

Boot Camp Basic Excellence Series Class

Introduction to the Excellence Series

A. What the Excellence Series Does

The Excellence Series is a family of fully integrated business software. For your traditional accounting needs, you get products that are simple enough to be easy but powerful enough to handle your most challenging situations. You can then go beyond traditional with the Series' innovative and unique ways to help you make better decisions, promote quality and excellence and plan for success. All Excellence Series products have multi-user design features so you can easily move from a small system to a very large system as your business grows. The Excellence Series is built around a unique portability technology that lets you choose from a growing list of over 500 different computer and operating system configurations. You'll never outgrow your software.

Available Modules

Financial Series

Accounts Payable
Accounts Receivable
A/R Invoicing Adapter
Collections Adapter
Fixed Assets
General Ledger
Job Cost
Payroll

Excellence Tools

SwiftMate™
TaskWise®
SalesMark®
ExecuMate II™
ReportMate™
ImportMate II™
International Transactions™
Extended Data™
SouthWare Forms™
ExcelReport™
Cash Flow
DocTransfer™
SouthWare WorkFlow™
Database Director

E-Business Series

Southware Netlink™

Inventory/Sales Series

Inventory Control
Order Entry
Point of Sale
Purchasing
Assemblies Work Orders
Return Authorization
Shipping Interface
Rental Department
Item Matrix Adapter
Warehouse Transactions

Service Series

Service Invoicing™
Contract Management
Service Orders
Equipment Servicing

**More Custom & Third Party
Products are available!**

B. How to Logon & Logoff

Logon to the Operating System

Before logging on in the Excellence Series you must first logon to the operating system. The most common types of operating system are Windows and UNIX. Check with your system administrator to determine what operating system you are using and if there are any additional steps to logging into your system.

Windows

1. Locate Southware Icon
2. Double click on the Excellence Series Icon
3. You are now at the Logon Screen for the Excellence Series

UNIX

1. Locate Unix Emulator
2. After you located the excellence series
3. Type your user name and password at the Unix prompt
4. You are now at the Logon Screen for the Excellence Series

Logon to the Southware Excellence Series

SouthWare Excellence Series

SouthWare
A division of Open Systems, Inc.

Registration Information

Licensed by Open Systems Holdings Corp to be used ONLY
by licensee below. Any other use is a license violation.

SouthWare Login:

03/18/19 11:12 AM Term:001

Operator

Password

8908

Each operator has a user name and password to enable him or her to sign on, or log on. This ensures that only authorized people will be able to use the system.

Name & Password

The "Operator" field requested is the user name discussed above. You have four tries to enter your name correctly. If you make four incorrect entries, your workstation will be disabled for ten minutes.

Enter "Your user name" in the blank and press< Enter>. After you enter a valid name the full operator name is displayed and you are asked to enter the password. When you enter your password it appears as blanks. You have four attempts to enter a valid password for the user name already entered.

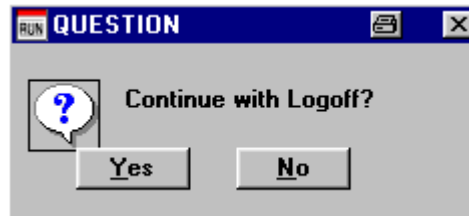
NOTE: You may change your password during log on. To do this, enter your valid password immediately followed by an asterisk (*), then press < Enter>. You must enter the new password twice, entering the same characters both times. The password is limited to nine characters and may not contain an asterisk. When you have entered a valid user name/ password combination, you have obtained access to the system. After display of a message confirming that you are cleared for system use, you will see a list of options known as the Main Menu.

Logging Off

Log off at your discretion. See your system administrator for your company policy. Logging off frees the workstation for someone else's use, and is most important in preventing unauthorized access to the system.

Logging off is a very simple procedure:

- Select **F8** to back up to main screen. Pressing **F8** at the main menu will display the following message:



You will then click on "Yes" button or just select "y", then enter.

- You can also enter the word "QUIT" or "EXIT" at any menu to log off.
- You may select "File, Exit" from the pull down menu.
- Click on "x" in top right of window (Rev. 7 or higher, windows only).



When you log off, control is returned to the operating system. Your system administrator may have you setup with an automatic Menu Timeout. If so, you will find that the system time will automatically log you off if your operator remains in one menu for a certain period of time with no entry.

C. The Screen



Top Menu Bar

Consists of Pull-Down Menus, Menu Icons, & Status bar

Pull-Down Menu

File	View	Trans
Inquiry	Reports	Periodic
Maintenance	Set-up	Tools
Options	Help	

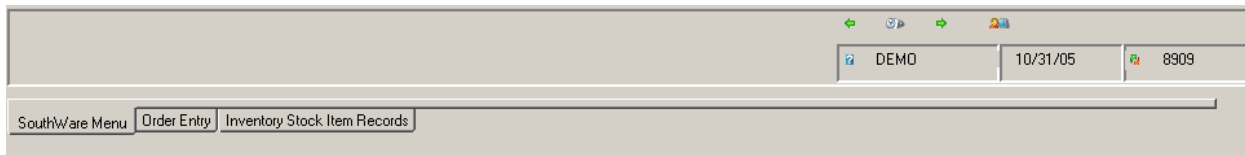
Menu Icons

Button options can be modified in XX-04-02-03. Some common features are the following:

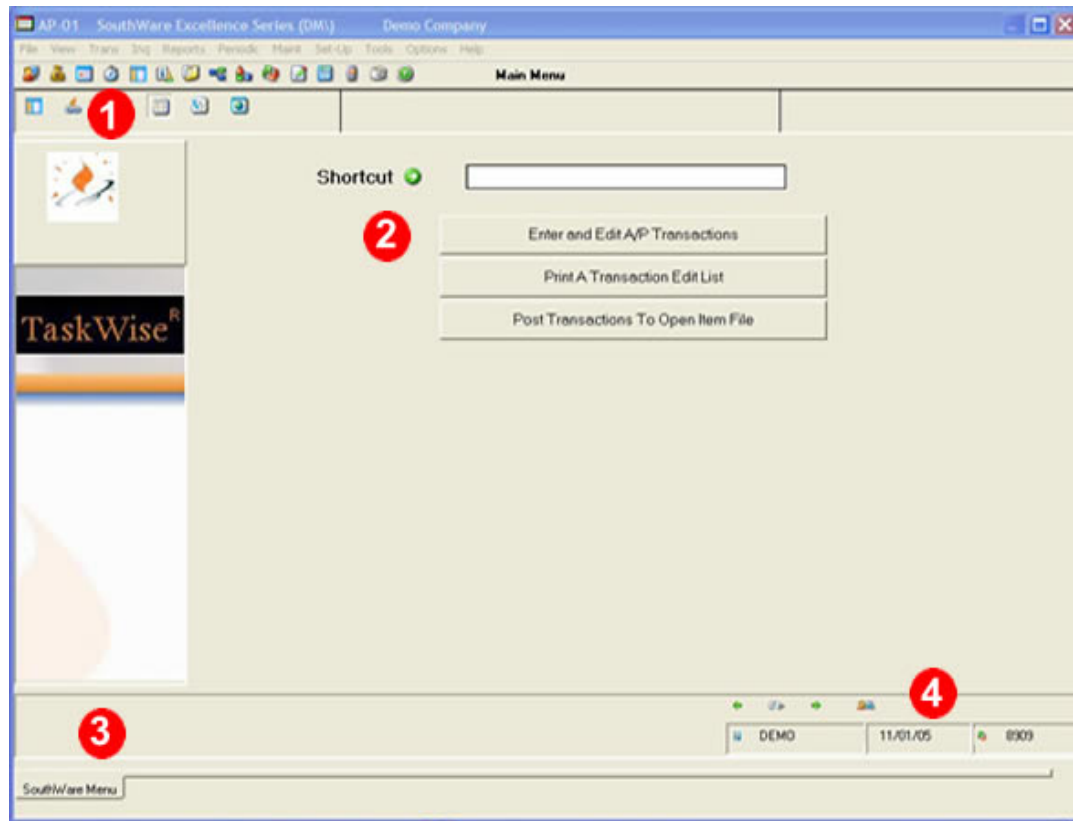
Status	XM Summary	Report card	Stopcheck
Zoom Links	All Trx	Spool Mgr	Breakout
Modify	Graphs	Events	Calculator
Phone	Coffee Break	Workflow	OfficeLink
Print Screen	Help	Calendar	

Bottom Menu Bar

The Bottom Menu Bar gives you some basic navigation options, current system date, current operator and any open processes/windows in the system.



The Full Screen



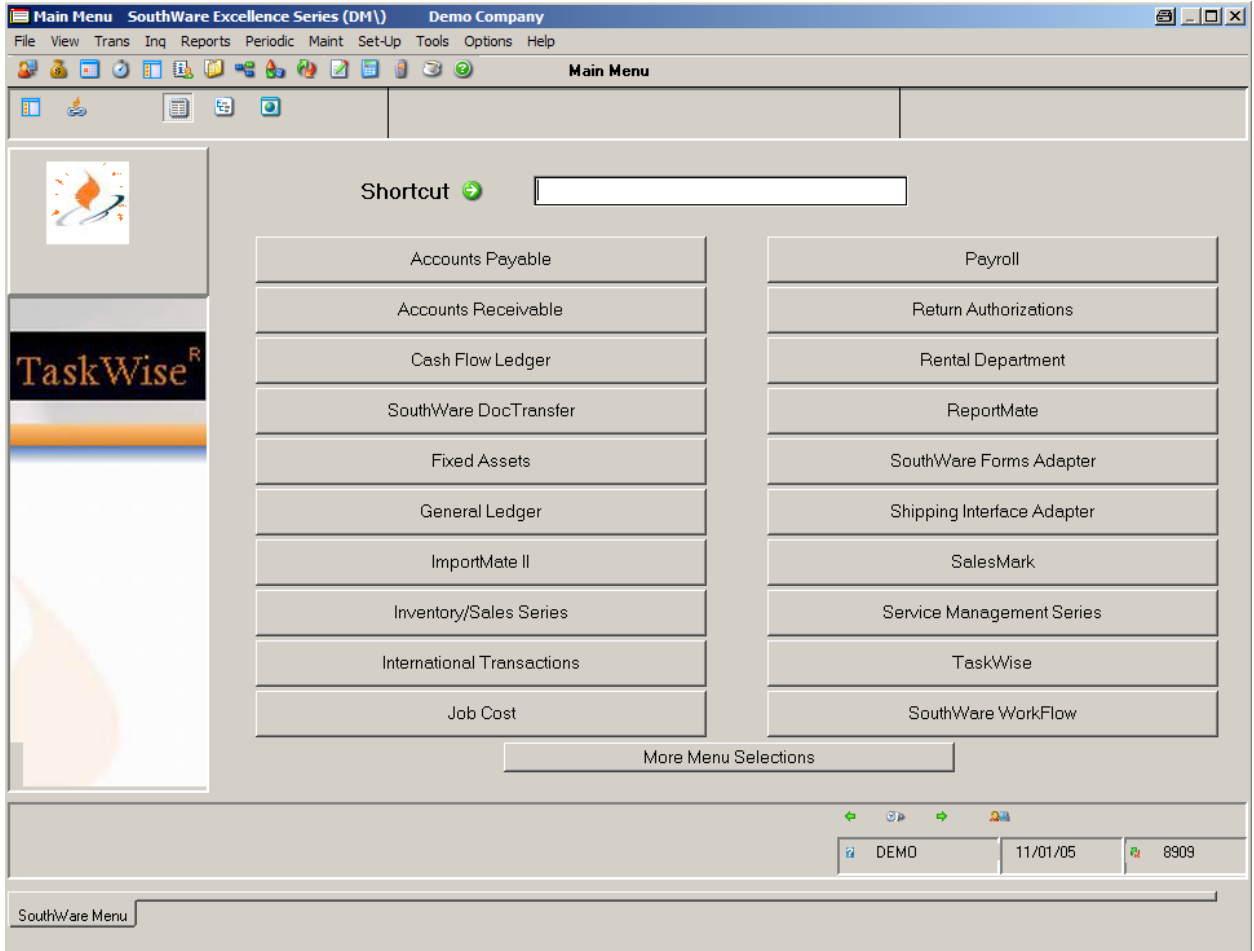
The Full Screen consists of:

1. Menu Reference & Name of the Company and the Menu Option Bar to select between the different menu styles.

Note: The Excellence Series user manuals are organized by reference numbers. The reference number of the program you're using tells you where to look in the manuals. In every module's user manual, the menu name and menu reference is located on each page's heading.

2. The select prompt or shortcut is where you can type the name of program, menu reference, or short cuts. The current menu options are available in the body of the screen.
3. The current processes open in your specific session.
4. Menu history, navigation buttons (forward and back), your Profile options, the current Operator and system date.

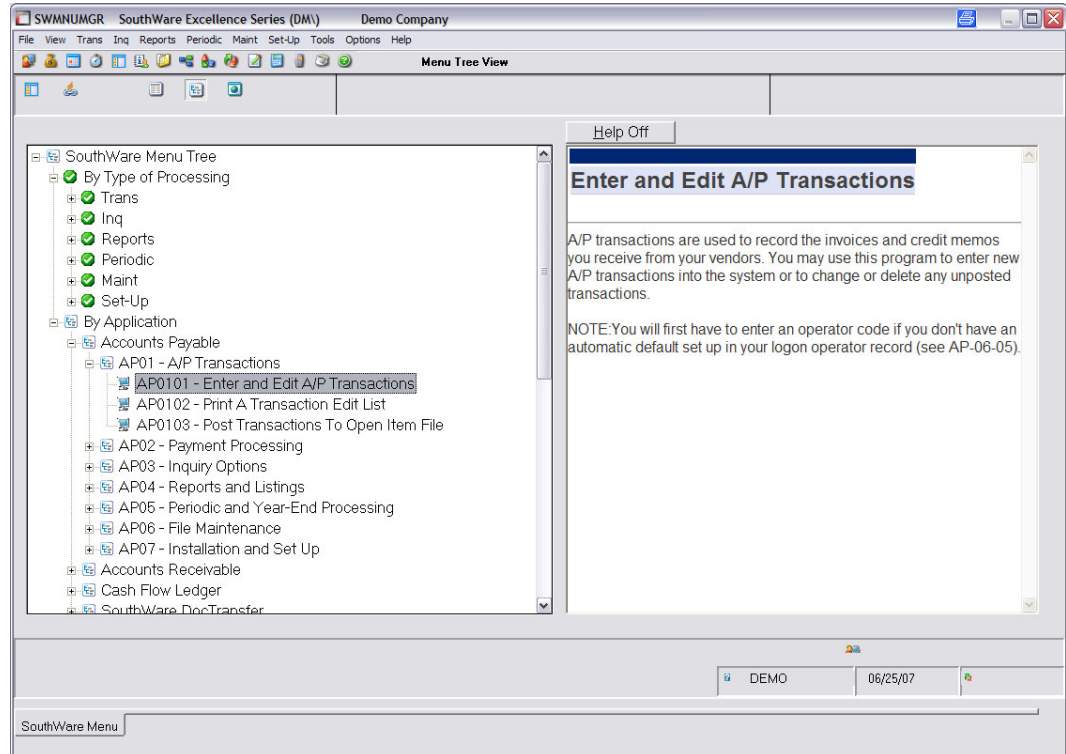
D. Menu Structure



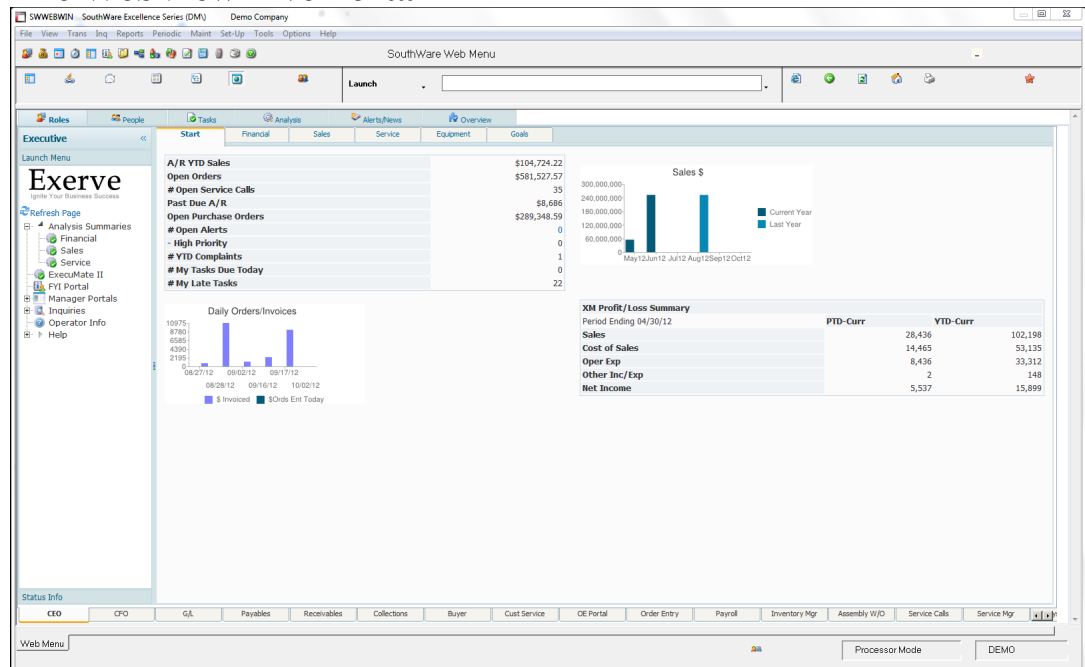
A standard Excellence Series menu structure is an inverted tree structure. All menu options are integrated into one flexible menu system. Concepts that will help you to understand the menu structure are the following:

- ◆ Standard menu records are displayed from records in a file – they are not hard coded into a menu program. This means that you can customize the menus.
- ◆ Standard menus are variable based on your security levels. The menu conforms to your security clearance so you won't see items which you can't access.
- ◆ Standard menus have a consistent arrangement for all products in the Excellence Series. (See section under System Navigation for more details.)
- ◆ Processing menus are arranged as all-inclusive checklists of the “thought process” you should go through. They show you the proper steps in the proper sequence so you don't have to remember the programs or the sequence.

The TreeView Menu



The WebView Live Portal



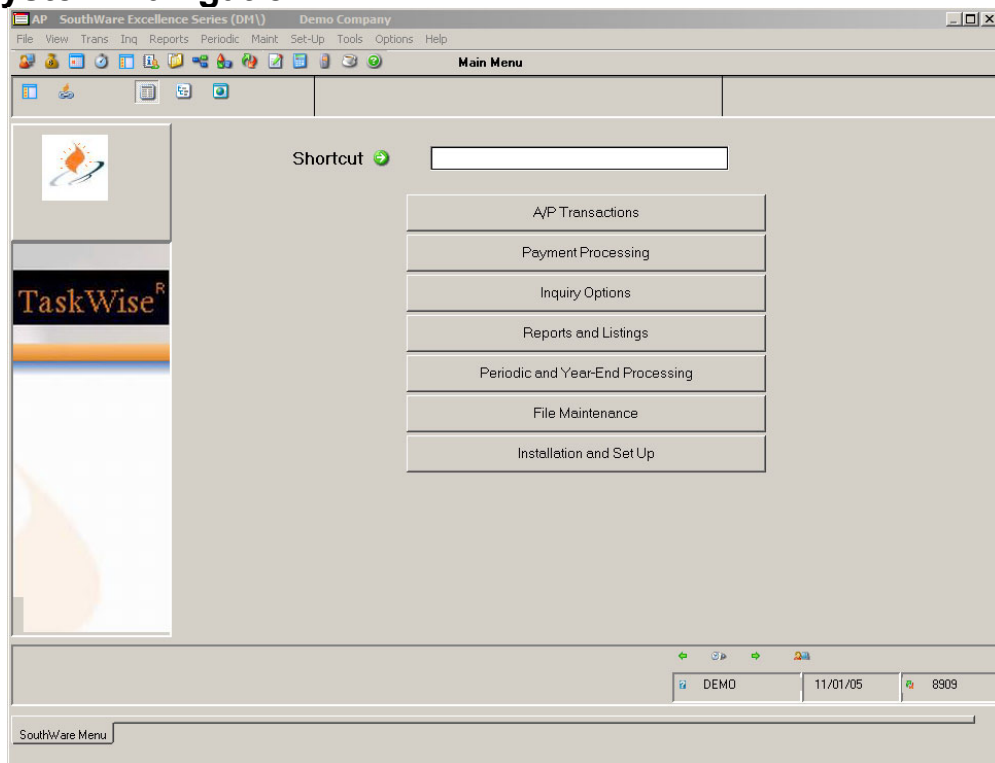
Some terminology that will help you understand the Excellence Series are the following:

- ◆ Fields – Each record consist of fields. There are 2 types of fields. You have key fields and entry fields. These fields can vary in size and type (numeric or alphanumeric). Key fields are the unique identifier for the records in a file. For example, the customer number is the key field for records in the customer file – no two customers can have the same customer number. Key fields are typically identified on the screen with an asterisk (*). Key fields may not be changed. For example, the Customer Master and Invoice History files are related by the customer # key field. If you could change the key field, the relationship between the customer and invoice history would be lost.

In the example below (#1) Vendor #, Terms Code, Current Bal, Default Pay to, and Fed ID # are some examples of fields.

- ◆ Records – may consist of one or more fields. A record key is the reference that makes each record uniquely distinguishable. An example of a record is the vendor screen above. In the example above, all of these fields, plus many other fields that are not displayed make up a record and the vendor # is the record key.
- ◆ Files – The data you access in the Excellence Series is stored in files.
- ◆ Programs – The application you use to access / manipulate data in the Excellence Series.

E. System Navigation



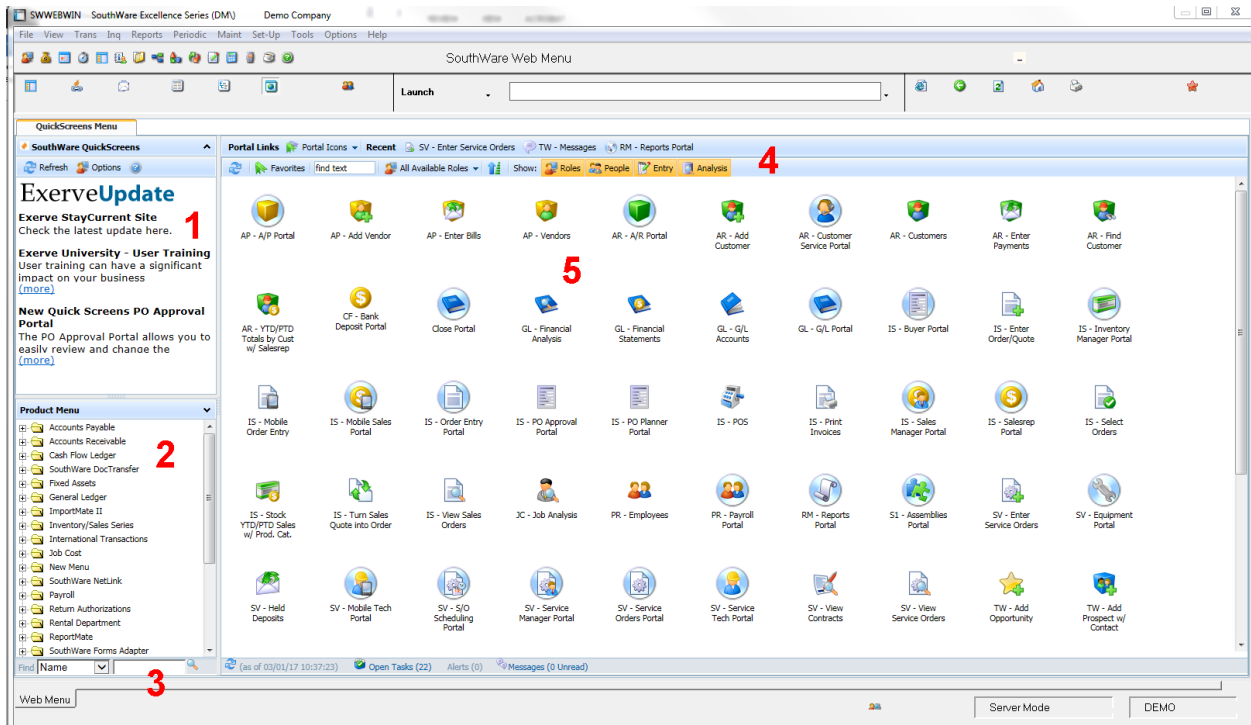
Navigation thru the Excellence Series can be done in one of many ways.

1. Mouse – move mouse pointer to your selection and click.
2. Arrow Keys – use arrow keys on key board to your selection and press enter.
3. Short Cut – type menu reference or program name in the select prompt and press enter. For example, AP-01-01 goes to AP Transactions –Entry.

Standard menus have a consistent arrangement for all accounting products in the Excellence Series. Once you have learned one module, the others are easy to learn. The arrangement from top to bottom is:

- ◆ **Normal processing** – This area of the menus includes the most commonly used selections such as transaction entry.
- ◆ **Inquiry** – This area of the menus includes the programs that let you quickly look up & drill down into your data.
- ◆ **Reports** – This area includes the reports and listings you can print or display.
- ◆ **Periodic processing** – This area includes the processes that you typically use at the end of an accounting period, or on a regular but not daily basis.
- ◆ **File maintenance** – This area includes the programs to maintain the master files and other files that make up the basic data for this module.
- ◆ **Installation and Set Up** – This area is a checklist of the sequence and programs you should use to set up the module for use in your business. Some of these options overlap with other areas, but they are included here for a complete checklist to help you get going quickly and correctly.

Live Portal & Quick Screens Navigation

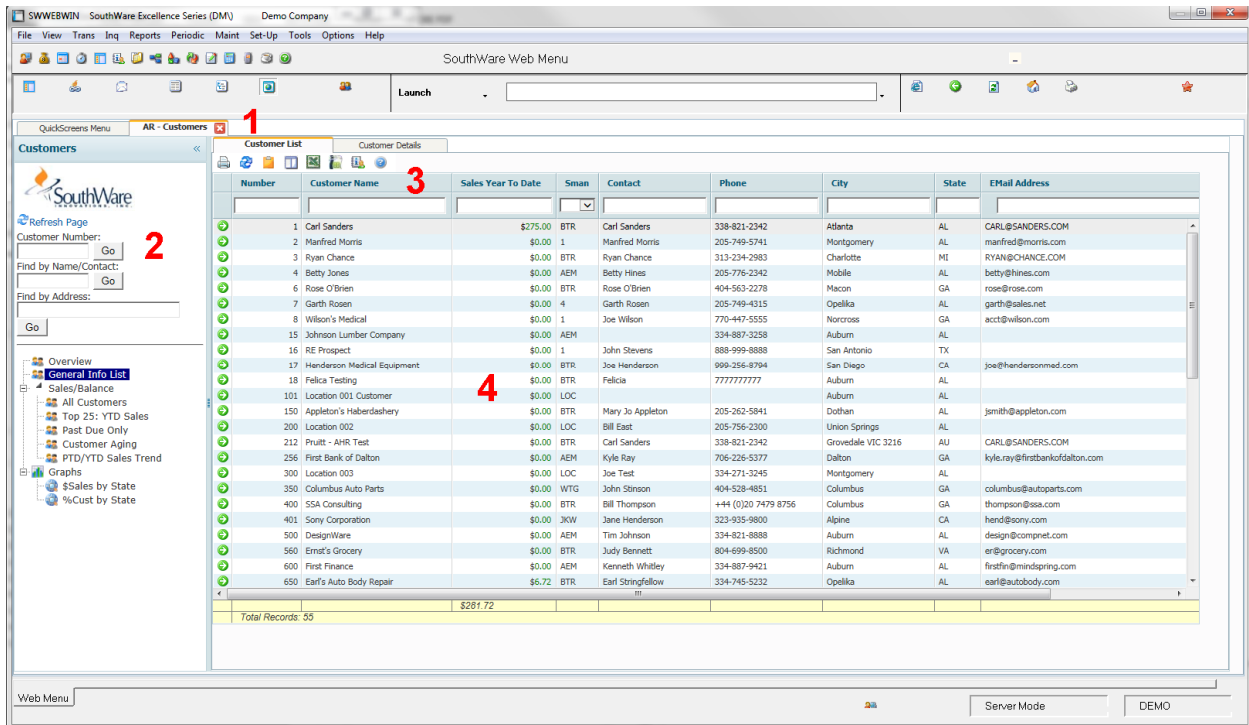


The Main Quick Screen portal consists of:

1. Update & News Panel – can be configured to point to different resources.
2. A complete system menu accessing the standard windows programs.
3. Super Search providing a complete system search for a name or document number.
4. Portal & Application history links and filters. Two key options here include the search/find text and the Favorites option.
5. Portal & Application Icon Desktop

NOTE: Currently open portals will appear as tabs at the top of the Live Portal window.

Portal Navigation



Example Portal sample options consists of:

1. Active portal tabs.
2. Portal search and menu options.
3. Web grid menu for features like exporting to MS Excel and column sort and filtering.
4. Web grid or portal content.

NOTE: Many portals have control settings that will be on a tab on that portal or on a related portal.

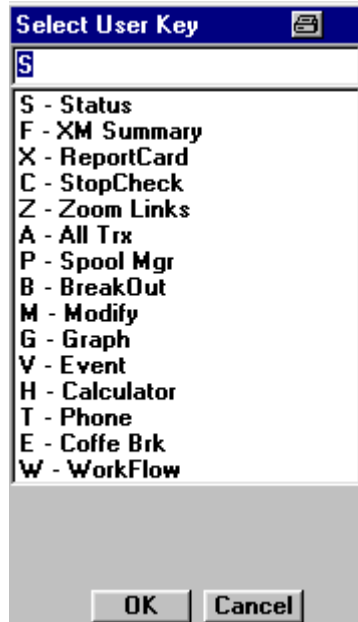
F. Function Keys & Rapid Keys

Function Keys		Rapid Keys – CTRL R	
<Esc>	Backup 1 field (in most cases)	S	Status
→ (Right Arrow)	Next record (forward)	F	XM Summary
← (Left Arrow)	Previous record (backward)	X	ReportCard
<F1>	for Approximate Search	C	StopCheck
<F2>	for Approximate Search	Z	Zoom Links
<F3>	for Search	A	All Trx
<F4>, <F5>, <F6>	Process specific keys – meaning changes in each program.	P	Spool Mgr
<F7>	for Help	B	BreakOut
<F8>	for Exit	M	Modify
<F9>	for Breakout	G	Graph
<sF1> in Windows	for Links in Windows	V	Event
<F10> in UNIX	for Links in UNIX	H	Calculator
		T	Phone
		E	Coffee Break
		W	Workflow
From Menu Screen			
<F4>	Main Menu takes you to Menu Utilities		
<F5>	Excellence Mail System		
<F6>	Workstation Status		

General Shortcuts		Control Key Shortcuts		Grid Search Shortcuts	
QUIT / EXIT	Exit out of System	CTRL N	Go to Notes	SEARCHCUST	Customer Grid Search
CALC	Calculator	CTRL O	Change Trans Operator	SEARCHEMPL	Employee Grid Search
MAIN	Go to Main Menu	CTRL V	Go to Events	SEARCHINVC	Invoice Grid Search
MODIFY	Go to Customization	CTRL R	Go to Rapid Menu	SEARCHJOB	Job Cost Grid Search
PHONE	Go to Phone Find Search	CTRL X	Go to Extended Data	SEARCHPO	Purchase Ord Grid Search
SPOOL	Go to Spooled Reports	CTRL Z	Go to System Zoom	SEARCHSO	Service Ord Grid Search
ZOOM	Go to System Zoom			SEARCHSTK	Stock Grid Search
				SEARCHVEND	Vendor Grid Search

Shortcuts to Modules		Shortcuts to Modules		Menu Shortcuts (Add Your Own)	
AP	Accounts Payable	PR	Payroll		
AR	Accounts Receivable	RA	Return Authorization		
CF	Cash Flow	RD	Rental Department		
DD	Database Director	RM	ReportMate		
DT	DocTransfer	SF	SouthWare Forms		
ED	Office Scene	SI	Shipping Interface		
FA	Fixed Assets	SM	SalesMark		
GL	General Ledger	SV	Service Management Series		
IM	ImportMate	TW	TaskWise		
IS	Inventory/Sales Series	WF	WorkFlow		
IT	International Transactions	XD	Extended Data		
JC	Job Cost	XL	Excel Reports		
MAIN	Main Menu	XM	ExecuMate II		
NL	NetLink	XX	SwiftMate		

Rapid Keys



Rapid Keys are an alternative way to select a button. You can associate a single letter with each button and its action. Then, if you don't have a mouse (or if it's faster to stay on the keyboard) you can launch the button by pressing the Rapid Key hot key (default of < Ctrl R >) and then the single letter associated with the button. If you don't press a letter immediately after the hot key, a list of the buttons appears for your selection.

Example:

You want to be able to access your word processing program at any time while entering data. You can set up a button on the "FILE" button bar with a bitmap picture, and have the button launch an object that executes an operating system command to start your word processor. In addition, you could assign "W" as the key for this button, then alternatively press the Rapid Key hot key and "W" to access your word processor. More information on these keys is discussed in this guide. Refer to Excellence Series user manuals for additional information.

Exercise #1

1. Log on to the Excellence Series
 2. Go to customer Inquiry
 3. Look up customer #7. What is the name of customer?
 4. Look up customer "Crazy Cars". What is the customer #? What is your menu reference?
 5. Log out of the Excellence Series.
-

G. System Security and You

The features of security determine who can access the system and what they can do. Some key components of security:

- ◆ **Company ID (XX-03-01)** – This is a 3-character ID for a set of data files. The Company ID allows you to maintain multiple sets of data files. Each operator is associated with a particular Company ID.

The screenshot shows the 'Company Information Maintenance' window for 'Demo Company'. The fields and their values are as follows:

Field Number	Field Name	Value
*1	Company ID	DM1
2	Company Name	Demo Company
	Centered Name	Demo Company
3	Full Company Name	SouthWare Demo Company
4	Address 1	P. O. BOX 3040
5	Address 2	1922 Professional Circle
6	City	Auburn
7	State	AL
8	Zip Code	36830
9	Contact Name	
10	Phone Number	334-821-1108
11	Company Log Flag	<input checked="" type="checkbox"/> Always Log Activity
12	Date Input Format	MMDDYY
13	Date Output Format	MM/DD/YY (Ex: 11/01/05)
14	Password Protection	<input checked="" type="checkbox"/> No Company Password
	Expire:	
15	Application Interface Flds	
16	Create File Directory	
17	OfficeLink Parent Dir	
18	Repeat I/O Errors	<input checked="" type="checkbox"/> Count: 5

At the bottom right, there are buttons for 'OK' and 'Cancel', and a summary table:

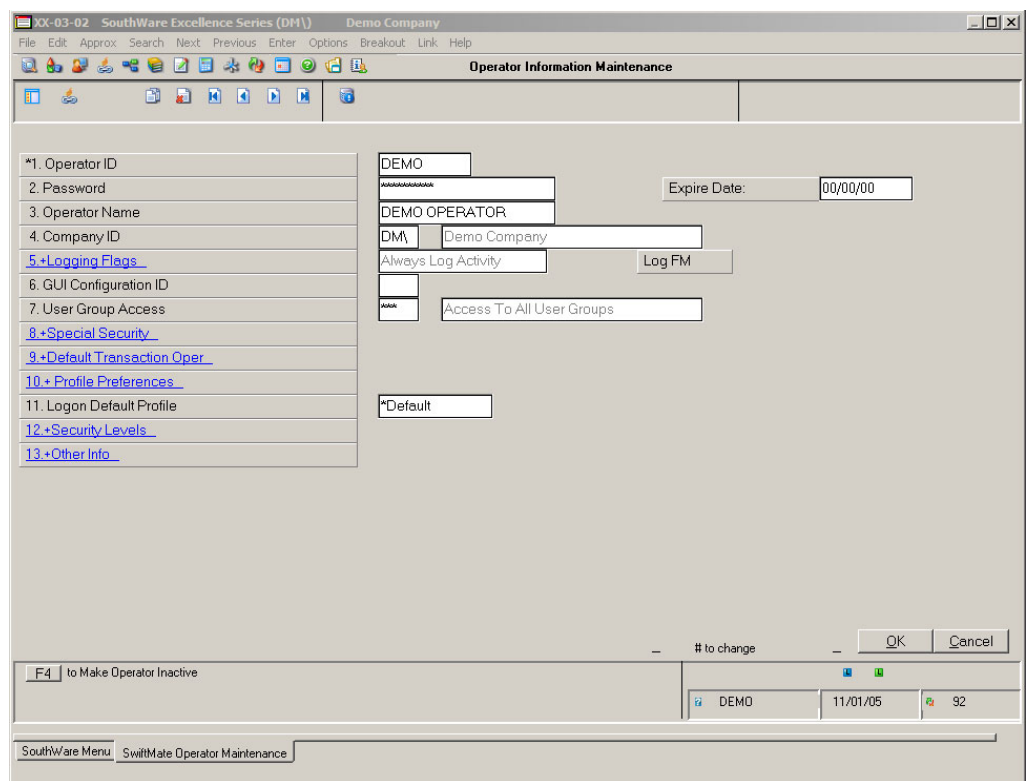
# to change		
DEMO	11/01/05	92

The status bar at the bottom shows 'SouthWare Menu' and 'Company ID Records'.

- ◆ **Logon Operators** – This program allows you to maintain information about your operators and their use of the Excellence Series. **This program is the key to security in the Excellence Series.**

Note that each operator is associated with a particular Company ID. When logged on you only access the data files associated with that company.

NOTE: If the company ID that is assigned to an operator has special password protection for changing operator records, you must enter the correct password before you can change the operator.



- ◆ **Security Level Numbers** – This is the security clearance number from 0 (no access) to 9 (complete access) that is given to each operator for each module. Each program, menu, object, etc., is assigned a required security clearance and won't allow an operator access unless he/she has sufficient clearance.

Level 0-9

Level	Description
0	No access to any menu or program within the system.
3	Access to inquiry programs.
4	"3" access plus access to reports and listings.
5	"4" access plus access to daily entry and edit programs.
6	"5" access plus access to daily posting and update programs.
7	"6" access plus access to file maintenance programs
8	"7" access plus access to non-daily periodic and year-end processes.
9	"8" access plus access to installation and set up processes



- ◆ **Transaction Operators** – These are sets of ID codes for each transaction process that let you tailor the features and security of that process for different operators. These can be automatically defined based on the Logon operator, or they can be specified each time you access a program/process. These are set up in the File Maintenance area of the related specific module.

Maintain Appl. Operator Defaults

*1. Operator ID: DEMO
 2. Password Validation:

Operator Name: DEMO OPERATOR
 Company ID: DM1

Application	Default Application Operator
AP Accounts Payable	3. ID AP Name: Accounts Payabl
ARC A/R Cash Operator	4. ID ARC Name: A/R Cash Operat
ARS A/R Sales Operator	5. ID ARS Name: A/R Sales Opera
GL General Ledger	6. ID GL Name: General Ledger
POS Point of Sale	7. ID POS Name: Point of Sale
INV Inventory	8. ID INV Name: Inventory
PR Payroll	9. ID PR Name: Payroll
SV Service Management	10. ID SV Name: Service Managem
JC Job Cost Operator	11. ID JC Name: Job Cost Operat
XL ExcelReport	12. ID XL Name: ExcelReport
PO PO Buyer	13. ID PO Name: PO Buyer
XM ExecuMate	14. ID XM Name: ExecuMate
FA Fixed Assets	15. ID FA Name: Fixed Assets
OE Order Entry	16. ID OE Name: Order Entry
CF Cash Flow	17. ID CF Name: Cash Flow

to change [OK] [Cancel]

DEMO 11/01/05 92

SouthWare Menu SwiftMate Operator Maintenance

Example of AP Transaction Operator

A/P Operator Maintenance

*1. Operator: AP
 2. Lockout Password:
 3. Operator Name: DEFAULT AP

04. Security Features

Search Enter Help Exit

Allow to Change Oper?	Y
Access Other Oper Entries?	Y
Change Default G/L Date?	Y
Enter a Credit?	Y
Enter a Prepaid?	Y
Allow Duplicete Documents?	Y
Allow a Hold Status?	N
Require a P/O #?	N
Change 1099 Info?	Y
Change Default Terms?	Y
Print an Interactive Check?	Y
Allow Transaction Posting?	Y
Enter a Customer Refund?	Y

\$ Limit: 5,000.00

to change [OK] [Cancel]

<Y>es or <N>o DEMO 11/01/05 0401

SouthWare Menu A/P Transaction Operators

III. Entering & Editing Data

A. Entering Data

Importance of Accuracy

When entering data, the importance of accuracy is paramount. The correct spelling, use of capitalization, and assigning key fields are ways you can keep your data accurate.

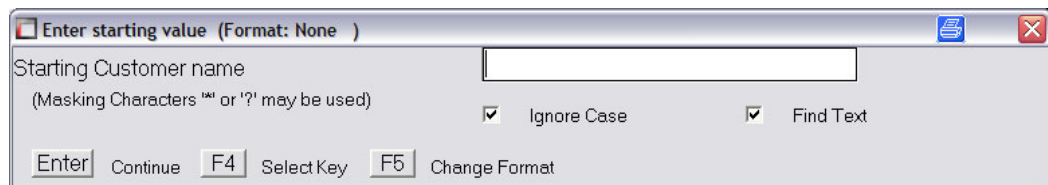
Spelling

Make sure that you correctly spell data as you enter it into the Excellence Series. When you search for the record, it must be spelled correctly unless you use the wildcard lookup option. See “Wildcard Lookup Option” for further details later discussed in this manual. When looking up a record, if you misspell your search criteria or the record is misspelled, the result will be that the record does not exist.

Capitalization

The Excellence Series is case sensitive. So when entering data please make sure that you keep this in mind. You should establish a uniform way that data is entered in the Excellence Series. For example, when entering new customers (Carl Sanders), enter the customer’s data the same way. If you enter the data differently each time (i.e. CARL SANDERS, carl sanders), when you search for the customer’s record, you may be unable to find it, or you may pull the wrong customer.

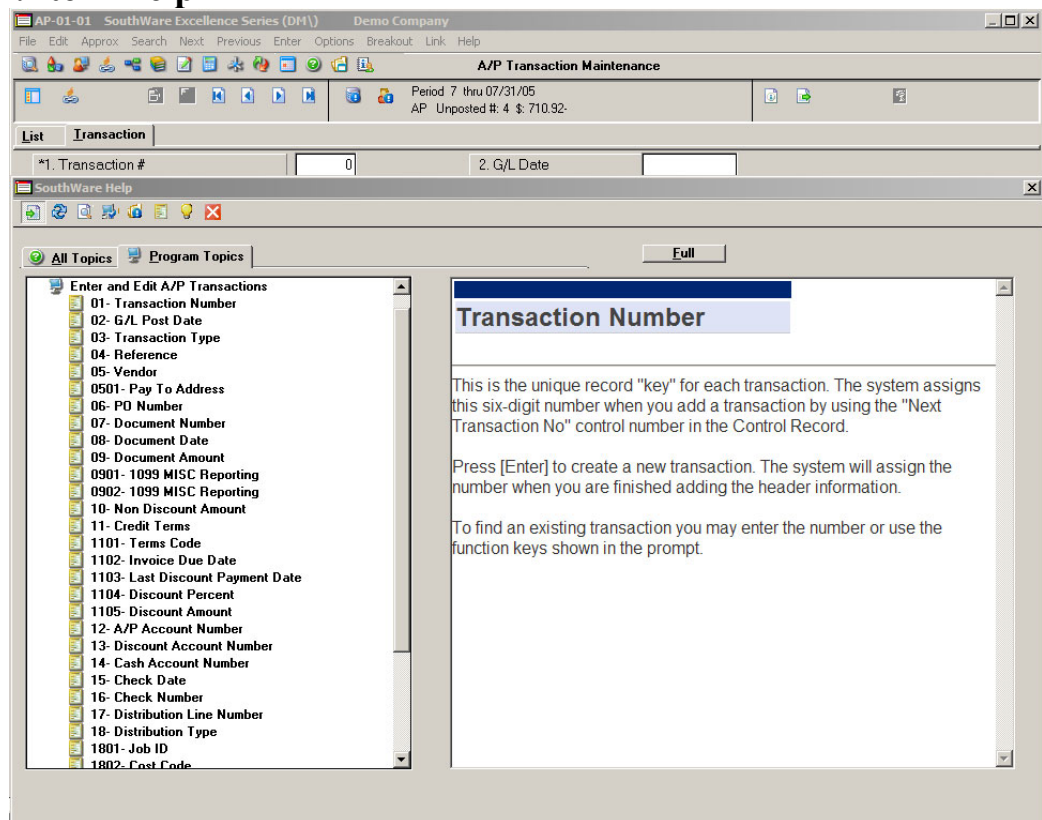
Note: Later SouthWare versions have options to minimize the affect of capitalization.



Assigning Key fields

It is important that you establish a company policy on how new records should be entered into the Excellence Series. You can choose to have customer and vendor numbers automatically assigned when they are entered into the Excellence Series. If you assign them manually, you should maintain a uniform way to assign records.

1. Item Help



Standard Help is always just a button or keystroke away. The Help button or <F7> key accesses Excellence Series' on-line help text for the program or field you're cursor is currently resting upon.

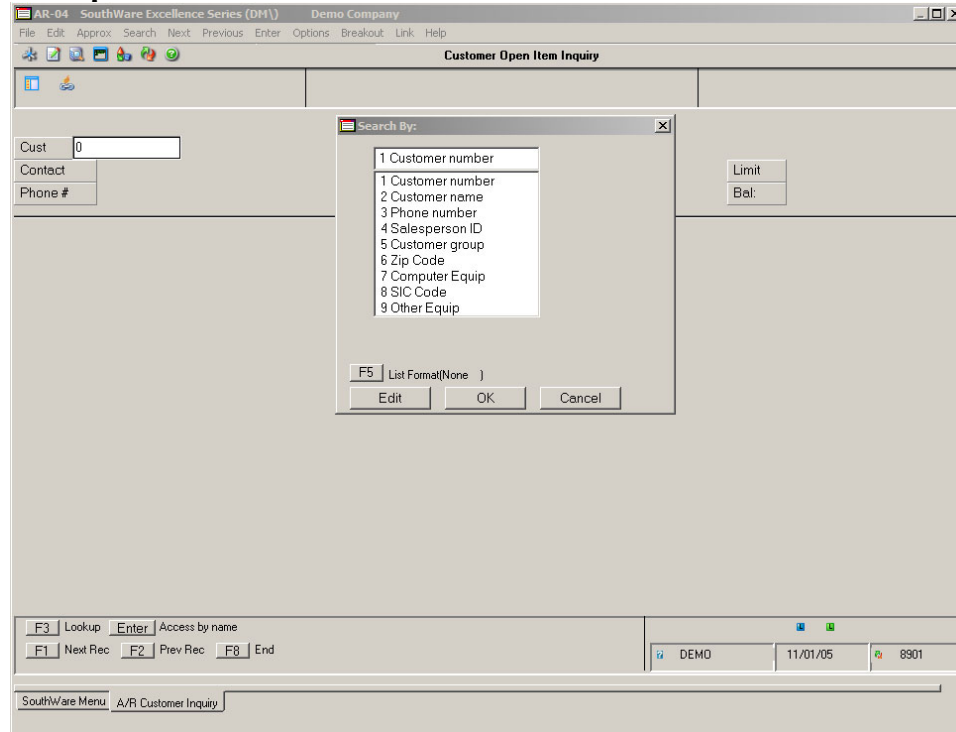
In the Help window, you can click on the "All Topics" tab in the upper-left hand corner and you will get a Tree View list of all modules. You can then drill into each module or click on the [PDF Documentation](#) link, in the right hand box, to display a PDF manual in your default PDF reader (i.e. Adobe).

2. Look ups & Searches

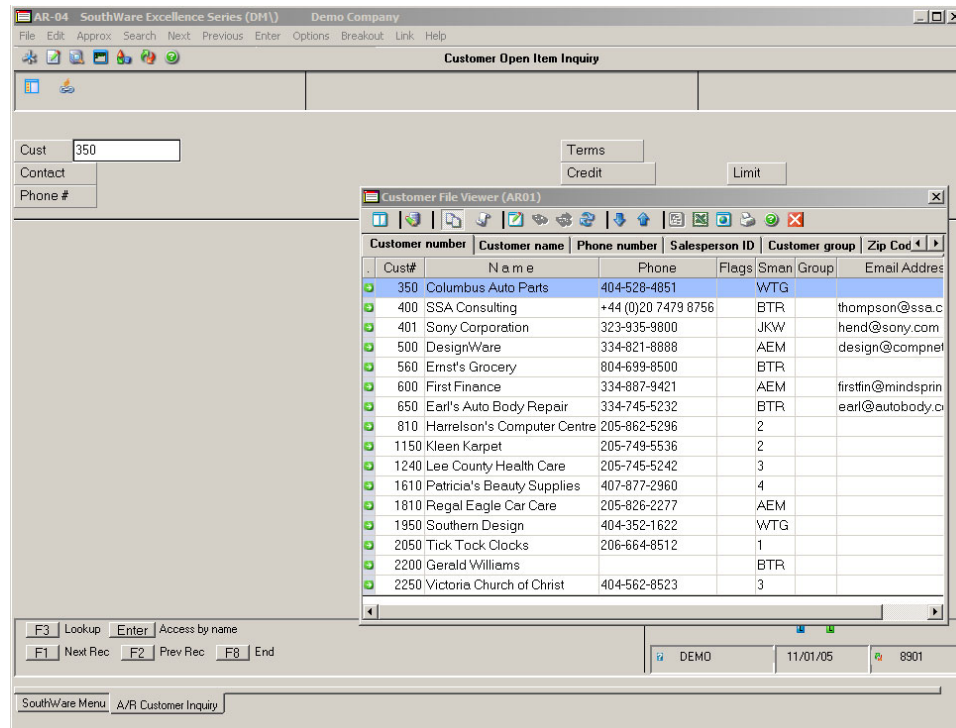
Some fields in a maintenance program may refer to records in other files. For example, when setting up a customer record you must enter the appropriate salesman, terms code, ship via code, and tax code from other files. You may use the lookup function to find the proper record from another file. Whenever you are in a field that requires you to enter the key for a record, the "< F3> to Lookup" prompt should appear.

If you select <F3> search without entering a beginning value, a box will appear in the middle of the screen showing the possible methods (alternate keys) you can use to search for a record. Choose one of the methods and enter a beginning value.

Example of F3 search

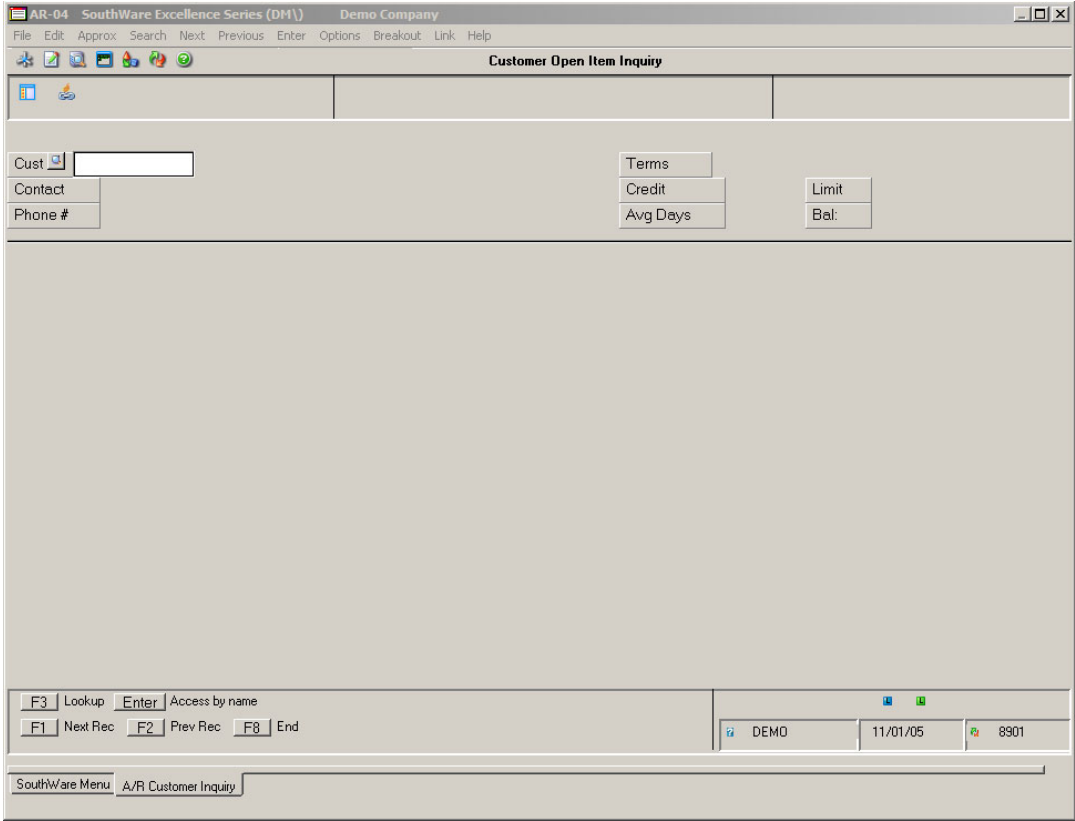


If you enter a beginning value and press < F3> (or select Search), a window will display and show you existing records beginning with the key value you entered.



A large window of records will appear. Once a window is displayed, the prompts at the bottom of the screen explain the options available, you may select a record from the window by entering its number, by clicking on it, or by highlighting it and pressing < Enter>.

In some programs and searches, there is a quicker method to access by name. Notice the prompts in the lower-left below indicate that you can press enter to search by name.



Wildcard Lookups

When you access a search program and enter a starting record value, you may use wildcard or masking characters to search for an alphanumeric field, for an account number, or for a Job Cost code. These wildcard characters allow you to screen the records shown in the lookup. Simply enter a combination of wildcards and other characters in the starting value field according to the rules below:

1. The "*" serves as a multiple character wildcard. *ON will match both "WILSON LUMBER" and "SAM'S INSULATION".
2. A "*" is assumed at the end of any masking entry. If you enter *MAN the lookup works as if you entered *MAN*.
3. The "?" serves as a single character, fixed position wildcard. WIDGET??-20 will match WIDGETAB-20, but will not match WIDGET1-20.
4. You may use "?" and "*" in combination, but you may not use an "*" before a "?" since the "?" must refer to a fixed position. ?? TV*INC is allowed, but *TV?? INC is not.
5. You may use the "?" but not the "*" when masking account numbers and cost codes. If you have a 4-3 account number structure, and you want to search for codes beginning with 4 in departments ending in 10, you could enter the mask 4??? for the code and ?1 0 for the department.
6. A space is a valid character to enter. *MAN * will match "NEWMAN TRUCKING" but will not match "MANTON, INC."
7. If you enter wildcard characters along with all upper case letters (JON*) or all lower case letters (jon*), the lookup will consider either an upper case or a lower case letter to be a match (jones, JONES, or Jones will match). If you enter a combination of upper and lower case letters (Jon*), the lookup will require an exact match (only Jones will match).
8. Wildcards may only be used after you have pressed < F3> to access the lookup program. You may not enter wildcard characters in the file maintenance program and then press < F3>.

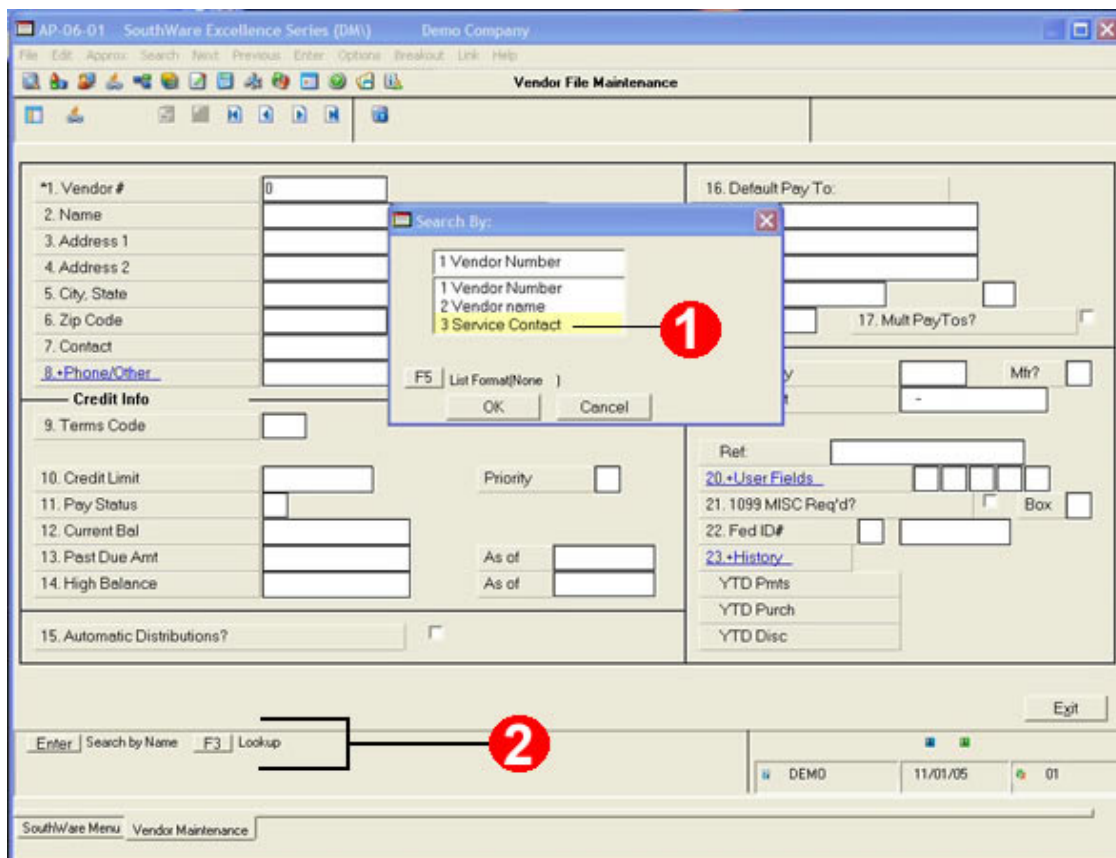
If you put a wildcard character in the first position of the field, the lookup will have to read the entire file. While it is searching you may press < F8> to interrupt the search. You may then press < F8> again to discontinue the search or press < Enter > to continue with the search. For example, if you see the record you want but the search is still looking through the file, press < F8> twice to stop the search, then you can select the record from the search screen.

Exercise #2

1. Go to Vendor Inquiry.
 2. Look up vendor name by using "*" with characters "ty". Who are the vendors?
 3. Look up vendor by using "?" with characters "ity". Who are the vendors?
 4. Go to Customer Inquiry.
 5. Use wildcard lookups using "?" and "*" and characters "oste". Who is the customer?
-

Extended Data and Searches

When you use Extended Data for a master file, any alternate keys in the Extended Data will be available in the < F3> lookup feature for the master file. If you do not use any of the alternate keys, the lookup feature will not be affected by Extended Data.



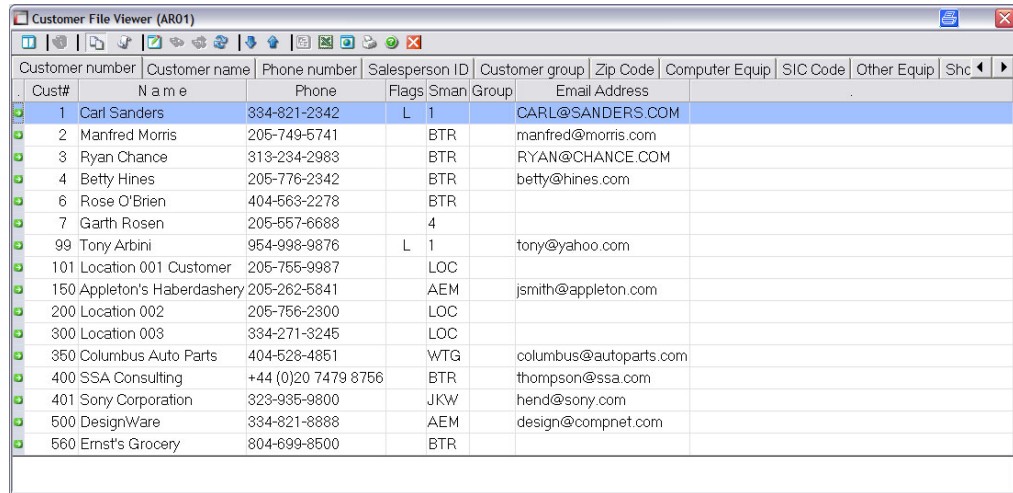
Vendor Search Box

Shown in the figure #1 (Service Contract) is the key selection window for the vendor file. Notice that Extended Data is the last selection. When you select "Extended Data" from this window you will see all the alternate keys from the Vendor Extended Data included in the list. If you use an Extended Data alternate key in the search, the normal master record screen will be displayed when you select a record. Otherwise the search function is the same as without Extended Data.

NOTE: Certain files such as the salesperson and serial item files do not contain alternate keys. The normal lookup for these files immediately displays a list of records when you press < F3> (you don't have to select the key) for searching. If you add Extended Data to these files but don't want to change the way the lookup works, make sure you use fields that are NOT alternate keys.

File Viewer Grid Tool

When you have completed your search, and you have generated a table of matched records, this list will be displayed in a File Viewer Grid.



Customer number	Customer name	Phone number	Salesperson ID	Customer group	Zip Code	Computer Equip	SIC Code	Other Equip	Shc
Cust#	N a m e	Phone	Flags Sman	Group	Email Address				
1	Carl Sanders	334-821-2342	L 1		CARL@SANDERS.COM				
2	Manfred Morris	205-749-5741		BTR	manfred@morris.com				
3	Ryan Chance	313-234-2983		BTR	RYAN@CHANCE.COM				
4	Betty Hines	205-776-2342		BTR	betty@hines.com				
6	Rose O'Brien	404-563-2278		BTR					
7	Garth Rosen	205-557-6688		4					
99	Tony Arbini	954-998-9876	L 1		tony@yahoo.com				
101	Location 001 Customer	205-755-9987		LOC					
150	Appleton's Haberdashery	205-262-5841		AEM	jsmith@appleton.com				
200	Location 002	205-756-2300		LOC					
300	Location 003	334-271-3245		LOC					
350	Columbus Auto Parts	404-528-4851		WTG	columbus@autoparts.com				
400	SSA Consulting	+44 (0)20 7479 8756		BTR	thompson@ssa.com				
401	Sony Corporation	323-935-9800		JKW	hend@sony.com				
500	DesignWare	334-821-8888		AEM	design@compnet.com				
560	Ernst's Grocery	804-699-8500		BTR					

This search grid provides a tremendous amount of data tools to the user. From this grid you can:

- View a summary of each record
- Edit the columns displayed when you search
- Search inside of the matched table or records
- Resort the table
- Export the table to MS Excel, HTML or print the table
- Group records
- Save a custom lookup File View



Grid Viewer Toolbar

3. Entering New Data

It is important that you understand the following information concerning entering new data:

Typing Data

You can enter new data by typing the data into the fields of a record.

Cut & Paste

Another method of entering new data is using the cut and paste option.

Field Flow

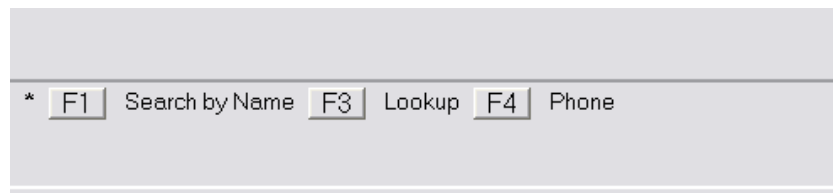
While entering new data there is a default field flow. For example, when entering a new vendor record, the first field starts with number 1 (Vendor #) then will go to 2 (Name), 3 (Address 1), 4, etc. Using the system flow will help ensure that you enter all the fields.

Escape Key

If you are entering or editing a record, you can select the escape key to return to the previous field.

Field Options

The menu which you are working in will show you functions that are available in the lower left of the screen.



4. Writing the record or aborting

If you are entering or editing a record, you have 2 options.

1. Write record – after you enter a record or changes, you must select enter to actually write the record.
2. You can also select F8 to abort the record without making changes. If you select F8 while creating or editing a record, the Excellence Series will ask you if you want to abort. If you say “Y” for Yes, you will lose any data that you entered in the record. If you say “N” for No, then select enter, the data that you entered will be written and saved.

Exercise #3

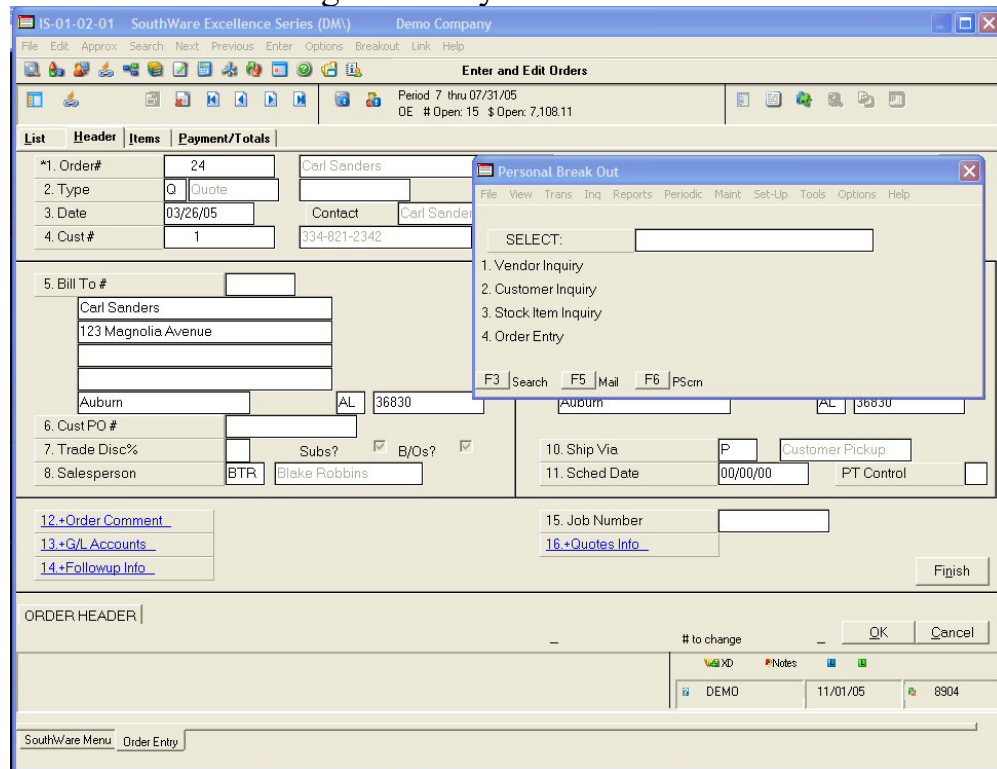
1. Enter new Customer Record with following criteria:

Customer Number : #24
Company Name: Fix It Shop
Address: 500 Peach Park, Suite 19, Norcross, GA 30092
Contact: Matt Rogers
Terms: COD

2. Enter new Vendor Record with following criteria:

Vendor Number: #30
Company Name: Printers Inc.
Address: 425 Baker Rd. Kennesaw, GA 30144
Contact: Adam James
Terms: Net 30

5. F9 Breakout during data entry



With Personal Breakout, you can press a button or a “Function Key” (F9) to interrupt any function you are doing, access and use another program, then return to the original program and resume where you left off. You can even interrupt a breakout, and you may stack up to 9 breakouts with enough system memory.

B. Editing Data

Enter Change Number

To make changes to an existing record, you must first access it using one of the methods above (i.e. F3 lookup). Then access each field to be changed by entering its field number or by clicking on it. Press < Enter> at the "Enter Change Number" prompt (*or click on OK*) when you have made all the necessary changes. This will rewrite the record to the file with the changes. One nice feature of the change mode is that the system remembers what the original record contained until you rewrite the changes. This is very useful if you inadvertently start to change the wrong record and want to throw away the changes you made. Up until you rewrite the record (by clearing it from the screen) you may press < F8> (*or select Edit, Cancel*) to "abandon" the modifications you just made.

C. Alter, Delete, Rename

Alter Mode

A special feature helps you quickly change selected fields in several records. When you display a record, you notice that one of the prompts on the bottom of the screen says to enter "A" for Alter (*or select Edit, Alter*). If you select Alter, the prompt will then ask you to enter the field numbers you will be changing. Press < Enter> when you have designated all the fields to change. The program will automatically go to the fields you designated. Each time you bring up a record in this session, you may select Alter to automatically go to the designated fields. For example, if you want to change all budget fields, you may designate all budget fields in the Alter Mode. As you bring up each account to change, simply enter "A" for Alter to automatically go to all the budget fields instead of having to select each one individually for change. These alter fields will remain defined throughout the entry session. To clear the alter specifications, simply exit the program.

Deleting Records

To delete a record from a file, you must access it and select "D" for the Access Mode (*select Edit, Delete*). As a safeguard, the system requires that you confirm the deletion by entering a "Y" before the record is deleted.

NOTE: The system will not allow you to delete records that contain information needed for reporting purposes. The system will not allow you to delete certain standard records, if that record has history. Example of this would be a vendor's record with history.

Renaming Records

Renaming a record is the process of giving it a new key. You cannot change key fields, but Rename is a shortcut to the process of deleting the old record and adding it back with a new key. It is useful when you want to duplicate the data in one record in a new second record. Access the record to be renamed and select "R" for the Access Mode. You must specify whether you want to delete the old record or leave it on file. You may then enter a new key for the new record.

NOTE: To eliminate making a costly mistake, do not delete an old record in this process – go back and delete at the end of process.

This process does not change the key on all the listings that may be tied to a record. For example, if you rename a customer record, you would still need to set up this new customer's ship to address, bill to address, invoice history, etc.

Exercise #4

1. Edit Customer Record with following criteria:

Customer Number: #24
Company Name: Fix It Shop
Address: 400 Miles Street, Orlando, FL 54786
Contact: Wendy Porter
Terms: COD

2. Edit Vendor Record with following criteria:

Vendor Number: #30
Company Name: Printer Store
Address: 425 Baker Rd., Kennesaw, GA 30144
Contact: Greg Miller
Terms: COD

3. Alter the first 5 customer records changing their terms to COD

4. Rename the above records to following criteria:

Customer Record: #25
Company Name: Fix It Shop II
Address: 500 Miles Street, Marietta, GA 30060
Contact: Wendy Porter
Terms: COD

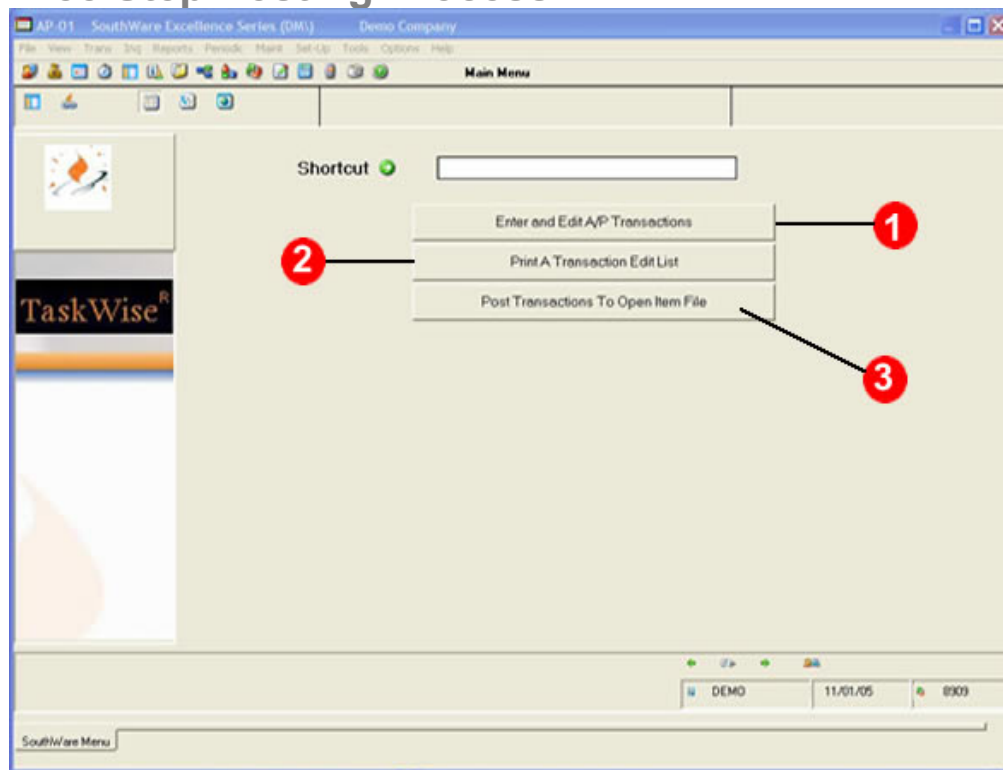
Rename Vendor Record with following criteria:

Vendor Number: #31
Company Name: Printer World
Address: 545 Langford Rd., Norcross, GA 30071
Contact: Mike Ball
Terms: Net 30

5. Delete the following records:

Customer: #24
Vendor: #30

III. Three Step Posting Process



In the Excellence Series, all transaction entries follow a three step posting process.

1. **Enter and Edit**

Use this program to enter new transactions into the system or to change or delete any un-posted transactions. After entering or editing the fields, review the information to ensure that information is correct.

To Delete an Existing Transaction

To delete an entire transaction which you have already entered but not posted, display it on the screen by entering its Transaction Number or use the function key options described in the prompt. At the Access Mode prompt, enter "D". The program will ask you to confirm the delete. Make sure this is the correct transaction to delete, then enter "Y" for Yes.

To Edit an Existing Transaction

To edit an existing transaction which you have already entered but not posted, display it on the screen by entering its Transaction Number or use the function key options described in the prompt. At the Access Mode prompt enter the field number that you would like to change. After you make the changes, you must select enter to write the changes. You can then exit out (F8) of transaction.

2. Print a Transaction Edit List

This option allows you to produce an edit listing of all transaction information which you have entered since the last time you posted transactions to the open item file. This listing is to be used to verify your work before posting to the open item file. If you find that you need to make a correction or delete a transaction, then you would go back to Enter and Edit program.

3. Post Transaction

This selection takes the transactions you have entered and posts them into the open item file. Once a transaction has been posted, it cannot be changed, so make sure that you have carefully checked your edit list before proceeding.

IV. Data Inquiry

In this component of your system, you're looking for quick, on-screen access to data in your system. Each module has an inquiry program that allows you to quickly access any information pertaining to the modules.

Customer Open Item Inquiry

Open Items (By Apply To#)

Cust: 350 Columbus Auto Parts
 Terms: Prx 2/5 Due 20
 BAL FORWARD

Contact: John Stinson
 Credit: Limit: 10,000
 Phone #: 404-528-4851
 Avg Days: Bal: 9,478.65

Apply to #	Document #	Tr	Doc Date	Due Date	Amount	Reference	Days	Slp	Org	Allocation
20	20	I	03/25/05	04/20/05	842.77	P/O:S25-1236432 ORD: 35	195	WTG	2	.00
23	23	D	03/31/05	03/31/05	21.26	P/O:A0-13543223 ORD: 34		WTG	2	.00
32	32	I	06/30/05	07/20/05	352.28	ORD: 48	104	WTG	2	.00
57	57	I	06/30/05	07/20/05	2,532.00	ORD: 78	104	2	2	.00
77	77	I	06/30/05	07/20/05	3,270.50	ORD: 105	104	3	2	.00
115	115	I	01/02/05	02/20/05	200.20	PO:A1238 ORD:256	254	WTG	2	.00
117	117	I	02/14/05	03/20/05	1,884.05	PO:A114 ORD:271	226	WTG	2	.00
123	123	I	05/19/05	06/20/05	375.09	PO:3829093 ORD:159	134	WTG	2	.00
19980701	19980701	F	07/01/05	07/01/05	.50	Late Fee	123	WTG	F	.00

Future: .00 Current: .00 1 to 30 Days: .00 31 to 60: .00 Over 60 Days: 9,478.65

NextPg PrevPg Customer History Options End

SouthWare Menu A/R Customer Inquiry

Zoom Views

These are on-screen summaries that show a combination of key data and a roadmap to the underlying details. You get standard Zoom Views and the ability to create your own.

Document Zoom

Doc #: 94
 Apply to: 94
 Date: 06/01/06
 Sales Amt: 250.00
 Addon Amt: .00
 Total: 250.00

Due: 07/01/06
 CM/DM: .00
 Paid: .00

Reference: ORD: 122 CNTR:500
 Terms: 2 Salesperson: 1
 A/R Acct: 1110-000
 Cash Acct: 1020-000
 Tax Code: 1
 G/L Date: 06/01/06
 Origin: Services Management
 Called On: 07/20/06
 Committed: 00/00/00

F4 Invoice Detail F5 G/L Dist
 F3 Reprint Invoice

Integrated Inquiries

There are several special-purpose inquiry programs in the Excellence Series modules that let you do on-screen review and lookup of data and documents. These inquiries are linked together so that you can follow a transaction through the system. For example, you can start with a customer, look up his outstanding invoices, and then zoom to the invoice detail inquiry to see the details of each item sold on a particular invoice. See example below:

1. Start with a customer and look up outstanding invoices.

AR-04 SouthWare Excellence Series (DM1) Demo Company

File Edit Approx Search Next Previous Enter Options Breakout Link Help

Customer Open Item Inquiry

Open Items (By Apply To#)

Cust: 350 Columbus Auto Parts Terms: P/x 2/5 Due 20 BAL FORWARD

Contact: John Stinson Credit Limit: 10,000

Phone #: 404-528-4851 Avg Days: Bal: 9,478.65

Apply to #	Document #	Tr	Doc Date	Due Date	Amount	Reference	Days	Slp	Org	Allocation
20	20	I	03/25/05	04/20/05	842.77	P/O:S25-1236432 ORD: 35	195	WTG	2	.00
23	23	D	03/31/05	03/31/05	21.26	P/O:A0-13543223 ORD: 34		WTG	2	.00
32	32	I	06/30/05	07/20/05	352.28	ORD: 48	104	WTG	2	.00
57	57	I	06/30/05	07/20/05	2,532.00	ORD: 78	104	2	2	.00
77	77	I	06/30/05	07/20/05	3,270.50	ORD: 105	104	3	2	.00
115	115	I	01/02/05	02/20/05	200.20	PO:A1238 ORD:256	254	WTG	2	.00
117	117	I	02/14/05	03/20/05	1,884.05	PO:A114 ORD:271	226	WTG	2	.00
123	123	I	05/19/05	06/20/05	375.09	PO:3829093 ORD:159	134	WTG	2	.00
19980701	19980701	F	07/01/05	07/01/05	.50	Late Fee	123	WTG	F	.00

Future: .00 Current: .00 1 to 30 Days: .00 31 to 60: .00 Over 60 Days: 9,478.65

NextPg PrevPg Customer History Options End

Notes DEMO 11/01/05 8903

SouthWare Menu A/R Customer Inquiry

2. Zoom in on outstanding invoice.

AR-04 SouthWare Excellence Series (DM1) Demo Company

File Edit Approx Search Next Previous Enter Options Breakout Link Help

Order/Invoice Inquiry

Bill To: Columbus Auto Parts
1505 Victory Boulevard

Ship To: Columbus Auto Parts
1505 Victory Boulevard

Order Dt: 03/25/05
Columbus GA 30050

Invoice#: 20
Invc Date: 03/25/05

P/O: S25-1236432
Req Ship

Cntr#:
Pick Date

Location: 001
Type: CR MEMO

Ship Via: F
Status: Invoiced

Order#: 35
Origin: O/E D/O INV

Line #	Type	Item ID	Description	Text?	Loc	U/M	H/C	Quantity	Track?	Qty B/O	Unit Price	Extended Price	Sel
0010	I	205	Canon PC-11 Personal Copier		001	EA		1.000	III	.000	850.00	850.00	

ZoomViews Exit Grid View Form View

DEMOK Notes 11/01/05

SouthWare Menu A/R Customer Inquiry

3. Chose items to zoom in further on invoice.

Select Zoom View

1

1 - Line Items
2 - Payment Details
3 - Balance
4 - Deliveries
5 - Pick/Ship Status

OK Cancel

4. Detail information about line items on an invoice.

AR-04 SouthWare Excellence Series (DM1) Demo Company

File Edit Approx Search Next Previous Enter Options Breakout Link Help

Line Item Inquiry

Line # 0010 For Invoice # 20

Stock # Ordered	205	Canon PC-11 Personal Copier
Stock # Shipped	205	
Stock Location	001	

EA Dollars

Ordered	1.000	Price	850.00	Ovr?	N	Extended	850.00
Shipped	1.000	Cost	35.75	Ovr?	N	Extended	35.75
Defective	1.000	Discount %	5.00	Usage	Y	Discount	42.50
Prev. Shipped	.000	Margin %	95.57	Profit		Profit	771.75

General

Salesperson	WTG	Ovr?	N	Commissionable?	Y	Shipped	00/00/00
Sales Tax	2	Ovr?	N	Taxable?	Y	Ship to #	

Text

F4 Picked/Shipped Enter Continue

Notes DEMO 11/01/05 8701

SouthWare Menu A/R Customer Inquiry

Exercise #5

- Look up Customer record using zoom features with following criteria:
 - Customer Name: Ryan Chance
 - Doc# 80
 - Doc Date#: 06/30/01
 - Zoom in on line items of this invoice
- Look up Vendor record with following criteria:
 - Vendor Name: Alabama Power Company
 - Trans#: 95
 - Check Date: 01/15/01
 - Amount of check: \$92.18
 - Check number: 10302
 - Using zoom feature, when did this check clear the bank?

Executive Inquiry & Reporting

ExecuMate II

This innovative tool summarizes your financial data into one-screen snapshots, highlights any "exception" situations that need review, and then lets you zoom into the details behind the summaries.

ExcelReport

This unique management tool lets you capture non-financial business data, set goals in the major areas of your business, get a "report card" that tracks performance against goals, and view the details behind the summarized results.

V. Printing & Running Reports

All Excellence Series reports and listings give you the option to select how you want to output the information. Each module has a Report & Listing program that allows you to quickly access any information pertaining to the modules. Excellence Series also offers a ReportMate Module. This module is used to create reports that show information the way you want to see it, combine information from several files on one report, and many other options.

All Reports can be accessed via the **RM - Reports Portal**

The screenshot displays the SouthWare Reports Portal interface. The main window is titled "Inventory/Sales - Sales Reports". On the left, there is a "Standard Reports" section with a tree view showing categories like "A/P Reports", "A/R Reports", "U/S - Sales Reports", "U/S - Inventory Reports", "Service Mgt Reports", "G/L Reports", and "Payroll Reports". The "U/S - Sales Reports" category is selected, showing a list of reports with columns for Ref Nbr, Description, and Call Program/Object. The right side of the interface shows "FYI Reports (RS)" with a "Create a New Report" button and a description of the ReportMate technology. Below this, there is a table of customized reports with columns for Format, Description, File, App, and Last Use.

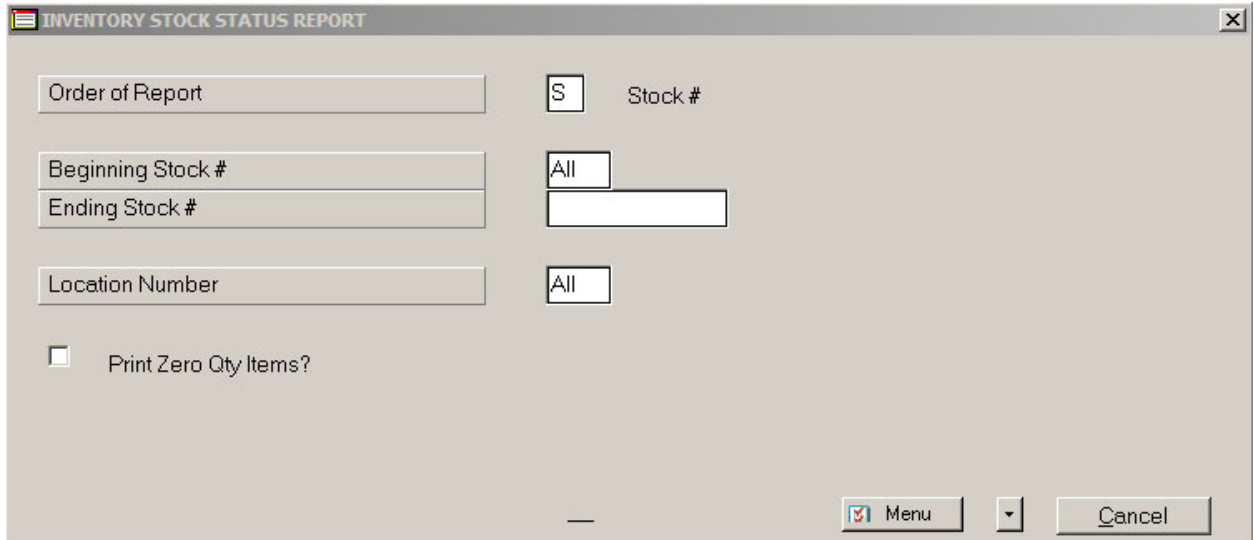
Ref Nbr	Description	Call Program/Object
IS050001	Stock Sales Rank and Class Report	R55NKRPT
IS050002	Sales by Product Category Report	R55LDRPT
IS050003	Sales by Order Type Report	R55LFRPT
IS050004	Sales by Item/Customer Report	R55LIRPT
IS050005	12-Month Customer/Item Sales Rpt	R55LDRPT
IS050006	Inventory Turns Report	R55TRNPT

Format	Description	File	App	Last Use
A_SEM	Seminar Listing	R508	RS	06/01/10
A_SEM2	Seminar Listing	R511	RS	06/02/10
BOOKINGS	Total orders for month	R510	RS	
COA	COA	R510	RS	
CORIDTRK	NI Order Tracking	R510	RS	
FEXFICK	Fix Pick	R508	RS	
HHCORD2	NetLink Sales Order Line Items	R508	RS	08/10/99
HHCLUSORD	Handheld Customer Sales Orders	R507	RS	04/26/01
HHISDRTF	Handheld - Fac. Mult. Sht. From TRF	R510	RS	06/25/10
HHSPORD	Handheld Salesperson Sales Ord	R507	RS	04/04/01
ITEMRANK	Stock Items within Customer	R511	RS	
ITEMSLDC	Items Sold to a Customer	R511	RS	03/12/10
MKTGAT	Format for import to: MKTGAT	R515	RS	

The left side contains all of the standard report objects. The right side contains all of the customized ReportMate reports.

NOTE: *Please review each module's manuals for the standard reports and functions of these reports.

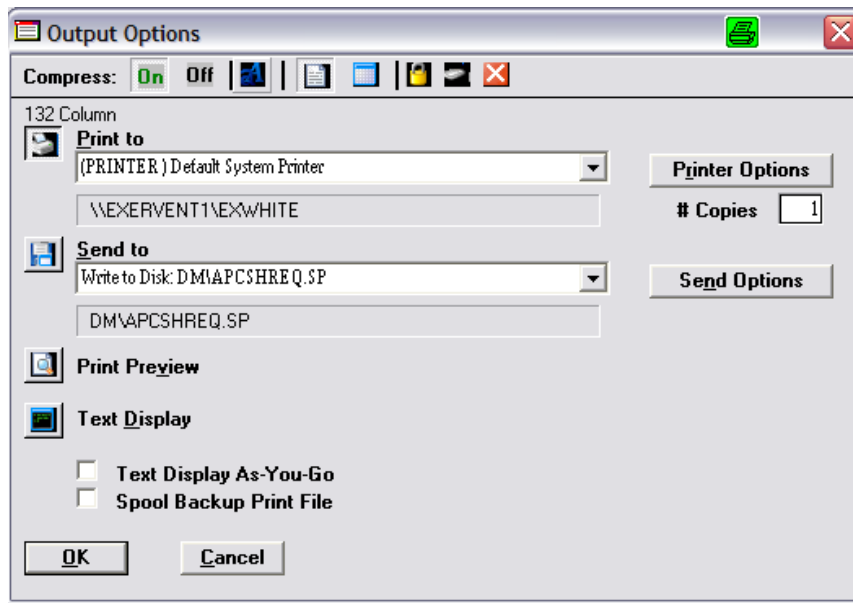
Running a report



The screenshot shows a dialog box titled "INVENTORY STOCK STATUS REPORT". It contains several input fields and a checkbox. The "Order of Report" field is empty. The "Stock #" field contains the letter "S". The "Beginning Stock #" field contains "All". The "Ending Stock #" field is empty. The "Location Number" field contains "All". There is a checkbox labeled "Print Zero Qty Items?" which is unchecked. At the bottom right, there is a "Menu" button with a checkmark, a dropdown arrow, and a "Cancel" button.

When you run a report, a box will display with various sort, range, and selection options depending upon the complexity/features of the report in question. The buttons at the bottom provide you the option to specify where the output of the report is directed (i.e. printer, PDF, html etc.).

If you select Output Options Menu from the down arrow in the lower-right hand corner, you will arrive at the standard Print Options box and also be allowed to specify which physical printer to print to from your list of printers known to your workstation/server etc. See the image on next page.



1. Print to (Default printer name): Select this option to print on the default primary printer for your terminal. The printer name displayed here is defined in the Terminal Configuration program (XX-05-02). This is the most frequently used method of printing. You can use the drop down list to select other printers.

2. Send to (Write to Disk: *file name*): This option allows you to store an image of the report on your disk so that it can later be displayed or printed (using XX-01). This option is used when a printer is not available or when you want to print multiple original copies of a report. Spool File Name < F2> - The name of the spool file is the program name with a ".SP" appended on the end. The spool file is prefixed with your company ID so that it will be placed in the same directory as your other data files. See Section below Spool Reports for more details. You can also print to HTML, PDF etc using the pull-down.

3. Print Preview: This option allows you to display the report in a new window that has certain find/search options and page back and forth between the pages of the report.

4. Text Display: This is an alternative to the Print Preview option. This option allows you to display the report on your screen instead of printing it. This allows you to quickly scan a report for certain information without creating a printed copy. Since many SouthWare reports are wider than an 80 column screen, you may not be able to see the entire width of a report at one time. If your terminal hardware has a compress display option, the report will put your terminal in compress mode and then restore to normal display mode after the report.

Note: To change the actual printer device (physical device to which the report will print), click on the Printer Options button.

System Spool Reports

Spool File Name	Reference #	Operator	Wks	Date	Time	Size	Status	Spool Date	Spool Time	Spool Operator	Print Date	Print Time	Print Operator	Program ID	Created t
DM\ER_EGLS.HTM	ER_EGLS	DEMO2	002	08/05/03	12:37		No File							ER_EGLS	ER_EGLS
DM\SADAWE.HTM	SADAWE	DEMO	001	05/13/04	15:44	132								SADAWE	asdasdasdasdasd
DM\TWALTRN1.HTM	TWALTRN1	DEMO2	002	08/05/03	11:56		No File							TWALTRN1	Alert Processor
RSDAYRPT.HTM	RSDAYRPT	DEMO	001	07/31/03	17:47	132								RSDAYRPT	Daily Totals Report
DM\AP1099FO.SP	AP-05-06-05	DEMO	001	01/06/04	13:36	80								AP1099FO	1099 Forms/Gen Fi
DM\APTRRAP.SP	AP-01-03	DEMO	001	01/05/04	15:44	132								APTRXLST	Transaction Postin
DM\ARACTRPT.SP	AR-06-07	DEMO	001	03/04/04	11:14		Empty	03/04/04	11:14	DEMO				ARACTRPT	Purge History File
DM\ARAGINGR.SP	TW-01	DEMO	001	10/09/03	13:17	132								ARAGINGR	Print A/R Aging Re
DM\ARCARARC.SP	AR-02-04	DEMO	001	10/28/03	11:03	132								ARCASHUR	PRINT CASH REC
DM\ARCMUERP.SP	AR-05-04	DEMO	001	01/06/04	13:11	132		01/06/04	13:06	DEMO				ARCMUERP	SALESPERSON CI
DM\ARCUSPRG.SP	AR-06-10	DEMO	001	07/12/04	15:52		Empty	03/04/04	11:30	DEMO				ARCUSPRG	Customer Purge Prc
DM\ARSARARS.SP	AR-01-03	DEMO	001	07/23/04	17:17	132								ARSALSLS	LISTING OF SALE
DM\GLJNRL.SP	GL-01-03	DEMO	001	01/05/04	15:31	132		01/05/04	14:58	DEMO				GLJNLLST	G/L JOURNAL PO
DM\NLCHGAD1.SP	I2FILEUP	Z01		04/27/04	14:44	132								NLCHGAD1	Import into SW File
DM\NLCHGAD2.SP	IM-02	Z01		04/27/04	14:44	80								NLCHGAD2	AR Customer Impor
DM\NLHRCR1.SP	I2FILEUP	Z01		09/09/04	13:36	132								NLHRCR1	Import into SW File
DM\NLORDE1.SP	I2FILEUP	Z01		09/09/04	13:31	132		12/24/03	10:59					NLORDE1	Import into SW File
DM\NLORDE2.SP	IM-02	Z01		09/09/04	13:31	80		12/24/03	10:59					NLORDE2	Sales Order Import
DM\NLPO1.SP	I2FILEUP	Z01		11/12/04	11:43	132		11/11/04	15:28					NLPO1	Import into SW File
DM\NLPO2.SP	IM-02	Z01		11/12/04	11:43	80		11/11/04	15:28					NLPO2	Sales Order Import
DM\NLWTSTK1.SP	I2FILEUP	Z01		04/27/04	14:41	132								NLWTSTK1	Import into SW File
DM\NLWTSTK2.SP	IM-02	Z01		04/27/04	14:41	80								NLWTSTK2	TW Task: Import Up
DM\RSIN001.SP	RSBILFRT	DEMO	001	08/05/03	11:27		No File	08/05/03	11:27	DEMO				RSIN001	Print Order Acknow
DM\RSPIKTIK.SP	IS-01-02-03-01	DEMO	001	08/25/03	10:35		No File	08/05/03	11:23	DEMO				RSPIKTIK	Print Picking Ticket
DM\RSRERINV.SP	IS-03-02-04	DEMO	001	03/25/04	16:18	132		03/25/04	16:06	DEMO				RSRECLST	Post Receivings to
DM\RSSLRPT.SP	IS-05-06-04	DEMO	001	02/03/04	15:50	132								RSSLRPT	Print Sales by Item
DM\RSRTRINV.SP	IS-06-01-03	DEMO	001	01/07/04	15:57	132								RSTRXLST	Post Transactions t
DM\adco1.SP	IM-02	DEMO	001	04/27/04	14:07	132								adco1	Import into SW File
DM\adco2.SP	IM-02	DEMO	001	04/27/04	14:07	80								adco2	AR Customer Impor

Sample Spool List

With this program, you may access the reports you have spooled from Excellence Series products. You can spool reports to disk files from most of the Excellence Series print programs as a standard print option. You can then print, fax, display, or delete spool files using this program or an operating system print command.

When you access this program, it displays a list of the spooled reports with one line of information per report. This screen will show only those spooled reports that your operator security level allows you to print.

To Select a Report for Processing

Single Report Process

- Highlight the name of report and select enter key for print options.

Batch & Multi Report Process

- If you have a mouse you can select a report by clicking in the "Y" column. This will enter a "Y" in the column.
- If you don't have a mouse you may highlight a report using the arrow keys and then enter "Y" to place a "Y" in the column.
- One File Button (or < F3 >) to enter a file name. You may click on the One File button or press < F3 > to be able to enter the name of a spool file. This displays a pop-up window in which you may enter the file name.
- All Button (or < F5 >) to select ALL spool files. You may click on the All button or press < F5 > to select all spool files.

A question will ask if you want to print for all operators. Enter "Y", if you want to print all files shown. Enter "N", if you want to print only the files that you created (where the OPERATOR equals your logon operator name).

A question then asks if you want to reprint files that have already been printed. Enter "N", to skip any spool files already printed. Enter "Y", to ignore whether the file has already been printed.

Processing Options

After you have selected a file you may choose the "Process" function (Process button or < F6>). Here are the processing functions you can use for any report shown:

- **Display Report** - This is the same as the Zoom Option discussed earlier.
- **Print (select printer)** - Choose this function to print the selected spool file(s). You must then select an output option. After you select the output option, you may specify how many copies to print. Press <Enter> to print a single copy. If you have selected multiple files they will be printed as many times as you select.
- **Delete Spool File** - Choose this function to delete the selected spool file(s). This option will remove the spool file from the list and delete it from the disk. So that you don't delete a file by mistake, a question will make you confirm this choice.
- **Print and Delete** - Choose this function to print and delete the selected spool file(s). Choose an output option and specify the number of copies. After printing, the system will confirm that you are ready to delete the file in case the printer malfunctioned and you need to print again.
- **O/S Print** - Choose this function to send the selected file(s) to the printer using an operating system print command. The default command from your System Configuration file (XX-05-01) will be displayed, but you may override it with a different command or add options to the default command.

Send Spool File - Select this option to fax or e-mail a selected file using a send interface defined in XX-05-12. See XX-05-12 for more information on sending a file. The interface ID determines whether you are faxing or e-mailing the file.

NOTE: By default, spool files are located in your Company I.D. data directory unless you used a Spool File Override format with a different directory path. All spooled files will have a .SP extension on them.

Reports on the Spool Report Listing will be marked as printed & will show the number of times – after they are printed.

Exercise #6

1. Run an A/R Aging Report to the screen (take default options)
2. Run same A/R Aging Report to a spool file (take default options)

What is the name of the spool file?

1. Run Spool Report of A/R Aging Report (Print to screen)
-

ReportMate Reports

Very simply, ReportMate is a tool that allows you to retrieve data from the Excellence Series Accounting Packages. You have the option of printing, displaying, or creating a file of the retrieved data, and special options allow you to create files in formats, which are accessible by other software products. ReportMate guides you through its use by helping you find where information is stored and by allowing you to "paint" the information on the screen as you would like it to be shown to you. To use ReportMate, you don't have to know anything except what information you want to see and how you want to see it. See ReportMate user manual for more details.

Here are some of ReportMate's features:

- "Paint the screen" approach to designing report layouts - you see how the report will look as you define it (RM-02).
- Predefined data relationships make it easy to get the information you need if multiple files must be used to gather related data the system already knows how to find such related information (RM-02 and RM -04-02-03).
- Ability to save the parameters you enter means that you can create permanent reports to be added to your system (RM-01 and RM-04-03).
- Numerous defaults and prompts allow you to create simple reports in minutes without decreasing the flexibility to create more complex reports (RM-02).
- After defining the information, you have the options to produce a printout, to display the information on your screen, or to store the information in a file to be used later (RM-02 and RM-01).
- Sort options and multiple totals which are available for each report to add to the flexibility (RM-02).

Run Report

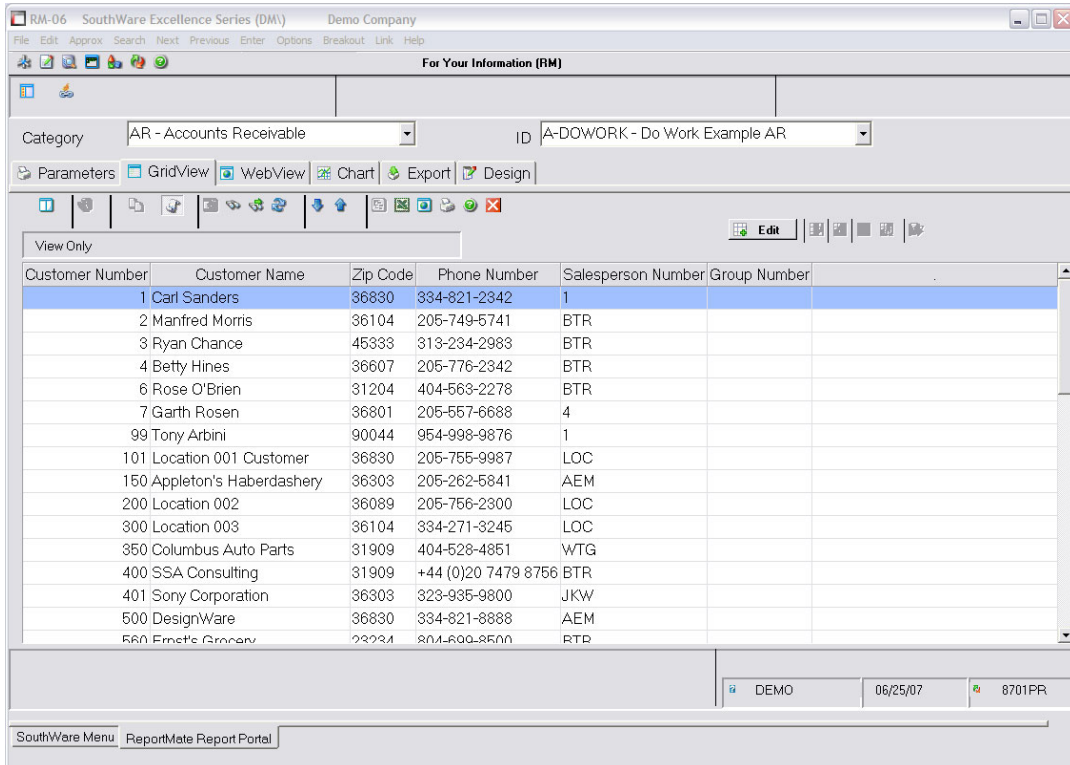
When you run a report, the layout you defined is combined with current information from the files in the Excellence Series. The output of the run may be a printed report, a spooled report, a displayed report, a DIF format file, a WordPerfect merge file, a comma-delimited file, ExecuMate II statistics, a Fixed Position Flat File, or some combination of the above.

Exercise #7

1. Run ReportMate in Inventory Control
Stock by Vendor number (STKBYVEN)
Print to screen
 2. Run ReportMate Report in Sales
Total Orders for Month (BOOKINGS)
Print to screen
-

FYI Reports (ReportMate Overlay)

FYI or “For Your Information” is a tool that allows you to retrieve data from the Excellence Series. FYI was designed to be a simple, intuitive interface for ReportMate. You should be able to build reports and queries fairly easily using this tool. For more advanced reporting needs, you can easily access the deeper ReportMate capabilities from within FYI or you can build reports from scratch from the standard ReportMate interface at RM-02 and RM-03. While inside of FYI, you can create and edit reports, as well as, display the report in a number of ways including graphs and charts.

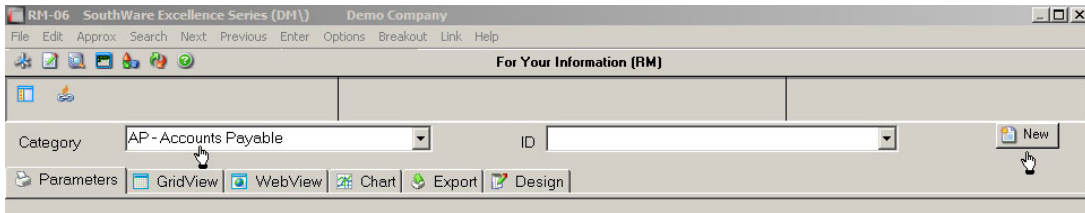


Here are some of FYI's features:

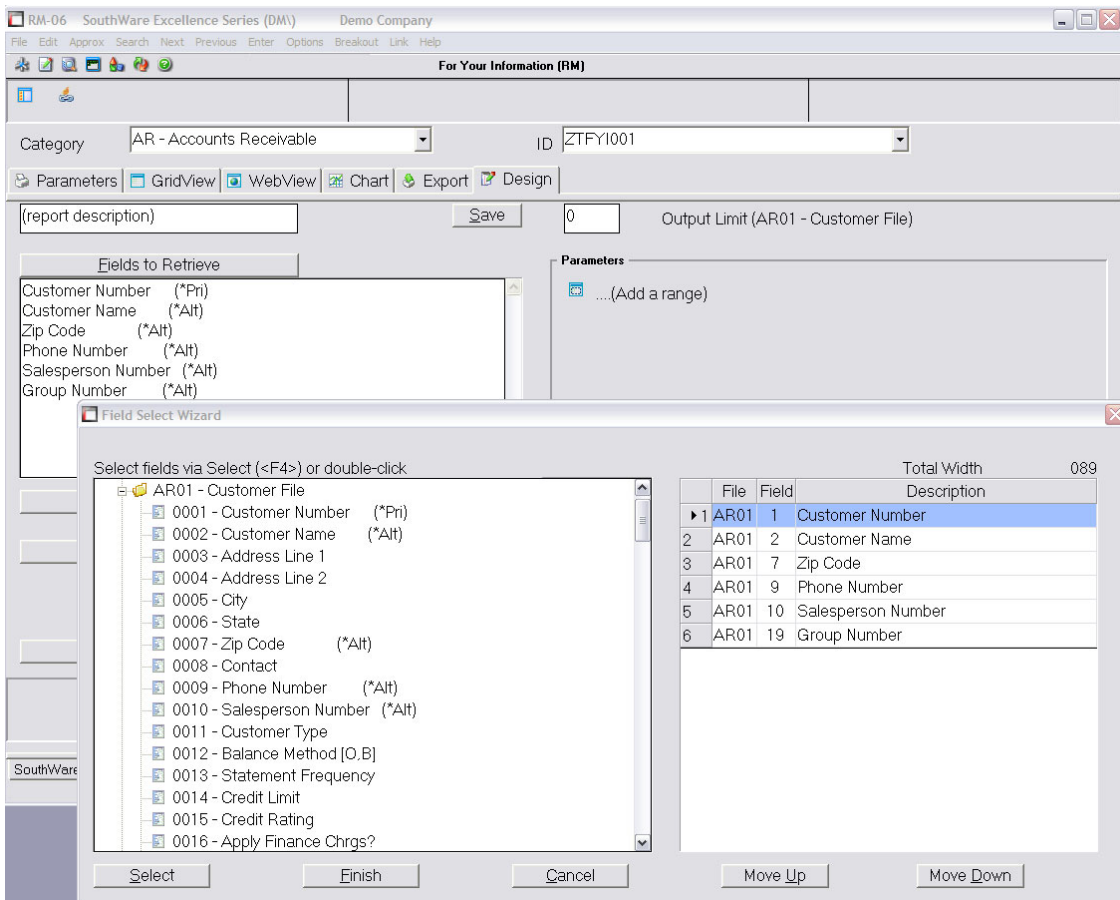
- On-the-fly one-off reporting/queries without cluttering your ReportMate reports
- Quickly select ReportMate reports
- Create & Edit reports
- View and Edit report data in a grid
- View in HTML format
- View numeric data in a chart or graph
- Export data
- Use DoWork to quickly handle administrative functions

Creating New Reports with FYI

1. Select the Category or Module from which you wish to report.
2. Select the “New” option in the upper right of the screen.

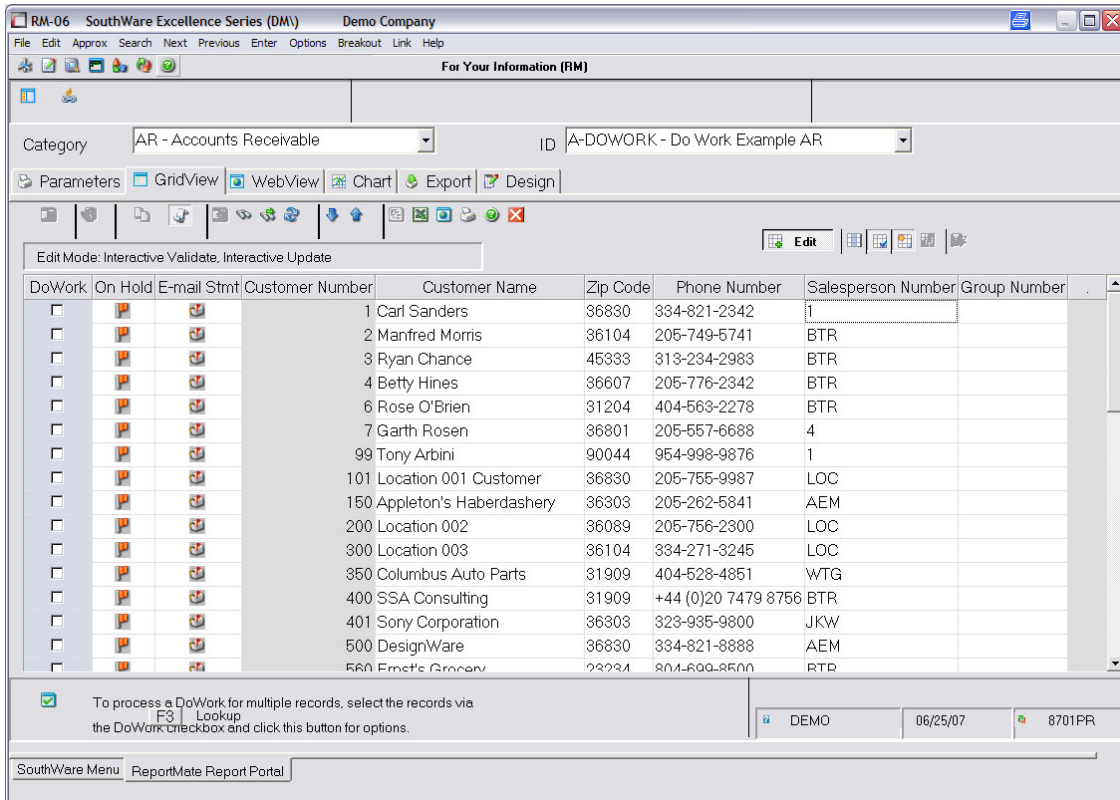


3. Choose primary file
4. Choose fields for report
5. Set Range, Sort and Selection Criteria
6. Print report of view online



Edit data with FYI Report grid edit

1. Select the Report
2. Enter necessary ranges and selection criteria
3. Choose the grid tab
4. Choose "Edit" button
5. Edit data



RM-06 SouthWare Excellence Series (DMV) Demo Company

File Edit Approx Search Next Previous Enter Options Breakout Link Help

For Your Information (FYI)

Category: AR - Accounts Receivable ID: A-DOWORK - Do Work Example AR

Parameters GridView WebView Chart Export Design

Edit Mode: Interactive Validate, Interactive Update

DoWork	On Hold	E-mail Stmt	Customer Number	Customer Name	Zip Code	Phone Number	Salesperson Number	Group Number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1 Carl Sanders	36830	334-821-2342	1	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2 Manfred Morris	36104	205-749-5741	BTR	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3 Ryan Chance	45333	313-234-2983	BTR	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4 Betty Hines	36607	205-776-2342	BTR	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6 Rose O'Brien	31204	404-563-2278	BTR	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		7 Garth Rosen	36801	205-557-6688	4	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		99 Tony Arbini	90044	954-998-9876	1	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		101 Location 001 Customer	36830	205-755-9987	LOC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		150 Appleton's Haberdashery	36303	205-262-5841	AEM	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		200 Location 002	36089	205-756-2300	LOC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		300 Location 003	36104	334-271-3245	LOC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		350 Columbus Auto Parts	31909	404-528-4851	WTG	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		400 SSA Consulting	31909	+44 (0)20 7479 8756	BTR	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		401 Sony Corporation	36303	323-935-9800	JKW	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		500 DesignWare	36830	334-821-8888	AEM	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		500 Ernie's Grocery	22234	804-600-8500	BTR	

To process a DoWork for multiple records, select the records via the DoWork checkbox and click this button for options.

DEMO 06/25/07 8701PP

SouthWare Menu ReportMate Report Portal

NOTE: You must have ImportMate licensed on your system to use the Edit option in FYI.

VI. Advanced Functions

A. E-mail

You can e-mail reports & forms like Invoices, Purchase Orders to customers, vendors & others. Your dealer can set this up if you need this function. Your dealer can set this to work with any command line accessible e-mail / or MS Outlook (will not work with Outlook Express).

B. Fax

You can fax reports & forms like Invoices, Purchase Orders to customers, vendors & others. Your dealer can set this up if you need this function.

C. HTML

Via ReportMate, your dealer can convert standard reports or listings to HTML format. The Excellence Series Netlink provides a simple and controlled browser-based network access to your company data files. It can be used for Internet, intranet, and extranet applications. For more information about Netlink, please ask Your dealer.

D. Extended Data

Extended Data allows you to add new information and features to your business software without custom programming! Customized Data Files! Extended Data's primary purpose is to let you add new data fields to your files. You get the benefit of customized data files without any programming changes. You can confidently load future software updates and still retain your custom data.

E. Workflow

With its unique WorkFlow Controller technology, you have the ability to **"insert" new functions** at many different points in a process. In many cases, these functions, called FlowMods, will eliminate the need for any custom programming. Or if custom programming is still required, you may be able to use a FlowMod to call the custom program at the right time and still keep your system standard!

F. Exporting Data

Excellence Series offers, thru ReportMate, the ability to export data in many different formats. These formats include: DIF file, comma delimited, fixed position text, fixed-length ASCII, HTML, and XML.

G. Importing Data

With ImportMate II you may create or update Excellence Series data files from data created by other software products. When you convert from other software, you will save hours of data entry. When you want to update a large file with changes, ImportMate II will do it quickly and efficiently. ImportMate II, is a data import module for the Excellence Series. With the programs in ImportMate II, you can create or update selected Excellence Series files from information contained in DIF format, Comma-Separated format, Other ASCII-delimited Format, Fixed Position Text Flat Files, or Fixed Length Format ASCII files.

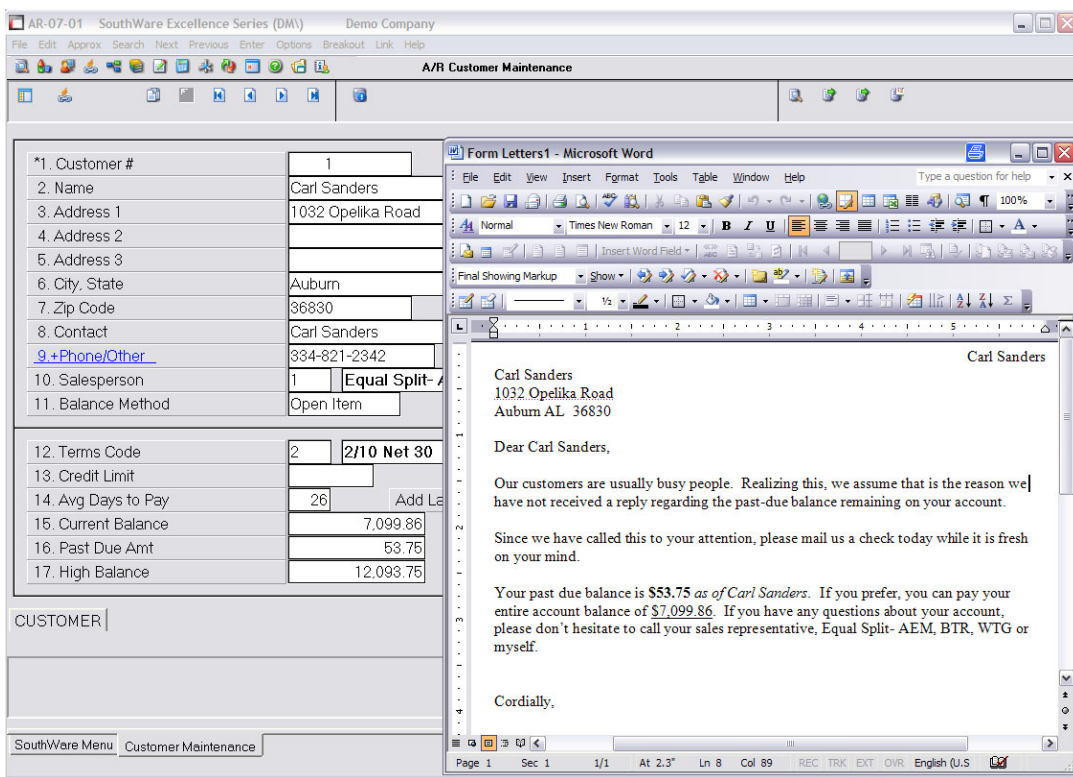
H. Office Link

OfficeLink is a powerful and flexible utility that you may use to interface data from your Excellence Series system to:

- office tools such as Microsoft Word, Microsoft Excel, and others
- text files via a built in merge function.

Example uses include:

- Creating a standard letter for current customers, vendors, employees, sales orders, etc. using the current link values.
- Creating a group of letters by merging data from multiple records in a ReportMate or Table View job via Microsoft Word's merge function.
- Creating a Microsoft Excel worksheet from a ReportMate or Table View job.
- Replacing variables in a text file and then accessing the resulting file.
- Creating a standard letter from data accessible via Excellence Series WorkFlow.
- You have the option to output G/L Financial statements to spreadsheet software such as Microsoft Excel.



I. Error Codes & What they mean

Error Messages

Most errors fall into two categories - data entry errors and file access errors. For errors not explained in the charts, which follow, contact your system manager.

Data Entry Errors

We're all going to make mistakes when we key in processing data. In general, the Excellence Series packages are very forgiving and understanding when you make a mistake and will tell you what is wrong and let you fix it. For example, if you enter data that is obviously not valid, the system will give you a message explaining the error and will require you to fix it before you go on. **Don't ignore any error messages!** These messages are self-explanatory and the errors are usually easily corrected, but make sure you know what the error is before you try to fix it.

File Access Errors

File access errors may occur when a program you are using attempts to read or update a file and encounters a problem. These problems may result from operator error, from hardware problems, or from an unusual program problem. If you encounter a file access error, you should **write it down** or **print the screen** and record some information about what you were doing at the time. If you need to call your dealer with the problem, the file access error can help identify the problem and bring you a quicker solution. The format for file access error messages is:

(1) (2) (3) (4)
[error desc] [err or code] operation on [filename]

(5)
Each error message displayed asks you to press < ENTER> to [continue/ abort]

If a program encounters multiple errors, it displays an error message for each. This feature enables you to identify all the errors that need to be corrected, not just the first one encountered by the program. Again, you may not understand a particular error message but make sure you write the entire message down. If there is a record number indicator displayed in the middle of the screen, write down the record number that the program was updating or using when the error occurred. There may be something wrong with the record causing the error.

NOTE: If possible, get a print screen of the error.

Accessing Help for File Access Errors

On-line help is available for most file access error codes. You may simply press < F7 > while the error is displayed to see the help for the error you received. This help follows the general format of:

- the number of the error
- a description of the error - this is generally a description of the probable cause
- the recommended action(s) you should take

VII. Workshops

A. Accounts Payable

Overview

1. Enter & Edit Transactions
2. Post Transactions
3. Select for Payment
4. Print Checks

Practice

5. Practice Examples

Example 1 Enter an invoice with following criteria:

- a. Vendor: Halls Warehouse Supply
- b. Amount: \$95.00
- c. No PO#
- d. Doc# 122
- e. Document Date: Today's Date
- f. Terms: Net30
- g. Distribution account # 6150-000 Office Supplies

Example 2 Enter an invoice with following criteria:

- a. Vendor: City of Auburn
- b. Amount: \$542.35
- c. No PO#
- d. Doc# 123
- e. Document Date: Today's Date
- f. Terms: Net30
- g. Distribution account # 6150-000 Office Supplies (500.00) & #6141-000 Contract Labor (42.35)
- h. Edit Terms to COD

Post these 2 transactions

Select them to be paid

Print Checks

B. Accounts Receivable

Overview

1. Enter & Edit Sales Transactions
2. Post Transactions
3. Enter & Edit Cash Receipts
4. Post Cash Receipts
5. Run Monthly Statements

Practice

6. Practice Examples

Example 1 Enter Sales Transaction with following criteria:

- a. Document #: 1901
- b. Type: Invoice
- c. Customer: Manfred Morris
- d. Salesperson: BTR
- e. Amount: \$453.21
- f. Term: COD
- g. Distribution account # 1310-000 Inventory Merchandise

Example 2 Enter an invoice with following criteria:

- a. Document #: 1902
- b. Type: Credit Memo
- c. Customer: Manfred Morris
- d. Salesperson: BTR
- e. Amount: \$53.21
- f. Term: COD
- g. Distribution account # 1310-000 Inventory Merchandise

Post these 2 transactions

Run Statements

Enter a check payment for the remaining balance for Manfred Morris

Post Cash Receipts

C. Sales

Overview

1. Enter an Order
2. Select Orders for Invoice
3. Print Invoices
4. Update Invoice Information

Practice

5. Practice Examples

Example 1 Enter Sales Order Transaction with following criteria:

- a. Document #: Assign
- b. Type: Regular
- c. Customer: Carl Sanders
- d. Salesperson: BTR
- e. Items: Stock # 100 – 742 Swingline Desk Stapler (Qty 5)
- f. Items: Stock # 503 – Laser Print Paper (Qty 3)
- h. Example 2 Edit previous order and delete stock # 503

Select Orders for Invoice

Print Invoice

Update Invoice Information

D. Inventory

Overview

1. Enter a Stock Item
2. Transfer Item from inventory Location 001 to Location 002
3. Print Inventory Valuation
4. Create Purchase Order for Stock Item
5. Practice Examples

Example 1 Enter Stock Item with following criteria:

- a. Item #: 100-GREEN
- b. Location: 001
- c. Description: 742 Swingline Desk Stapler - Green
- d. Cost: \$2.00
- e. Price: 1.5 times Ave Cost