Introduction To
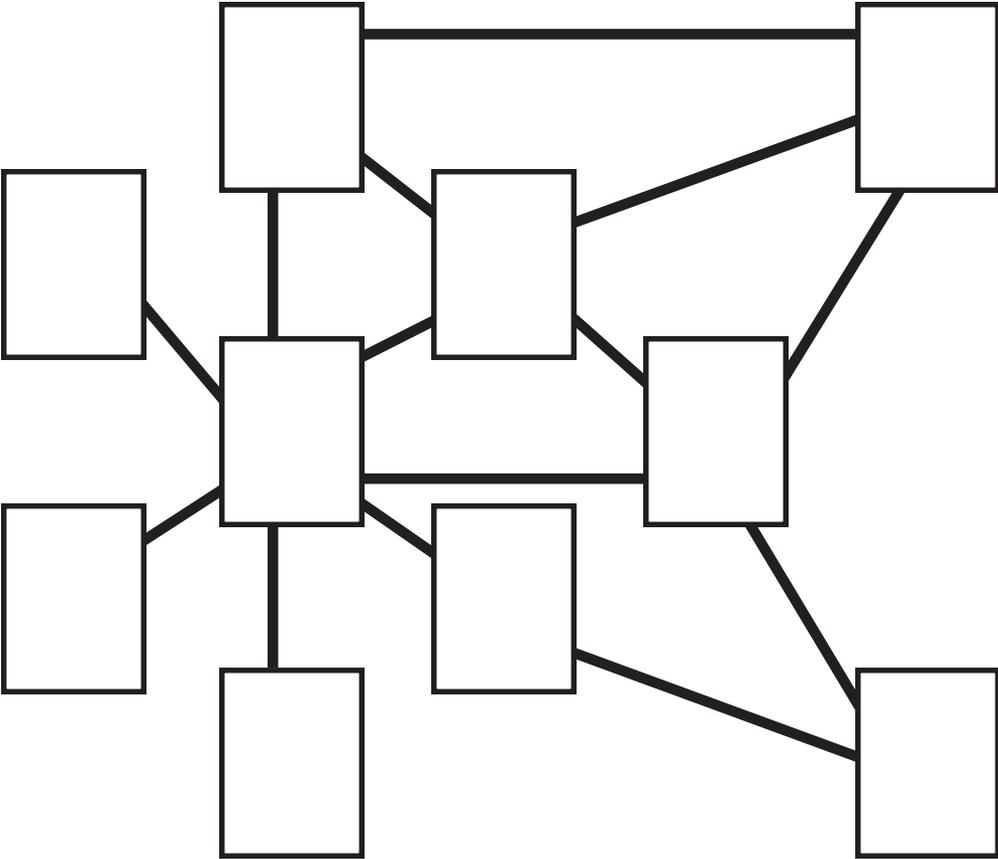
Total Order Plus

Integrated Accounting

Integrated Accounting Series

Total Order Plus User Guide

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INTRODUCING THE TOTAL ORDER PLUS SYSTEM

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Using This Guide

Welcome

Since this is primarily a reference manual, we have tried to make it easy for you to find the information you need. This guide is divided into two parts:

Part 1: Introducing the Total Order Plus System

Total Order Plus has certain data input conventions that are specific only to TOP. There are keyboard conventions, application date routines, an on-line help menu, password protection for all TOP menu selections, specific function key usage and provides help messages for most data input fields and examples of what each input field should contain.

The TOP menu system uses the up and down arrow keys to access a particular menu item or you can select a menu by entering the letter to the left of the menu selection. Each TOP application has an options menu that gives you the ability to display, insert, edit and add data without leaving an application. The Options Menu can be accessed by typing a **?** at any menu selection field or most data input fields.

A printer selection window display all printers available to each user per individual workstation. You can select a printer by using the up and down arrow keys or by entering the letter to the left of the selected printer.

The On-Line Help Menu displays several categories that are available for you to view, such as, daily and monthly closing procedures, error descriptions, a 'How-To' section, history inquiries, menu options, product support information, overall explanation of system reports, the text export file maintenance setup information necessary to perform text export file transfers, basic UNIX commands and provides a listing of the most recent TOP software enhancements.

User Services maintenance programs allow users to customize their own screen saver, schedule appointments, meetings, trips, etc., set up 'todo' lists, next contact information, birthdays, etc. This information can be displayed on the first login to TOP every day. You can re-display the services by pressing **F1** during subsequent logins for that day. You can also display or print your own customized calendar from any TOP menu.

Part 2: Total Order Plus Options Menu

The TOP Options Menu section contains utility and rebuild programs that help you to maintain your system. The utility programs include purge programs for numerous history files in Order Entry, Accounts Receivable, Purchase Orders and Accounts Payable, if applicable. You can view pertinent terminal and system information, merge customer sales and invoices from monthly history files, create a zip code table, and many other utility programs. The rebuild programs provide a way to reconstruct sort files related to master data files as well as calculating order, invoice, purchase order and inventory committed quantities.

Conventions Used In This Manual

Keyboard Conventions

A plus sign (+) between two key names indicates that you must press one key after the other. For example, press **?+** the **Enter** key to access any data selection window. Once in the window, enter the letter to the left of your selection and release, press the **F1** key and release (i.e. **A+F1**). The data will be inserted into your current application. The **CTRL** command indicates to hold down the **CTRL** key while pressing another key (i.e. CTRL+U, CTRL+Z). See examples below in the Input Help window. Any prompt that displays CR as a response means the same as pressing the Enter key.

```
┌─ Input Help ═══════════════════════
Help              Ctrl+Y
Right             Ctrl+N or Right Arrow
Left              Ctrl+U or Left Arrow
Insert            Ctrl+E or Insert
Delete            Ctrl+X or Delete
Tab 10            Tab
Beginning of Line Ctrl+A or Home
End of Line       Ctrl+Z or End
Clear to End      Ctrl+W
Restore Line      Esc
Upper Case        Ctrl+U
Lower Case        Ctrl+T
Lower Case (State) Ctrl+O
Exit              Enter

CR to Exit:
```
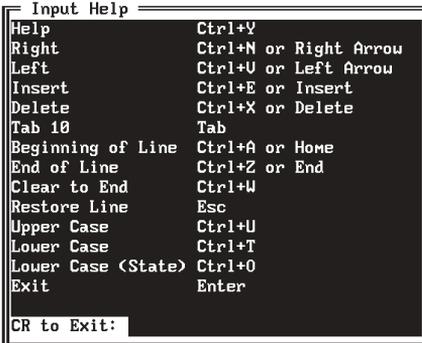
Text Entry

The edit help menu can be accessed during any text entry field by holding down the **CTRL+Y** keys at the same time (a text field is displayed in reverse video and surrounded by brackets [ ]). If the first character of a text field is changed during editing, the field will be cleared. The Input Help window is displayed to the left.

Date Entry

At any date input field enclosed within brackets [ ], you can enter a + sign followed by a number to increment the date by a number of days. For example, +**10** will increase the number of days by 10, **-10** will decrease the number of days by ten. The + sign without a number will increase the date by one day, a **-** sign will decrease the date by one day. Another feature is to enter a **W** to increase the date by 7 days, **M** to increase the date by 30 days, **Q** to increase the date by 90 days or **Y** to increase the date by an entire year. Dates should be entered in MMDD format **without** slashes. The system will automatically insert the current century and year.

Application Date Routines

There are two types of dates used with each module, the current date and the application date. The current date is the calendar date, it displays at the top of the main menu. The application date is the date on which you want specific work recorded, it displays at the top of each module menu. The application date is set for each module from any menu within the module by pressing the **F5** key. Each module has its own application date. This date is used to post entries to the general ledger (if applicable), allowing postings to prior or future periods in one module without affecting other modules. This date does not get changed automatically by the system and the user is responsible for maintaining the appropriate posting date.

On-Line Help

To access On-Line Help, press **?** at any menu to access an options menu. Press the **?** again to access the On-Line Help Menu. Highlight the category to browse and **Enter**. Press **F1** to display detailed information on each item subheading, **F2** to print a hardcopy for an item(s) in a particular category or **F4** to end the display and return to the category display menu. To scroll to a specific heading, enter the first few letters of the heading you want to view and **Enter**. The display will automatically advance the text to that heading. The different sections of the menu are highlighted in a combination of colors. For example, each section within a help category is displayed in green and the subheadings in cyan. Please consult 'On-Line Help' elsewhere in this section for additional information.

Data Input

Most data input fields in Total Order Plus are surrounded by brackets [ ]. As the cursor moves to each input field, brackets indicate the number of characters you can enter. If you exceed the maximum number of characters, the cursor returns to the beginning of that field. Reenter your data in a shortened form. If the input field is a text field (displayed in reverse video), the cursor stops at the last character in that field and does not clear the input.

Menu Passwords

There are some programs and utility procedures that should be protected from employees that do not need access to system files. Total Order Plus menu security is maintained by the password maintenance program located on each application's definition menu. You can password each menu or an individual item on a menu. You can also require a password when a user tries to change an application date. Passwords are not case sensitive.

Options Menu Passwords

To implement password protection for an Options Menu item, enter **?** at any menu to access an options menu. Press **F1** for maintenance and enter **TK** for the menu code. Select Option Menu Mnt as the menu selection. All application codes display on the screen. Press **F1** to maintain menu selections. Enter the menu code to password. The description, program name, etc. will display on the screen. You will be prompted with 'Is The Data Correct?'. Enter **N** and press the **Enter** key. You can password the entire options menu or an individual menu item. Passwords are not case sensitive.

Function Key Usage

It is important to take advantage of the function keys. The **F1=Next** allows the user to display the next record in the file, use **F2=Prior** to backup to the previous input field, **F3=First** will display the first record in the current file, **F4=Last** will move the cursor to the end of the data input, **F5=Date** allows the user to input the application date, **F6=List** will print a screen hardcopy, **F7=Delete** will delete the record from the file, **F8=End** will exit you from the maintenance program, **F9=Yes** will automatically return YES rather than you having to key it in and **F10=No** will automatically return NO. The **F11** key will return a ? and **F12** will return a ?+ the Enter key. It can save time by not having to type in the words 'END', 'YES', 'NO', 'DELETE', etc. When function key values change they are listed in the help messages.

Help Messages

Help messages display at the bottom of your screen for most data input fields. Program 'Notes' provide additional information and examples of what each input field should contain.

TOP Menu System

```
┌─────────────────────────────────────────────────────────────┐
│ █ Visual PRO/5                                     _ □ ✕     │
│ ─────────────────────────────────────────────────────────── │
│ Settings  Edit  Print  Help                                 │
│ ┌─ Total Order Plus ────────────────────────────────────────│
│ │ Menu: MAIN          Total Order Plus 2000      Term: T0    │
│ │ Time: 12:03 PM            Main Menu            Date: 10/25/1999 │
│ │                                                            │
│ │                                                            │
│ │      ┌─ Main Menu ──────────────────────────┐             │
│ │      │ A.   General Ledger                   │             │
│ │      │ B.   Accounts Payable                 │             │
│ │      │ C.   Accounts Receivable              │             │
│ │      │ D.   Inventory Control                │             │
│ │      │ E.   Purchase Orders                  │             │
│ │      │ F.   Payroll                          │             │
│ │      │[G.   Order Entry                     ]│             │
│ │      │ H.   Sales Analysis                   │             │
│ │      │ I.   Fixed Assets                     │             │
│ │      │ J.   Financial Statements             │             │
│ │      │ K.   Report Writer                    │             │
│ │      │ U.   Application Update               │             │
│ │      │                                       │             │
│ │      │                                       │             │
│ │      │ Enter option (CTRL+Y = Help): [ ]     │             │
│ │      └───────────────────────────────────────┘             │
└─────────────────────────────────────────────────────────────┘
```

Menu Basics

The Total Order Plus Menu system uses the up and down arrow keys to access a particular menu item or you may select a menu item by entering the **letter**+ the **Enter** key to the left of the menu selection. A number also corresponds to each letter on the menu. For example, to select the menu item B, you can also enter the number 2. This eliminates having to use the Enter key after each selection. Each menu can have password protection or you may set passwords for an individual menu item.

At any menu selection, with the exception of the TOP Main Menu, press **F4** to return to the previous menu, **F8** to return to the TOP Main Menu or press **F5** to change the module processing date. Enter the date in **MMDD** format (no slashes). The corresponding day of the week will display. The system will insert the current century and year. This date is used for reporting and posting entries to the General Ledger, if applicable.

At the 'Enter option (CTRL+Y=Help): [ ]' prompt, several options are available:

 - Enter **?** to access the options menu.

 - Go directly to another application options menu by entering **.**+ the **menu code**. For example, **.OE** to display the Order Entry Options Menu, **.AR** for the Accounts Receivable Options Menu, etc.

 - Type **,** to display the current month's calendar on your screen. Press the **Enter** key to scroll from month to month. Press **F2** to return to the prior month's display. You can enter a date in **MMYY** format to display a specific month. See 'User Services' elsewhere in this section for additional Calendar functions.

```
┌─ Total Order Plus ═══════════════════════════════════════════════════════╗
║Ver:  96.E                    Total Order Plus 96            Term: T0        ║
║Time: 11:36 AM                    Main Menu                  Date: 07/31/97  ║
║                              ┌─ Menu Help ═══════════════════════════════╗
║                              ║A-P      Select Menu Item By Letter         ║
║          ┌─ Main Menu ═══════║CR       Select Highlighted Menu Item       ║
║          │  A.  General Ledger║F1       Back To Main Menu (or left arrow)  ║
║          │  B.  Accounts Payab║F2       Up (or up arrow)                   ║
║          │  C.  Accounts Recei║F3       Down (or down arrow)              ║
║          │  D.  Inventory Cont║F4       Back One Menu (or right arrow)     ║
║          │  E.  Purchase Order║F8       Back To Main Menu                  ║
║          │  F.  Payroll        ║?        Options Menu                       ║
║          │ [G.  Order Entry    ║,        Calendar                          ║
║          │  H.  Sales Analysis ║                                           ║
║          │  I.  Fixed Assets   ║                                           ║
║          │  J.  Financial State║CR to Exit: [ ]                            ║
║          │  K.  Report Writer  └───────────────────────────────────────────┘
║          │  U.  Application Update
║          │
║          │
║          │    Enter option (CTRL+Y = Help): [ ]
║          └────────────────────────────────────────
║  1 NEXT  2 PRIOR 3 FIRST 4 LAST 5 DATE 6 LIST 7 DELETE 8 END 9 YES 10 NO
└────────────────────────────────────────────────────────────────────────────┘
```

Menu Help Display

Press **CTRL+Y** to display the Menu Help window. The Help Menu allows function keys and special characters as a way to move around the menu system with ease. Following are a few examples:

A-P   Select a menu item by the letter next to the description.

CR   Selects the menu item that is highlighted (same as the Enter key).

F1   Press the **F1** function key or the left arrow key to return to the TOP Main Menu.

F2   Press the **F2** function key or the up arrow key to move up one selection on the menu.

F3   Press the **F3** function key or the down arrow key to move down one selection on the menu.

F4   Press the **F4** function key or the right arrow key to go back one menu.

F8   Press the **F8** key to return to the TOP Main Menu.

?   To access the Options Menu.

,   Displays the Calendar one month at a time. See 'User Services' elsewhere in this manual for additional Calendar functions.

Options Menu System

Options Menu Basics

Each application has an options menu. The options menu feature gives you the ability to display, insert, edit and add data without leaving your application. To activate an Options Menu, enter **?** from any TOP menu. Press **F1** to enter an Options Menu code or type **?** to display available options menu codes. Press **Enter** to continue the display.

To add or edit information, select the letter of the menu item to display. Press **F1** to enter maintenance mode. Type an Options Menu code or type **?**+ the **Enter** key to display the available menu codes. Press **F2** to print a hardcopy or **F4** to return to the Options Menu.

To display information, select the letter of the menu item to display. Press the **Enter** key to advance the display forward or the **first few characters**+ the **Enter** key. Press the **Spacebar**+ the **Enter** key to return to the beginning of the display. Press **F3** for multiple sort options (when available) or **F4** to return to the Options Menu.

From within most data input fields, press **?**+ the **Enter** key to display the data selection window. Once in the window, press the **Enter** key to advance the screen display forward. The **Spacebar**+ the **Enter** key returns the display back to the beginning. Select a **letter**+**F1** to insert data item into the current field.

Go To Another Options Menu

To access another options menu, press the **F1** key within any options menu. Enter a menu code or **?**+ the **Enter** key for a list of menu codes (i.e. AR, OE, PR, etc.).

Window Size

The size of the Options Menu can be altered by using the following keys: **+** increases the window height in 2 line increments, **-** decreases the window height in 2 line increments, **^** moves the window up in 2 line increments and ***** increases the window to its maximum size. Upon exit, the Options Menu will default back to its original size.

Insert Function

When entering data in most applications, you can access the Options Menu by entering **?**+ the **Enter** key at most input fields. You have the ability to insert data. For example, when searching for an inventory item, type **?**+ the **Enter** key to display the Inventory Item Selection window. Select a **letter**+**F1** to insert the item into the item code field. You can also enter **?**+**first few**

characters of the code + the **Enter** key to begin the display of a specific item category.

Calendar

The calendar is available in every options menu. Three months are displayed at a time, starting with the current month with today's date highlighted. Press the **Enter** key to advance the calendar two months. Enter month and year in **MMYY** format to advance the calendar display to a specific month.
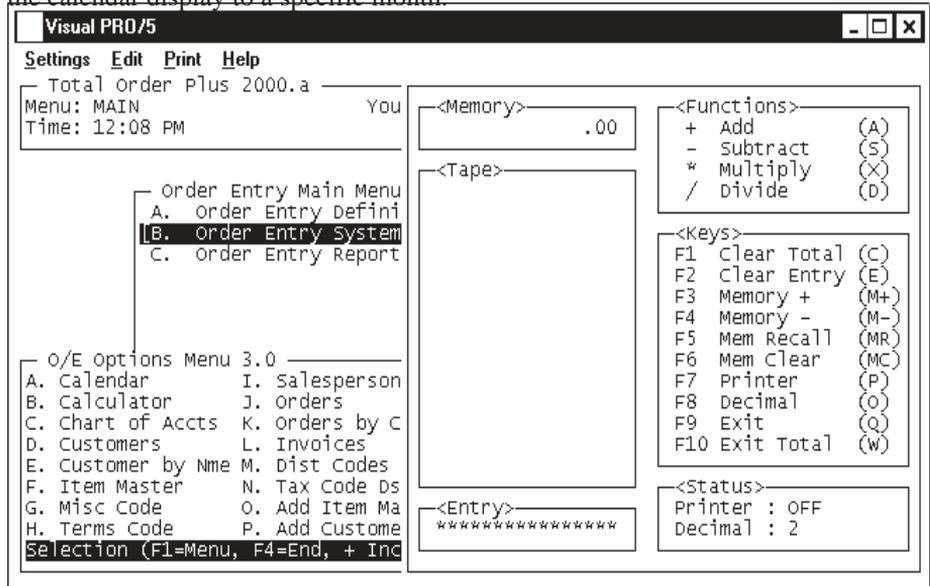
Calculator

The calculator function is available from every options menu. To display the calculator, select the letter next to 'Calculator' on the Options Menu. From certain numeric fields during order and invoice data entry, type **?**+ the **Enter** key to display the calculator. Press **F9**, **F10** or **Q** to exit the calculator program, F10 will insert the total. To use the calculator the number is entered first followed by the operation, example: to add 2 to 4, enter **2** + **plus key** + **4** + **plus key** or to divide 6 by 2, enter **6** + **plus key** + **2** + **divide key**.

Password Protection

The Options Menu Tool Kit allows users to establish passwords for an entire menu or individual menu selections. There are certain programs that should be protected, such as, file rebuilding, purging and downsizing, system defaults and parameters, etc. To implement password protection, see "Options Menu Basics" elsewhere in this section.

Printer Selection

```
┌─────────────────────────────────────────────────────────────────┐
│ ■ Visual PRO/5                                        _ □ ✕      │
├─────────────────────────────────────────────────────────────────┤
│  Settings  Edit  Print  Help                                    │
│  Your Company Name                               10/02/1999      │
│  O/E Open Order Report                               2:07 PM     │
│                                                                  │
│                                                 Used:      26    │
│     Report Order:  [O]                                           │
│                                                                  │
│     First Date: ┌─ Output Selection ─────────────────────┐ ]    │
│                 │  A.   LP Lexmark Lxi Laser Printer      │      │
│     First Time: │  B.   PO HP Laserjet 5                  │      │
│                 │  C.   P1 HP Laserjet II                 │      │
│     First Custom│  D.   PD Windows Print Manager          │      │
│     Last Custome│  E.   PE Windows Default Printer        │      │
│                 │  F.   PF Windows Preview Mode (Standard)│      │
│     Salesperson:│ [G.   PG Windows Preview Mode (Condensed)]│    │
│                 │                                         │      │
│     Order Type: │                                         │      │
│     Summary Only│                                         │      │
│     Include Deta│                                         │      │
│     Ship To:    │                                         │      │
│                 │                                         │      │
│                 │   Enter selection for 132 columns (F4=End): │  │
│                 └─────────────────────────────────────────┘      │
└─────────────────────────────────────────────────────────────────┘
```

Printer Selection Basics

The Printer Selection window displays all of the printers available per user for each individual workstation. To select a printer, use the up and down **arrow keys**+ the **Enter** key or enter the **letter** to the left of the selection. The printer that is highlighted indicates where the document will be printed. To abort the print, press the **F4** function key.

To change the printer from standard or condensed, highlight your printer selection and press **F1**. Enter **S** for standard print or **C** for condensed print + the **Enter** key to print a hardcopy.

When the printer box is displayed on the screen, a particular printer is highlighted. The highlighted selection is a result from the last program that was processed on a particular workstation.

A printer selection can be added to your system that will allow you to print to an ASCII file. This file format can be imported into a desktop publishing program, spreadsheet applications, etc.

On-Line Help

```
┌─ Visual PRO/5 ──────────────────────────────────[ _ □ X ]
│ Settings  Edit  Print  Help
│ ┌─ On-Line Category Help Display ──────────┐
│ │[A.  Closing Procedures                  ]│ any Name          Term: T0
│ │ B.  Common Problems                      │ Entry             Date: 10/31/1999
│ │ C.  Manual Reference                     │
│ │ D.  Error Codes                          │
│ │ E.  'How To' Information                 │
│ │ F.  Inquiries                            │
│ │ G.  Menu Options                         │
│ │ H.  Product Support                      │
│ │ I.  Reports                              │
│ │ J.  Text Export                          │
│ │ K.  Basic UNIX Commands                  │
│ │ L.  What's New In Total Order Plus       │
│ │                                          │
│ │                                          │  . Quote Template
│ │                                          │  . SP by Zip Code
│ │                                          │  . Bin Maintenance
│ │   Enter Selection, ?=Find, F4=Exit:      │  . Order Type Mnt
│ │                                          │  . Ship Via Mnt
│ └──────────────────────────────────────────┘  . Del Route Mnt
│ G. Misc Code         O. Add Item Master Z. Invoice Hist
│ H. Terms Code        P. Add Customer
│ Selection (F1=Menu, F4=End, + Increase, - Decrease, ^ Up, * Max, ? Help): [?]
└───────────────────────────────────────────────────────────
```

On-Line Help Overview

The On-Line Help Menu is available from any Options Menu. To display an options menu, enter **?** at any menu selection. Enter **?** once more to display the On-Line Category Help menu. A list of categories are available for you to view. You can select the **letter** to the left of the category or use the up and down **arrow keys**+ the **Enter** key to select the category you want to display.

To 'FIND' a particular help item, enter **?** to list help items and their respective categories where the items can be located. Press the **Enter** key to continue to list available help items, type the **first few characters of a word**+ the **Enter** key to advance the display, **F3** to enter a particular help item to locate, **F4** to return to the category help menu or enter a new help item. Help categories include:

Closing Procedures

Checklists for Daily Closing procedures and End-Of-Month closing procedures.

Common Problems

Common problems include such things as new General Ledger account numbers not showing up in other applications, cash payments not showing on customer account properly, incorrect aging on End-Of-Month statement print, etc.

Manual Reference

Instructions for entering data in system file maintenance programs, such as, Terms Code

15

Maintenance, Tax Code Maintenance, etc.

Error Codes

List of Business Basic (BBx) error codes and their descriptions.

'How-To' Information

Complete instructions for installation of a Total Order Plus Application Update, procedures on how to enter a new customer, a new inventory item, a new order, reverse cash receipt payments, etc.

Inquires

How to view invoice history, cash receipts history, inventory items committed on orders, quotes, invoices and purchase orders, text export items, etc.

Menu Options

Direction on how to use the Options Menu, the On-Line Help Menu, various Options Menu Utility programs and the Total Order Plus menu system.

Product Support

Provides support information, telephone numbers and e-mail addresses for CorelDraw!, PageMaker, Microsoft and Total Order Plus.

Reports

An overall explanation of information printed on various system reports.

Text Export

The Text Export menu contains file maintenance setup information necessary to perform text export file transfers (i.e. Color Codes, Layout Codes, Font Codes, Phrase Codes and Special Instructions).
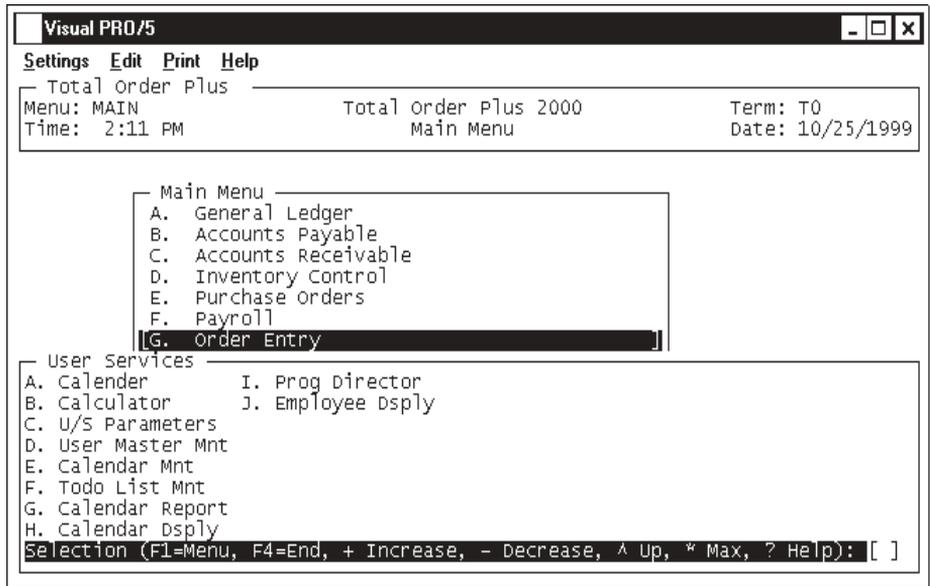
Basic Unix Commands

System commands that allows users to maintain their operating system to terminate print jobs and user processes, create and retire users, etc.

What's New in Total Order Plus

List of software enhancements to the latest version of Total Order Plus.

User Services

```
┌──────────────────────────────────────────────────────────────────┐
│ ■  Visual PRO/5                                          ─ □ ✕     │
│ Settings  Edit  Print  Help                                        │
│ ┌─ Total Order Plus ───────────────────────────────────────────┐  │
│ │ Menu: MAIN              Total Order Plus 2000      Term: T0    │  │
│ │ Time:  2:11 PM                Main Menu            Date: 10/25/1999│
│ │        ┌─ Main Menu ──────────────────────────┐               │  │
│ │        │ A.  General Ledger                    │               │  │
│ │        │ B.  Accounts Payable                  │               │  │
│ │        │ C.  Accounts Receivable               │               │  │
│ │        │ D.  Inventory Control                 │               │  │
│ │        │ E.  Purchase Orders                   │               │  │
│ │        │ F.  Payroll                           │               │  │
│ │        │ G.  Order Entry                       │               │  │
│ ┌─ User Services ──────────────────────────────────────────────┐  │
│ │ A. Calender         I. Prog Director                         │  │
│ │ B. Calculator       J. Employee Dsply                        │  │
│ │ C. U/S Parameters                                            │  │
│ │ D. User Master Mnt                                           │  │
│ │ E. Calendar Mnt                                              │  │
│ │ F. Todo List Mnt                                             │  │
│ │ G. Calendar Report                                           │  │
│ │ H. Calendar Dsply                                            │  │
│ │ Selection (F1=Menu, F4=End, + Increase, - Decrease, ^ Up, * Max, ? Help): [ ]│
└──────────────────────────────────────────────────────────────────┘
```

User Services Overview

To access the User Services Option Menu, enter **?** at any application menu. Press **F1** to enter an options menu code. Enter **US** for the menu code.

The User Services maintenance programs allow users to customize their own screen saver, schedule appointments, trips, meetings, etc., set up 'todo' lists, next contact information, birthdays, etc., for employees to view upon login to Total Order Plus.

User Services information serves only as a reminder and is optional whether or not you want to display this information to a specific user(s) and on what days of the week. The user information is displayed on the first login of the day. Press **F1** to re-display the information on subsequent logins for that day.

 The Next Contact information can be helpful as a telemarketing tool. Read the following pages for more specific information on User Services.

```
┌─────────────────────────────────────────────────────────────────────┐
│ Visual PRO/5                                              _ □ ✕       │
│ Settings  Edit  Print  Help                                          │
│ ┌─ Total Order Plus ─────┐                                           │
│ │Menu: MAIN              Total Order Plus 2000         Term: T0       │
│ │Time:  2:11 PM               Main Menu            Date: 10/25/1999│  │
│ │                                                                    │
│ │                                                                    │
│ │        ┌─ Main Menu ─────────────────────────┐                    │
│ │        │ A.   General Ledger                 │                    │
│ │        │ B.   Accounts Payable               │                    │
│ │        │ C.   Accounts Receivable            │                    │
│ │        │ D.   Inventory Control              │                    │
│ │        │ E.   Purchase Orders                │                    │
│ │        │ F.   Payroll                        │                    │
│ │        │[G.   Order Entry                   ]│                    │
│ │ ┌─ User Services ───────────────────────────┘                    │
│ │ │System Name Maintenance                                         │
│ │ │                                             Used:        2      │
│ │ │  Company Name:[Your Company Number        ]                    │
│ │ │  System Name: [Total Order Plus 2000         ]                 │
│ │ │  Screen Saver:[Total Order Plus    ]                           │
│ │ │                                                                │
│ │ │                                                                │
│ │ │Is the Data Correct?  (Y)es, (N)o or (E)nd: [ ]                 │
│ └─┴────────────────────────────────────────────────────────────────┘
└─────────────────────────────────────────────────────────────────────┘
```

System Name

The system name displays on the Total Order Plus Welcome screen. You can enter up to a forty (40) character name.

You can customize a twenty (20) character screen saver message that displays when your monitor is left at a TOP menu for a given length of time. If this field is left blank, the system uses the screen saver message 'Press Any Key'. You can press any key on your keyboard to stop the screen saver display.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Visual PRO/5                                                    _ □ ✕     │
├─────────────────────────────────────────────────────────────────────────┤
│ Settings  Edit  Print  Help                                              │
│ ┌─ Total Order Plus ───                                                   │
│ Menu: MAIN                 Total Order Plus 2000           Term: T0       │
│ Time:  2:11 PM                   Main Menu                 Date: 10/25/1999│
│                                                                           │
│         ┌─ Main Menu ──────────────────────────────────                   │
│   ┌─ User Master Maintenance ───                                          │
│ ┃User Master Maintenance                                               ┃ │
│   User ID:     [       ]   Last Login:   [06/18/1999]      Used:      1   │
│   User Name:   [Bob Smith            ]                                    │
│   Handle:      [Bob      ]  Birthday:    [04/25]                          │
│   Employee:    [BS]         Default:     [  ]                             │
│   Message:     [                                                     ]    │
│                                                                           │
│   B-Day Flag:       [Y]     Display Days:[1234567]   Last Viewed:[06/18/1999]│
│   A/R Next Contact:[N]      Display Days:            Last Viewed:[09/10/1998]│
│   Calendar:        [N]      Display Days:            Last Viewed:[04/24/1996]│
│   Todo List:       [N]      Display Days:            Last Viewed:[04/24/1996]│
│   A/P Next Contact:[N]      Display Days:            Last Viewed:[        ] │
│   Activity Log:    [N]                               Last Viewed:[        ]│
│   Error Log:       [N]                               Last Viewed:[        ]│
│ ┃Is The Data Correct?  (Y)es, (N)o or (D)elete: [ ]                     ┃ │
└─────────────────────────────────────────────────────────────────────────┘
```

User Master

Each user must be set up before they will be able to view the user services screens upon login. The user identification must be the same as the user login in the UNIX environment (Leave User ID blank if DOS environment). Enter the name of the user, birthday, employee code (used in A/R Next Contact, Contact Information and A/P Next Contact) and a customized message to display on the TOP Welcome screen. If using windows and Business Basic PRO/5, user name can be set per workstation. The email address and the BCC field is used in conjunction with MailCall 2.0.

The birthday flag, next contact, calendar and todo list each has its own flag as to whether or not you want to display each service at startup and what days of the week you want to display the service per user. You can also specify if you want these services to display only for this employee or for all users. The system automatically keeps track of the date each user last viewed the services, as well as last login recorded for each user.

> *Note: The Next Contact information is displayed from the Contact Maintenance records on the Accounts Receivable Customer Masterfile Sub-Menu.*

```
┌─────────────────────────────────────────────────────────────────┐
│ ■ Visual PRO/5                                        _ □ ✕ │
├─────────────────────────────────────────────────────────────────┤
│ Settings  Edit  Print  Help                                     │
│ ┌─ Total Order Plus ──────────────────────────────────────────  │
│ Menu: MAIN              Total Order Plus 2000         Term: T0   │
│ Time:  2:11 PM              Main Menu             Date: 10/25/1999│
│                                                                 │
│         ┌─ Main Menu ──────────────────────────┐               │
│         │ A.  General Ledger                   │               │
│         │ B.  Accounts Payable                 │               │
│         │ C.  Accounts Receivable              │               │
│         │ D.  Inventory Control                │               │
│         │ E.  Purchase Orders                  │               │
│         │ F.  Payroll                          │               │
│         │[G.  Order Entry                     ]│               │
│   ┌─ User Services ──────────────────────────────────────────   │
│   │Calendar Maintenance                                         │
│     Date:      [11/25/1999]                                     │
│     Seq No:    [01]                                             │
│     Time:      [      ]      Category:  [H]oliday              │
│     Employee:  [             ]     Short Desc:[Turkey Day]      │
│     Description:[Thanksgiving Day                 ]             │
│                [                                  ]             │
│   ┌──────────────────────────────────────────────────────────   │
│   │Is The Data Correct?  (Y)es, (N)o or (D)elete: [ ]          │
└─────────────────────────────────────────────────────────────────┘
```
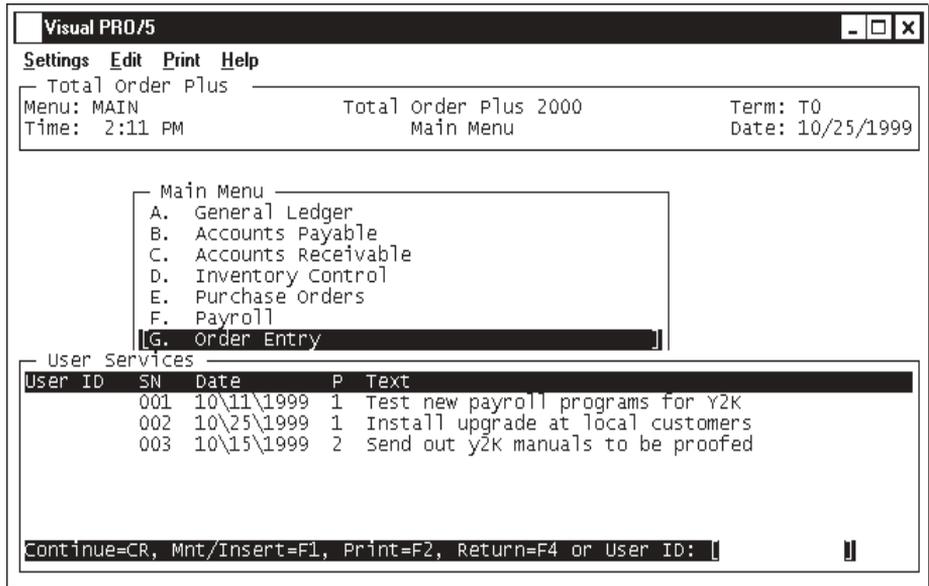
Calendar

Calendar Maintenance allows users to schedule appointments, holidays, trade shows, trips, vacations or just simple reminders for themselves or for other users on the system. Each entry includes a date, sequence number, time of day, category, employee code and message. There are two calendar event lines of text that display on the user services screen during startup. There is also a short description that is used when the monthly calendar is displayed full screen at any menu selection or on the User Services Options Menu. The employee list is used to limit who may see the message, if left blank all employees have access.

Calendar Report

The Calendar Report allows you to print in date range order by entering first and last date to print, with an option to select a specific employee(s) or individual categories (i.e. (A)ppointments, (H)oliday, etc.).

Information printed on the report is the calendar date, day of the week, number of days until item is due, the time and item description.

> *Note: The Next Contact/Calendar Report combines the Calendar Report and the Customer Next Contact Report into one report. The report is located on the Accounts Receivable Report Menu.*

```
┌─────────────────────────────────────────────────────────────────────┐
│ ■ Visual PRO/5                                              ─ □ ✕    │
├─────────────────────────────────────────────────────────────────────┤
│ Settings  Edit  Print  Help                                         │
│ ┌─ Total Order Plus ────────────────────────────────────────┐       │
│ │ Menu: MAIN             Total Order Plus 2000       Term: T0 │       │
│ │ Time:  2:11 PM              Main Menu          Date: 10/25/1999│    │
│ │                                                            │       │
│ │        ┌─ Main Menu ──────────────────────────┐           │       │
│ │        │ A.  General Ledger                   │           │       │
│ │        │ B.  Accounts Payable                 │           │       │
│ │        │ C.  Accounts Receivable              │           │       │
│ │        │ D.  Inventory Control                │           │       │
│ │        │ E.  Purchase Orders                  │           │       │
│ │        │ F.  Payroll                          │           │       │
│ │        │▐G.  Order Entry                     ▌│           │       │
│ │ ┌─ User Services ─────────────────────────────┴───────────┐│       │
│ │ │User ID  SN  Date       P  Text                          ││       │
│ │ │         001 10\11\1999  1  Test new payroll programs for Y2K│    │
│ │ │         002 10\25\1999  1  Install upgrade at local customers│   │
│ │ │         003 10\15\1999  2  Send out y2k manuals to be proofed│   │
│ │ │                                                         ││       │
│ │ │                                                         ││       │
│ │ │Continue=CR, Mnt/Insert=F1, Print=F2, Return=F4 or User ID: ▐  ▌││ │
│ └─┴───────────────────────────────────────────────────────┘ │       │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

Todo Lists

The Todo List can be used as a reminder of upcoming events, deadlines, etc., for yourself as well as for others in your company. Each todo has a valid user identification, sequence number, a level of priority 1-5 (1=high, 5=low) and two lines of description. The todo lists are displayed on the screen during login to Total Order Plus for the designated user identification.
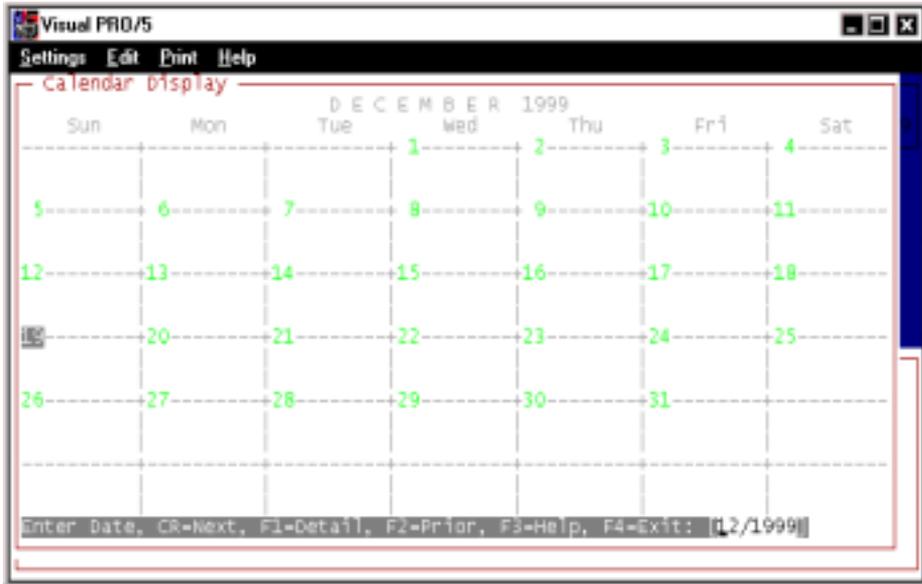
Calendar Display

The Calendar Display allows users to enter a certain month and year to display. Press the **Enter** key to display next month, **F2** to display prior months, **F3** to display a help menu or **F4** to exit.

The calendar displays A/R Next Contacts, Calendar Events and Contact Birthdays in different colors. If there are more than two items for one day, 'more' displays at the top of that day. The display information is tied to employee code. The calendar can be display from any menu using the comma key.
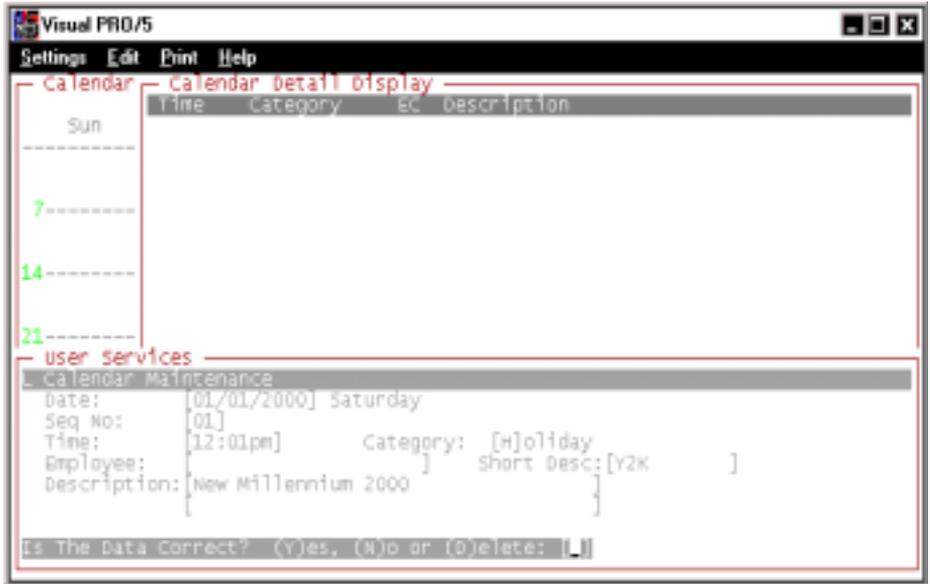
Calendar Details

Once you have displayed a specific month, press **F1** to show calendar details, such as, time, category, employee code and description. The items are sorted by time. You may also add, edit, delete or print calendar entries.

To add or edit calendar details, press **F1** for maintenance mode. You can select **C** for calendar maintenance or **N** for next contact maintenance. Press **F4** to return to the monthly calendar display.

Multi-Company Capabilities

Overview

Total Order Plus provides a multi-company capability that allows you to set up more than one company on your system. Each company is completely independent of each other, including financial statements.

There are other reasons why you might use another company:

 - you could set up a 'test' company to train on new TOP enhancements that have been added to the software.

- you could copy the payroll files at the end of the year when you have to process a payroll for the new year and the W2 forms have not been printed for the prior year.

- another company could also serve as a temporary backup for your data files (i.e. copy your data files to another company prior to closing Period-End Processing).

> *Note: To copy one company to another, use the 'Company Copy Utility' located on the U/M Options Menu.*

Procedure

1. Company:

Type up to a three (3) digit company number and **Enter**.

2. Is This A New Company? (YES/NO):

Type **YES**+ the **Enter** key to create a new company. Go to Step 3.

Type **No**+ the **Enter** key to return to Step 1.

3. Company Name:

Type your company name up to forty-four (44) characters and **Enter**.

4. Address:

The cursor moves to the first of four address lines. You can enter up to twenty-four (24) characters on each line. Press the **Enter** key after you complete each line.

> *Note: The Federal, State and City ID numbers are 'information only' fields.*

5. Federal ID Number:

Type your federal tax ID number up to twelve (12) characters and **Enter**.

6. State ID Number:

Type your state tax ID number up to twelve (12) characters and **Enter**.

7. City ID Number:

Type your city tax ID number up to twelve (12) characters and **Enter**.

8. Is The Data Correct? (YES-NO):

Type **YES+** the **Enter** key to accept the data and proceed to the installation procedure.
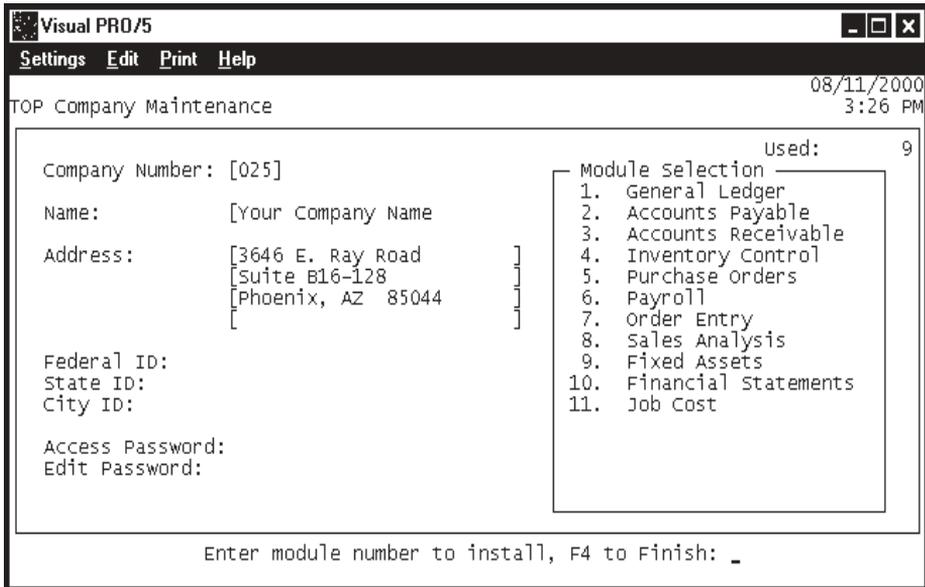
Type **NO+** the **Enter** key to return to the company name field for editing. Go to Step 3.

> *Note: A company can be removed from the system completely by typing **REMOVE+** the **Enter** key at the correct prompt. You will be prompted for a password prior to removing all data files for that company.*

Company Installation

Overview

All of the Total Order Plus modules that are not currently installed display on the screen. Each module will be highlighted upon selection. A module already installed on the system will not be available for selection.

```
┌─────────────────────────────────────────────────────────────┐
│ ▓▓ Visual PRO/5                                    _ □ ✕    │
│ Settings  Edit  Print  Help                                 │
│                                                  08/11/2000  │
│ TOP Company Maintenance                             3:26 PM  │
│                                               Used:      9   │
│   Company Number: [025]          ┌─ Module Selection ──────┐ │
│                                  │  1.  General Ledger      │ │
│   Name:          [Your Company Name  2.  Accounts Payable   │ │
│                                  │  3.  Accounts Receivable │ │
│   Address:       [3646 E. Ray Road    ]  4. Inventory Control │
│                  [Suite B16-128        ]  5. Purchase Orders │ │
│                  [Phoenix, AZ  85044   ]  6. Payroll        │ │
│                  [                     ]  7. Order Entry    │ │
│                                  │  8.  Sales Analysis      │ │
│   Federal ID:                    │  9.  Fixed Assets        │ │
│   State ID:                      │ 10.  Financial Statements│ │
│   City ID:                       │ 11.  Job Cost            │ │
│                                  │                          │ │
│   Access Password:               │                          │ │
│   Edit Password:                 └──────────────────────────┘ │
│                                                              │
│         Enter module number to install, F4 to Finish: _     │
└─────────────────────────────────────────────────────────────┘
```

Procedure

1. Enter Module Number to Install, F4 to Finish:

Type the number of the module you want to install and **Enter**. The module selection will be highlighted.

> *Note: If you select a module by mistake, retype the number of the module to deselect and press the **Enter** key.*

Press **F4** when your module selections are complete.

2. Install Modules For Company? (Y)es, (N)o or (E)nd:

Type **Y** to continue with the new company installation. Appropriate files will be copied to the new company.

Type **N** to end module selection and return to Step 1.

Type **E** to abort the installation and return to the company number selection.
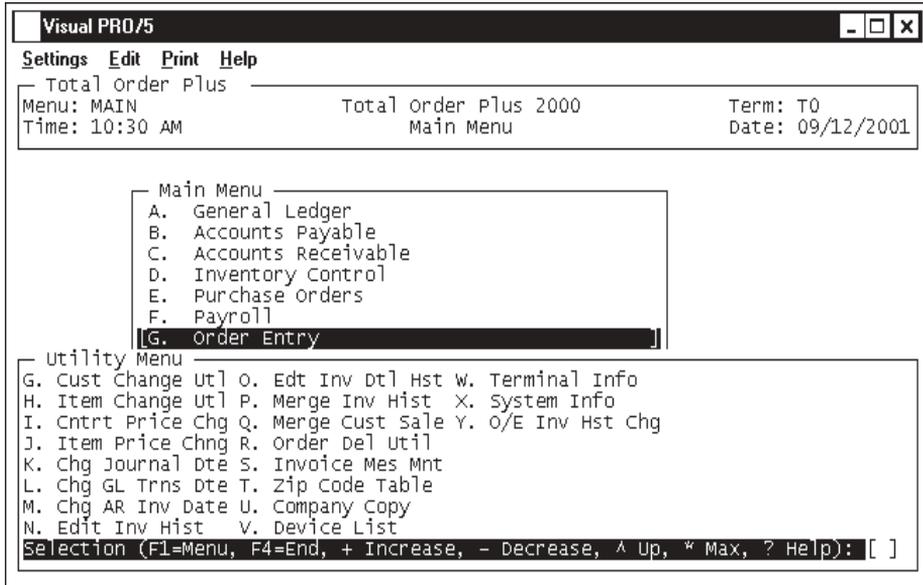
2

TOTAL ORDER PLUS OPTIONS MENU

❑ **Utility Menu**
❑ **Rebuild Menu**
❑ **System Parameters Menu**
❑ **Purge Menu**

Utility Options Menu

Overview

The Utility Options Menu provides programs that maintain history files, allows you to update one specific field in the inventory and customer masterfiles, enables you to create an invoice print message, copy one company's files to another company for testing or backup purposes, plus other miscellaneous maintenance programs.

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▌  Visual PRO/5                                       _ □ ✕ │
│ Settings  Edit  Print  Help                                           │
│ ┌─ Total Order Plus ─────────────────────────────────────────────    │
│ Menu: MAIN              Total Order Plus 2000            Term: T0      │
│ Time: 10:30 AM                Main Menu                  Date: 09/12/2001│
│                                                                       │
│         ┌─ Main Menu ────────────────────────────────────┐           │
│         │ A.  General Ledger                              │           │
│         │ B.  Accounts Payable                            │           │
│         │ C.  Accounts Receivable                         │           │
│         │ D.  Inventory Control                           │           │
│         │ E.  Purchase Orders                             │           │
│         │ F.  Payroll                                     │           │
│         │[G.  Order Entry                                ]│           │
│ ┌─ Utility Menu ─────────────────────────────────────────┴───────    │
│ G. Cust Change Utl  O. Edt Inv Dtl Hst  W. Terminal Info              │
│ H. Item Change Utl  P. Merge Inv Hist    X. System Info               │
│ I. Cntrt Price Chg  Q. Merge Cust Sale  Y. O/E Inv Hst Chg            │
│ J. Item Price Chng  R. Order Del Util                                 │
│ K. Chg Journal Dte  S. Invoice Mes Mnt                                │
│ L. Chg GL Trns Dte  T. Zip Code Table                                 │
│ M. Chg AR Inv Date  U. Company Copy                                   │
│ N. Edit Inv Hist    V. Device List                                   │
│ Selection (F1=Menu, F4=End, + Increase, − Decrease, ^ Up, * Max, ? Help): [ ]│
└─────────────────────────────────────────────────────────────────────┘
```

Customer Change Utility

The Customer Change Utility provides the ability to change an individual field in the Customer Masterfile without having to access each customer in Customer Maintenance. Some of the fields that can be edited are the customer name and address, telephone and facsimile numbers, customer type, label code, tax code, ship via code, salesperson, terms code, purchase order or branch required flags and other miscellaneous information.

Each customer code is displayed on the screen with the entry point at the selected field. Press the **Enter** key to accept the data displayed or edit the field with new information. Press **F1** to duplicate the previous entry or press **F3** to 'jump' to another item number.

Item Change Utility

The Item Change Utility provides the ability to change an individual field in the Inventory Masterfile without having to access each item number in Item Maintenance. The item fields that can be edited are the item description, unit of measure, discontinued flag, distribution code, discount class, tax and commission flags, item type, product

category, production type, average unit cost, unit price, reorder point, case quantity and safety stock.

Each item number is displayed on the screen with the entry point at the selected field. Press the **Enter** key to accept the data displayed or edit the field with new information. Press **F1** to duplicate the previous entry or press **F3** to 'jump' to another item number.

Contract Price Change Utility

The Contract Price Change Utility allows the user to increase the unit price or the average cost on inventory items by a percentage (up to four (4) decimal points). You can either increase or decrease the price/cost by entering a plus or minus percentage.

For example, .05 would increase the price/cost by five (5) percent or -.05 would decrease the price/cost by five (5) percent. You have the option to round to the nearest dollar, cents or not to round at all. You can select to be prompted as to whether or not you want to change the price on each item or stop the prompt and change item prices automatically.

Item Price Change

The Item Price Change utility program allows the user to increase the unit price or the average cost on inventory items by a percentage (up to four (4) decimal points). You can either increase or decrease the price/cost by entering a plus or minus percentage.

For example, .05 would increase the price/cost by five (5) percent or -.05 would decrease the price/cost by five (5) percent. You have the option to round to the nearest dollar, cents or not to round at all. You can select to be prompted as to whether or not you want to change the price on each item or stop the prompt and change item prices automatically.

Change Journal Entry Date

This program is provided for editing the posting date on a journal entry transaction. You can select the date of the posting you want to change and enter the correct date for the journal entry. This program could be used if a user had the incorrect month or year when posting journal entries in the General Ledger system. Please contact Mindware Corporation before running this program.

Change General Ledger Transaction Date

This program is provided for editing the posting transaction date in the End-Of-Day transaction file. You can select the date of the posting you want to change and enter the correct date for the transactions. This program must be run before updating the End-Of-Day file. Please contact Mindware Corporation before running this program.

Change A/R Invoice Date

This program is provided for editing the invoice date on the open invoice transaction file. You can select the date of the posting you want to change and enter the correct date for the invoice date. This program could be used if a user had the incorrect month or

The system shows you to edit specific fields in the Invoice History Header file. You have

year when posting invoices on the Accounts Receivable Invoice System Menu. Please contact Mindware Corporation before running this program.

Edit Invoice History

 to enter the invoice and order numbers, order and invoice date, ship date, customer code and ship-to name and address. You are allowed only to edit the purchase order number, release number, branch code or terms code. This program can be used to correct data for special statements.

Edit Invoice Detail History

The system allows you to edit the percent of commission field in the Invoice Detail History file. The system asks for an invoice number and line number to edit. The item description and the commission level displays on the screen. You can enter a new percent of commission (i.e. .1050 represents 10.5%). This information can be corrected for the commission reports generated on the Order Entry Report Menu.

Merge Invoice History

The merge program allows you to select a month and year of Order Entry Invoice History that was accidently purged from the system. It will read the purged history file and write the header, detail records and text back into the current history file.

Merge Customer Sales

The merge program allows you to select a source category code of Customer Product Sales History that was accidently purged from the system. It will read the purged history file and write the target category code back into the current sales history file.

Order Delete Utility

This utility program allows you to remove open orders in the Order Entry module within a specific date range and by order type ((O)rder, (Q)uote, (M)isc, etc.).

Invoice Message Maintenance

The Invoice Message consists of four (4) message lines, each line can be fifty (50) characters in length. You can 'design' your own message using text and special characters to isolate the message from the rest of the information on the bottom of an invoice. The message prints on all invoices. If you want to have a different message for a particular customer, set up the customer card file 'OE_INVP' in the Accounts Receivable Customer Sub-Menu.

Zip Code Table

The Zip Code Table is utilized when entering a new customer in Accounts Receivable. You can add to the table during entry of a customer or you can enter the zip code in the city field and press the **F1** key to automatically insert the city and state related to that zip code.

Company Copy

The Customer Copy program allows you to copy data files from one company to another. This would be necessary for testing new applications or doing a quick backup of data files in case a restore is necessary (i.e. prior to processing Period-End Processing

 or processing W2 information for the year). This copy program should not be used in lieu of your normal backup procedure.

Device List

The Device List is a maintenance program used to keep a record of all active peripherals on a customer's system (i.e. terminals, printers, modems, tty ports, etc). This information can be printed as hardcopy and can be used to identify user processes and printer designations.

Terminal Information

System displays information about each user that is currently using TOP. The information displayed is the terminal identification, the current menu, user name, date and time of login and the current menu selection.

System Information

The system displays the operating system with version, level and cpu identification, the Business Basic serial number, activation key and user terminal identification, the current directory and prefix setting, the user login and name (UNIX) and the amount of memory designated to each user.
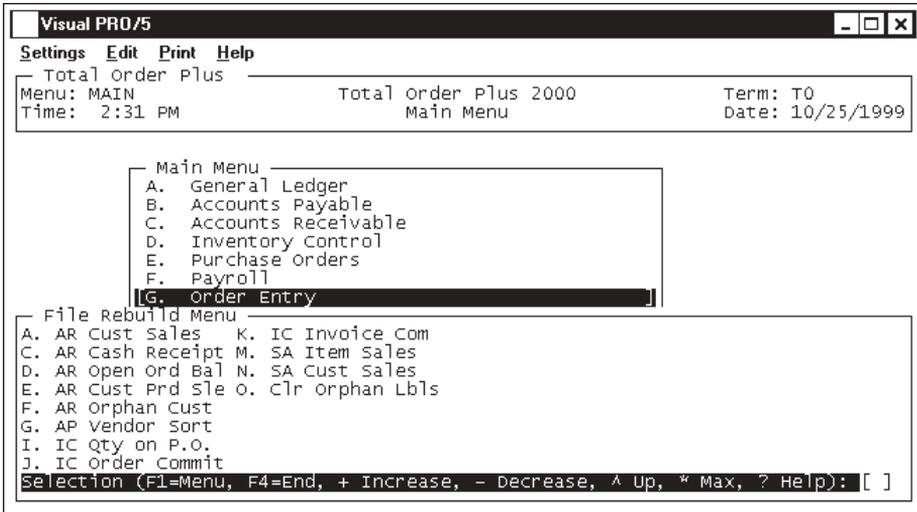
O/E Invoice History Change Utility

This utility program allows you to convert old purged monthly invoice history files to Total Order Plus 2000 format to allow users to be able to print an invoice using the Invoice Batch Print on the Order Entry System Menu.

Rebuild Menu

Overview

The Rebuild Options Menu provides utility programs that are necessary to reconstruct data files under certain conditions. You can rebuild the A/R customer sort file and open invoice file, open orders and invoices in the customer file and customer product sales. Also available are purchase order sort and item sort, inventory order and invoice committed and quantity on purchase orders, order entry order and invoice sort files. There is a program to clear orphan labels.

```
┌─ Visual PRO/5 ──────────────────────────────────────── _ □ ✕ ┐
│ Settings  Edit  Print  Help                                   │
│ ┌─ Total Order Plus ──────────────────────────────────────┐   │
│ Menu: MAIN              Total Order Plus 2000      Term: T0    │
│ Time:  2:31 PM               Main Menu          Date: 10/25/1999│
│                                                               │
│         ┌─ Main Menu ──────────────────────────┐             │
│           A.   General Ledger                                 │
│           B.   Accounts Payable                               │
│           C.   Accounts Receivable                            │
│           D.   Inventory Control                              │
│           E.   Purchase Orders                                │
│           F.   Payroll                                        │
│         [G.   Order Entry                      ]             │
│ ┌─ File Rebuild Menu ─────────────────────────────────────┐   │
│ A. AR Cust Sales    K. IC Invoice Com                         │
│ C. AR Cash Receipt M. SA Item Sales                           │
│ D. AR Open Ord Bal N. SA Cust Sales                           │
│ E. AR Cust Prd Sle O. Clr Orphan Lbls                         │
│ F. AR Orphan Cust                                             │
│ G. AP Vendor Sort                                             │
│ I. IC Qty on P.O.                                             │
│ J. IC Order Commit                                            │
│ Selection (F1=Menu, F4=End, + Increase, - Decrease, ^ Up, * Max, ? Help): [ ] │
└───────────────────────────────────────────────────────────────┘
```

Accounts Receivable Customer Sales

Accounts Receivable Cash Receipts

During Cash Receipts Data Entry, the payment amount is stored in the invoice record in the open invoice file. In case of a power outage or an intermittent problem, the cash receipt could be out of balance and won't allow you to access the deposit. This program will read the open invoice file and reset the payment status for each invoice in the deposit. You can print a listing of the invoices you will be clearing. You can re-enter the deposit again.

Accounts Receivable Open Order Balance

The number of open orders and invoices display on the 'Customer Sales & Aging' display on the Customer Sub-Menu. Periodically, you may want to delete a customer from the customer masterfile. You will not be able to delete the customer if they have open orders or invoices. This program reads all of the open orders in the Order Entry

open order file and recalculates the open order balance. You can run this program to ensure that the balance is zero.

Accounts Receivable Customer Product Sales

This program searches the customer product sales file and removes all records that do not contain a product code.

Accounts Receivable Orphan Customers

This program clears all records without a valid customer masterfile record. Records that were not deleted when a customer was removed, such as, contact and next contact information, ship-to records, cardfiles, etc.

Inventory Quantity on Purchase Order

This program searches the purchase order masterfile and calculates the quantity of each item on every purchase order and writes it to the associated items in the inventory item masterfile. This quantity is displayed in 'Item Balance & Sales Display' on the Item Sub-Menu.

Inventory Order Committed

This program searches the open order file and calculates the quantity of each item on every order and writes it to the associated items in the inventory item masterfile. This quantity is displayed in 'Item Balance & Sales Display' on the Item Sub-Menu.

Inventory Invoice Committed

This program searches the invoice file and calculates the quantity of each item on every invoice and writes it to the associated items in the inventory item masterfile. This quantity is displayed in 'Item Balance & Sales Display' on the Item Sub-Menu.

Sales Analysis Item Sales

Period-End Processing on the Sales Analysis System Menu clears item month-to-date figures for the current period. This program will allow you to recreate any given month's figures if they were erased in error or the period was closed prematurely. The current month's figures will be erased and should only be run at the end of a month and prior to updating any new sales for the next period.

Sales Analysis Customer Sales

Period-End Processing on the Sales Analysis System Menu clears customer month-to-date figures for the current period. This program will allow you to recreate any given month's figures if they were erased in error or the period was closed prematurely. The current month's figures will be erased and should only be run at the end of a month and prior to updating any new sales for the next period.
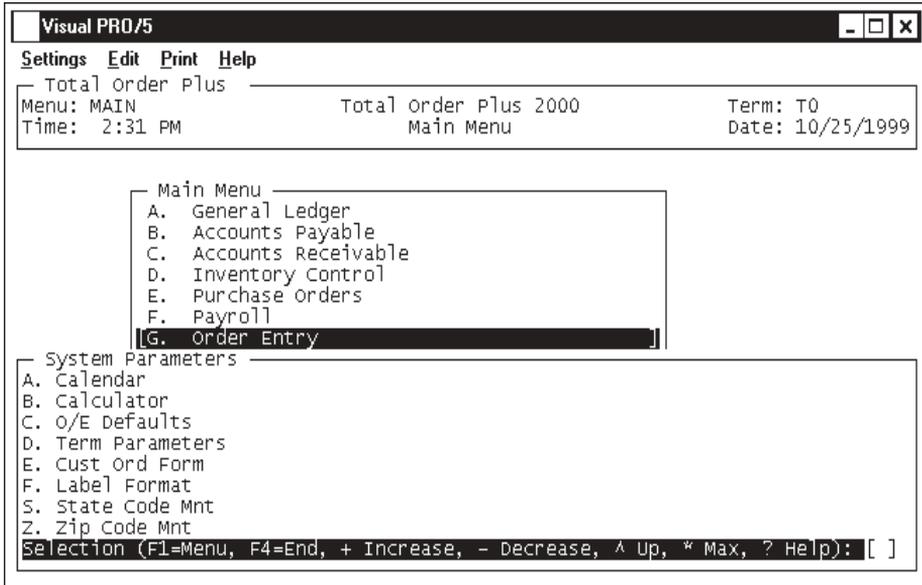
Clear Orphan Labels

This program clears item shipping label records from the label print file that do not have a corresponding order/invoice number.

System Parameters Options Menu

Overview

The System Parameters Options Menu provides a calendar display, calculator option, Order Entry defaults for NOF customers and Special inventory line items, order and invoice print options by terminal identification, multiple label print formats, state code and zip code maintenance programs.

```
┌─────────────────────────────────────────────────────────────────┐
│ █ Visual PRO/5                                        _ □ ✕      │
│ Settings  Edit  Print  Help                                     │
│ ┌─ Total Order Plus ──────────────────────────────────────────┐ │
│ │ Menu: MAIN            Total Order Plus 2000      Term: T0    │ │
│ │ Time:  2:31 PM              Main Menu            Date: 10/25/1999│
│ │                                                             │ │
│ │        ┌─ Main Menu ──────────────────────────────┐         │ │
│ │        │ A.  General Ledger                        │         │ │
│ │        │ B.  Accounts Payable                      │         │ │
│ │        │ C.  Accounts Receivable                   │         │ │
│ │        │ D.  Inventory Control                     │         │ │
│ │        │ E.  Purchase Orders                       │         │ │
│ │        │ F.  Payroll                               │         │ │
│ │        │[G.  Order Entry                          ]│         │ │
│ │ ┌─ System Parameters ──────────────────────────────────────┐ │ │
│ │ │ A. Calendar                                              │ │ │
│ │ │ B. Calculator                                            │ │ │
│ │ │ C. O/E Defaults                                          │ │ │
│ │ │ D. Term Parameters                                       │ │ │
│ │ │ E. Cust Ord Form                                         │ │ │
│ │ │ F. Label Format                                          │ │ │
│ │ │ S. State Code Mnt                                        │ │ │
│ │ │ Z. Zip Code Mnt                                          │ │ │
│ │ │Selection (F1=Menu, F4=End, + Increase, - Decrease, ^ Up, * Max, ? Help): [ ]│
│ └─────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────┘
```

Calendar

The calendar display three months at a time, beginning with the current month, highlighting today's date. You have the option to enter another month and year (MMYY format) you want to view or press the **Enter** key to continue the display. Press **F4** to return to the General Ledger Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

Calculator

The calculator allows the user to add, subtract, multiply or divide numeric functions. Each function key has its own specific instruction to perform. The calculator can be displayed from several places in the system. Press **F10** to exit the calculator program and return to the General Ledger Options Menu.

Note: See the 'TOP Introduction' section elsewhere in this manual.

O/E Defaults

O/E Defaults

The Order Default option allows users to establish predefined default codes for NOF customers and Special inventory line items. NOF default codes are ship via, terms code, tax code and salesperson. Special defaults include tax, commission and item type codes.

Terminal Parameters

Each user has a terminal identification number for their workstation. The numbers are T0, T1, T2, etc. This program allows you to establish order and invoice print parameters for each ID number. You can specify whether or not you want a particular terminal to override system parameters for font and layout codes, list price, discount percentages, list price on orders, vertical spacing or pre-printed name and address during order and invoice data entry.

Customer Order Form

The Customer Order Form parameters are designed to allow you to specify print positions by number of columns to the right and the line number for your customer order form. The print options include maximum number of columns on the form and the length of the form and the print positions for the order number, date, customer code, name, address and telephone number. You can allow the printer to print a form feed after each form. You have an option whether or not to use UnForm print format so it will include a barcode for the order number.

Label Format

The Label Format program allows you to set up print parameters for each size label used in Total Order Plus. You specify the number of columns and lines for each size label. Allow for ten (10) spaces per inch. The print options include the number of columns on the label and the length of the label, from heading and from name and to heading and to name. You can allow the printer to print a form feed after each label print.

State Code Maintenance

You can set up state tax codes and state descriptions (i.e. AZ=Arizona, NY=New York,) to be validated as part of the name and address in the Customer Masterfile and Ship-To Maintenance.

Country Code Maintenance

The country code file is the information provided by UPS and is used in the Customer Ship-To file, O/E Ship-To address and the UPS Interface and is included with TOP.
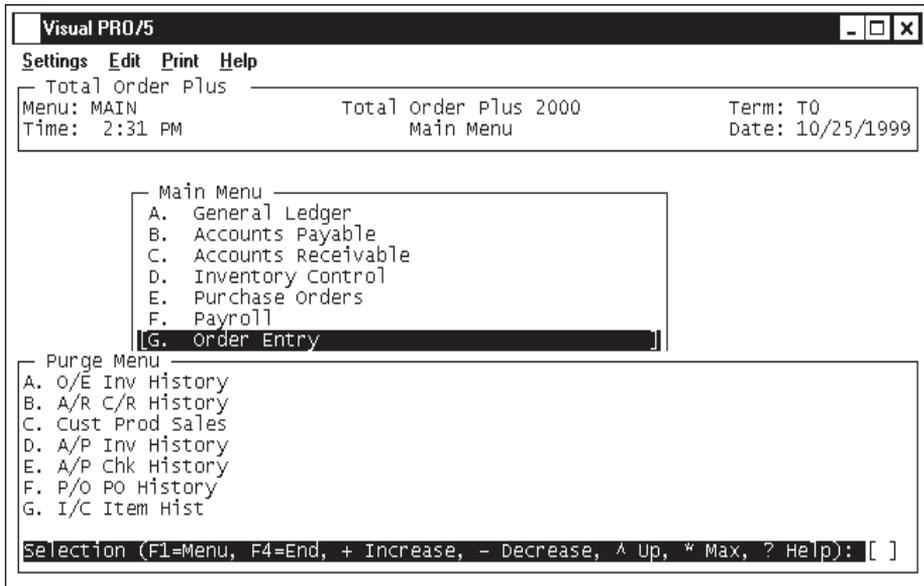
Zip Code Maintenance

A Zip Code table can be created from the Customer Masterfile, the Zip Code Sales Tax Table in the Accounts Receivable module or you can set up zip codes manually as needed. Each zip code contains the city, state, zip code, sales tax code and salesperson code. At the City input field, you can enter a zip code+ the F1 key to display the city, state and zip code from the Zip Code Table.

Purge Options Menu

Overview

History files are written to on a daily basis and continue to grow as data is written to them. They should be purged on a regular basis in order to prevent the hard drive from continuing to decrease in size. These programs should be incorporated into period-end processing procedures.

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 Settings  Edit  Print  Help
 ─ Total Order Plus ─────────────────────────────────────────────────
 Menu: MAIN                    Total Order Plus 2000        Term: T0
 Time:  2:31 PM                    Main Menu                Date: 10/25/1999


        ┌─ Main Menu ─────────────────────────────────────────┐
        │  A.  General Ledger                                  │
        │  B.  Accounts Payable                                │
        │  C.  Accounts Receivable                             │
        │  D.  Inventory Control                               │
        │  E.  Purchase Orders                                 │
        │  F.  Payroll                                         │
        │ [G.  Order Entry                                    ]│
 ─ Purge Menu ────────────────────────────────────────────────┘
 A. O/E Inv History
 B. A/R C/R History
 C. Cust Prod Sales
 D. A/P Inv History
 E. A/P Chk History
 F. P/O PO History
 G. I/C Item Hist

 Selection (F1=Menu, F4=End, + Increase, - Decrease, ^ Up, * Max, ? Help): [ ]
```

Purge Invoice History

The Order Entry Invoice History Purge removes invoice header, detail and text records for a specific year and can be saved into monthly history files for future inquiry and print capabilities. Invoices can be purged by division and has an option to remove NOF customers only.

Purge Cash Receipts History

The Accounts Receivable Cash Receipts History purge removes payment history records for a specific month and year with an option to retain these records in a monthly history file. You can also select to print a hardcopy of records that are being removed.

Purge Customer Sales

The Customer Sales Purge removes records by year from the product sales history file. These sales dollars are printed on the 'Customer Sales By Product Category Report' in Accounts Receivable. You can view the sales dollars using the 'Sales By Product' inquiry on the Customer Masterfile Sub-Menu and on the Accounts Receivable Options Menu.

Purge Accounts Payable Invoice History

The Invoice History Purge allows you to clear invoice history up to a specific month, day and year. All invoices prior to the date you enter will be purged from the system.

Purge Accounts Payable Check History

The Check History Purge allows you to clear check history up to a specific month, day and year. All invoices prior to the date you enter will be purged from the system.

Purge Purchase Order History

The Purchase Order History can be purged by month and year and does warn you if you try to purge records within the current year. Purchase order history can be viewed during Purchase Order Data Entry to reference costs from previous purchases.

Inventory Item History

The I/C Item History can be purged for an entire year for all product categories. Item History can be viewed using 'Item History Display' on the Inventory Item Sub-Menu.

> *Note: Once you have decided on how many months history you want to retain, the history files should be purged as part of Period-End Processing. Otherwise, the size of the files continues to expand and the capacity of your hard disk drive continues to decrease.*