used to specify the pathname to the directory where all report files for this Company Data System are to be created. Subfolders named **arch**, **docs** and **text** will automatically be created within the directory that is specified. It is provided so you can separate your archived and saved report files from your permanent ones. The directory **MUST** exist before you define the Company System. You can click on the **Browse** push button to navigate to the desired folder to have it selected.

You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the entry field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:\** in the entry field before clicking the "Browse" button. Setting the entry field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

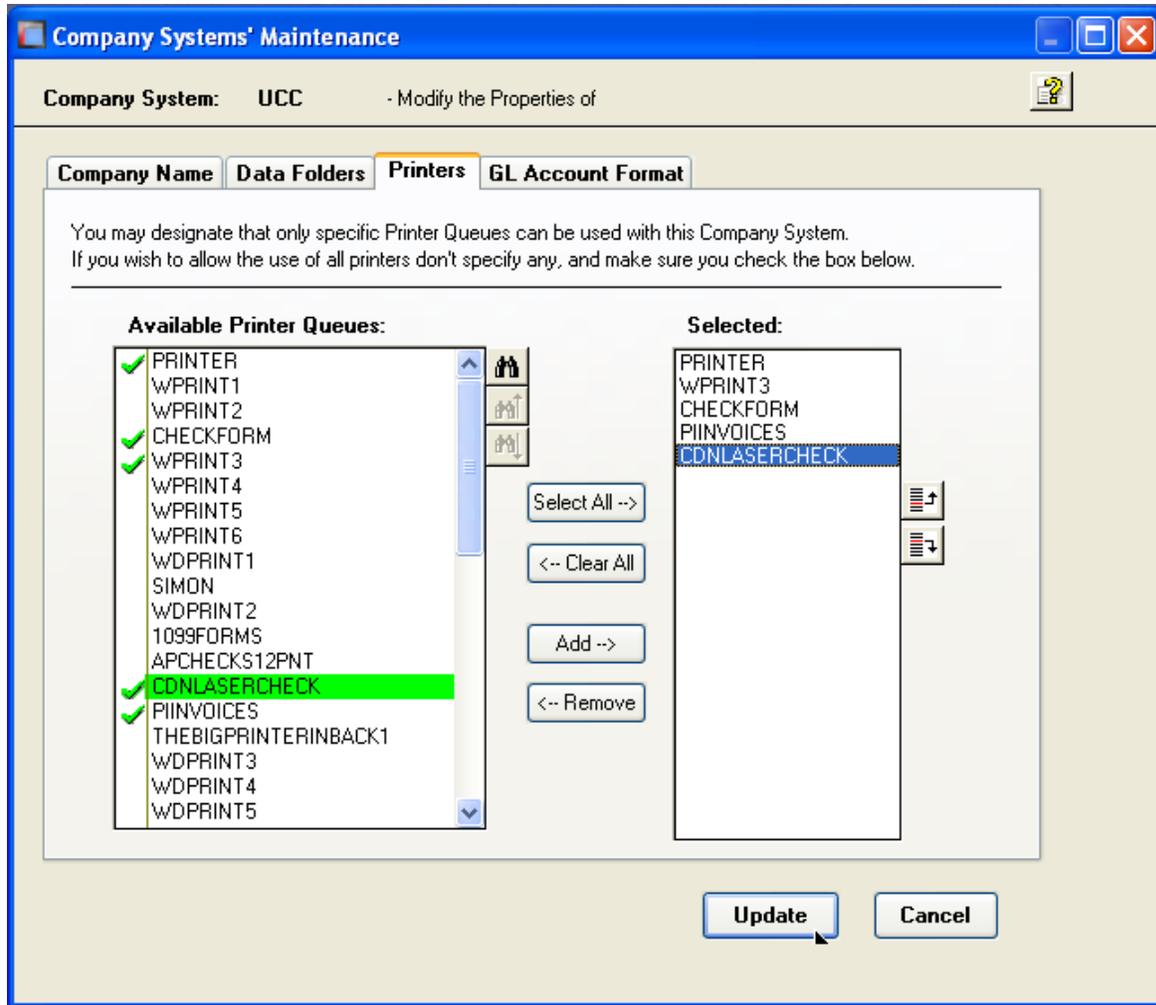
<b>File Extension</b>	<b>X(3)</b>
<p>The Data Files Extension is a 3 character alphanumeric code that will be used as the extension to all files created for this Company's Data System. These characters must be valid file name characters for the operating system.</p> <div data-bbox="354 432 1149 825" style="border: 1px solid black; padding: 10px;"> <p> <b>Processing Tip</b></p> <p>A different Data File Extension should be assigned to each newly added Company System. This will help you easily distinguish between the different sets of files that are created for your Backup/Restore procedures.</p> <p>If you wish to use Acucorp's Vision Version 4 or 5 file systems, you will need to always specify a File Extension of -.DAT, and you will always have to make sure that each Company File system resides within it's own folder or directory.</p> </div>	
<b>Alternate G/L Company System Code</b>	<b>X(8)</b>
<p>The Series 5 system allows you to maintain multiple Company Data Systems, each with their own set of application files, including G/L. If you wish to set up a common G/L for all, or a number of, the Company Systems, you can do so. You must initialize a G/L for one of your Company Systems, then you can have that G/L used by all the other Company Systems. This Alternate G/L Company System field is used to specify the Company System Code of the Company System that contains the G/L. <b><i>(If the Company System you are defining will be the one that has the G/L, leave this field blank).</i></b></p>	

### 7.2.1.3 Printers Tab Screen



#### Company Systems - Printers Properties Screen

Define the valid Series 5 Printer Queues that may be used for this Company:



If you wish to restrict specific printers to this Company System, select those that may be used. Only these Printers Queue will be displayed in the Print Options Screen. ***(If you do not wish to restrict which printers can be used with this Company System, do not select anything from the screen).***

1. Double click an item in the left pane to have it included.
2. The codes of those Items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.

4. Click on the  push button icons to shift the selected item higher or lower in the list. Those pricing codes at the top of the list will be test for first when attempting to assign the price.

5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.

#### 7.2.1.4 G/L Account Format Tab Screen



#### Company System - G/L Account # Format Screen

Define the format of the G/L Account #s that are to be used with the Company:

**Company Systems' Maintenance**

Company System: **UCC** - Modify the Properties of

**Company Name** | **Data Folders** | **Printers** | **GL Account Format**

Define your own GL Account Number Format for this company.  
Select a pre-defined Template, or specify your own.

Main Account Number:  Profit/Cost Center:

The format for the G/L Account may defined with up to 18 Main Number digits and either 3, 4 or 5 Profit/Cost Center digits.

The Main Number may be further divided into four sub-account numbers, which are indicated by inserting the '-' character as desired.

The Main Number must be at least 4 digits long. The '9' character is used to indicate valid account digits. Spaces within the number will not be permitted.

**Update** **Cancel**

Each of the ISeries 5 Financial Applications generate transactions that eventually are assigned to General Ledger Accounts. In all system, these accounts are referenced using Account Numbers. General Ledger Accounts may be structured to facilitate various levels of accounting detail. This might include multiple corporate entities, departmental breakdowns by profit or cost center components, or even financial statement classification.

For example, you might have an account defined where sets of digits have significant meaning in the General Ledger. Let's for discussion, consider an account defined with the following format:

- |                  |            |  |
|------------------|------------|--|
| <b>999 - 9 -</b> | where:     | ➤ Represents the code for specific geographical regions  |
| <b>9999 -</b>    | <b>999</b> | ➤ Indicates the type of account classification - asset, liability, owner equity, revenue or expense, etc     |
| <b>999</b>       | <b>9</b>   | ➤ Further classifies the account by description  |
| <b>9999</b>      | <b>999</b> | ➤ Represent the Profit Center. The Profit Center is defined as an entity within a company for which separate |

accounting records are maintained. This includes profit centers, cost centers or even divisions. It is generally regarded as an internal component of a company which has income and expenses.

In the Series 5 applications, the account number is made up of two parts - the Main Account number and the Profit Center. In the example, **999-9-9999** is the Main Account number, and the last three digits is the Profit Center. The Main Account number can have from 4 to 18 digits, and the Profit Center from 3 to 5 digits. The Main Account number can be further divided into four segments. In the example, **999-9-9999** is made of three segments.



### Processing Tip

In all Series 5 data records, where G/L Account Number fields are kept, 23 digits of numeric data storage is assigned. Regardless of the defined format, the Main Number and the Profit Center are each stored right justified in 18 and 5 digit numeric fields respectively.

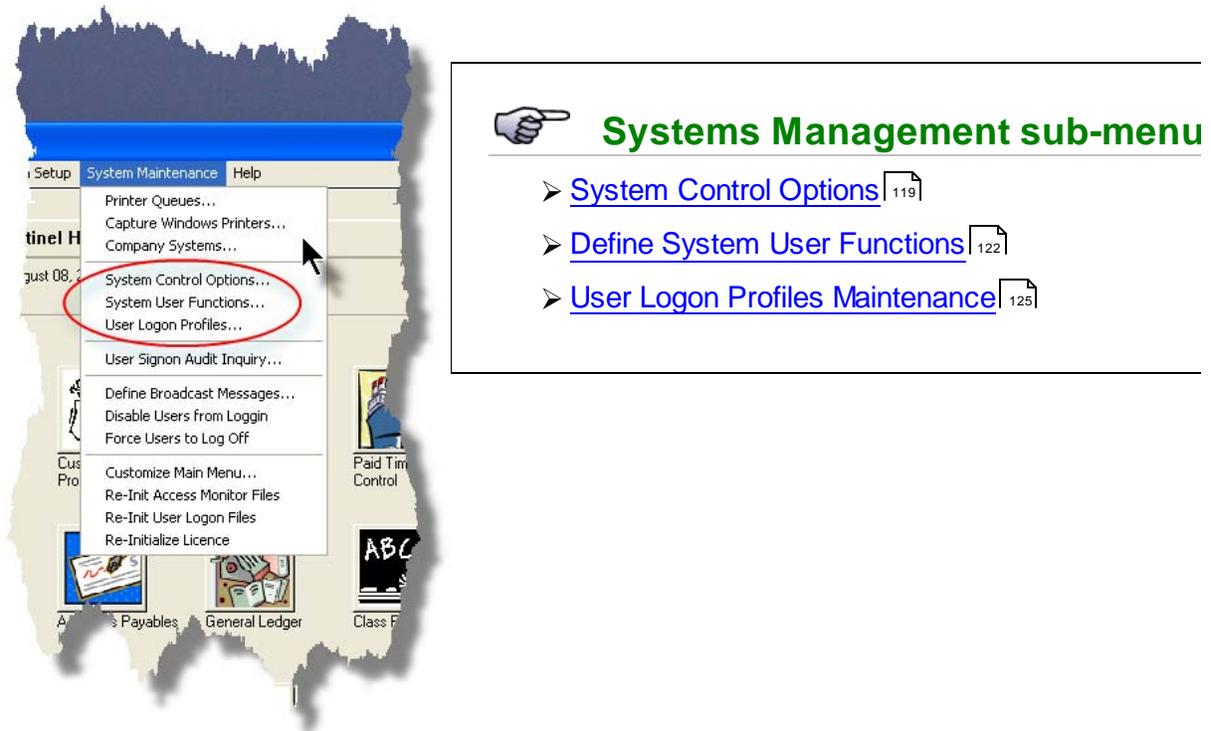
## Field Definitions

<b>Main Account Number</b>	<i>drop-down list</i>						
<p>This is the main segment of the G/L account number. You can enter the definition of the code you wish to use with the numeric character "9" and the dash "-" character. You can also select one of the pre-defined codes from the drop-down list.</p>							
	<table border="1"> <tr><td>9999</td></tr> <tr><td>9999-9999</td></tr> <tr><td>99999999</td></tr> <tr><td>9999-99999-99</td></tr> <tr><td>99-99999-999-999999</td></tr> <tr><td>OTHER</td></tr> </table>	9999	9999-9999	99999999	9999-99999-99	99-99999-999-999999	OTHER
9999							
9999-9999							
99999999							
9999-99999-99							
99-99999-999-999999							
OTHER							
<b>Profit/Cost Center</b>	<i>drop-down list</i>						
<p>This is the Profit Center segment of the G/L account number. Select the desired # of digits from the drop down list.</p>							

## 7.3 System and User Logon Properties

The topics in this chapter describe functions to manage the Series 5 Control Options, define Logon Users, and set up links to custom developed routines and/or other Windows utilities.

These functions are available from the Series 5 Main Menu as indicated:



### 7.3.1 System Control Options

The Series 5 system provides for a number security issues that enables it to meet certain levels of certification. It is the intent of these feature to provide tight controls with respect to the access of the different applications and to provide a logging mechanism.

The following options are provided:

- Specify that Users' passwords must be updated after a specified number of days
- Specify that a User's Access rights will be disabled if they fail to correctly logon after a given number of attempts
- As an option, User Menu Access Logging be activated
- As an option, automatically log-on using the Username used to log-on to Windows
- Designate a specific user as a "Gate Keeper". This user will be the ONLY person that can issue access rights to users of the Series 5 applications. Although, this user will not have access to any other menu items in any of the Series 5 applications.



### Important Security Note

If you intend on specifying a Gate Keeper, keep in mind that you must have in place at least one user that has full System Management Access. **The Gate Keeper cannot add or modify Logon Users to the system. They can only provide access rights to each application to Logon Users that are already established.** Thus you still need a "Super User" Logon User that can add or update Logon Users. Keep in mind that this "Super User" will have access to any of the Series 5 systems only if the Gate Keeper issues it.

## Series 5 General System Settings - Properties Screen

Define the Security control properties with the following screen:

The screenshot shows a Windows-style dialog box titled "Series V General System Settings". The main heading is "Set control properties applicable to all Series 5 systems". The "Security" tab is selected. The text inside reads: "Set control properties associated to the type of security that you need to establish for your accounting users." Below this are several options:

- Use the 'Windows' client Logon Username for access to Series 5
- New User Logon Passwords are required after:  days  
(Set to ZERO if to leave to the discretion of the user)
- Disable a User's Access Rights after repeated Logon failure attempts  
# of Logon Attempts:
- Enable User Menu Access Logging      Next Access Log ID #:

A blue-bordered box highlights the "Designated 'Gate Keeper'" section:

Designated "Gate Keeper"  
Specify the Logon Username of the individual that will be designated as the ONLY person that will be able to access each applications' "User Access Privileges" function. This user WILL NOT have access to any other menu items in any of the Series 5 applications. Also, this user will be the only one that can update this Security tab's options.

Gate Keeper Logon Username:    
(Leave blank if you do not wish to establish this security feature)

At the bottom right are "OK" and "Cancel" buttons. A mouse cursor is pointing at the "OK" button.

– Field Definitions

<b>Use the Window's client Logon Username</b>	<i>checkbox</i>
<p>You may choose to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. (If the given Series 5 User Logon profile has a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)</p> <p>If this option to use the Windows User Logon code is set, user's would ONLY be able to log in to Series 5 using the client PC's Windows Logon Code. The function to "<b>Repeat User's Logon</b>", found under the Main Menu's File drop-down menu will be disabled. Note however, if a user has their <b>System Management Access</b> set to Full, they would be able to "<b>Repeat User's Logon</b>", and sign on as a different user.</p> <p>If this option is not set, the User-Logon screen will always be presented. In this case, the Username field will default to the string value assigned to the Windows' user's <b>SHSI_USER_NAME</b> environment variable.</p>	
<b>New Passwords After Days</b>	<b>9(3)</b>
<p>Enter the number of days, after which users must change their passwords. If you don't wish to enforce this option, enter ZERO. Once the number of days has elapsed, the user will have to ask the designated System Manger to issue a new password. The user will be warned every time they sign on for a period of 21 days before it expires.</p>	
<b>Disable User's Access after Logon Failures</b>	<i>checkbox</i>
<p>The system has the ability to disable users from logging in to the system if they fail to correctly enter their password a specified number of times. If checked, a field is displayed offering you to enter the # of failures before the user is disabled. <b>(Their Logon Properties will have to be edited by the Systems' Manager or Gatekeeper to allow them to log in again).</b></p>	
<b># of Failed Logon Attempts</b>	<b>9(1)</b>
<p>If a user attempts to Logon, but fails to enter their User Code / Password correctly, this number of times, then they will be disabled from logging in.</p>	
<b>Enable User Menu Access Logging</b>	<i>checkbox</i>
<p>The system has the ability to log every time a user selects any the Series 5 application's menu functions. It records the date, time, User Code, Company, application, and menu item. There is a <a href="#">User Signon Audit Inquiry</a><sup>129</sup> function that displays these records. <b>(If you turn this option on, be aware that after a period of time the access log file will</b></p>	

*grow quite large. Make sure that it is purged at least once a year).*

**Next Access Log ID #**

**9(12)**

This is a number assigned to each log entry, so as to provide each with a unique key.

**Designated "Gate Keeper"**

**X(15)**

The Gate Keeper, if specified, is one of your Logon Users that has been chosen to be the person who manages the access rights to all of the Series 5 application's menus. If set up, they are the ONLY user that will be able to access the User Access Maintenance functions of each of the applications. The Gate Keeper will be the only user that will be able to modify any of the System Control Options' screen fields, as described in this topic. However, they will not be able to select any of the other functions provided by the Series 5 applications. **Note that the Gate Keeper will not be able to add or edit any Logon Users, other than their own profiles, even if they have Full System Management Access rights.**

### 7.3.2 Define System User's Menu Functions

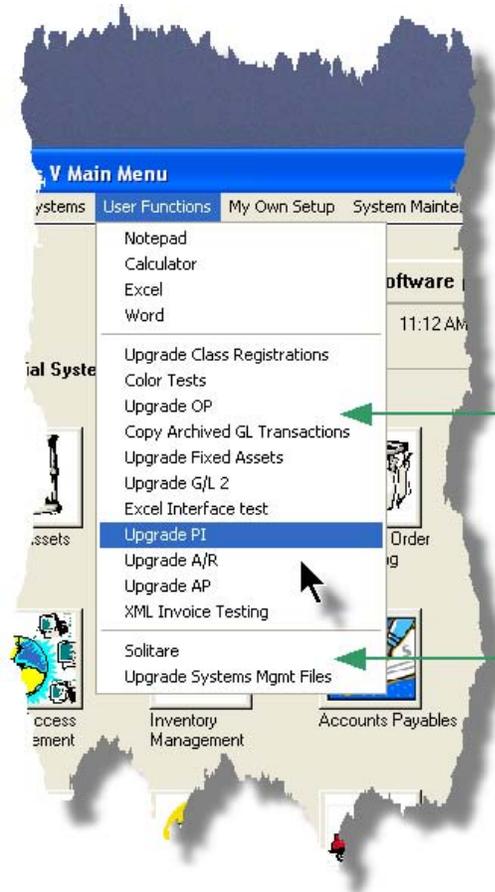
The Series 5 systems provides for other programs, shell macros, or Windows utilities to be launched directly from Series 5. These will appear as menu items in the drop-down menu presented when **User Functions** is clicked on the menu bar of the Main Menu, or any application menu. There are two types of User Menu Functions that may be established.

The first is a set of up to 15 items that can be defined that will appear on all user's Main and Applications menus. These are managed by selecting **System User Functions** from the **System Maintenance** drop-down menu offered on the Main Menu's menu bar.

The second is a set of up to 15 items that each user can create, that will appear only on that user's Main and Applications menus. These are managed by selecting **My User Functions** from the **My Own Setup** drop-down menu offered on the Main Menu's menu bar.

These "User Functions" items will be presented in the drop-down menu by clicking **User Functions** on either the Main Menu or Applications Menus' screen menu bar. You may wish, or need, to set up menu items to launch the following types programs:

- Windows utilities
- DOS scripts for launching some type of data transmission
- Special customized reporting program to compliment those provided within the Series 5 applications.
- Upgrade programs supplied by Sentinel Hill Software Inc.

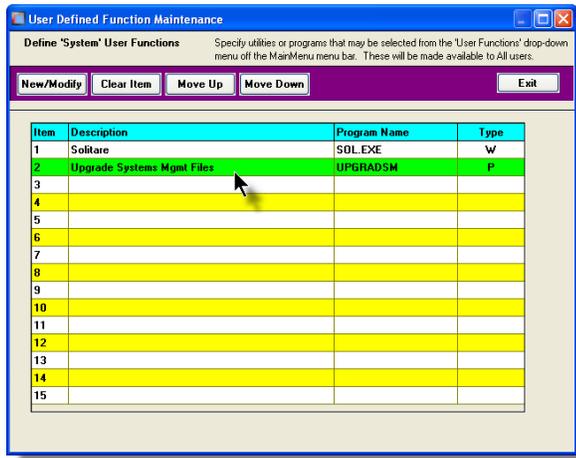


These are User Functions defined for a particular user and are displayed only on that users' menu screens.

These are System User Functions displayed on all user's menu screens.

The Define Users Functions Grid Screen

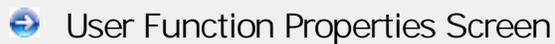
The User Functions are managed with the following grid based screen. Items are stored and displayed in the grid in the order that they will be shown in the **User Functions** drop down menu.



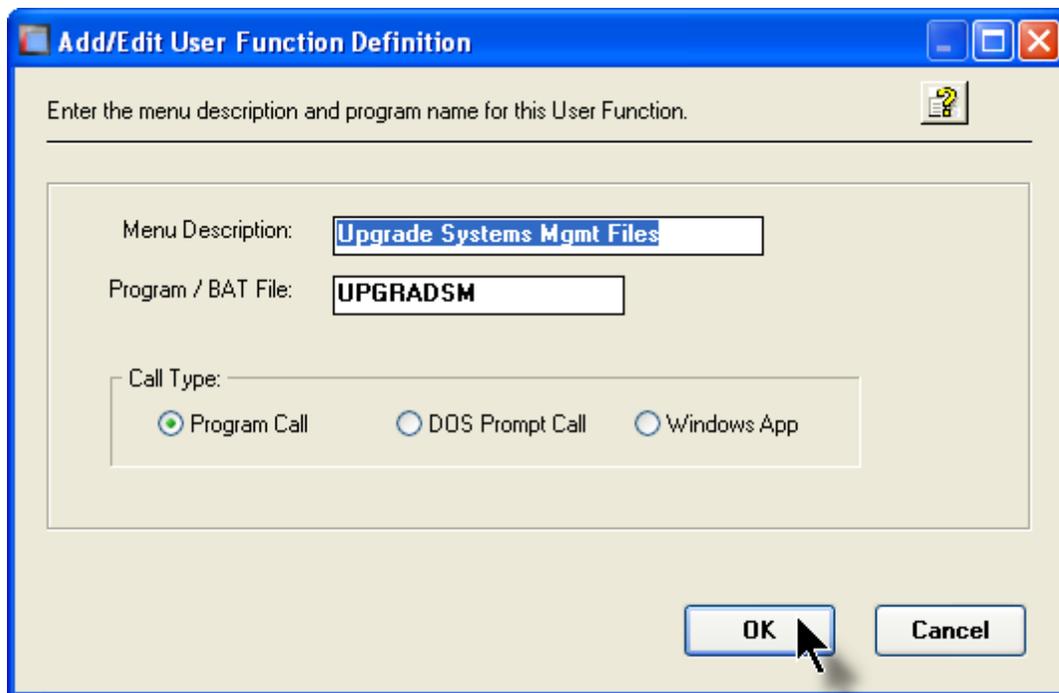
<b>"Fast Buttons"</b>	
<b>New/Modify</b>	Add a new, or Modify the Function highlighted in the grid
<b>Clear Item</b>	Clear, or delete, the Function highlighted in the grid
<b>Move Up</b>	Shift the highlighted Function up one row in the grid

**Move  
Down**Shift the highlighted  
Function down one  
row in the grid

Once a User Function is defined, it will be displayed in the drop-down menu of the Main Menu.



The properties for each User Function are defined with the following screen:




<b>Menu Description</b>	<b>X(30)</b>
This is the description that appears in the drop-down menu.	
<b>Program or BAT File</b>	<b>X(20)</b>
Enter the name of the Acu-GT program that is to be called, or enter the name of the script or system program that is to be executed.	

<b>Call Type</b>	<i>radio-buttons</i>
Specify the type of function, or the manner in which the program is to be executed.	
<input checked="" type="radio"/> Program Call	For a compiled Acu-GT program
<input type="radio"/> DOS prompt Call	If it's DOS *.BAT file that is to be executed
<input type="radio"/> Windows Application Utility	For a Windows utility program to be launched in it's own window

### 7.3.3 User Logon Profiles Maintenance

In order to access any of the Series 5 systems, a given user must have a User Logon Profile established. Every user that needs to access any of the applications must first sign on to the system with a User Code and Password. The Logon Users' properties include their name, password, email address and assorted options associated to use of the system.

Only users with full System Management Access rights will be able to maintain the User Logon Profile records.

This properties that are associated to each User Logon include the following: the following:

- Logon User Code and Password
- Temporary Access
- Disabled Access to the System
- System Management Access Rights flag
- Email Address and Full Email Name
- The path to the user's "My Documents" folder
- Thin-Client user's UNIX home directory



#### Processing Note

Having a Logon Access record only guarantees access to the Series 5 Main Menu. To select any particular application, a User Access record must also be defined for that application. In each application's Help, see the topic [Defining User Access Rights](#) under [User Access Management](#) in the chapter titled [Basic Processing Procedures](#).

## The Logon User Maintenance Grid Screen

The Logon User records are managed with the following grid based screen.

Logon Code	Mgmt Access	Name	Last Signon
EDWINEX	None		2004/04/22 10:43:43 AM
GATEKEEPER	Restricted		2008/07/01 6:09:59 PM
JONES	None		0000/00/00 0:00:00 AM
KEN	None		0000/00/00 0:00:00 AM
KLM404	Full		0000/00/00 0:00:00 AM
LARRY	None	Larry Carlsen	2008/05/28 3:40:07 PM
SHSH.LARRY	Full		2008/07/20 6:19:15 PM
STIG	Restricted		0000/00/00 0:00:00 AM
TONYB	None		1999/02/25 10:53:24 AM
USER	Full	Larry Carlsen - Development	2008/06/07 1:32:59 PM
WEBMASTER	Full	Sentinel Hill Software WebMaster	0000/00/00 0:00:00 AM

### "Fast Buttons"

<b>New</b>	Add a new Logon User
<b>Modify</b>	Modify the Logon User highlighted in the grid
<b>Delete</b>	Delete the Logon User highlighted in the grid
<b>Print</b>	Generate a report listing the Logon Users that are already defined

Once a Logon User is defined, it may be used for logging in to the Series 5 Main Menu.

## Logon User Properties Screen

The properties for each Logon User are defined with the following screen:

Set this check-box if the user will be allowed access to the system only for a short period of time.

This check-box gets set by the system if the user fails repeatedly to enter his correct password when login in.

Select if the user is to have System Management Access or not. **You must have at least one user with Full Access rights.**

The users email address and name must be included if they intend on sending email from any of the Series V applications.

You must define the user's UNIX home directory when executing as a thin-client user with a UNIX server.

Field Definitions

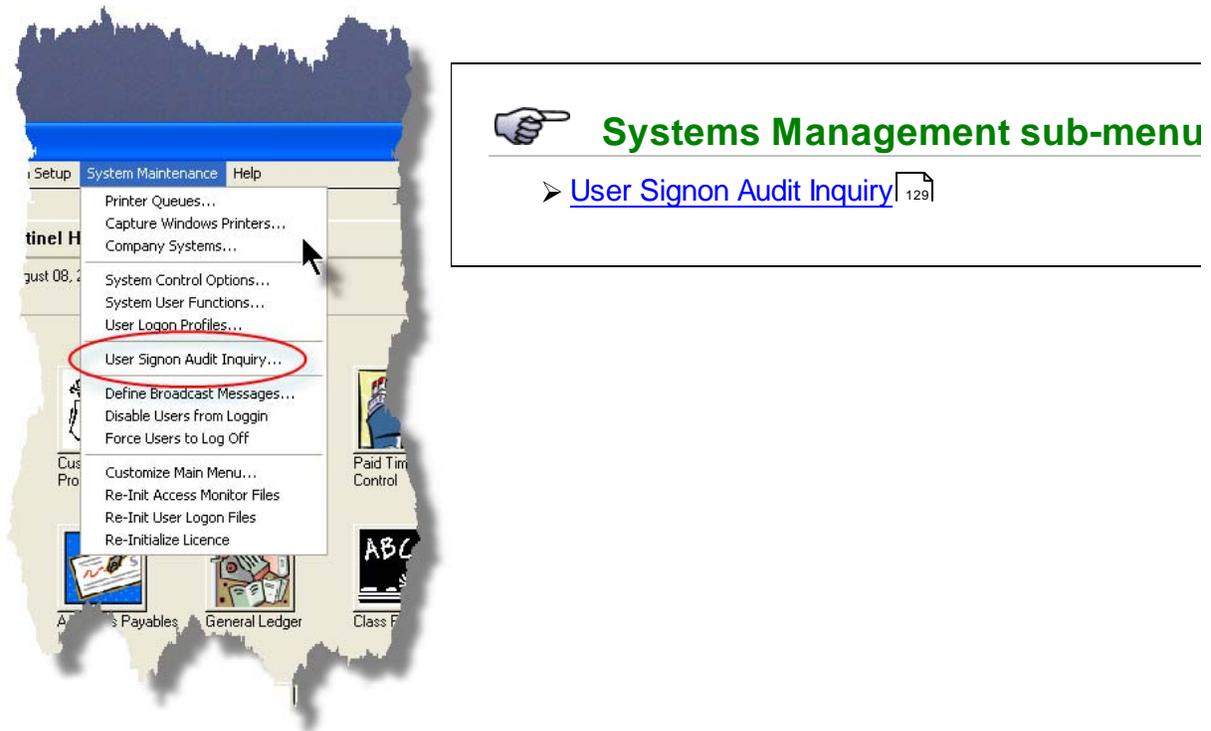
<b>Logon User Code</b>	<i>X(15)</i>												
This is the user's Logon Code. Each time they wish to access the Series 5 system, it must be entered.													
<b>Password / Confirm New Password</b>	<i>X(15)</i>												
This is the user's password. Each time they wish to access the Series 5 system, it must be entered. When edited, you will need to enter the identical code in the Confirm Password field. Passwords must contain at least 8 non-space characters, one of which must be a numeric, one of which must be an alpha character, and it must be different from the password that the user had the last three times.													
<b>Allow ONLY Temporary Access</b>	<i>check-box with (mmddyy) date</i>												
Set this check-box if you wish to limit the time that this Logon User Code will be allowed to be used. If set, you can set the date, up to and including, with which it may be used.													
<b>User is Disabled from Logon Access</b>	<i>check-box</i>												
Set this check-box if you wish to disable this user from logging in to the Series 5 system. If the system is configured with the option to disable users that fail to correctly enter their passwords, and this occurs, the system will set this check-box field.													
<b>System Management Access</b>	<i>radio-buttons</i>												
There are a number of functions that deal with the management of the Series 5 system. These are functions that can be accessed only by those Logon Users that have System Management Access. The following table indicates which functions are allowed to each type of access rights, or user:													
	<table border="1"> <thead> <tr> <th><b>System Management Function</b></th> <th><b>No Access</b></th> <th><b>Restricted Access</b></th> <th><b>Full Access</b></th> <th><b>Gate Keeper Access</b></th> <th></th> </tr> </thead> <tbody> <tr> <td>Printer Queue Maintenance</td> <td style="text-align: center;">x</td> <td style="text-align: center;">p</td> <td style="text-align: center;">p</td> <td style="text-align: center;">x</td> <td rowspan="2">  <p><b>Setup Warning</b> You must have at least one user with Full System Management Access rights. <b>Should you fail</b></p> </td> </tr> </tbody> </table>	<b>System Management Function</b>	<b>No Access</b>	<b>Restricted Access</b>	<b>Full Access</b>	<b>Gate Keeper Access</b>		Printer Queue Maintenance	x	p	p	x	 <p><b>Setup Warning</b> You must have at least one user with Full System Management Access rights. <b>Should you fail</b></p>
<b>System Management Function</b>	<b>No Access</b>	<b>Restricted Access</b>	<b>Full Access</b>	<b>Gate Keeper Access</b>									
Printer Queue Maintenance	x	p	p	x	 <p><b>Setup Warning</b> You must have at least one user with Full System Management Access rights. <b>Should you fail</b></p>								

Captured Windows Maintenance	x	p	p	x	to set up such a user you will be in deep do-do.	
Company Systems Maintenance	x	x	p	x		
System Control Options	x	x	p	p		
System User Functions	x	p	p	x		
User Logon Profile Maintenance	x	x	p	p		
User Signon Audit Inquiry	x	x	p	p		
Define Broadcast Message	x	p	p	p		
Disable Users from Logging In	x	x	p	p		
Force Users to Log Off	x	x	p	p		
Customize the Main Menu	x	x	p	x		
Re-initialize User Files	x	x	p	x		
Re-initialize License Files	x	x	p	x		
<b>Email Address / Email Full Name</b>						<b>X(50) / X(30)</b>
When a user selects to send an email from any of the Series 5 applications, their returning email address and their full name is required.						
<b>"My Documents" Folder Pathname</b>					<b>X(90)</b>	
When the user executes a function and they choose to export or import data, or to save a report as an ASCII text file or MS Word Document, the pathname specified here will be presented as the default directory to/from which the data will be written/read.						
<b>Default Import/Export File Type</b>					<b>drop down list</b>	
<b>"Thin-Client" UNIX Home Directory Pathname</b>					<b>X(90)</b>	
If you are executing in a Thin-Client environment, with the server being UNIX system you must enter the directory path, (based from the UNIX root directory), to the user's designated home directory. Should the user execute a function that reads or writes a file that is read from or written to the clients PC, this directory will be where the applicable temporary file is copied to. Leave this field blank if not running thin-client.						

## 7.4 Signon Access Audit Inquiry

The topics in this chapter describe functions to view the Series 5 Logon Audit records. The system maintains a history of when a Logon User accesses any of the Series 5 applications menu items. This function is available only to users that have Full Systems Management access.

These functions are available from the Series 5 Main Menu as indicated:



### 7.4.1 User Signon Audit Inquiry

If you had selected to enable the Menu Access Logging feature in the Series 5 System Control Option screen, you will be able to view the audit records using this menu selection. A grid based screen is provided for a variety of display options, and lets you navigate through

the audit records.

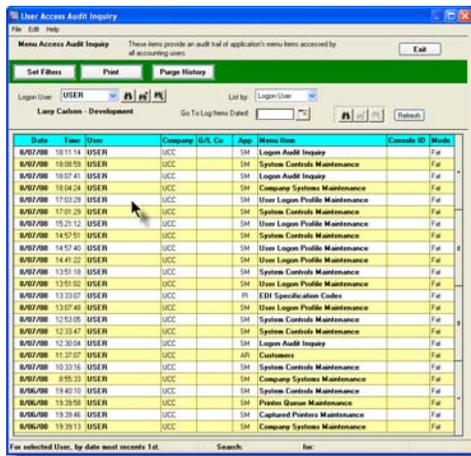
Only users with full System Management Access rights, or the designated "Gate Keeper" will be able to view the audit records.

Some of the features of the Inquiry function are as follows:

- Select either to display for selected Logon User, or Series 5 application, or just by Date
- A Filters screen may be selected to limit the number of records displayed
- A report may be generated
- A Purge function is also provided

### The User Access Audit Inquiry Grid Screen

The Access Audit records are displayed with the following grid based screen.



Date	Time	User	Company (S/A, Co)	App	Menu Item	Console ID	Mode
6/27/08	18:11:14	USER	UCC	SM	Login Audit Inquiry		Fail
6/27/08	18:08:59	USER	UCC	SM	System Controls Maintenance		Fail
6/27/08	18:07:41	USER	UCC	SM	Login Audit Inquiry		Fail
6/27/08	18:04:24	USER	UCC	SM	Company Systems Maintenance		Fail
6/27/08	17:03:29	USER	UCC	SM	User Logon Profile Maintenance		Fail
6/27/08	17:02:29	USER	UCC	SM	System Controls Maintenance		Fail
6/27/08	15:21:12	USER	UCC	SM	User Logon Profile Maintenance		Fail
6/27/08	14:57:51	USER	UCC	SM	System Controls Maintenance		Fail
6/27/08	14:57:40	USER	UCC	SM	User Logon Profile Maintenance		Fail
6/27/08	14:47:22	USER	UCC	SM	User Logon Profile Maintenance		Fail
6/27/08	13:51:18	USER	UCC	SM	System Controls Maintenance		Fail
6/27/08	13:51:02	USER	UCC	SM	User Logon Profile Maintenance		Fail
6/27/08	13:33:07	USER	UCC	PI	EDI Specification Codes		Fail
6/27/08	13:07:48	USER	UCC	SM	User Logon Profile Maintenance		Fail
6/27/08	12:53:05	USER	UCC	SM	System Controls Maintenance		Fail
6/27/08	12:33:47	USER	UCC	SM	System Controls Maintenance		Fail
6/27/08	11:37:07	USER	UCC	SM	Login Audit Inquiry		Fail
6/27/08	11:37:07	USER	UCC	SM	Customer		Fail
6/27/08	10:30:16	USER	UCC	SM	System Controls Maintenance		Fail
6/27/08	8:55:33	USER	UCC	SM	Company Systems Maintenance		Fail
6/26/08	19:40:10	USER	UCC	SM	System Controls Maintenance		Fail
6/26/08	19:39:58	USER	UCC	SM	Printer Queue Maintenance		Fail
6/26/08	19:39:48	USER	UCC	SM	Clipboard Profiles Maintenance		Fail
6/26/08	19:39:13	USER	UCC	SM	Company Systems Maintenance		Fail

### "Fast Buttons"

<b>Set Filters</b>	Set Filters for the records to be displayed
<b>Print</b>	Generate a report listing the Audit records
<b>Purge History</b>	Purge Audit records for a specified date range

### Access Audit Filter Screen

The filters screen will be displayed for limiting the records displayed, printer or purged:

## Field Definitions

<b>Audit Items Dated</b>	<b>radio-buttons &amp; (mmdyy) entry fields</b>
Click the Not Considered button, or the Inclusive button with a date range. Only those items within the date range specified will be processed, printed, or displayed.	
<b>For Company System</b>	<b>X(8)</b>
Select only those audit records that were generated for users that selected functions while working in the selected Company System. Leave the field blank if it is NOT to be considered as a filter.	
<b>For Logon User</b>	<b>X(15)</b>
Select only those audit records that were generated for the selected Logon User. Leave the field blank if it is NOT to be considered as a filter.	

Application	<i>drop-down list</i>
<p>Select the application for which it's audit records are to be viewed or processed. Select the {{All Applications }} entry if not considered as a filter.</p>	<pre> {{All Applications }} Accounts Payable Accounts Receivable Customer Order Processing Fixed Assets General Ledger Inventory Management Payroll Professional Invoicing Purchasing/Receivings WEB Management Systems Management Class Registration Cement Shipments </pre>

## 7.5 Logon Control and Message Broadcasting

The topics in this chapter describe functions to have the system Broadcast messages to users; to Disable Users from logging on to the Series 5 system; and to actually Force a User off the system. Users with Restricted Systems Management access can set Broadcast Messages, but will not be able to control logging on/off functions.

These functions are available from the Series 5 Main Menu as indicated:



### Systems Management sub-menu

- [Define Broadcast Messages](#) <sup>133</sup>
- [Disable Users from Logging In](#) <sup>135</sup>
- [Force Users to Log Off](#) <sup>135</sup>



### 7.5.1 Define Broadcast Messages

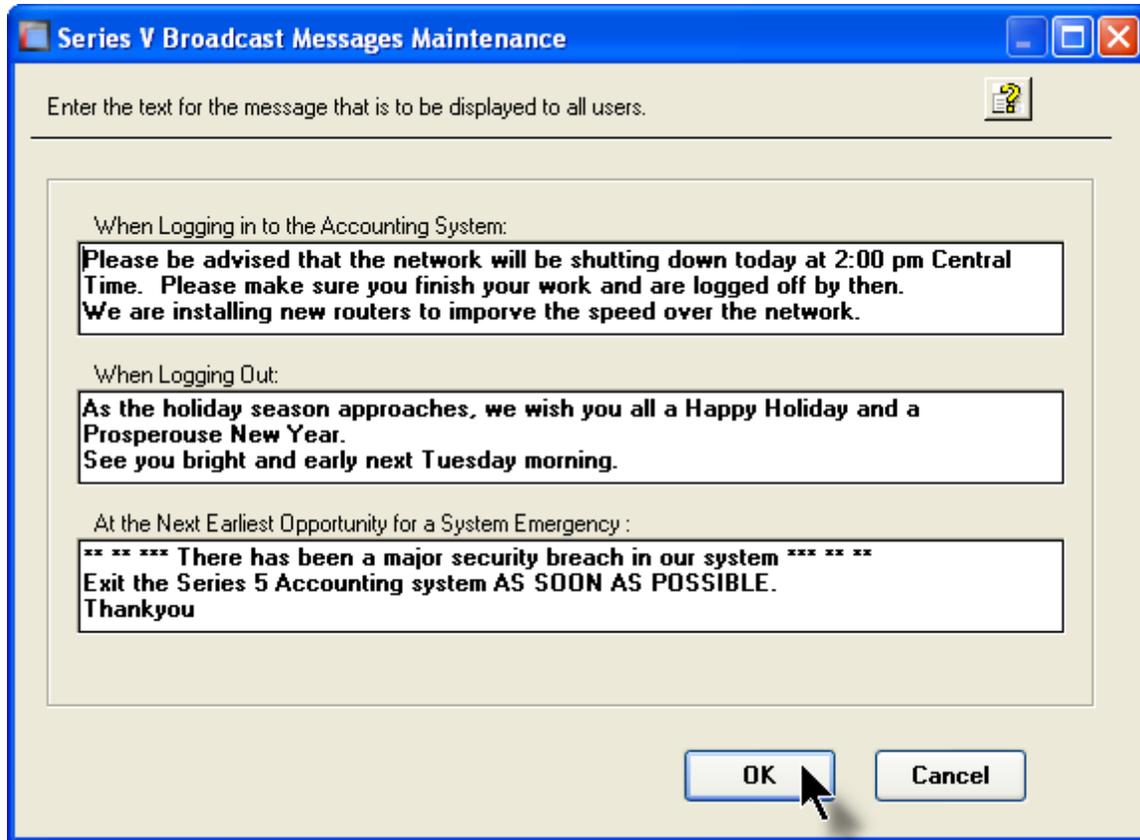
The Series 5 system provides for messages to broadcast to all users. Three messages can be set up.

- 1) A message is displayed when users sign on to the system
- 2) A message is displayed when users log out of the system
- 3) A message can be sent advising all users of some sort of emergency.



Series 5 Broadcast Messages - Properties Screen

Define the messages that will be shown with the following screen:



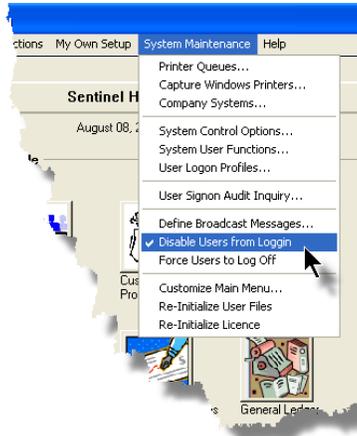
### Field Definitions

<b>When Logging In</b>	<b>3 lines X(80)</b>
This message is displayed after a user has logged on to the system. Leave the field blank if no message is to be displayed.	
<b>When Logging Out</b>	<b>3 lines X(80)</b>
This message is displayed when users exit the Main Menu. Leave the field blank if no message is to be displayed.	
<b>System Emergency</b>	<b>3 lines X(80)</b>
This message is displayed at the earliest opportunity, when users select a function from an application's menu. Leave the field blank if no message is to be displayed.	

## 7.5.2 Disable Users from Logging On to Series 5

The Series 5 system provides for the ability to restrict any new users from signing in to the system. You might wish to implement this function if you have a planned shutdown and don't want any users to get into the accounting system.

There are no screens associated to this function. From Main Menu's System Maintenance drop down menu, just click the **Disable Users from Login** item. A check-mark will appear next to this menu item. Re-click the same menu item to re-allow users to log in.



Normal users will be presented with the following message when attempting to sign in:



Users with Full Systems Management access will be presented with the following message when signing in:

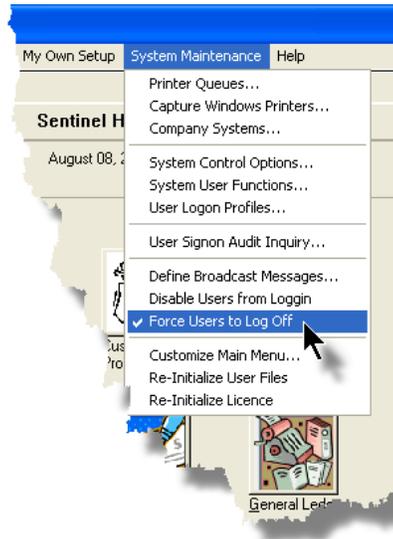


## 7.5.3 Force Users Out of Series 5

The Series 5 system provides for the ability to force users out of the system. You might wish to implement this function if you have to shut down for some unplanned emergency.

There are no screens associated to this function. From Main Menu's System Maintenance drop down menu, just click the **Force Users to Log Off** item. A check-mark will appear next

to this menu item. Re-click the same menu item to reset the function.



Whenever a transaction or master code is entered or edited, the system will test to see if this condition has been set. After 8 tests, the following message is displayed. After this message has been displayed 5 times, the system will automatically back out the user from whatever menu screen they are working in.



## 7.6 Initialization and Setup

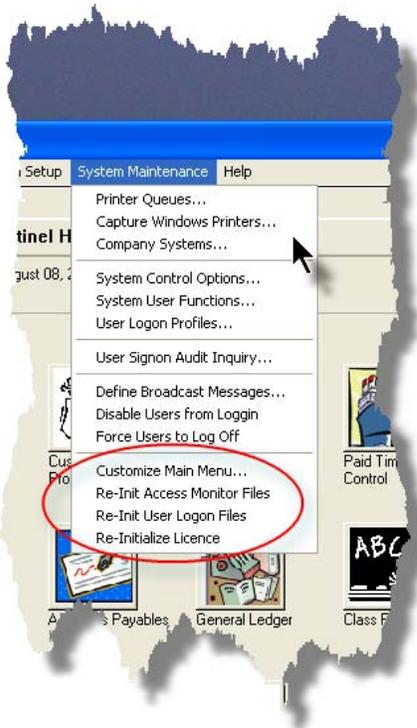
The topics in this chapter describe functions to Customize the Series 5 Main Menu, and to have the System's Licence established. Users must have Full Systems Management access to execute these functions.



### Processing Note

When the Series 5 system is first installed, you will have to enter a Licence Activation Key. This is a code that will be provided to you from Sentinel Hill Software Inc. If you purchase additional Series 5 applications, a new Activation Key will have to be entered.

These functions are available from the Series 5 Main Menu as indicated:



## Systems Management sub-menu

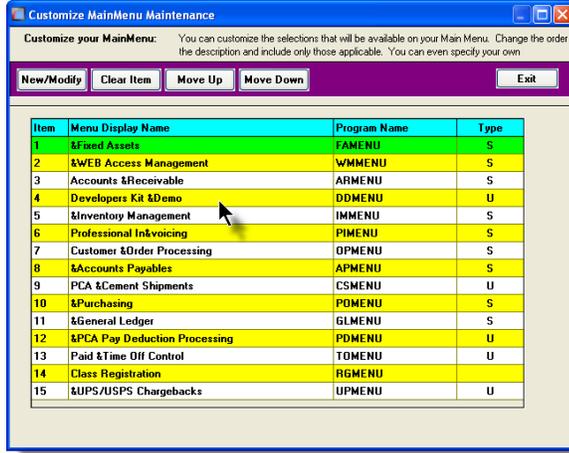
- [Customize the Main Menu](#) <sup>137</sup>
- [Re-Initialize Access Monitor Files](#) <sup>140</sup>
- [Re-Initialize User Files](#) <sup>141</sup>
- [Re-Initialize Series 5 License](#) <sup>142</sup>

### 7.6.1 Customize the Main Menu

Once a user has signed on the the Series 5 system, the Main Menu is the first major screen presented. It provides a menu bar and up to 15 larger icons that may be used to launch a given application. The icons presented, the accompanying descriptions, and their placement are defined by a set of properties that your systems manager can manipulate.

#### The Main Menu Properties Grid Screen

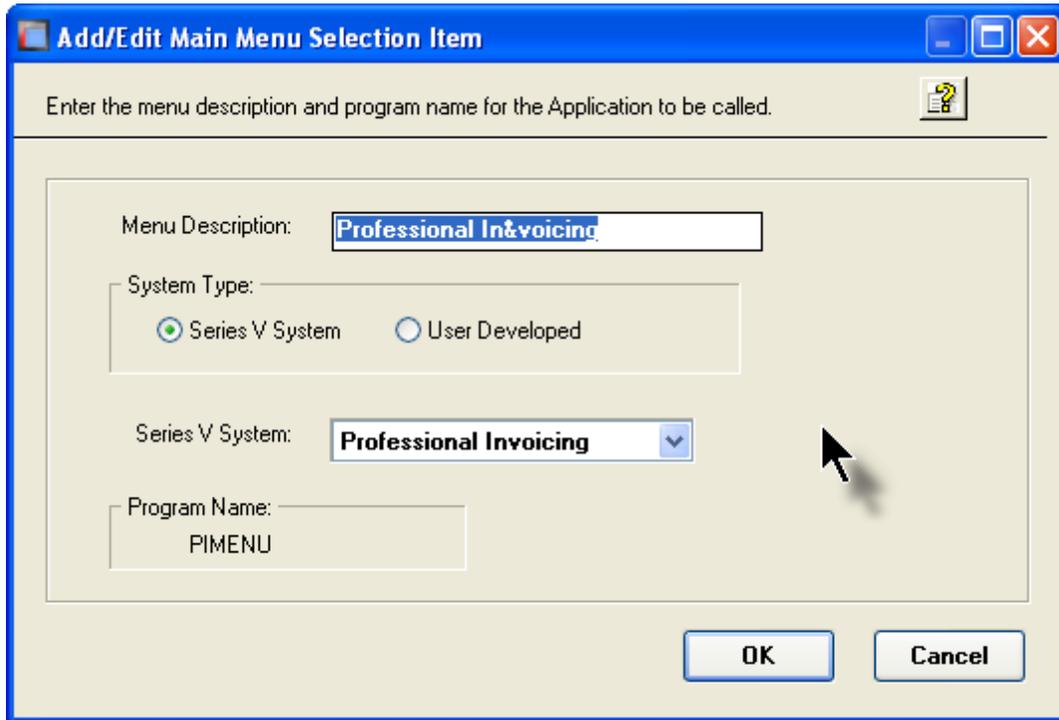
The Applications presented on the Main Menu are managed with the following grid based screen. Items are displayed in each of 3 rows corresponding to the order that they are displayed in the grid screen.



<i>"Fast Buttons"</i>	
<b>New/Modify</b>	Add a new, or Modify the Menu Item highlighted in the grid
<b>Clear Item</b>	Clear, or delete, the Menu Item highlighted in the grid
<b>Move Up</b>	Shift the highlighted Menu Item up one row in the grid
<b>Move Down</b>	Shift the highlighted Menu Item down one row in the grid

➡ Main Menu Item Properties Screen

The properties for each standard Series 5 application menu item is defined with the following screen:



The properties for each User Developed application menu item are defined with the following screen:

#### Field Definitions

Menu Description	X(30)
This is the description that appears in the <b>Financial Systems</b> drop-down menu, and underneath the large icon that is displayed. If you wish to be able to activate the icon by using an Alt-character key, place the "&" character immediately in front of the character that you wish to assign.	
System Type	radio-buttons
Specify the type of menu item, whether it is a standard Series 5 application, or one that was specially developed and integrated into <%PRODFAMILY%.	
<input checked="" type="radio"/> Series V System	For a standard Series 5 application provided by Sentinel Hill Software Inc.
<input type="radio"/> User Developed	For a user's application that was integrated into, and developed with the Sentinel Hill Software's GUI Developer's Libraries. If selected, the User Menu Program Prefix field will be displayed, in which you must enter the 1st two characters that has been assigned to the menu. <b><i>(In the screen above, the name of the menu program is PDMENU, so you</i></b>

<i>must enter PD in the field).</i>													
<b>Series 5 System</b>	<i>drop-down list</i>												
Select the application which this menu item will be used to launch.													
<table border="1"> <tr><td>Accounts Payable</td></tr> <tr><td>Accounts Receivable</td></tr> <tr><td>General Ledger</td></tr> <tr><td>Proj Analysis/Sub-Ledger</td></tr> <tr><td>Professional Invoicing</td></tr> <tr><td>Inventory Management</td></tr> <tr><td>Order Processing</td></tr> <tr><td>Purchasing Order Control</td></tr> <tr><td><b>Payroll</b></td></tr> <tr><td>Fixed Assets</td></tr> <tr><td>Quick Invoicing</td></tr> <tr><td>WEB Access Management</td></tr> </table>		Accounts Payable	Accounts Receivable	General Ledger	Proj Analysis/Sub-Ledger	Professional Invoicing	Inventory Management	Order Processing	Purchasing Order Control	<b>Payroll</b>	Fixed Assets	Quick Invoicing	WEB Access Management
Accounts Payable													
Accounts Receivable													
General Ledger													
Proj Analysis/Sub-Ledger													
Professional Invoicing													
Inventory Management													
Order Processing													
Purchasing Order Control													
<b>Payroll</b>													
Fixed Assets													
Quick Invoicing													
WEB Access Management													
<b>User Menu Program Prefix</b>	<b>X(2)</b>												
<p>This 2 character prefix is used to determine the name of the application's menu program. For a prefix of <b>XX</b>, the menu program called is <b>XXMENU</b>. <i>(When selecting any of the standard Series 5 applications, the 2 character prefix is automatically assigned).</i></p> <p>You can use any 2 character combination except for the following, as they are used by the standard Series 5 applications:</p> <p style="text-align: center;">AP, AR, GL, PI, IM, OP, PR, FA, QI and WM</p>													
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">  <p><b>Processing Tip (Secret)</b></p> <p>This icon that is displayed for each defined <b>XXMENU</b> application on the Main Menu is loaded from a file named <b>XXMENU.BMP</b> and resides in the designated <b>S5\bin\images</b> folder.</p> </div>													

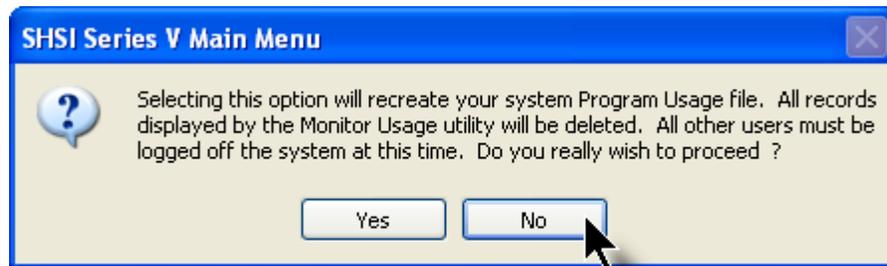
## 7.6.2 Re-Initialize Access Monitor Files

The system attempts to keep track of all Logon Users that are currently accessing any of the Series 5 system applications, and what menu function they are working with. There is a Monitoring Utility that can be executed showing the users activity. This information is kept in a file. On occasion when there is a system failure of some kind, widowed records will be left in this Monitor Access file and they will be displayed whenever the Monitor Utility is evoked. If you would like to have these items removed there is a System Management function that will

do this for you. From the Main Menu's System Maintenance drop down menu, just click the **Re-Init Access Montior Files** item. You will first be prompted to verify that you really want to proceed. Click the **Yes** push button if you want to proceed.

**(Note that all users should be off the system when you execute this menu item.)**

The prompt to re-initialize the Access Monitor files:



### 7.6.3 Re-Initialize Use Profile Files

In the unlikely event that your User Logon file needs to be recreated, there is a System Management function that will do this for you. From the Main Menu's System Maintenance drop down menu, just click the **Re-Init User Logon Files** item. You will first be prompted to verify that you really want to proceed. Click the **Yes** push button if you want to proceed.

The main reason you may want to execute this function is to delete the User Logon files because you have defined a number of users, but you do not have any Logon User that was designated with full Systems Managers access rights. If you had reached such a state you basically would not be able to manage the Series 5 system. The only way out would be to delete the User Logon file and start again to add your users. **(Not forgetting to set up the 1st user with full System Management rights).**

The prompt to re-initialize the User Logon files:

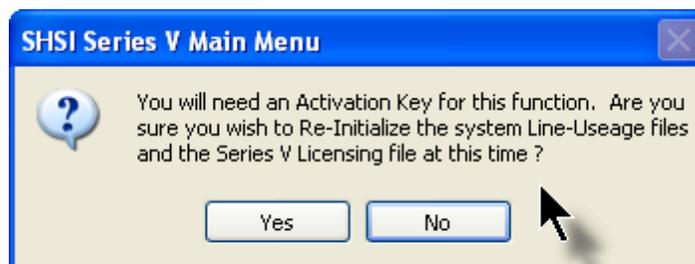


### 7.6.4 Re-Initialize Series 5 Licenses

The system is controlled by a License Activation Key that defines the number of users and the Series 5 systems that have been purchased. This key is provided by Sentinel Hill Software Inc. at the time of installation, or when additional licenses are purchased.

Initially, when launching the Series 5 system for the first time, you will automatically be prompted to enter the Activation Key. If you purchase more licenses at a later date, you must select this function to enter your new key. From the Main Menu's System Maintenance drop down menu, click the **Re-Initialize License** item. You will first be prompted to verify that you really want to proceed. Click the **Yes** push button if you want to proceed. You will then be required to enter a password.

The prompt to re-initialize the Access Monitor files:



Enter the appropriate password to proceed:



#### The SHSI Activation Key Entry Screen

An Activation key must be entered in order to initialize the Series 5 system. This key will be supplied to you by Sentinel Hill Software Inc. when you wish to install the software. It is case sensitive and must be entered exactly as supplied.




### Processing Tip (Secret)

This Activation Key is encoded with the date issued. From the date received, it will be valid only for a period of 2 days. After that, it will no longer be valid. You must request the key only when you are actually ready to proceed with the installation.

Should you receive an error when the Activation Code is entered, you can identify the problem by looking up the error codes from the following table:

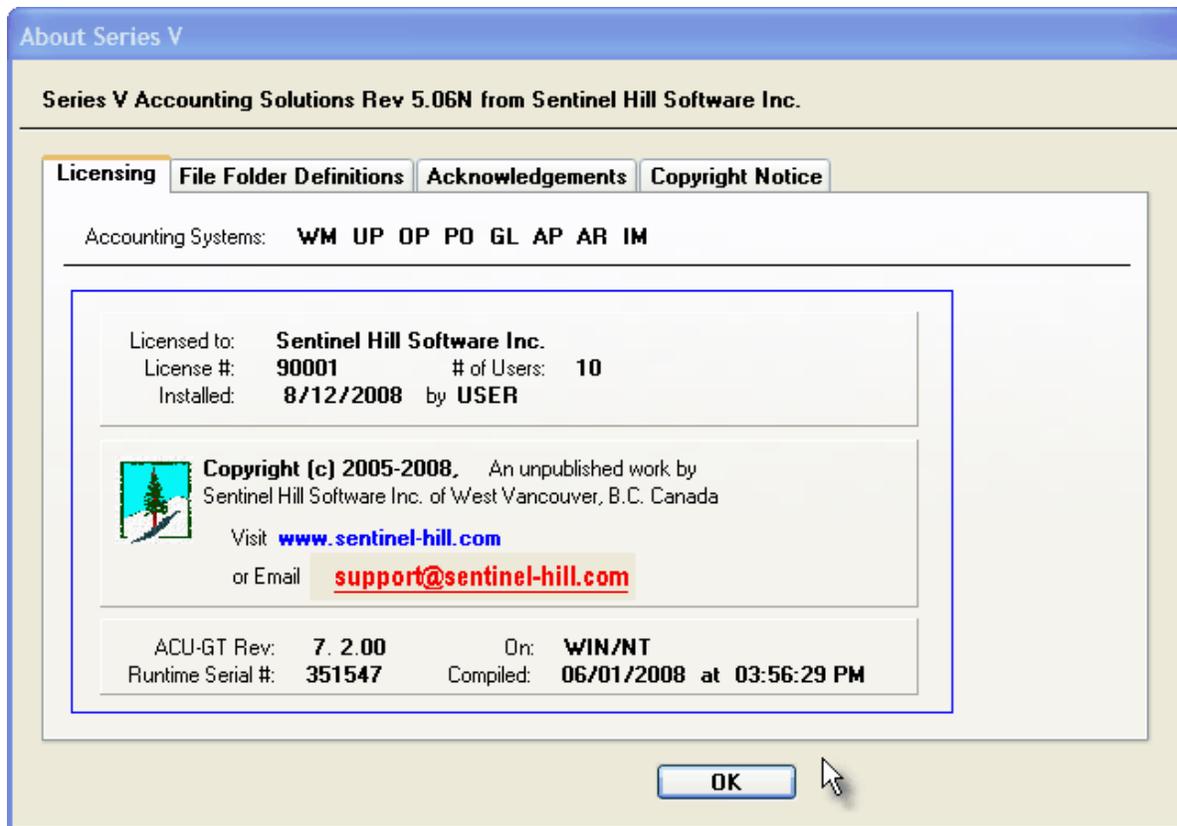
<b>Error Code</b>	<b>Description</b>
1	The 1st character of the key was incorrectly entered
2	The 2nd character of the key was incorrectly entered
4	The 4th character of the key was incorrectly entered
5	The last 5 characters of the key was incorrectly entered
6 or 7	Other characters of the key was incorrectly entered
8	The key entered as expired. It's too old



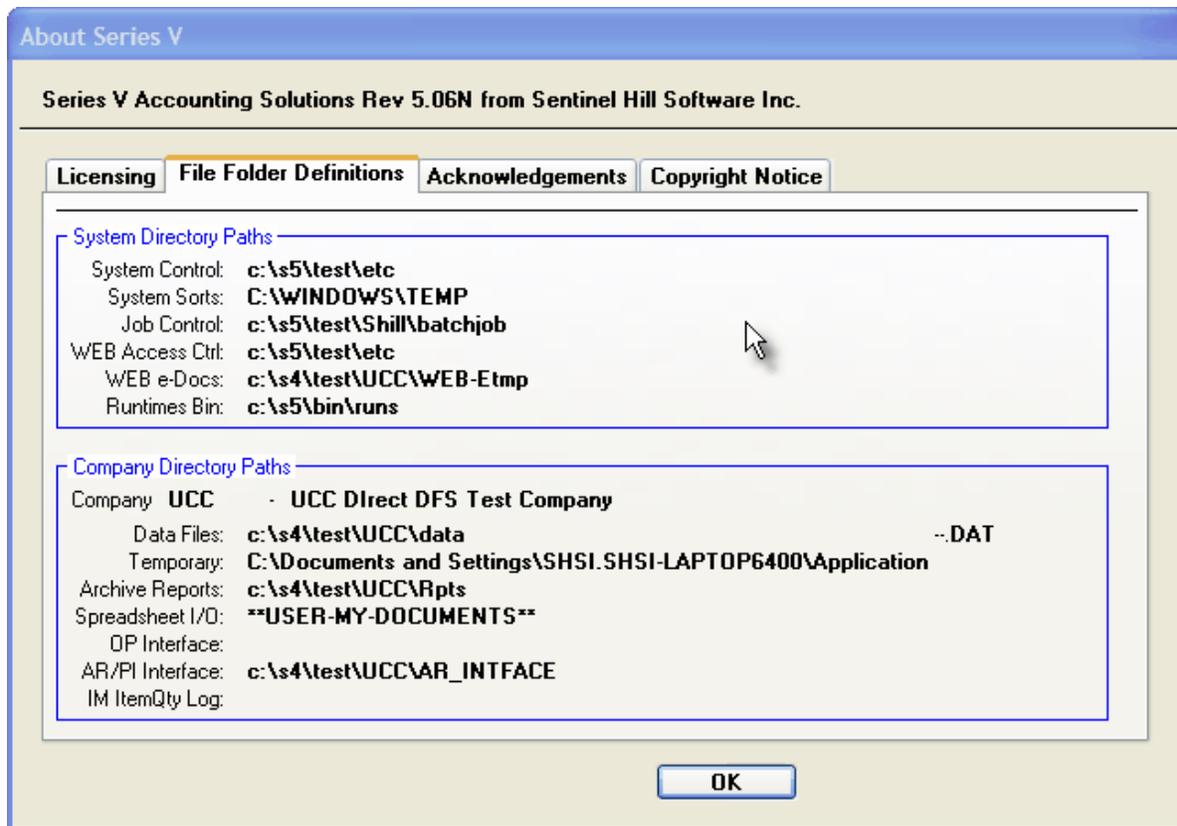
### The Series 5 About Screens

Following the entry of the Activation Key, the Licensing "About" screen will be displayed. It displays the following bits of information:

- Accounting Applications
- License # and # of Users
- Installation Date
- Revision of Acu-GT that is being executed (along with it's serial #)
- The date and time the executable runtimes were last compiled
- Email address graphic, (which when clicked will setup for an email to be sent)



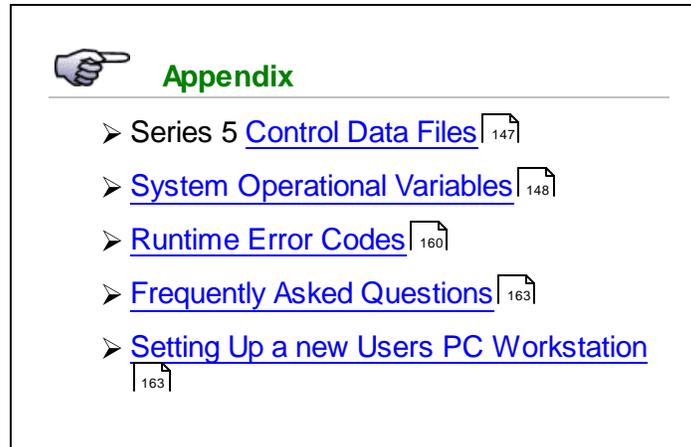
The **File Folder Definitions** tab screen displays a number of the different data folder directory paths that hold the Series 5 control files and the current Company System's data files.



**Part**



## 8 Appendix



### 8.1 Series 5 System Control Files

These files are used to hold the control information to manage the Series 5 systems. They are found in the directory specified for by the Configuration variable **SHSI\_CTRL\_PATH**.

#### Series 5 System Control files

<i>Filename</i>	<i>Description</i>
ACCESAUDIT.DAT	Holds the Users Signon Audit Log records.
BROADCASTS.DAT	Holds the Broadcast messages that are displayed when users sign in or out of the system.
COMPANY.DAT	Holds the Company Systems master control records. There is one record for each company defined in Series 5.
EMERGENCY.DAT	Holds the Emergency message that may have been defined.
JOBQUEUE.DAT	Holds information about each Job that has been queued to be executed using the Batch/Background Processor.
CODSELCT.XXX	Used by those applications that offer record filtering screens. If a set of random codes are selected as filters, they are stored temporarily in this file.

FLEXCTRL.XXX	Holds the definition of the G/L Account Number.
LINUSEAG.XXX	Created when the Series 5 system is first installed and created. Records in this file are allocated to users to guarantee they receive a unique processing ID number. This number is used in temporary files and/or keys that might be created for this user.
PRGUSEAG.XXX	When users sign on to the Series 5 system, a record is written into this file to indicate the program application being executed, the time started, and other information pertinent to successful operation.
PRINTQDF.XXX	This file holds the definitions of the Series 5 Printer Queues.
RECENTS.XXX	A number of maintenance and processing functions remembers the most recently accessed codes. These are stored in this file.
RPTSMNGR.DAT	For every report that is generated and "Archived", a record is recorded in this file. It holds information such as the name, date and time created, the author and a pointer to the file that holds the report.
SYSCNTRL.DAT	Holds the record that keeps the Series 5 System Control properties.
USERACC5.XXX	Holds the access rights of all users to all Series 5 systems.
USERNAME.XXX	Holds the master Logon User Code records.
WINPRNTD.DAT	Holds the Captured WIndows Network printer information.
WIZARDS.DAT	Hold the properties of any Wizards that were defined to any of the applications

## 8.2 System Operational Variables

Some aspects of the Series 5 S/M system can be controlled through runtime configuration variables. This mechanism provides a great deal of flexibility, because these variables can be modified by each site as well as directly by an AcuGT program.

Configuration variables are maintained in a runtime configuration file. This standard text file can be modified by the host system's text editor. Each entry in the runtime configuration file consists of a single line. All entries start with a keyword, followed by one or more spaces or tabs, and then one or more values.

These variables may also be defined in each operators' execution environment. On both UNIX and Windows systems, these would be defined as environment variables.

### 8.2.1 Environment Variables

The following variables may be defined for the operator's environment. Under UNIX, these may be seen by entering the shell **env** command. Under Windows, these may be seen by entering the DOS **set** command.

<i>Variable</i>	<i>Description</i>	<i>Description</i>
APPDATA	C:\Documents and Settings \xxxxx\Application Data	The 1st 2 characters are used to determine the users' Home Drive on their PC. (Is set up by Windows)
SHSI_USER_NAME	SHSI5.LARRY	The default Signon User code used when signing onto the system from a client PC.
USERNAME	SHSI	The Windows client signon name. Used to determine the operators actual "/My Documents" folder pathname. (Is set up by Windows)
S5_DIR	D:\S5	Required ONLY by the user building the Series 5 executables

### 8.2.2 Configuration Variables

The following variables may be defined in the runtime configuration file. These variables can only be defined or updated by your Systems Manager, or support staff from Sentinel Hill Software Inc.



#### **Processing Tip**

If you need to maintain different sets of operating environments on your system, you may do so by setting up different runtime configuration files. In this case, the different environments would execute totally independent of one another. In particular, the two variables that would provide total independence are **SHSI\_CTRL\_PATH** and **CODE-PREFIX**.

### Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 applications. (Those in red are critical to proper execution)

<b>Variable</b>	<b>Default or Sample Argument</b>	<b>Description</b>
ACURUN_NAME	wrun32	The name of the AcuGT runtime. Used to build the command line for Background Job Execution
ccc_SPIO_PATH	d:\acctg\comp\spidir	The default directory used for import/export for Series 5 Company System ccc. This is also used as the directory where the form letters for A/R Dunning Letters are stored.
ccc_ORTXT_PATH	d:\acctg\comp\txtdorders	The default directory used for importing O/P Text Orders for Series 5 Company System ccc
ccc_TRXTXT_PATH	d:\acctg\comp\trxinput	The default directory used for importing A/R and A/P transactions for Series 5 Company System ccc
ccc_IMAUDIT_PATH	d:\acctg\comp\imaudit	The default directory used for maintaining O/P Inventory Audit files for Series 5 Company System ccc
ccc_DUNLETTER_PATH	d:\S5\dun-templates	The default directory used for maintaining A/R Dunning Letter template files for Series 5 Company System ccc
<b>CODE_PREFIX</b>	d:\S5\bin\runs	The directory path in which the executable programs reside.
IAMESS_x1	"OK to Sell Text line 1"	<p>Lines of text displayed in O/P when an item is out of stock, and operator is prompted. These are the 3 lines used in the prompt. The x is used to allow for different sets of texts for different Inventory Activity Codes that may have been set up for the Inventory Item in question.</p> <ul style="list-style-type: none"> <li>• A - Active</li> <li>• F - Forecast</li> <li>• O - Obsolete</li> <li>• F - Planned</li> <li>• D - Discontinued</li> <li>• C - Cancelled</li> <li>• I - Needs Information</li> <li>• S - Suppressed</li> </ul>
IAMESS_x2	"OK to Sell Text line 2"	see above
IAMESS_x3	"OK to Sell Text	see above

	line 3"	
HELP_PREFIX	d:\S5\bin\help	The directory path in which the Help files reside.
<b>IMAGE_PREFIX</b>	d:\S5\bin \images	The directory path in which all bitmapped images are stored.
LAUNCH_BCKGRND_CMD	wrun32 -d -c d: \s5\etc\cblcfgui	This is the shell command that is used to execute jobs submitted for execution in the Background Job Processor
m-THIN-DRIVE-MAP	/user/larry/data	On thin client systems, when attempting to print to, or save text export to a file on mapped drive M, (which is mapped to a directory on the UNIX server), then the file will actually be written to the directory path specified as the argument
MANIFEST_IN_PATH	d:\acct\comp \manif-dir	
PI-INV-DESCN	B Software Development	Defines the Invoice Layout Generation Type and Descriptive text printed on P/I Invoices for charges that are sub-totalled by their WIP Consolidation Flag when set to <b>N</b> , (where <b>N</b> = 1, .... 9)
SHSI_ACUCON-EREQUEST-MODE	1, 2, 3, or 4	Used to determine how E-Requests are handled by the Web Management system: <ul style="list-style-type: none"> <li>➤ 1 - Use AcuConnect on a remote server</li> <li>➤ 2 - Use AcuConnect initiated from the E-Request Server program running on the PC</li> <li>➤ 3 - Don't use AcuConnect at all. Process requests directly from the E-Request Server program on the PC</li> <li>➤ 4 - Use AcuConnect only for requests that don't generate MS Word or Excel documents</li> </ul>
<b>SHSI_CTRL_PATH</b>		The Series 5 applications are controlled using a number of system files. These files are stored in the directory path defined here.
SHSI_JOBQ_PATH		When functions are set up to be executed in the Background or Night Job Processor, information about the job is stored in a file that is written in the directory path defined here.
SHSI_REMOTE	BRANCH10	If entering A/P Transactions in a remote branch where the Batch file is to be transmitted to head office, this is the 8 character branch code embedded in the A/P Batch's created by field.
SORT_DIR	c:\windows \temp	The directory path in which temporary sort files are created used by the system. On FAT systems, this path should be on the users PC.

		On THIN systems, it should be on the UNIX server.
WIN32_NATIVECTLS	1 or 0	Set to 1 to enable the workstation's theme in how the Windows controls are displayed. This is only available to Windows XP, Windows Vista and Windows 7 using Acu-GT 8.1 or later.
<b>V-VERSION</b>	3	The default Revision of the type of AcuGT files to be used. Must be set to 3

### – Mail Management Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

<b>Variable</b>	<b>Default or Sample Argument</b>	<b>Description</b>
DOS_MAIL_CMD	d:\s5\util \DOSEMAIL	%RECEIVER_NAME % %RECEIVER_ADDRESS% %SENDER_NAME% % %SENDER_ADDRESS% % SUBJECT% %MESSAGE_FILE% %ATTACHMENT% %ATTACHMENT2%
		The shell command that is executed on Windows systems to have email sent using a mail program other than MS Outlook, (or other MS mail programs). In the Series 5 system, is used to access a 3rd party utility to send email to Lotus Notes users. Each pseudo variable will be replaced with the applicable string, or path.
DOS_MAIL_PATH		The directory path in which the temporary mail messages are created on the Windows PC when mail is sent using the DOS_MAIL_CMD
UNIX_MAIL_CMD		The shell command that is executed on UNIX systems to have email sent
UNIX_MAIL_PATH		The directory path in which the temporary mail messages are created on the UNIX server when mail is sent using the UNIX_MAIL_CMD.
WEB_EDOCS_DIRECTORY	d:\s5\WEB-Etmp	The directory path in which temporary files are created used to send attachments as emails on MS Windows platforms.

### — Printer Control Variables

The following variables are used to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

<b>Variable</b>	<b>Default or Sample Argument</b>	<b>Description</b>
<my queue name 1>	PRINTER1 -P SPOOLER	Defines a Series 5 Print Queue named <b>PRINTER1</b> that is designated as a Windows printer. When the runtime opens a file assigned to " <b>-P SPOOLER</b> ", it automatically initiates a job with the Windows spooler and constructs print pages in accordance with the program. The runtime uses the default printer and font. If the user looks for the job in the spooler, it is named with the current title of the AcuGT-GT window.  <i>Note that you must also set up a Printer Queue named <b>PRINTER1</b> using the Printer Queue Maintenance function found on the Main Menu under System Maintenance on the menu bar.</i>
<my queue name 2>	LARRYPRIN TER2 -P SPOOLER- DIRECT	Defines a Series 5 Print Queue named <b>LARRYPRINTER2</b> . You would define the queue with <b>-P SPOOLER-DIRECT</b> if a Series 5 form was to be assigned to this printer output, or if the application formatted the printout with embedded control codes. In this case, the print job to be sent to the printer via the Windows spooler, but the program does not use the spooler to format the pages. You must use embedded control codes to handle formatting (much as you would under UNIX if you used the UNIX spooler).
<my queue name 3>		
		The following variables are used to identify the default settings for the different types of special forms that may be printed. Each variable must have 3 arguments, as follows, providing the Queue Name, the Create Option, and the Target output:  <pre> &lt;cccc&gt;-FORM-Q &lt;Queue-Name&gt; &lt;Create- Option&gt; &lt;Output-Target&gt; where:</pre>

<cccc> is the Series 5 Company System code to which the variable is to be applied to

<Queue-Name> is one of the Series 5 Queues that has been defined

<Create-Option> is either **RECREATE**, **APPEND** or **DISTINCT**

<Output-Target> is one of the following:

- PRINTER** - Output to the selected Printer Queue
- PRINT** - Output to the selected Printer Queue
- ARCHIVE** - Output only as Archived
- DISK** - Output only as Archived
- PRINT&ARC** - Output to the selected Printer Queue and have Archived
- HIVE** - Output to the selected Printer Queue and have Archived
- BOTH** - Output to the selected Printer Queue and have Archived
- BROWSE** - Output to the Series 5 Browser
- ASCIIDISK** - Output to disk as an ASCII Text document
- WORDDISK** - Output to disk as an MS Word document
- PRINT&WORD** - Output to disk as an MS Word document and to selected Printer
- ARCHIVE&WORD** - Output to disk as an MS Word document and have Archived
- WORD2003** - Output to disk as an MS Word 2003 document
- PRINT&WORD2003** - Output to disk as an MS Word 2003 document and to the selected Printer
- ARCHIVE&WORD2003** - Output to disk as an MS Word 2003 document and have Archived
- WORD2007** - Output to disk as an MS Word 2007 document
- PRINT&WORD2007** - Output to disk as an MS Word 2007 document and to the selected Printer
- ARCHIVE&WORD2007** - Output to disk as an MS Word 2007 document and have Archived
- PDFDISK** - Output to disk as a PDF document
- PRINT&PDF** - Output to disk as a PDF document and to the selected Printer Queue
- ARCHIVE&PDF** - Output to disk as a PDF document and have Archived

ccc-OP-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Invoices
ccc-OP-INV-REPRINT-Q	<my queue name> RECREATE PRINT	Print Queue used for O/P Reprinted Invoices
ccc-OP-POS-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Point-of-Sales Invoices
ccc-OP-QUOTE-PRINT-Q	<my queue name> RECREATE ARCHIVE& PDF	Print Queue used for O/P Customer Quotes
ccc-xxx-PACKSLIPS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Packing Slips for Location xxx
ccc-xxx-PICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Pick Tickets for Location xxx
ccc-xxx-QPICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P QuickPick Ticket for Location xxx for
ccc-AP-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Checks
ccc-AP-QUICK-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Quick Checks
ccc-AR-STATEMENT-Q	<my queue name> RECREATE DISK	Print Queue used for A/R Statements
ccc-PHINVOICE-Q	<my queue name> RECREATE PRINT&W ORD	Print Queue used for PI Invoices
ccc-PI-INV-REPRINT-Q	<my queue name>	Print Queue used for PI Reprinted Invoices

	RECREATE ARCHIVE& WORD	
ccc-PURCHASE- ORDER-Q	<my queue name> RECREATE ARCHIVE& WORD2007	Print Queue used for PO Purchase Orders
ccc-PO- REQUISITION-Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for PO Requisitions
ccc-QI-INVOICE-Q	<my queue name> RECREATE PDFDISK	Print Queue used for QI Invoices
ccc-QI-INV-REPRINT- Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for QI Reprinted Invoices
FMnnn-DESC	For Dual Page Dunning Letters	Report Print Form # nnn - The description of the form displayed on the print options screen
FMnnn-INIT	<text string>	Report Print Form # nnn - Printer command string to Initialize print job
FMnnn-RESET	<text string>	Report Print Form # nnn - Printer command to reset printer
FMnnn-SELECT- TRAY-1	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 1
FMnnn-SELECT- TRAY-2	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 2
FMnnn-SELECT- TRAY-3	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 3
FMnnn-ODD-PAGE- HEAD	<text string>	Report Print Form # nnn - Printer command string for odd page headers
FMnnn-ODD-PAGE- FOOT	<text string>	Report Print Form # nnn - Printer command string for odd page footers
FMnnn-EVEN-PAGE- HEAD	<text string>	Report Print Form # nnn - Printer command string for even page headers
FMnnn-EVEN-PAGE- FOOT	<text string>	Report Print Form # nnn - Printer command string for even page footers
FMnnn-RPT-DATE- LINE	<text string>	Report Print Form # nnn - Printer command string for report date line

FMnnn-RPT-TITLE	<text string>	Report Print Form # nnn - Printer command string for report title line
FMnnn-RPT-LEGENDS	<text string>	Report Print Form # nnn - Printer command string for report legends lines
FMnnn-RPT-HEADERS	<text string>	Report Print Form # nnn - Printer command string for report headers lines
FMnnn-USER-CODE-1	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-2	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-3	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-4	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-5	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-6	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-7	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-8	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-9	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-10	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
MSWORD-DEFAULT-SPECS	"LANDSCAPE" "Courier New" 8	Defined specifications for outputting Series 5 reports to an MS Word Document Arguments are: <Orientation> <Font> <Fontsize> <Template-Name>  <ul style="list-style-type: none"> <li>• The font must be defined on the clients PC</li> <li>• Orientation must be LANDSCAPE or PORTRAIT</li> <li>• The Template is an MS Word defined template and must be stored in MS Word's Template directory</li> </ul>
MSWORD-AR-STMT-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting A/R Statements to an MS Word Document
MSWORD-CS-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-	Defined specifications for outputting Cement Shipment Invoices to an MS Word Document

	Template	
MSWORD-DUNSTMT-SPECS	LANDSCAPE "Arial" 10 Letter-Template	Defined specifications for outputting A/R Dunning Letters to an MS Word Document
MSWORD-GL-FINS-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting G/L Financial Statements to an MS Word Document
MSWORD-OP-FINS-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting O/P Invoices to an MS Word Document
MSWORD-OP-QUOTE-SPECS	PORTRAIT "Courier New" 10 Quotes-Template	Defined specifications for outputting O/P Quotes to an MS Word Document
MSWORD-PAKSLIP-SPECS	LANDSCAPE "Courier New" 8 Pack-Template	Defined specifications for outputting O/P Packing Slips to an MS Word Document
MSWORD-PI-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting P/I Invoices to an MS Word Document
MSWORD-PO-FORMS-SPECS	PORTRAIT "Courier New" 10 purchase_order.dot	Defined specifications for outputting P/O Purchase Orders to an MS Word Document
MSWORD-PO-REQS-SPECS	PORTRAIT "Courier New" 10 requisition.dot	Defined specifications for outputting P/O Requisitions to an MS Word Document
MSWORD-QI-INV-SPECS	PORTRAIT "Courier New" 8 Misc-Invoice-Template	Defined specifications for outputting Q/I Miscellaneous Invoices to an MS Word Document
MSWORD-WEB-RPT-SPECS	LANDSCAPE "Courier New" 7	Defined specifications for outputting E-Request server reports to an MS Word Document

XXX-BITMAP	Row Column Pixel-Height Pixel-Width Filename	For Series 5 Printer Queue XXX Outputs the specified bitmap file to the given row/column of the page at the specified pixel Height/Width on every page of the report.
SHSI-RPT-DESTINATION	4	<p>Sets the default output target selection for all reports generated in Series 5 that are not programatically targeted. The argument is an integer digit representing the desired target as follows:</p> <ul style="list-style-type: none"> <li>1 - To the printer</li> <li>2 - Archived</li> <li>3 - Both the printer &amp; Archived</li> <li>4 - to be Browsed Only</li> <li>8 - to disk as an ASCII file</li> <li>17 - To disk as an MS Word 2003 document</li> <li>19 - To disk as an MS Word 2003 document &amp; Archived</li> <li>26 - To disk as an MS Word 2007 document</li> <li>30 - To disk as an MS Word 2007 document &amp; Archived</li> <li>35 - To disk as an MS Word 2007 saved as a PDF file</li> </ul> <p>You would typically have the argument set to either 1, 2 or 4.</p>

### — Web Server Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 CGI service routines executing on a Web Server.

<b>Variable</b>	<b>Default or Sample Argument</b>	<b>Description</b>
CODE-PREFIX	/web/.../shweb/ acubin	The directory path in which the executable CGI programs reside.
SHSI-WEB-LOG-FILE	/web/.../shweb/ acutemp	The full path and filename which is used to log messages, generated by the system, by CGI service routines executing on a Web server.
SHSI-WEB-TRACE-MODE	0 or 1	If = 1, then messages are output to the execution error log file. Should be set to zero unless specifically need to debug the

		execution of CGI service routines.
WEB-COMPANY-1	40	The Series 5 Company code assigned to Web Company 1 (Code embedded in Web Page ID codes)
WEB-COMPANY-2	50	The Series 5 Company code assigned to Web Company 2
WEB-COMPANY-3	SHSI	The Series 5 Company code assigned to Web Company 3
WEB-COMPANY-4	PCA	The Series 5 Company code assigned to Web Company 4
WEB-COMPANY-5	AUSI	The Series 5 Company code assigned to Web Company 4
WEB-OP-LOCATION-1	10	The Inventory Warehouse Location code for orders submitted over the Web for Company 1
WEB-OP-LOCATION-2	20	The Inventory Warehouse Location code for orders submitted over the Web for Company 2
WEB-OP-LOCATION-3	30	The Inventory Warehouse Location code for orders submitted over the Web for Company 3
WEB-OP-LOCATION-4	40	The Inventory Warehouse Location code for orders submitted over the Web for Company 4
WEB-OP-LOCATION-5	EAST	The Inventory Warehouse Location code for orders submitted over the Web for Company 5
WEB-EDOCS-DIRECTORY	/web/.../shweb/ acutemp	The directory path in which temporary files are created used to send attachments as emails on UNIX web servers.
WEB-MGMT-CTRL-PATH	@accserver:/acctg/ shsi_ctrl	For CGI service routines on a Web server, defines the directory path of the location where the Series 5 control files reside.

### 8.3 Runtime Error Codes

These Unfortunately things don't always operate the way they should. For a variety of reasons, the application will on occasion generate some nasty looking error codes and messages.

These can be divided up into three categories of errors:

- Application generated Errors
- Microsoft Word or Excel generated Errors

Generally when an error occurs the application that was executing will bomb out. Any of these errors should be immediately reported to you System Manager, or to Sentinel Hill Software's support team.

When reporting an error, please attempt to record the following bits of information:

- What application you were executing
- What menu item you were executing
- What screen was being displayed just before the error was reported
- What field or control your mouse was position on when the error occurred
- What key or control was struck or clicked when the error occurred
- If possible, identify the Transaction record, or Master Code record that was being operated on at the time
- The error code, along with the accompanying descriptive text, if any.



#### Please Take Note

If it is at all possible, you should get a screen shot of your screen with the error message displayed. This would greatly assist in identifying the cause of the error.

### 8.3.1 Application Error Codes

Here is a description of the assorted errors generated from the application that will cause it to terminate abnormally.

<b>Error Code</b>	<b>Message</b>	<b>Possible Problem</b>
24	Disk full for Indexed file WRITE	There is not enough disk space allocated to the data folder the data file resides in
30-XX	Hardware Error Failure	There is a serious hardware failure. The secondary code value xx is set by the operating system.
34	Disk full for Sequential file WRITE	There is not enough disk space allocated to the data folder the data file resides in
35	File not found for Open	The application attempted to open a file that could

		not be found. Contact your Systems Manager or Sentinel Hill Software support for assistance.
37-07	User does not have permission to access file	The user does not appropriate access rights to open the file
37-XX	System failure on opening a file	The application attempted to open the file in the wrong mode
37-99	Windows runtime not network enabled	Non-Networked runtime attempted to open a file on a remote system
39-XX	File Mismatch on OPEN	An older version of the file was being accessed, or application programming error. The secondary code value xx indicates the type of mismatch.
41	File Already Open	An application programming error. Contact Sentinel Hill Software support.
42	File Not Open	An application programming error. Contact Sentinel Hill Software support.
47-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
48-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
49-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
94-10	Too many files opened by process	The max number of files has been reached. The configuration variable MAX-FILES should be increased.
98	The file has become corrupt	The file has become corrupt for some reason. You must use the AcuGT's <b>vutil</b> utility to rebuild the file. Contact your Systems Manager or Sentinel Hill Software support for assistance. ( From a DOS or UNIX prompt you will need to issue the command <b>vutil32 -rebuild filename</b> ).
9C	Max number of locks specified.	The max number of files that can be locked has been reached. Either the configuration variable MAX-LOCKS should be increased, or an application programming error has caused the problem. (By default MAX-LOCKS is the same as MAX-FILES)
9D-XX	Internal error from host file system	An internal error has occurred when attempting to access a file over the network using AcuGT's

		Acuserver running on the primary server. The most likely problem is that the host server network is down, or the host server file server process has failed. Contact your Systems Manager. The xx is the host system's error code.

### 8.3.2 Microsoft Utility Errors

TheSeries 5 systems internally makes calls to Microsoft's Word and Excel utilities. On occasion, these utilities will report an error which causes the application to abort. Here are the documented errors that have been encountered to date.

<b>From</b>	<b>Message</b>	<b>Possible Problem</b>
Word	Unable to satisfy the requested call	When attempting to print a document directly from Word, and a problem exists on the network, or the remote printer is probably not turned on.
Excel	Class is not licensed for use (error 800A03EC)	When outputting a string to a spreadsheet there was a "=", "+", or "-" character in the 1st character of the string. Excel thinks this is the start of an equation that does not make sense. If possible insert the "'", (single quote), character as the 1st character of the string being output.

## 8.4 Frequently Asked Questions

No questions are currently on record.

## 8.5 Setting Up a New Users PC WorkStation

The Series 5 systems provides support for multiple simultaneous users. Users may either be connected as a "FAT" Client, or as a "Thin" Client. In either case, they will be sitting at a Windows based personal computer.

This topic discusses the steps to set up a "FAT" client executing from a Microsoft NT Server based system.

### — Installing FAT Client on a Windows PC

In the <%COMPILERNAME%> FAT client environment, the application is executed on the Windows PC. The data, is located on one of the servers on the network and is accessed on that server using AcuServer.

#### [Building the "FAT" Client Shortcut ICON](#)

The user will be executing as a "FAT" client if the <%COMPILERNAME%> runtimes are to be executed on their PC, (and you do not have the thin client service software). You must create

a shortcut on the users desktop.

1. Copy the shortcut that is provided with the Series 5 release. It can be found in **E:\s5\util** named **Series 5 Accounting** or copy one from another user's desktop.



2. Right-click the icon, and on the pop-up menu, click **Properties**.
3. You must edit the Target field and make sure the command has the following format:

```
e:\Acucorp\AcuGT\bin\wrun32.exe -c e:\shsi_etc\cblcfgui -y SM.LIB -y AR.LIB -y AP.LIB -y GL.LIB -y FA.LIB
```

<b>Command Argument:</b>	<b>Example:</b>	<b>Description:</b>
<%COMPILERNAME %> Runtime	<b>e:\Acucorp\AcuGT\bin\wrun32.exe</b>	Is the program that executes the Series 5 applications.
Configuration File	<b>-c e:\shsi_etc\cblconfigui</b>	Is the location of the Series 5 Configuration file. This should be a path to a mapped directory on your server, that is accessed by all users.
System Management Library	<b>-y SM.LIB</b>	This defines the Series 5 management and core routines library. It is mandatory.
Application Libraries	<b>-y GL.LIB -y AP.LIB -y AR.LIB -y FA.LIB</b>	These are the Series 5 applications' libraries. For each application you intend to execute, it's associated library must be present as an -y argument.

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## – Establish a Series 5 User on the Windows XP Client PC

Once the PC is connected to the network, the following steps are needed to provide the user with the ability to execute Series 5 applications.



### All Client Users

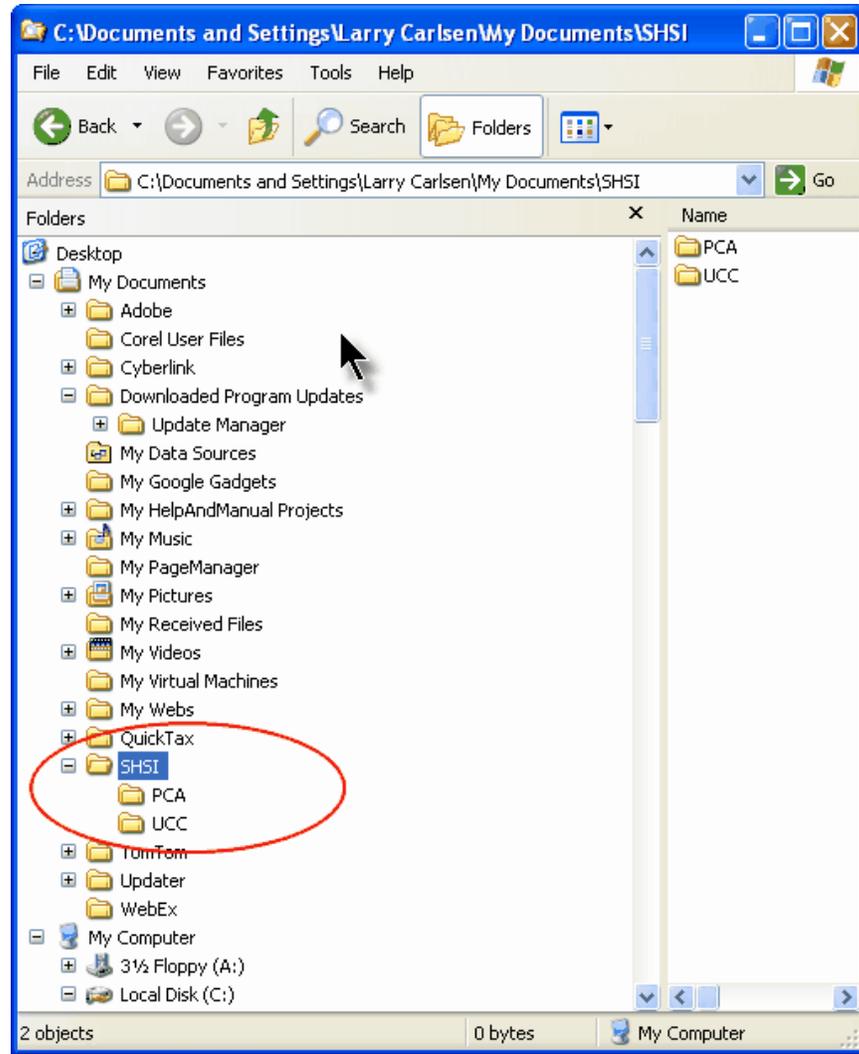
These steps are required for both Thin and "FAT" Clients.

### Creating the User's Personal Series 5 Working Directories

The user on this PC may have occasion to import or export data to/from any of the Series 5 applications; or they may wish to generate a report as an MS Word document. The system is designed to default the directory path for these functions to a particular directory in the users' **My Documents** folder. You need to create the applicable folders.

1. Using Windows Explorer, position to the users' designated **My Documents** folder
2. Create a new directory named **SHSI**
3. For each Company System that is being managed by the accounting system, create a directory named with the same code used for the Company System.

For example, this user has to 2 systems, named PCA and UCC.



### Setting Up Environment Variables

There is only one environment variable that may need to be established. This is used to define the user's logon code so the Series 5 logon screen will have the users code already displayed.

1. Click on the Windows system **Start** button; then right-click **My Computer**. From the pop-up menu, click **Properties**.
2. Click the Advanced tab. Then click on the Environment Variables push-button at the bottom of the window.
3. At the top of the displayed window, click the New button and add the following variable:

--	--

Variable Name:	<b><i>SHSI_USER_NAME</i></b>
Example Values:	<b><i>SHS5.LARRY, ... or KLENKDO</i></b>

### Allowing for Series 5 to Access HTML Help over the Network

The Series 5 applications provide on-line Help capability. There are a number of HTML help files, that are provided, and in assorted functions Help can be invoked. These help files will typically reside on your server in the **XX\s5\bin\help** directory.



#### Thin Client Users

For "thin" client users, the Help files must reside on either the client PC, or a designated Windows server. The Help files cannot be accessed if stored on the UNIX server.

There is however a minor problem. It turns out that due to a potential security problem, recent updates to Windows XP and VISTA has disallowed users from accessing help files that are stored on network PCs.

There are 2 methods to fix this issue.

1. There is a registry entry that you must set to specify the location of "safe" help files. There is a \*.reg script that you can execute on each client's PC the makes a change to the Windows Registry. The script currently is assuming every client PC has Q:\ mapped to the servers D:\s5\bin directory. (You can find the script and a little README file in D:\s5\util). Edit the file to accommodate your configuration and run the script.

Registry Variable:	<b><i>HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\HTMLHelp\1.x\HtssRestrictions</i></b>
Variable Value:	<b><i>p:\s5\bin\help or \\xxx-server\s5\bin\help\file:/</i></b>

2. For Windows Vista, 7 and 8 clients, you can create a symbolic link that makes the linked folder appear as a local one. This allows the PC to view the Help files without hacking the registry. From the command prompt, (with administrator privilege), issue the following command to create a "Directory Junction" linking a local directory, to the one on your network where the Series 5 Help files are stored:

```
mklink /D C:\Users\Larry\Documents\SHS\HelpFiles \\server-name\D:\s5\bin\help
```

## Setting up Microsoft Word Templates

The Series 5 applications offer the option to generate reports and forms as Microsoft Word documents. For specific types of forms, such as P/I and O/P Invoices, or A/R Statements, when output, each file can have an MS Word Template applied. These templates can provide headers and footers with graphics, and can set up other formatting properties. For any user that might be generating these Word documents, they must have the \*.dot template file installed on their PC in their **C:\Documents and Settings\\Application Data\Microsoft\Templates** directory.



### Word Template \*.dot files

For users that generate Word document forms, if templates are used, they must be installed on each users PC. If using Office 2003, these files have an .dot extension. If using Office 2007, they have a .dotx extension.

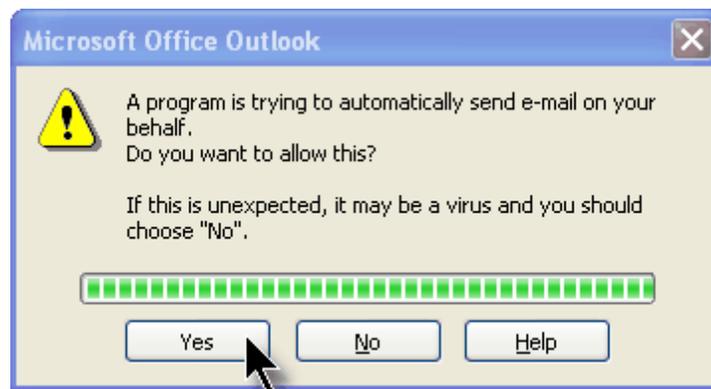
You may wish to define templates for the following output forms. The Configuration Variable is used to define the properties to assign to the MS Word document generated. These include orientation, font, fontsize and the actual name of the template file to be used. See the section on [Configuration Variables](#)<sup>149</sup> in the Appendix.

<b>System</b>	<b>Application or Form</b>	<b>Configuration Variable</b>
All	Any report saved as an MS Word document	MSWORD-DEFAULT-SPECS
P/I	Invoices generated and from the E-Request Server	MSWORD-PI-INV-SPECS
P/I	E-Request Server generated Recap Reports	MSWORD-WEB-RPT-SPECS
A/P	Checks	MSWORD-AP-CHECKS-SPECS
A/R	Statements generated for Dunning Letters	MSWORD-DUNSTM-SPECS
A/R	Customer Statements	MSWORD-AR-STMT-SPECS
A/R	Customer PCA Canadian Customer Statements	MSWORD-AR-CD-STMT-SPECS
A/R	Custom PCA US Customer Statements	MSWORD-AR-US-STMT-SPECS
G/L	Financial Statements	MSWORD-GL-FINS-SPECS
O/P	Customer Order Packing Slips	MSWORD-PAKSLIP-SPECS
O/P	Customer Order Invoices	MSWORD-OP-INV-SPECS

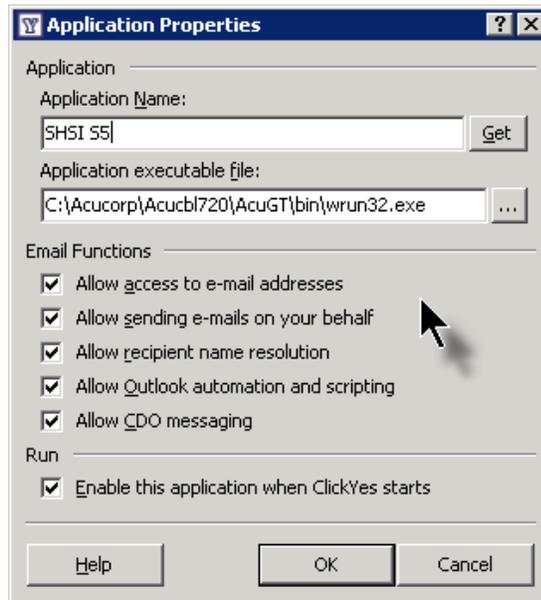
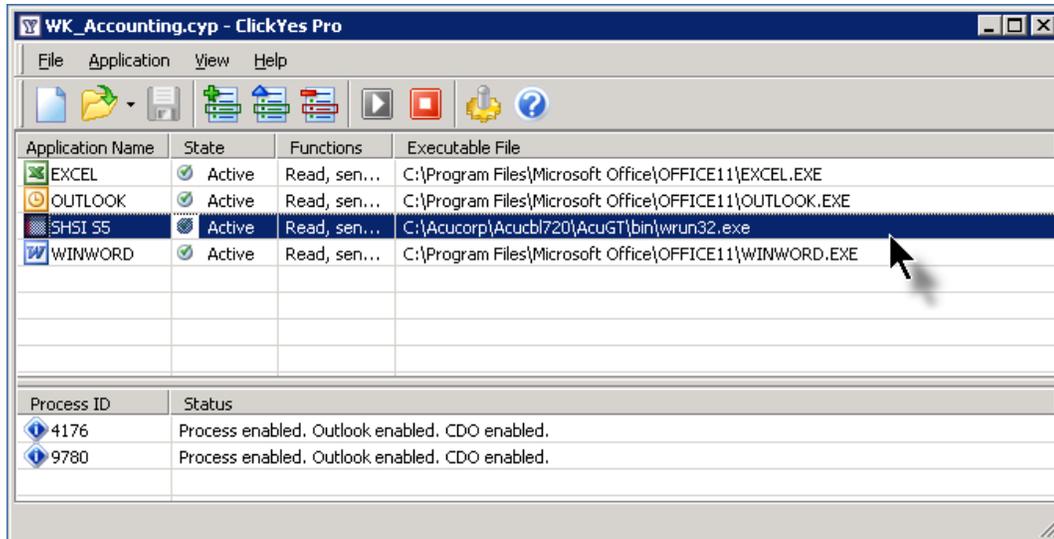
O/P	Order Entry Picking Tickets	MSWORD-PICKTIK-SPECS
C/S	Cement Shipments System Invoices	MSWORD-CS-INV-SPECS
R/G	Class Registrations System Invoices	MSWORD-REG-INV-SPECS
Q/I	Miscellaneous Invoice System Invoices	MSWORD-QI-INV-SPECS

### Installing 3rd Party Utility to Allow Emails to be Sent from Series 5

A number of the Series 5 applications offer the ability to automatically send emails. Emails are sent using calls to Microsoft's MAPI.DLL library. A Microsoft security feature exists with Windows 2000, XP and Vista that warns users that non-Microsoft products are attempting to automatically send emails. When the following screen is displayed, you would have to wait 10 seconds, then click the **Yes** button to have the email delivered:



To bypass this annoying security feature, there are a number of 3rd party products that can be purchased and installed on the user's PC. One such product is called **ClickYes Pro**, that can be purchased by visiting [www.ContextMagic.com](http://www.ContextMagic.com). If you purchase this utility, you must define each of the applications that will be allowed to automatically submit emails without having the warning screen displayed. The following screens show the **ClickYes Pro** display screen, and the setup screen for the <%COMPILERNAME%> system.



– Establish a Series 5 User on a VISTA or Windows 7 Client PC

Once the PC is connected to the network, the following steps are needed to provide the user with the ability to execute Series 5 applications.



### All Client Users

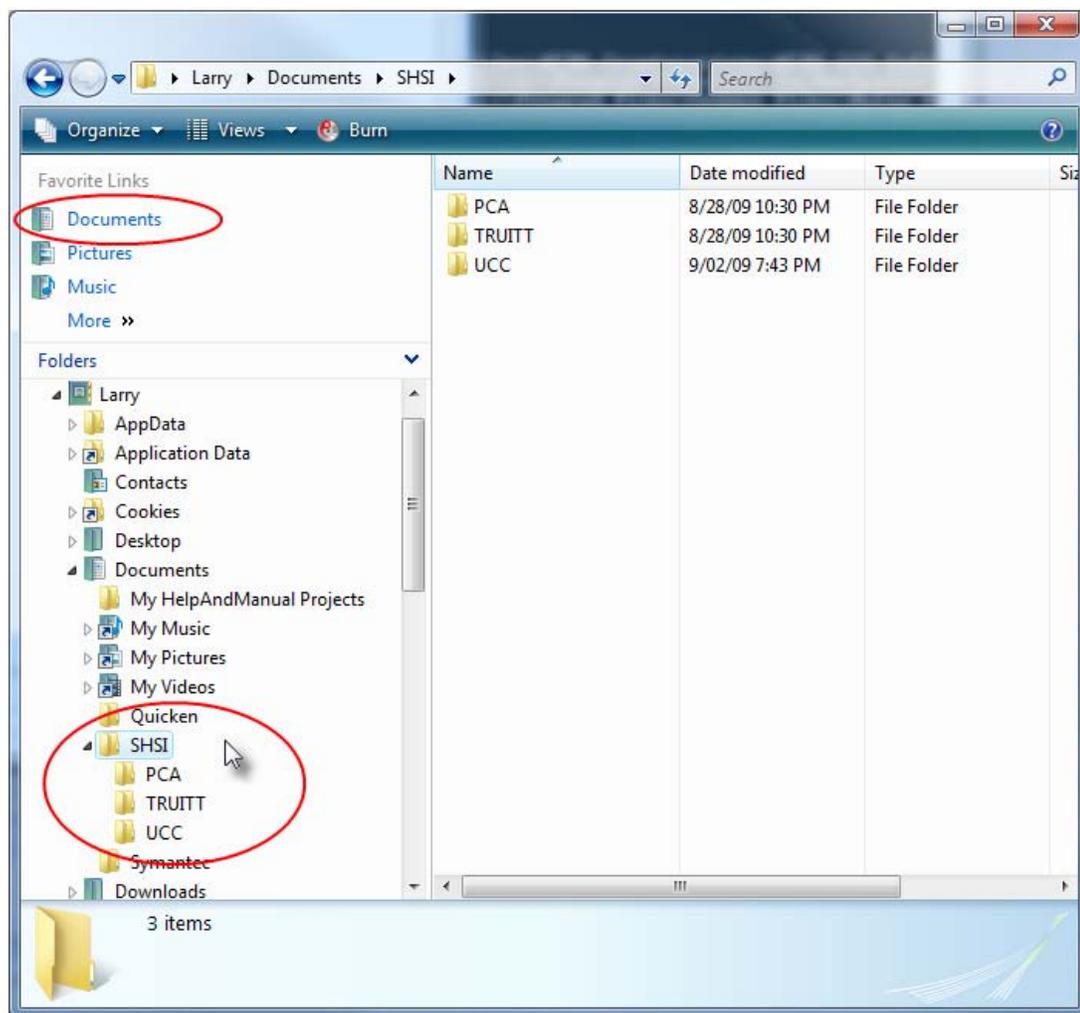
These steps are required for both Thin and "FAT" Clients.

### Creating the User's Personal Series 5 Working Directories

The user on this PC may have occasion to import or export data to/from any of the Series 5 applications; or they may wish to generate a report as an MS Word document. The system is designed to default the directory path for these functions to a particular directory in the users' designated **Documents** folder. You need to create the applicable folders.

1. Using Windows Explorer, position to the users' **Documents** folder in their **Favorite Links**
2. Create a new folder named **SHSI**
3. For each Company System that is being managed by the accounting system, create a folder named with the same code used for the Company System.

For example, this user has to 2 systems, named PCA and UCC.



### Setting Up Environment Variables on Windows 7 or VISTA

There is only one environment variable that may need to be established. This is used to define the user's logon code so the Series 5 logon screen will have the users code already displayed.

1. Click on the Windows system **Start** button; then right-click **Computer**. From the pop-up menu, click **Properties**.
2. Click the **Advanced system settings** in the left side Task list. Then click on the Environment Variables push-button at the bottom of the window.
3. Click the New button and add the following variable:

Variable Name:	<b><i>SHSI_USER_NAME</i></b>
Example Values:	<b><i>SHS5.LARRY, ... or KLENKDO</i></b>

### Setting up Microsoft Word Templates on Windows 7 or VISTA

The Series 5 applications offer the option to generate reports and forms as Microsoft Word documents. For specific types of forms, such as P/I and O/P Invoices, or A/R Statements, when output, each file can have an MS Word Template applied. These templates can provide headers and footers with graphics, and can set up other formatting properties. For any user that might be generating these Word documents, they must have the \*.dotx template file installed on their PC in their **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates** directory.



#### **Word Template \*.dotx files**

For users that generate Word document forms, if templates are used, they must be installed on each users PC. If using Office 2003, these files have an **.dot** extension. If using Office 2007 or Office 2010, they have a **.dotx** extension.

You may wish to define templates for the following output forms. The Configuration Variable is used to define the properties to assign to the MS Word document generated. These include orientation, font, fontsize and the actual name of the template file to be used. See the section on [Configuration Variables](#)<sup>149</sup> in the Appendix.

<b>Syste</b>	<b>Application or Form</b>	<b>Configuration Variable</b>
--------------	----------------------------	-------------------------------

<b><i>m</i></b>		
All	Any report saved as an MS Word document	MSWORD-DEFAULT-SPECS
P/I	Invoices generated and from the E-Request Server	MSWORD-PI-INV-SPECS
P/I	E-Request Server generated Recap Reports	MSWORD-WEB-RPT-SPECS
A/P	Checks	MSWORD-AP-CHECKS-SPECS
A/R	Statements generated for Dunning Letters	MSWORD-DUNSTM-SPECS
A/R	Customer Statements	MSWORD-AR-STMT-SPECS
A/R	Customer PCA Canadian Customer Statements	MSWORD-AR-CD-STMT-SPECS
A/R	Custom PCA US Customer Statements	MSWORD-AR-US-STMT-SPECS
G/L	Financial Statements	MSWORD-GL-FINS-SPECS
O/P	Customer Order Packing Slips	MSWORD-PAKSLIP-SPECS
O/P	Customer Order Invoices	MSWORD-OP-INV-SPECS
O/P	Order Entry Picking Tickets	MSWORD-PICKTIK-SPECS
C/S	Cement Shipments System Invoices	MSWORD-CS-INV-SPECS
R/G	Class Registrations System Invoices	MSWORD-REG-INV-SPECS
Q/I	Miscellaneous Invoice System Invoices	MSWORD-QI-INV-SPECS

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