



# NAVIGATION

## Introduction

This section of the manual will take the user through an overview of the Navigation process. We will give the user an understanding of their navigation options, a basic understanding of how module files and functions are laid out and how to set up select printers, access SpeedSearch and set up Favorites files. The steps are as follows:

- A. Conceptual Overview of the ACS/MASTER'S Structure** – This step will give you a basic understanding how files are laid out and the ways to access them.
- B. Basic Process Training** – This step will take you through each of the 3 Navigation processes; explaining the advantages of each option and what can be accessed using each option. We will also look at Field Look Up options.
- C. Data Process Training** – This phase of the training will take you through how to select Printers, access SpeedSearch options, file functions, create your own Favorites settings and seven of the Toolbar options.

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## A. CONCEPTUAL OVERVIEW OF THE SYSTEM'S STRUCTURE

There are three forms of navigation throughout your ACS/MASTER system as well as three methods of performing field lookups:

### **Tool Buttons**

### **Drop Down Menus**

### **Toolbars**

### **F3 – Lookup / Field Inquiry Options**

**Tool Buttons** are located in the center of your main menu and include:

- Service Repair
- Distribution
- Accounting
- System

As you make a selection from one of these Tool Buttons, a new set of options appears in the right hand window. Selecting an option from the window to the right will launch the task.

**Drop-Down Menus** are located at the top of your menu and run horizontally across your screen. These Drop-Down Menus include:

- File
- Edit
- Accounting
- Distribution
- Service Repair
- System
- Tools
- Favorites
- Help

As you make a selection from one of these Drop-Down Menus, any additional options available will display to the right and will include any further Drop-Down options.

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**Toolbars** are located at the top of your menu just below your Drop-Down Menus. These options may include:

|                 |                 |                 |
|-----------------|-----------------|-----------------|
| MS Word         | ACT             | ACS Favorites   |
| MS Excel        | Archive Folder  | About this Task |
| MS Access       | ACS Web Site    | Help            |
| MS Projects     | UPS Web Site    | Exit This Task  |
| Crystal Reports | Fed EX Web Site |                 |
|                 | Speedsearch     |                 |

**F3 – Lookup / Field Inquiry Options** are available in most tasks as a means of looking up customer names, job numbers, inventory items, etc.

**F3 – Lookup:** when available, this option will be listed at the bottom of the screen.

**Field Lookup:** this option is available any time you see the Magnifying Glass displayed pictured.

**Right Click:** this option is accessible when you place your mouse in the field you wish to search in and click the right button on your mouse. This will bring up a list of the options available in this field.

**NOTE: Access to the options listed above is based on User Security and the Software that is installed on your workstation. Check with your System Administrator for additional information.**

Whether you use the **Drop-Down Menus** or the **Tool Buttons** method to access ACS/MASTER, the file structure and functions are the same and contain the same data.

**Service Repair** contains all of your job functions and information

**Distribution** contains Inventory, Order Processing, Purchase Orders and Sales Analysis

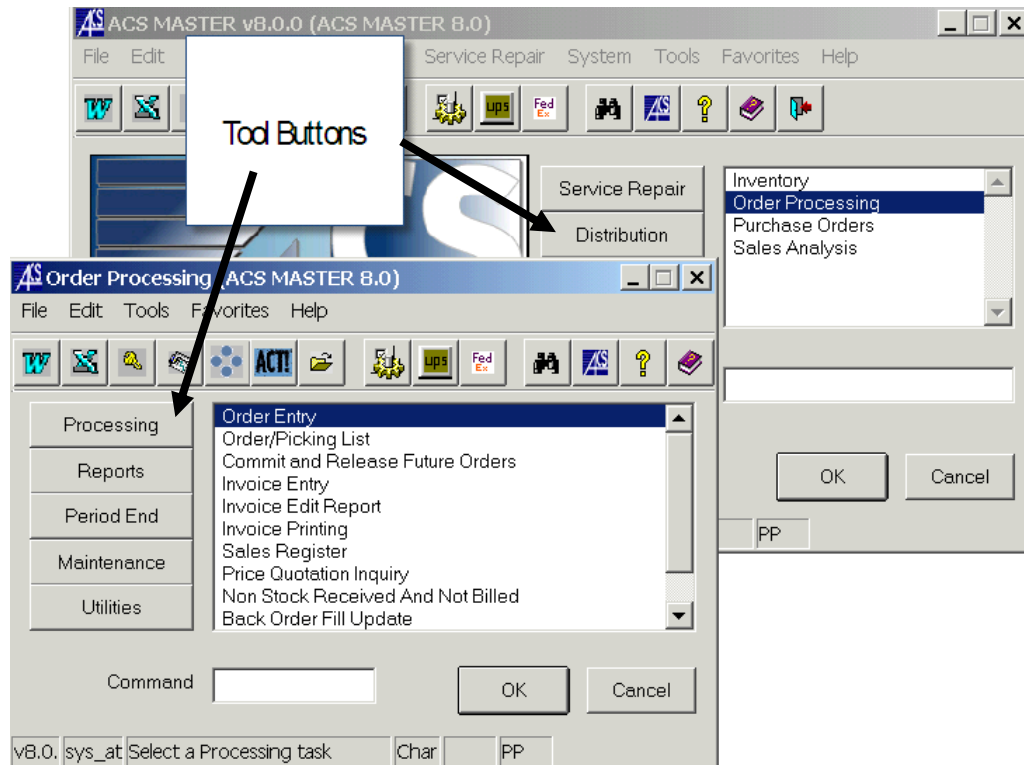
**Accounting** contains Accounts Payable, Accounts Receivable, General Ledger and Payroll

**System** contain System Installation and Security Settings, System Maintenance, and Data File information

# Application Computer Systems, Inc. Navigation

## Overview

**Tool Button** selections will bring up secondary menus to allow the user to select further options. In this case we have selected Distribution and Order Processing.



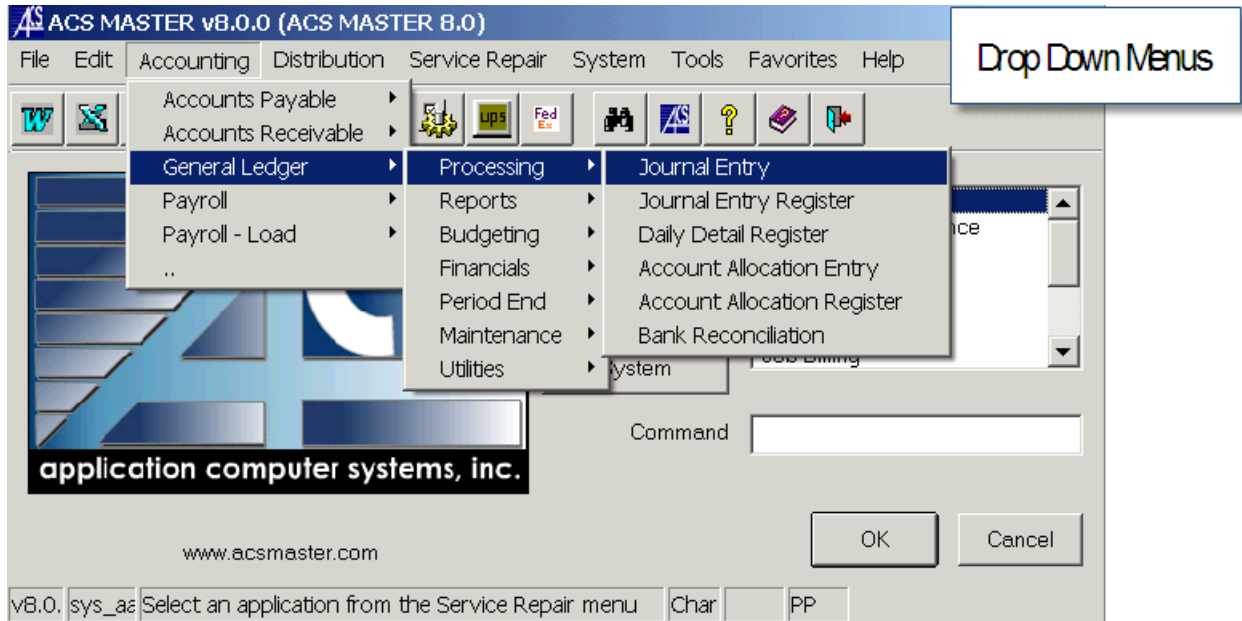
A new set of **Tool Buttons** is now available:  
Processing, Reports, Period End, Maintenance and Utilities

As you select each Tool Button, you will see a new set of options appear in the window to the right of the tool buttons. This will, in turn, open another window, or function.

The advantage to this type of access is; once your task is complete, you will be returned to your last processing menu. This makes it convenient to continue processing similar or related transactions; as opposed to drop-down access that returns you to the main menu when a task is complete.

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## Drop Down Menus



Across the top of each of your menus you will find a list of Drop-Down Menu options available to you. As you select an option (in this case we have selected General Ledger) further drop-down options may be displayed.

The GL options for this user include Processing, Reports, Budgeting, Financials, Period End, Maintenance and Utilities.

In this example we have selected the GL Processing options which include Journal Entry, Journal Entry Register, Daily Detail Register, Account Allocation Entry, Account Allocation Register and Bank reconciliation.

The advantage to this type of access is that it gives the user quick and easy ways to locate the information they are looking for and can be a great learning tool.

Once you have completed the task you have chosen through the drop-down option, your system returns you to the main menu.

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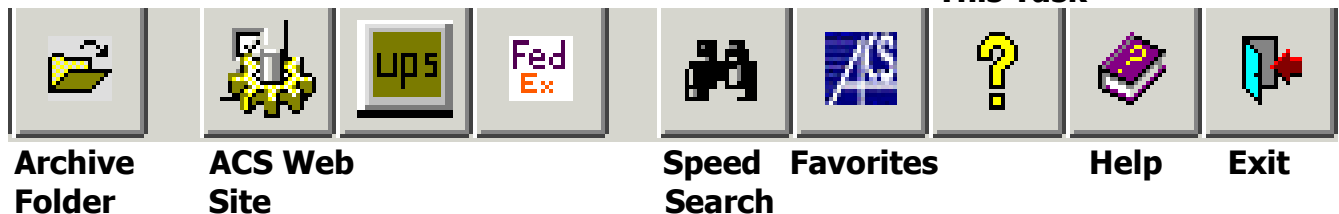
## Toolbars



Located directly below your Drop-Down Menus you will find your Toolbar. The options that are available to you from this feature will vary from user to user, so contact your System Administrator with any questions you may have.

As you take your cursor/arrow and hover over each button your system will display each feature.

### About This Task



Seven of these options will be covered in detail in the next section.



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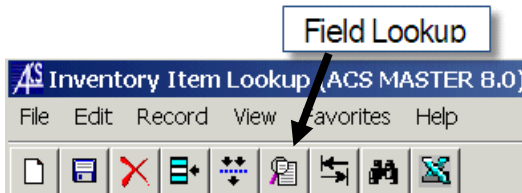
## Field Look-Up / Field Inquiry options

**F3 Lookup** – The **F3 function key** is available in most tasks as a means of looking up customer names, job numbers, inventory items, etc.

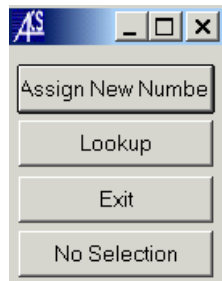
**EXAMPLE:** When in a Customer Number field, F3 can be utilized to obtain a complete listing of all customers. Then it is a simple matter of selecting the correct customer. Any time you are in a field which utilizes the F3 function, you will see the F3 options displayed at the bottom of your menu.

(<F3>=Lookup)

It is also possible to perform lookups using the **Field Lookup** option located at the top of your menu. Simply move to the field you need to find information for, and select the Field Lookup option.



Your final option for field searches is the right button of your mouse. Put your cursor in the field you wish to search in and click the right button of your mouse. This will either take you to a list of the field you are searching, or it will display a "pop up" box with further options.



These 3 lookup options may be used in conjunction with the remaining Speedsearch options to obtain the data you seek.

# Application Computer Systems, Inc. Navigation

## B. BASIC PROCESS TRAINING

**Navigation Instructions** – throughout the training material that came in the installation manual of your ACS/MASTER system you will see Navigation Instructions:

**Distribution → Purchase Order → Processing → Purchase Order Entry**

These instructions guide you through the “levels” of information to find the function that you are looking for. In this example you start by selecting **Distribution**, from there you select **Purchase Orders**, then **Processing** and finally, **Purchase Order Entry**.

### Drop-Down Menu Options FILE Drop-Down Menu Options

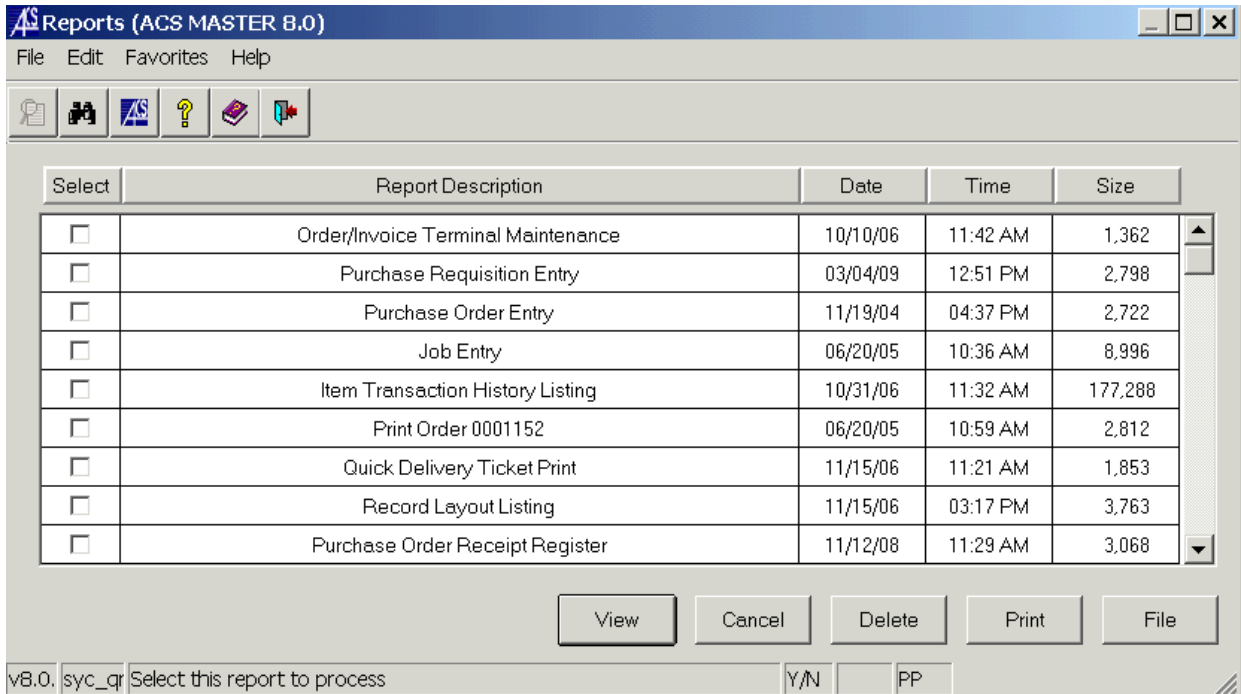


From your Drop-Down Menus take your arrow and “hover over” the first option: **File**  
This option gives you access to 5 important functions.

**Reports:** This feature gives you access to all previously printed documents using your PF printer or Print to File.

Your system will display a list of the items that have been printed “To File” using your User ID. It will display the Report Description (assigned at the time of printing), the Date and Time along with the record was created and its size.

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From here you can perform several functions by placing a check in the Select field in the first column and then selecting an option from the buttons at the bottom of the screen.

**View** – will open the document on your screen for viewing

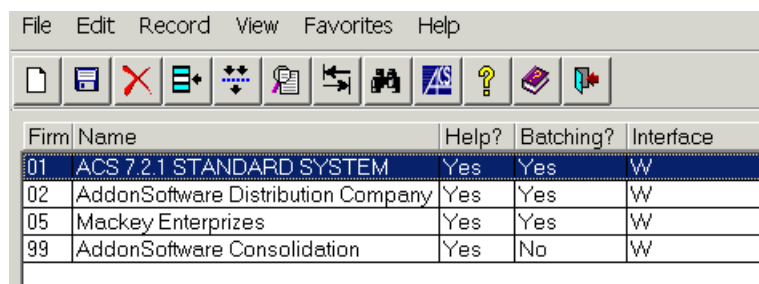
**Cancel** – will return you to the main menu

**Delete** – will permanently report the report from this list

**Print** – will pull up a list of available printers and allow you to select one to print the report

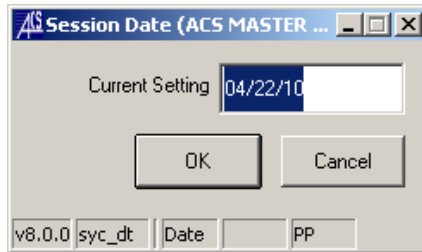
**File** – will allow you to name the report and save it to a TXT file format

**Company:** Your ACS/MASTER software is capable of processing information for a single business entity, or for multiple companies. When processing for multiple companies, use this feature to select the company whose data you are entering.



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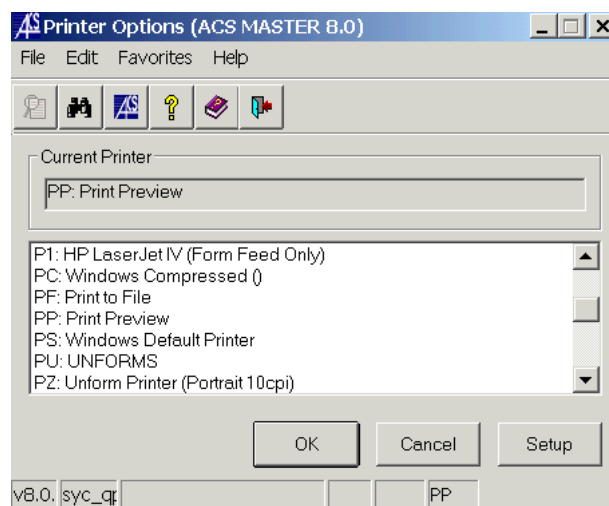
**Date:** This option allows the user to *temporarily* change the date of the computer they are processing on.



**Great care must be taken when using this option.**

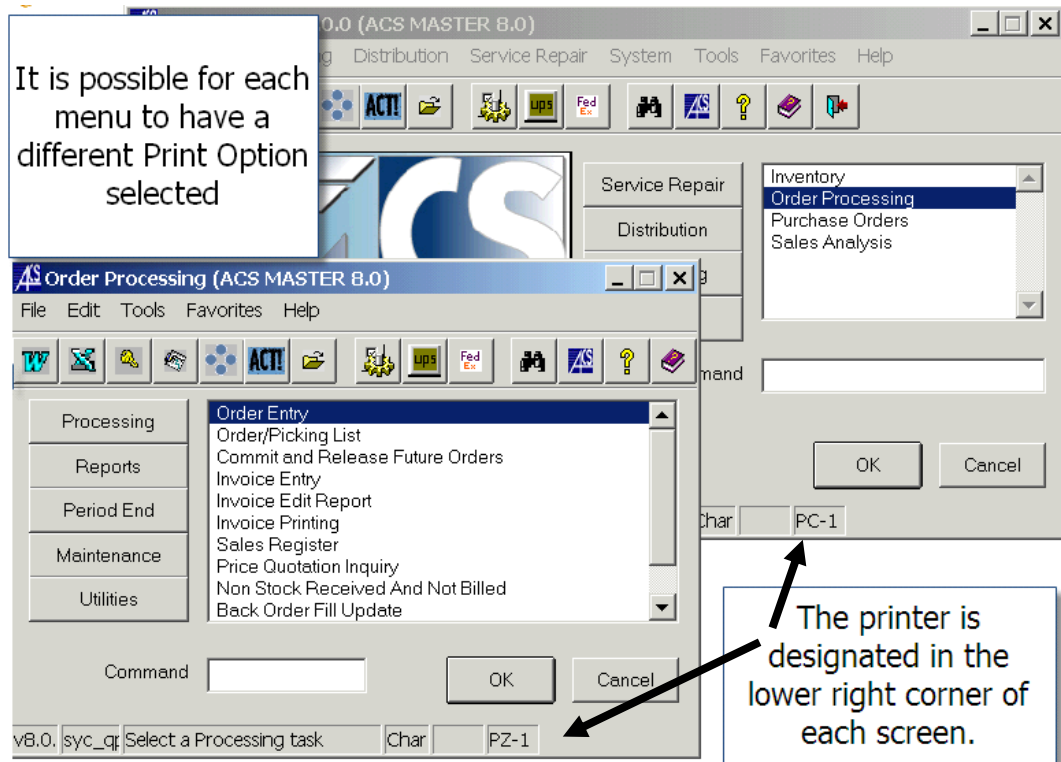
1. Be certain that the Date is changed BACK TO THE CURRENT DATE after the process needing the data change is complete.
2. Be certain that the DATE you select does not fall within a CLOSED period for any of the modules the transaction may be posting to.
3. It is strongly suggested that you contact ACS Customer Support to review this process prior to any changes being made to be certain you have a clear understanding of the ramifications of this process.

**Printer Selection:** This option allows the user to select a specific printer for any function. When selected, this option will display the Printer Options box containing a listing of each printer available to this user. Simply highlight the correct printer and select "OK" to change your printer option.



Your system will display the selected printer in the lower right corner of each menu.

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Because different tasks may require the use of different printers, (Check printing, pre-printed Customer Statements or Invoices, Financial Reports, etc.) you have the option of selecting a printer at any time during your processing.

**EXAMPLE:** When you log into your ACS/MASTER system there will be a default printer established. If you then select the AP Module to generate Manual Checks, you will be able to select a specific printer to perform this task. This is not a permanent change that will impact your entire system; it impacts only the tasks on the menu you have selected it for. (The main menu will still have the original printer established when logging into the software.) Once you leave or close the AP Module Manual check menu, the printer will return to the printer selected on the main menu.

**PLEASE NOTE: No two Networks/Systems are configured exactly the same way. As a result, you may find that the printer designations described below are not what you find when you begin to explore your system. The options listed below are simply Standard or Basic System Printer settings; you can call ACS Customer Support regarding any questions you may have about printers.**

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### Special Printers:

**PS: Print Standard** is usually used for forms/documents like Purchaser Orders or Delivery Tickets that do not need to print in compressed format.

**PC: Print Compressed** is usually used for items/reports that need to be compressed like Aging Reports, Transaction History Reports, Open Job Reports, etc.

Your PC/PS printers are usually the personal printer that is part of your work station or your designated printer. **EXAMPLE:** if Gary prints a Delivery Ticket to his PS printer and Jane prints a report to her PC printer, they should each get the report to print to their own work station printers.

**PF: Print To File** will send the document to a folder that can then only be accessed by using your FILE menu option and selecting reports. This information is saved and accessed only by the user that created the file; other users do not have access to this file.

**NOTE:** User Maintenance contains the Maximum PDF Files setting that controls how many *Print To File* documents can be on file for this user at any given time. When the maximum number files have been reached, your system will issue a warning to tell you it will be deleting the oldest record to make space for this new document.

**PP: Print Preview** will send the information directly to your screen for viewing.

It is important to note:

1. While the Print Preview option does display a Printer ICON when you are viewing your document, it may not be formatted correctly when it prints.
2. When you close the document that is displayed on your screen, it is not saved automatically.

This option is very useful when a document does not have to be printed and saved; when you are simply checking to see if a transaction posted, or need to see a register total and do not need to update the register that the time.

**Pa: Archive Printer** is an option very similar to your Print To File option, EXCEPT, when your document is saved, it is actually placed in a network Archive File as a PDR or Txt formatted document that can be accessed by other network users.

This option is useful when saving very large documents like Sales Registers or Daily Details. This gives the user a way to print large documents and review them BEFORE updating registers. It also allows the user to save information for future reference without the time and expense of printing and saving a hard copy. Once saved it can be accessed at any time and will remain in the Archive folder until moved or deleted.

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**Pe: Email Printer** will convert the selected document to an email attachment format and completes the interface by opening a blank Email with the document attached.

**EXAMPLE:** Select a Purchase Order you would like to send to a vendor  
Open the PO and select your Pe printer  
When you Print the PO your system will convert the PO to an email attachment and open an email for you to address.

**NOTE: You MUST have MS Outlook selected as your DEFAULT Email provider. Your Pe printer WILL NOT work correctly with any other email provider.**

**NOTE: If you are a remote user (you do not access the file or data server directly) this option may not be available to you.**

**Po: ACS Output Manager** printer (available when using GUI) provides a wide range of processing options.

| Customer No. & Name | Order Number | Invoice Number | Date     | Gross Sales | Returns | Discount | Tax      | Freight | Net Sales | Gross Cost | Gross Profit |
|---------------------|--------------|----------------|----------|-------------|---------|----------|----------|---------|-----------|------------|--------------|
| 000100              | 0002169      | 0005243        | 07/06/09 | 1068.00     | 0.00    | 106.80   | 57.67    | 0.00    | 1018.87   | 655.22     | 38.65%       |
| Everest Industries  |              |                |          |             |         |          |          |         |           |            |              |
| 000100              | J000789      | 0005245        | 07/10/09 | 359.32      | 0.00    | 35.93    | 19.40    | 0.00    | 342.79    | 1698.66    | -372.74%     |
| Everest Industries  |              |                |          |             |         |          |          |         |           |            |              |
| 000200              | 0002170      | 0005244        | 07/06/09 | 1470.00     | 0.00    | 147.00   | 79.38    | 0.00    | 1402.38   | 738.01     | 49.80%       |
| Industrial Products |              |                |          |             |         |          |          |         |           |            |              |
| Register Totals:    |              |                |          | 2897.32     | 0.00    | 289.73   | 156.45   | 0.00    | 2764.04   | 3091.89    | -6.72%       |
| M-T-D Totals:       |              |                |          | 251734.75   | 760.64  | 22377.65 | 11512.96 | 100.00  | 240209.42 | 25013.66   | 90.03%       |
| Next M-T-D Totals:  |              |                |          | 137498.86   | 0.00    | 2225.37  | 8138.32  | 0.00    | 143411.81 | 119565.75  | 13.04%       |

| Territory Summary | Amount  |
|-------------------|---------|
| 001 Western U.S.  | 2897.32 |

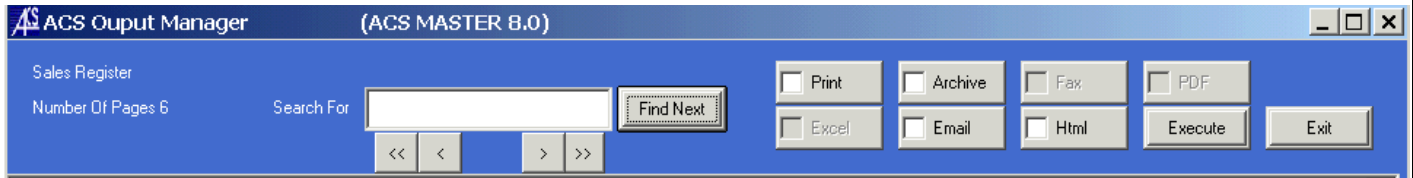
| Transaction Summary  | Amount  |
|----------------------|---------|
| 1 Design Labor       | 320.00  |
| B Parts Total        | 39.32   |
| N Non-stock Item     | 650.00  |
| S Standard Inv. Item | 1888.00 |
| X Priced Message     | 0.00    |
| Tax                  | 156.45  |
| Freight              | 0.00    |
| Discount             | 289.73  |

| Salesperson Summary  | Amount  |
|----------------------|---------|
| JDP Judy D. Peterson | 1427.32 |
| KMM Kevin Martin     | 1470.00 |

When using the Po printer, your document will display on your screen using the Output Manager format. Of the 9 options available, only those processes supported by your system will be available.

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## **PRINT**

Select the Print option if you wish to send your data to an actual system printer. Upon selecting PRINT you will hit Execute and a Printer Options box will “pop up”. Simply select the system printer you wish to use and click OK.

## **ARCHIVE**

Select the ARCHIVE option if you wish to send your data to your Archive or Pa printer. Upon selecting Archive you will hit Execute and an Archive Report Name box will “pop up”. Simply enter the Report Name and click OK.

## **FAX**

Select the Fax option if you wish to send your document by fax.

**NOTE:** this option is only available if your system is configured to include a FAX printer and you use MS Fax or VSIFAX. Simply enter the Fax phone number to be used and select OK.

The **PDF** option is only available if your system/work station has PDF creation abilities or is configured for UNFORM. Upon selecting PDF you will hit Execute and your system will create the PDF file. The PDF document will need to be processed/saved separately or closed without saving.

The **Excel** option requires that MS Office Excel 2000 Service Pack 3 or newer be installed on the work station being used. However, not all ACS/MASTER reports can be converted to Excel format due to configuration and formatting issues, so there will be reports that will not have the Excel option available.

**NOTE:** *It may also be necessary for you to adjust the security on your MS Office Excel Macro settings to allow the Output Manager to create the MACRO for Excel. Upon selection Excel you will hit Execute and your system will create the Excel document. The Excel document will need to be processed/saved separately or closed without saving.*



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### EMAIL

Select the Email option if you wish to email your document.

Upon selecting Email you will hit Execute and an attachment will be created containing your document and an email window will open.

Simply fill in the Address and Subject information and hit Send.

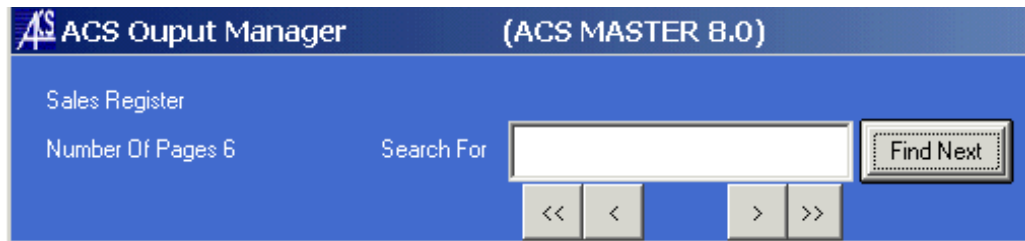
**NOTE:** This option requires MS Office Outlook be set as your default Email setting and Email must be configured as one of your print options in ACS/MASTER.

### HTML

Your HTML option gives you the ability to create Internet "friendly" documents. This can be very useful if you wish to publish information on your Company's Website.

Simply select HTML and hit Execute. You will then need to process/save the information separately or close without saving.

### FIND NEXT



Another very useful option your Output Manager offers is the "find next" feature.

Simply enter the information you want to find in the Search For box and hit FIND NEXT.

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The screenshot shows the ACS Output Manager interface for ACS MASTER 8.0. The window title is "ACS Output Manager (ACS MASTER 8.0)". The report is titled "GL Transaction History Report" and is page 1 of 216 pages. A search box contains "JE" and a "Find Next" button is highlighted. A callout box labeled "Paging Function" points to navigation buttons: double arrows for first/last page and single arrows for next/previous page. The report data is as follows:

| Account                               | Date     | Jrnl | Audit # | Memo                        | Ref 1<br>Ref 4 | Ref 2<br>Ref 5 | Ref 3<br>Ref 6    | Debits    | Credits   |
|---------------------------------------|----------|------|---------|-----------------------------|----------------|----------------|-------------------|-----------|-----------|
| (Missing Account Master)              | Jul 05   |      |         |                             |                |                | Beginning Balance | 0.00      |           |
|                                       | 07/20/05 | OP   | 0000216 | Cash Sale                   | 99-9999        | 0005175        | 010 (Cash)        | 8.07      |           |
|                                       | 07/20/05 | OP   | 0000216 | Cash Sale                   | 99-9999        | 0005175        | Cash Sale         | 0.52      |           |
|                                       | 07/20/05 | OP   | 0000216 | Cash Sale                   | 99-9999        | 0005179        | 010 (Cash)        | 65.00     |           |
|                                       | 07/21/05 | OP   | 0000216 | Cash Sale                   | 99-9999        | 0005182        | 010 (Cash)        |           |           |
|                                       | 07/21/05 | OP   | 0000216 | Cash Sale                   | 99-9999        | 0005182        | 010 (Cash)        |           |           |
|                                       | 07/21/05 | OP   | 0000216 | Cash Sale                   | 99-9999        | 0005182        | 010 (Cash)        | 1,025.00  |           |
|                                       | 07/21/05 | OP   | 0000216 | Cash Sale                   | 99-9999        | 0005182        | 010 (Cash)        |           | 1,025.00  |
|                                       |          |      |         | Total For Jul 05            |                |                |                   | 73.59     |           |
|                                       |          |      |         | Ending Balance For Jul 05   |                |                |                   | 73.59     |           |
|                                       |          |      |         | Total For Account           |                |                |                   | 73.59     |           |
| 1010-00 Cash In Bank - First National | Dec 02   |      |         |                             |                |                | Beginning Balance | 72,453.54 |           |
| 12/12/02                              | JE       |      | 0000004 | Note Receivable/President   | Empl Loan      | 010            |                   |           | 2,000.00  |
| 12/12/02                              | JE       |      | 0000004 | Reserve For Bad Debt        | Reserve        | 010            |                   |           | 5,000.00  |
| 12/20/02                              | CD       |      | 0000001 | Paramount Industries        | 000100         | A21220A        | 0005000 A         |           | 6,597.00  |
| 12/20/02                              | CD       |      | 0000001 | Acme Metal Products         | 001000         | 1001           | 0005001 A         |           | 20,412.00 |
| 12/20/02                              | CD       |      | 0000001 | Western Sport Supply        | 001400         | A951220        | 0005002 A         |           | 2,772.00  |
| 12/20/02                              | CD       |      | 0000001 | Richard J. Clark, CPA       | 000300         | A21201A        | 0005003 B         |           | 1,250.00  |
| 12/20/02                              | CD       |      | 0000001 | Pacific Bell                | 000500         | Dec Bill       | 0005004 B         |           | 748.92    |
| 12/20/02                              | CD       |      | 0000001 | Pacific Bell                | 000500         | Deposit        | 0005004 B         |           | 1,000.00  |
| 12/20/02                              | CD       |      | 0000001 | United Parcel Service       | 000600         | A21215         | 0005005 B         |           | 240.00    |
| 12/22/02                              | CR       |      | 0000001 | Everest Industries          | 000100         | 1222001        | 0005001           | 420.68    |           |
| 12/22/02                              | CR       |      | 0000001 | Everest Industries          | 000100         | 1222001        | 0005006           | 579.32    |           |
| 12/22/02                              | CR       |      | 0000001 | Western Sport Distributors  | 000200         | 1222002        | 0005002           | 131.52    |           |
| 12/22/02                              | CR       |      | 0000001 | Taylor Sporting Goods       | 000300         | 1222003        | 0005003           | 157.61    |           |
| 12/22/02                              | CR       |      | 0000001 | Santa Monica Fitness Center | 000400         | 1222004        | 0005004           | 230.46    |           |
| 12/22/02                              | CR       |      | 0000001 | Ron Anderson And Company    | 000500         | 1222005        | 0005007           | 1,510.58  |           |

In this example we used the JE/Journal ID code. Each time the FIND NEXT button is hit, the system will find the next time the JE journal id code is found in the report.

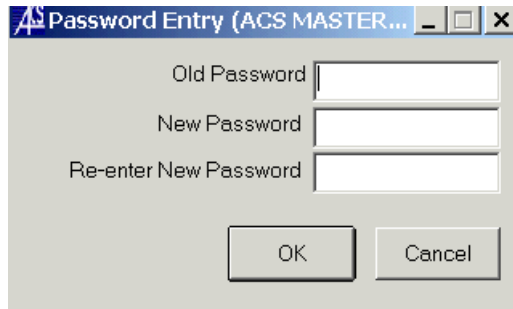
The Output Manager **Paging** options allow you to move quickly through your reports. The single arrow options allow you to move one page at a time

While the double arrow options allow you to go directly to the first or last page of the report.

Each time you select one of the Output Manager options your system will return you to the Output Manager after each option is complete. It is also possible to select multiple processing functions and execute them simultaneously. After all of your options are complete you will again be returned to the Output Manager; you will have to select EXIT to close the report.

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**Change Password:** this option is used to create and change passwords.

A screenshot of a Windows-style dialog box titled "Password Entry (ACS MASTER...)". The dialog box has a light gray background and contains three text input fields stacked vertically. The first field is labeled "Old Password", the second "New Password", and the third "Re-enter New Password". Below the input fields are two buttons: "OK" on the left and "Cancel" on the right. The dialog box has standard window controls (minimize, maximize, close) in the top right corner.

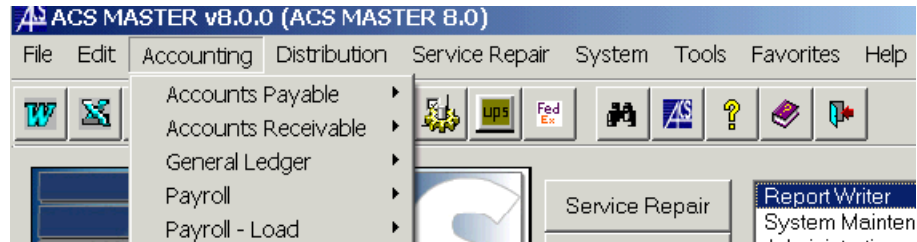
When setting up passwords for the first time leave the OLD Password field blank and fill in the New Password information.

When changing passwords, type the existing Password in the OLD Password field and fill in the New Password information.

**NOTE:** it is suggested that passwords be changed on a regular basis to optimize system security.

# Application Computer Systems, Inc. Navigation

## Accounting Drop-Down Menu Options



Secondary menus for Accounting Modules include:

AP – Processing  
Reports  
Period End  
Maintenance  
Utilities

AR - Processing  
Reports  
Period End  
Maintenance  
Utilities

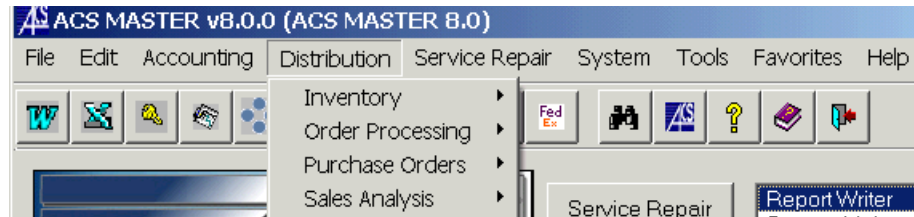
GL - Processing  
Reports  
Financials  
Period End  
Maintenance  
Utilities

PR - Daily Processing  
Daily Entry  
Periodic Processing  
Maintenance  
W-2 Processing  
Utilities

PR - Department Maintenance  
Load Title Code Maintenance  
Employee Maintenance

# Application Computer Systems, Inc. Navigation

## Distribution Drop-Down Menu Options



Secondary menus for Distribution Modules include:

Inventory - Processing  
Reports  
Cost/Price Changes  
Physical Inventory  
Lotted/Serialized  
Period End Processing  
Maintenance  
Utilities

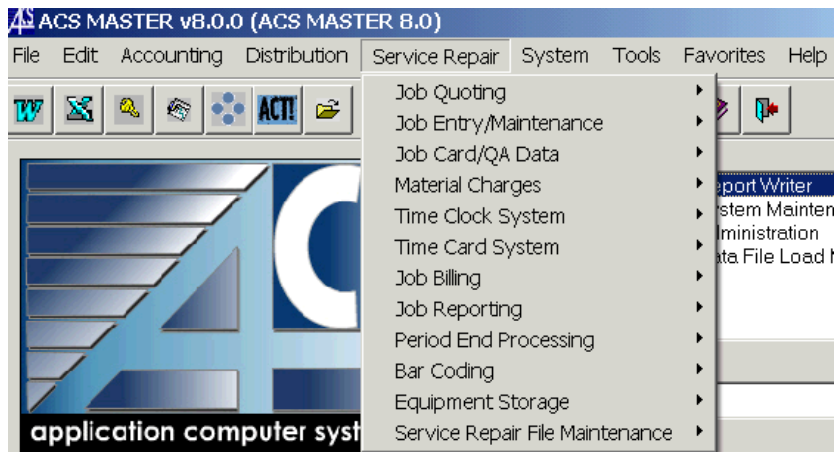
Order Processing - Processing  
Reports  
Period End  
Maintenance  
Utilities

Purchase Orders - Processing  
Reports  
Period End  
Maintenance  
Utilities

Sales Analysis - Inquiries  
Reports  
Period End  
Maintenance  
Utilities

# Application Computer Systems, Inc. Navigation

## Service Repair Drop-Down Menu Options



Secondary menus for Service Repair Options include:

Job Quoting -       Quote Entry/Maintenance  
                           Quote Form Print  
                           Open Quote Report  
                           Quote Purge  
                           Quote Profile Entry  
                           Quote Profile Print

Job Entry/Maintenance -   Job Processing  
   Handheld

Job Card/QA Data - Job Card/QA Entry Full Screen  
                           Job Card/QA Entry Single Line  
                           Job Care/QA Data Print

Material Charges -   Material Charges Entry  
                           Extended Materials Charges  
                           Material Charges Register/Update

Time Clock System -       Time Clock  
   Maintenance

Time Card System -       Time Card Entry  
   Time Card Edit List  
   Labor Update  
   Employee Hours Report  
   Employee Hours Purge

## Application Computer Systems, Inc. Navigation

- Job Billing -
  - Delivery Ticket Entry
  - Quick Delivery Ticket Print
  - Linked Job Pre Invoice Entry
  - Job invoice Entry
  - Invoice Edit Report
  - Invoice Print
  - Sales Register
  - Change PO/PO Rel# on Job Invoice
  
- Job Reporting -
  - Reports 1
  - Reports 2
  
- Period End Processing -
  - WIP Report
  - Customer Job report
  - Sales Analysis By Job Report
  - Job Closing
  - Job Re-opening
  - Job History Purge
  - Employee History Hours Purge

**NOTE:** Some Secondary Service Repair menus may have additional menu options, such as Time Clock and Job Reporting.

**NOTE:** Depending on the modules purchased, you may see some variations in the Service Repair options available to you. These options can also be limited by user Security Levels. For further information, please contact your System's Administrator.

### **System Drop-Down Menu Options**

The options available to each user when accessing the System menu options will depend upon each user's security levels. A detailed explanation of this module can be found in the System Maintenance section of your installation manual.

# Application Computer Systems, Inc. Navigation

## Tools Drop-Down Menu Options



The options available using your Tools drop-down menu will vary from user to user, however, you will find that the Tools options should be the same options available to you in the first 10 options of your **Toolbar**. These functions can be access either way.

**Keep In Mind:** To have access to Word, Excel, Access, Crystal Reports and Act you must have this software installed on your work station. Similarly, you must have access to the Internet to be able to access web sites for ACS, UPS and FedEx.

## Favorites Drop-Down Menu Options

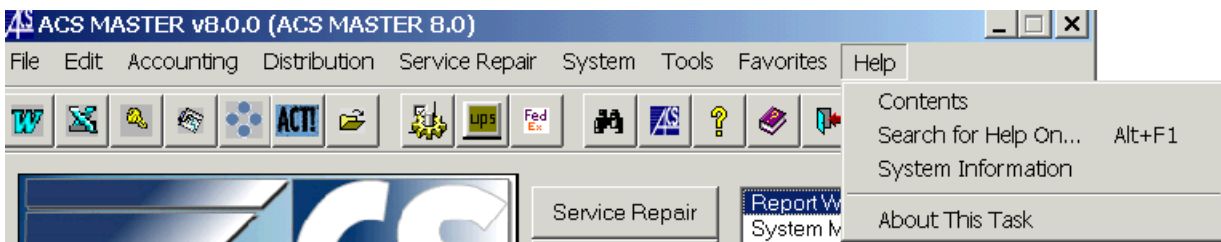




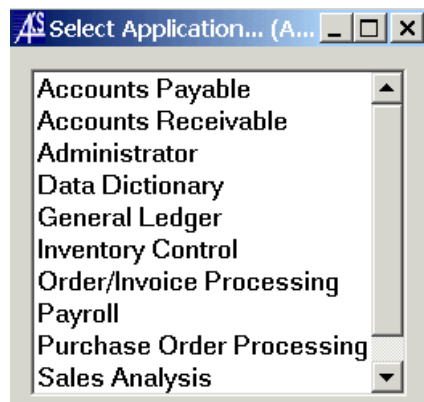
# Application Computer Systems, Inc. Navigation

As you begin using your ACS/MASTER System, you will find that your Favorites Drop-Down Menu is blank. Using the ACS Toolbar Button (explained later in this section) you will begin adding tasks that you use often to this menu. This gives you the access to a specific function directly from your Favorites menu, without having to process through multiple menus.

## Help Drop-Down Menu Options



When selecting **Contents or Search for Help On.....** from your Help menu Your system will display the Select Application Menu, giving you the ability to select which module you would help with.



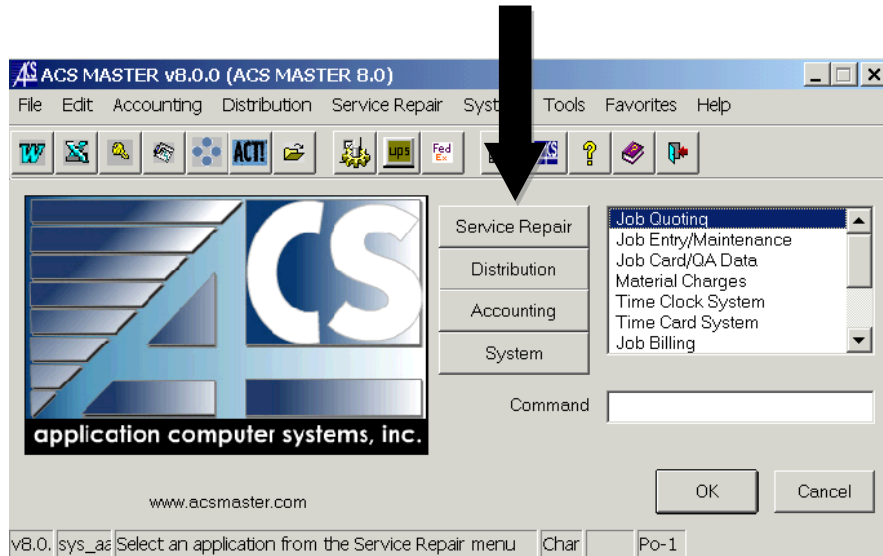
Once a module is selected, **if you have access to the internet**, your system will display the on line help information available for the module you selected. Here you are able to search using Content, Indexing and Word Searches.

**System Information** is also available as part of your Help menus and will be covered during System Security.

# Application Computer Systems, Inc. Navigation

## Tool Buttons Menus

Tool Buttons provide the user with the same options as the Drop-Down menus described above; select the Service Repair "Button" and the available options will appear in the box to the right.



## Toolbar

In this section we will be covering 7 of the Toolbar options:



# Application Computer Systems, Inc. Navigation

## Archive Folder:



Each time you select your Pa printer, your system prints your document to an Archive Folder located on your ACS drive. To access these files, you select the Folder Icon located in your Toolbar. Here you will select from a list of documents previously printed using Pa. From here it is also possible to access the Archive Folders for other users. Please contact your System Administrator for further information, or contact ACS Customer Support.

The screenshot shows a Windows Explorer window titled "ACS" with the address bar displaying "C:\B00std\frms\firm01\archive\ACS". The window contains a list of files and folders with columns for Name, Size, Type, and Date Modified. On the left side, there are panels for "File and Folder Tasks" and "Other Places".

| Name                    | Size  | Type                       | Date Modified      |
|-------------------------|-------|----------------------------|--------------------|
| ~\$ports001             | 1 KB  | Microsoft Office Word ...  | 6/2/2009 11:29 AM  |
| ~\$ports002             | 1 KB  | Microsoft Office Word ...  | 5/29/2009 10:10 AM |
| 1106SALES REG           | 19 KB | Text Document              | 11/6/2008 10:55 AM |
| 2007close               | 5 KB  | Text Document              | 11/6/2008 12:08 PM |
| 2007updatebb            | 5 KB  | Text Document              | 11/6/2008 12:07 PM |
| 071409DD                | 34 KB | Text Document              | 7/14/2009 10:49 AM |
| Aging And Sales Display | 38 KB | Microsoft Office Excel ... | 9/11/2008 10:09 AM |
| AR_DETAIL               | 33 KB | HTML Document              | 8/30/2008 11:03 AM |
| budget_2009DPT0         | 80 KB | Microsoft Office Excel ... | 7/13/2009 1:16 PM  |
| budget_2009DPT1         | 15 KB | Text Document              | 7/13/2009 2:20 PM  |
| budget_2009DPT1         | 80 KB | Microsoft Office Excel ... | 7/13/2009 2:19 PM  |
| budget_2010BUD          | 15 KB | Text Document              | 7/14/2009 11:52 AM |
| budget_2010BUD          | 80 KB | Microsoft Office Excel ... | 7/14/2009 11:50 AM |
| budget_2010DPT1         | 15 KB | Text Document              | 7/13/2009 1:50 PM  |
| budget_2010DPT1         | 80 KB | Microsoft Office Excel ... | 7/13/2009 3:04 PM  |
| budget_2010DT1          | 15 KB | Text Document              | 7/13/2009 2:15 PM  |
| budget_2010DT1          | 80 KB | Microsoft Office Excel ... | 7/13/2009 2:14 PM  |
| budget_DEPT_01          | 80 KB | Microsoft Office Excel ... | 7/13/2009 1:15 PM  |
| budget_DEPT_45          | 37 KB | Microsoft Office Excel ... | 9/11/2008 4:04 PM  |

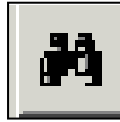
## ACS Web Site:



Depending on your internet access and program structure, your next Toolbar option is the ACS WEB SITE "button". This option will take you directly to [www.acsmaster.com](http://www.acsmaster.com)

## Application Computer Systems, Inc. Navigation

### SpeedSearch:



To access our SpeedSearch function, you will select the Binoculars button. Once selected, you will choose from the following options: Lookup, Accounting, Distribution, Service Repair, Executive Summary, and System. For a detailed explanation, please see the SpeedSearch section of your installation manual.

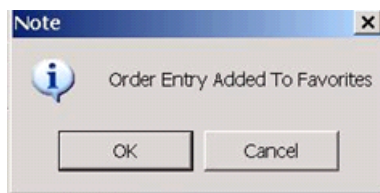
### Favorites Add/Remove:



Located in the Drop-Down Menu explanation of this section, you will find information regarding the FAVORITES Drop-Down Menu options. This option gives the user quick and easy access to the tasks they perform the most often.

The Favorites Add/Remove button allows you to determine what functions will be included in your FAVORITES menu.

Simply open the function you wish to add, Order Entry. Once the order entry screen is open, select your Favorites Add/Remove button and you will receive the following message:



### **IT WILL NOW BE NECESSARY TO LOG OUT OF YOUR ACS/MASTER SOFTWARE.**

For the change to be updated, it will be necessary to log off and log back on again.

To remove a function: select the option from your FAVORITES menu; when the option is open on your screen you will select your Favorites Add/Remove button. You will receive a message saying the task has been removed.

### **IT WILL NOW BE NECESSARY TO LOG OUT OF YOUR ACS/MASTER SOFTWARE.**

For the change to be updated, it will be necessary to log off and log back on again.

# Application Computer Systems, Inc. Navigation

## About this Task:



This option provides system information pertaining to the function you are in when you select the ? button. While in Order Entry we can determine the following information:

The screenshot shows a dialog box titled "About This Task (ACS MASTER 8.0)". The dialog box is divided into several sections:

- Program Information:** Program Name: ope\_dc.bbx, Order Entry/Ribbon; Application: OP, Order/Invoice Processing.
- Runtime Information:** Firm ID: 01, ACS MASTER 8.0; Parameters: ope\_da.bbx, MENU=mb\_menu,TOOLBAR=tb\_header; Menu/Task: op\_proces01, Order Entry.
- Session Information:** Process ID: T002, Dates: 07/23/09, 07/23/09, User: ACS, Security: 9, Printer: Po, Font: 1.

Callouts highlight the following information:

- Program and Application information:** Points to the Program Name and Application fields.
- ACS/MASTER 8.0:** Points to the title bar.
- Firm/Company 01 Menu/Task Order Entry:** Points to the Firm ID and Menu/Task fields.
- User/ACS Security level 9 Printer Selected Po:** Points to the Session Information fields.

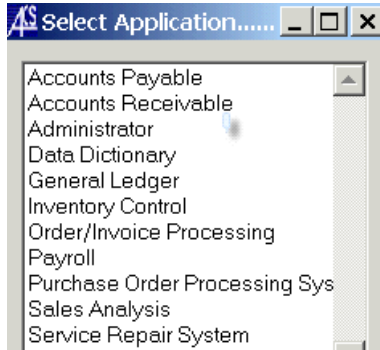
Buttons: OK, v8.0, syc\_ac, Char, Po-1.

## Help:

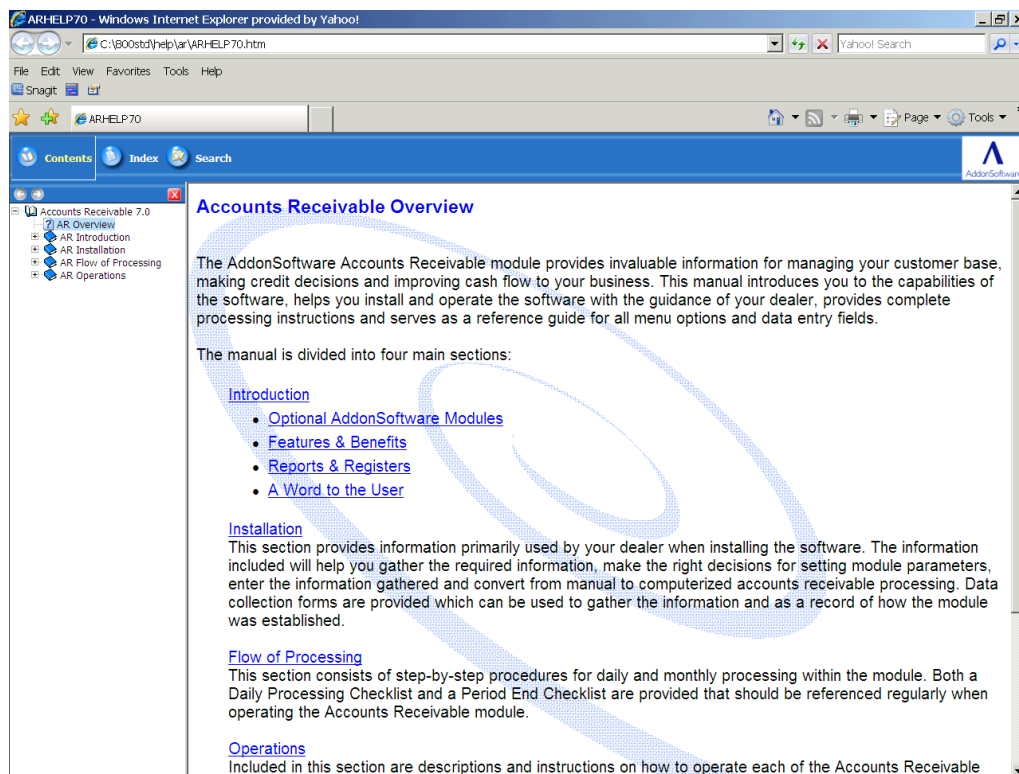


Upon selecting the Help button, you will see the following display:

# Application Computer Systems, Inc. Navigation



From this list of options select the module you have questions about. If your work station has Internet access, you will be taken to the online Help feature.



From this site you can review the installation manual Contents, search using the Indexing feature and perform word or phrase Searches.

# Application Computer Systems, Inc. Navigation

The screenshot displays the Accounts Receivable 7.0 navigation interface. On the left is a tree view with the following structure:

- Accounts Receivable 7.0
  - AR Overview
  - AR Introduction
  - AR Installation
  - AR Flow of Processing
  - AR Operations
    - AR Operations Overview
    - Accounts Receivable Main Menu
    - Simple Invoice Entry
    - Simple Invoice Printing
    - Simple Invoice Register
    - Cash Receipts Entry
    - Cash Receipts Register
    - Aging Report
    - Aging Analysis Report
    - Age Accounts Receivable Transactions
    - Accounts Receivable Reports
      - Period-End Processing
        - Period-End Processing
        - Finance Charge Creation
        - Finance Charge Entry
        - Finance Charge Register
        - Customer Statements
        - Monthly Cash Receipts Journal
        - Monthly Cash Receipts Journal Pu
        - Customer Ranking Report
        - Zero Balance Invoice Report and I
        - Period-End Update
      - Accounts Receivable Maintenance
      - Accounts Receivable Utilities

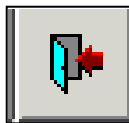
In the center, a search box is active with the text "Type in the keyword to find:" and the input "Period". Below the search box, a list of search results is displayed:

- Period
- Posting
- Cash Receipts
- Printing Customer Statements
- Parameters
- Printing:Aging Report
- Customer Labels
- Hard Copy
- Simple Invoices
- Profile Information
- Purge:Monthly Cash Receipts
- Zero Balance Invoice
- Zero Balance Invoices
- Ranking Methods
- Ranking Types
- Ranking:Customer
- Rebuild Cross
- Registers:Conversion Invoice
- Features
- Finance Charge
- Invoice Date Modification
- Registration
- Report Sequence
- Reports:Aging Analysis Report
- Aging Report
- Customer Cross
- Customer Label Printing
- Customer Ranking
- Features
- Parameters
- Zero Balance Invoice

On the right, another search box is active with the text "Type in the word(s) to search for:" and the input "Cash receipts". Below it, a list of search results is displayed:

- Accounts Receivable Information Checklist
- Accounts Receivable Parameters
- Aging and Sales Summary
- Applying Credit Memos to Open Invoices
- AR Distribution Information
- Bank Reconciliation
- Batch Processing
- Cash Receipts
- Cash Receipts Code Maintenance
- Cash Receipts Codes
- Cash Receipts Codes
- Cash Receipts Entry
- Cash Receipts Register
- Conversion Invoice Entry
- Defining Accounts Receivable Codes
- Deleting Monthly Cash Receipts Records
- Distribution Code Maintenance
- Distribution Codes
- Entering Cash Receipts
- Entering the Information
- Features and Benefits
- Finance Charge Entry
- Flow of Daily Processing
- General Ledger Accounts
- General Ledger Chart of Accounts
- Handling Checks with Non-sufficient Funds
- Invoice Date Modification Entry
- Invoice Modification
- Monthly Cash Receipts Journal
- Monthly Cash Receipts Journal Purge

## Exit this Task:



When this option is used, it will close or exit the process/screen you are in and return you to the previous screen. If you are at the main menu, it will log you out of ACS/MASTER.