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

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.
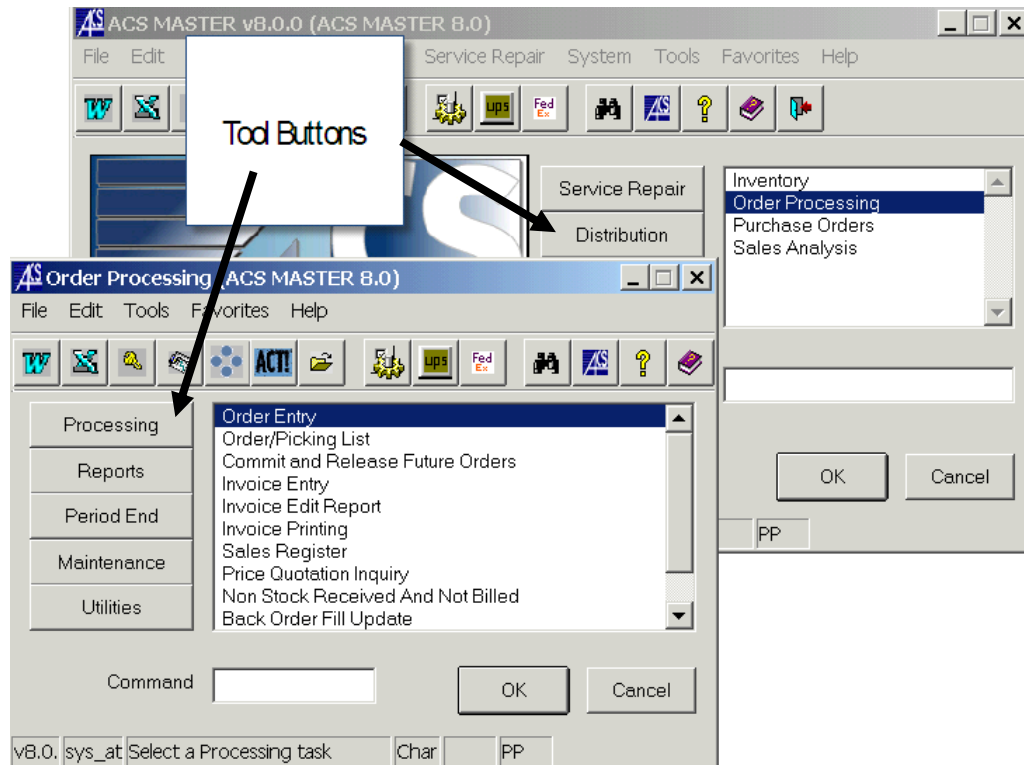

A new set of **Tool Buttons** is now available:
Processing, Reports, Period End, Maintenance and Utilities

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.
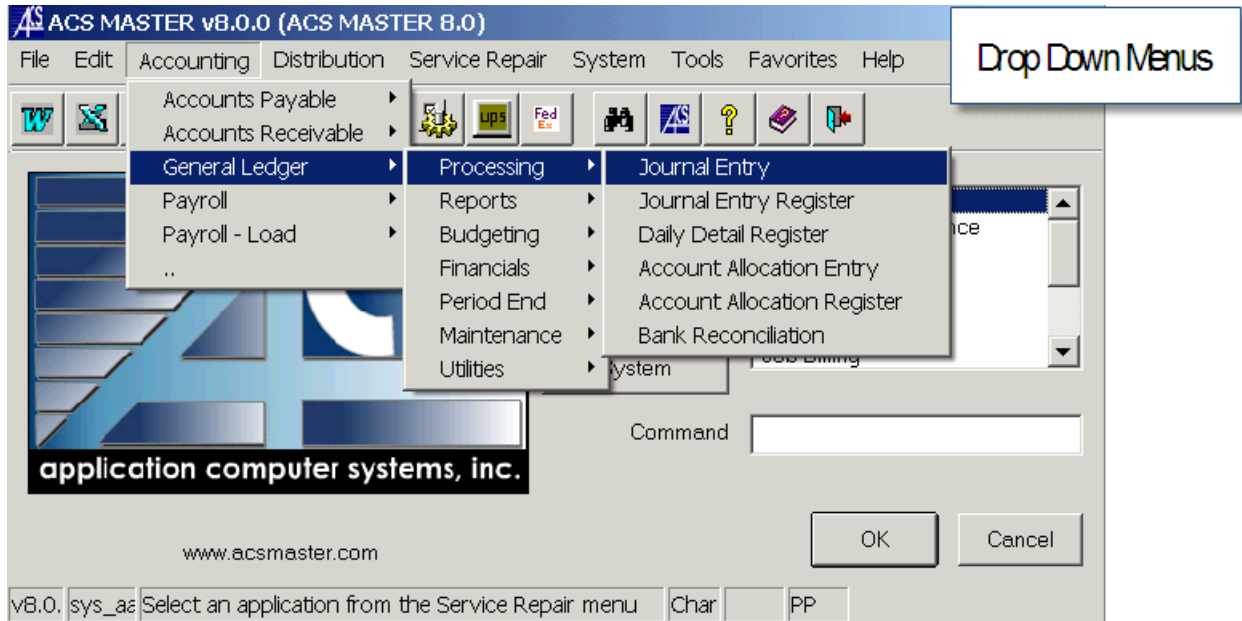
Drop Down Menus

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 is 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.

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 curser/arrow and hover over each button your system will display each feature.

About This Task

Archive Folder   **ACS Web Site**   **Speed Search** **Favorites**   **Help**   **Exit**
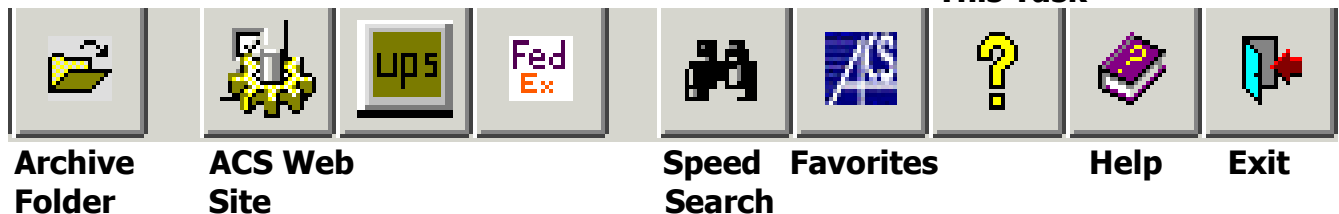
Seven of these options will be covered in detail in the next section.

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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.
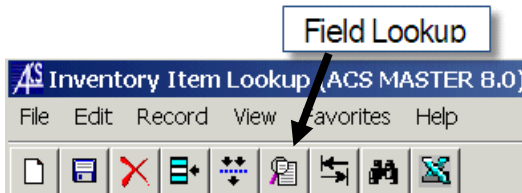
Your final option for field searches is the right button of your mouse. Put your curser in the field you wish to search in and click the right button of your mouse. This will either take you to a list of the field you are searching, or it will display a "pop up" box with further options.
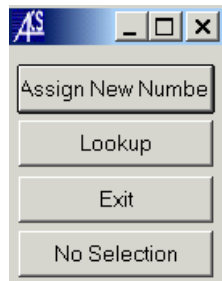
These 3 lookup options may be used in conjunction with the remaining Speedsearch options to obtain the data you seek.

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.

Select	Report Description	Date	Time	Size
☐	Order/Invoice Terminal Maintenance	10/10/06	11:42 AM	1,362
☐	Purchase Requisition Entry	03/04/09	12:51 PM	2,798
☐	Purchase Order Entry	11/19/04	04:37 PM	2,722
☐	Job Entry	06/20/05	10:36 AM	8,996
☐	Item Transaction History Listing	10/31/06	11:32 AM	177,288
☐	Print Order 0001152	06/20/05	10:59 AM	2,812
☐	Quick Delivery Ticket Print	11/15/06	11:21 AM	1,853
☐	Record Layout Listing	11/15/06	03:17 PM	3,763
☐	Purchase Order Receipt Register	11/12/08	11:29 AM	3,068

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 safe 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.

Firm	Name	Help?	Batching?	Interface
01	ACS 7.2.1 STANDARD SYSTEM	Yes	Yes	W
02	AddonSoftware Distribution Company	Yes	Yes	W
05	Mackey Enterprizes	Yes	Yes	W
99	AddonSoftware Consolidation	Yes	No	W
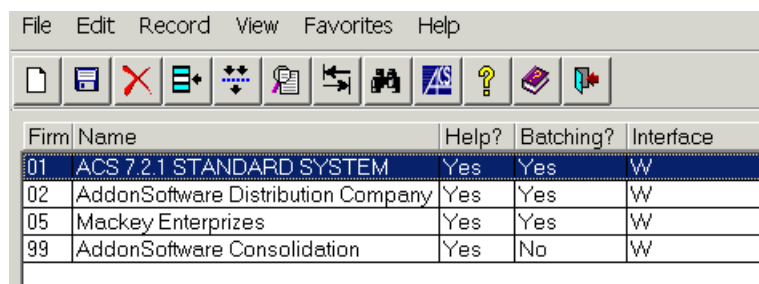
Date: This option allows the user to *temporarily* change the date of the computer they are processing on.
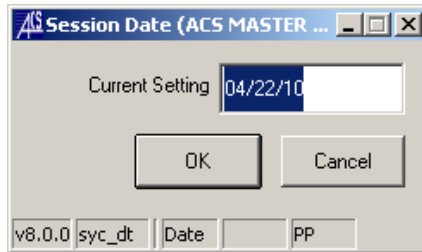
Great care must be taken when using this option.

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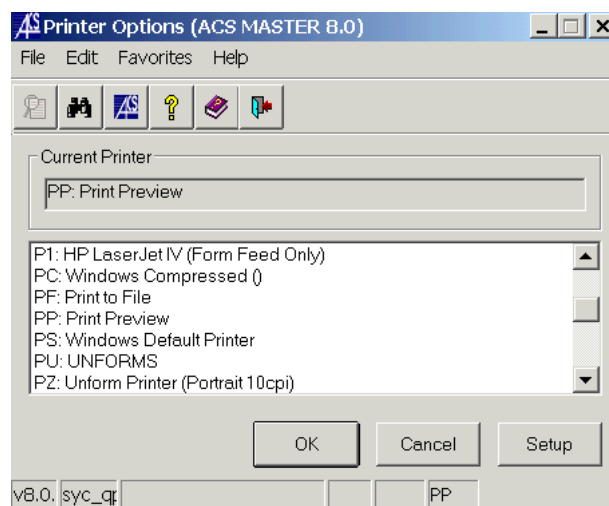
Your system will display the selected printer in the lower right corner of each menu.

It is possible for each menu to have a different Print Option selected

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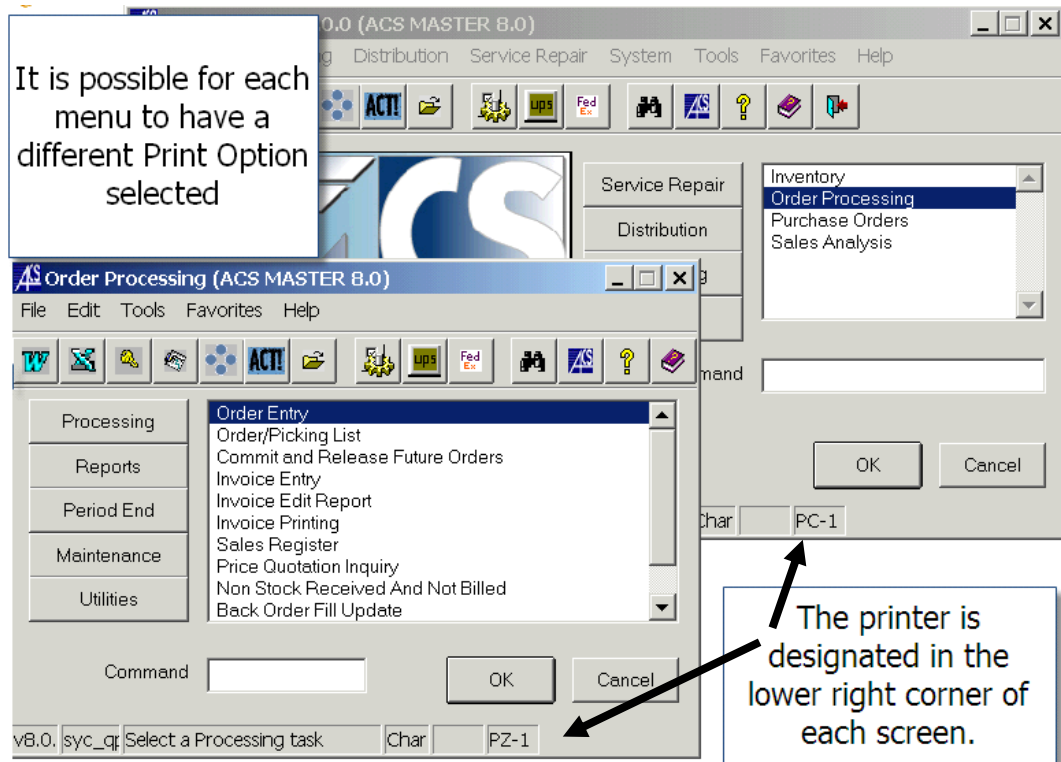
Because different tasks may require the use of different printers, (Check printing, pre-printed Customer Statements or Invoices, Financial Reports, etc.) you have the option of selecting a printer at any time during your processing.

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.

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.

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.

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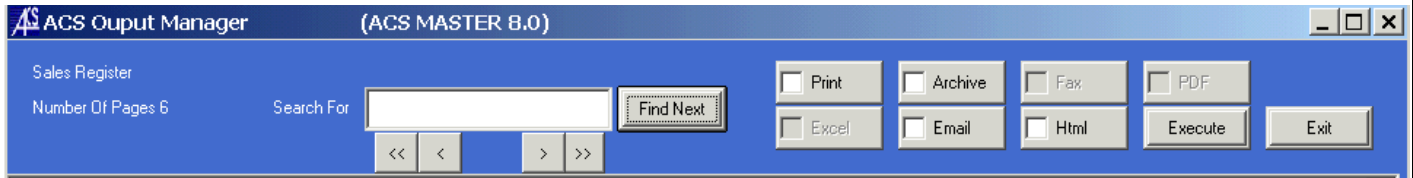
PRINT
Select the Print option if you wish to send your data to an actual system printer.
Upon selecting PRINT you will hit Execute and a Printer Options box will "pop up". Simply select the system printer you wish to use and click OK.

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.*

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
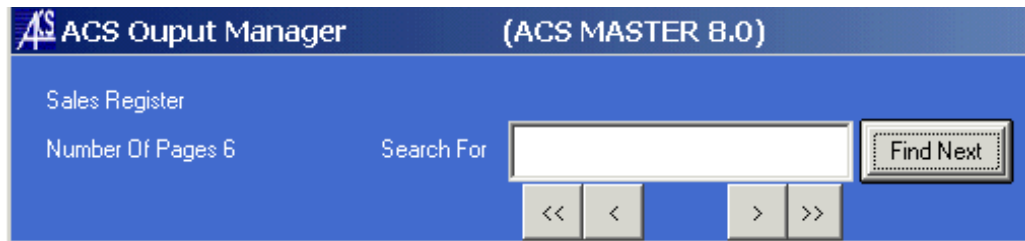
Another very useful option your Output Manager offers is the "find next" feature.
Simply enter the information you want to find in the Search For box and hit FIND NEXT.

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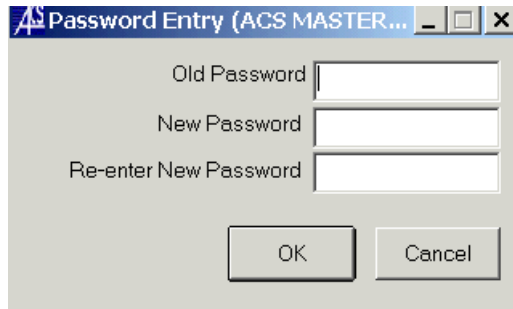
The Output Manager **Paging** options allow you to move quickly through your reports. The single arrow options allow you to move one page at a time

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.

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

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.

Accounting Drop-Down Menu Options
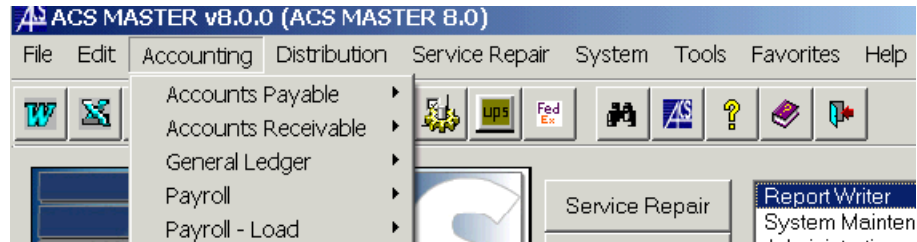
Secondary menus for Accounting Modules include:

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

Distribution Drop-Down Menu Options
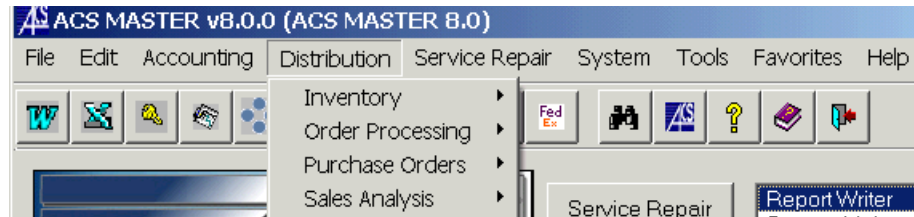
Secondary menus for Distribution Modules include:

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

Service Repair Drop-Down Menu Options
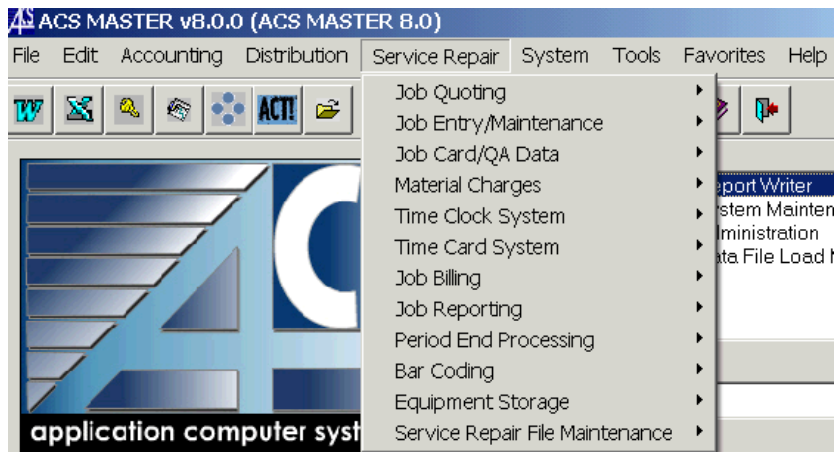
Secondary menus for Service Repair Options include:

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

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.

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

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
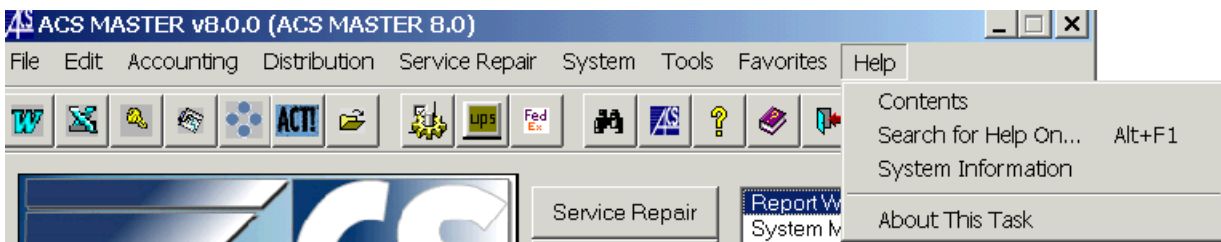
When selecting **Contents or Search for Help On…..**   from your Help menu
Your system will display the Select Application Menu, giving you the ability to select which module you would help with.
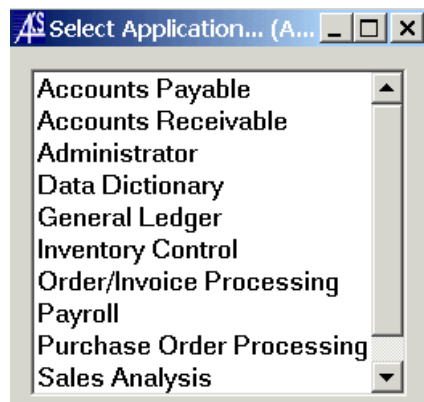
Once a module is selected, **if you have access to the internet**, your system will display the on line help information available for the module you selected. Here you are able to search using Content, Indexing and Word Searches.

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

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.
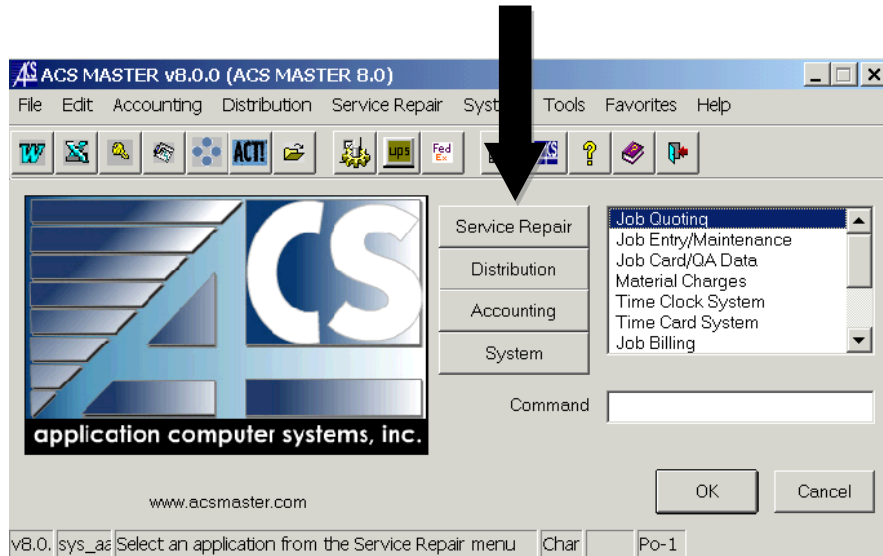
Toolbar

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

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.

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
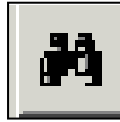
SpeedSearch:

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 FAVIORITES 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 FAVIORITES menu.

Simply open the function your 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:
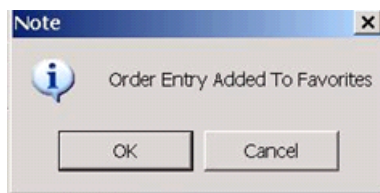
IT WILL NOW BE NECESSARY TO LOG OUT OF YOUR ACS/MASTER SOFTWARE.
For the change to be updated, it will be necessary to log off and log back on again.

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.

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:

Help:

Upon selecting the Help button, you will see the following display:
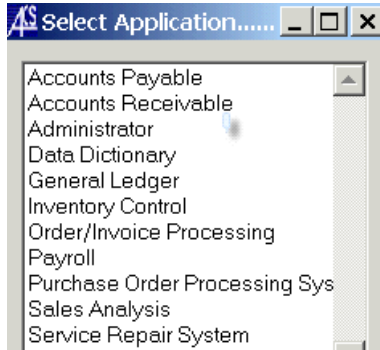
From this list of options select the module you have questions about. If your work station has Internet access, you will be taken to the online Help feature.
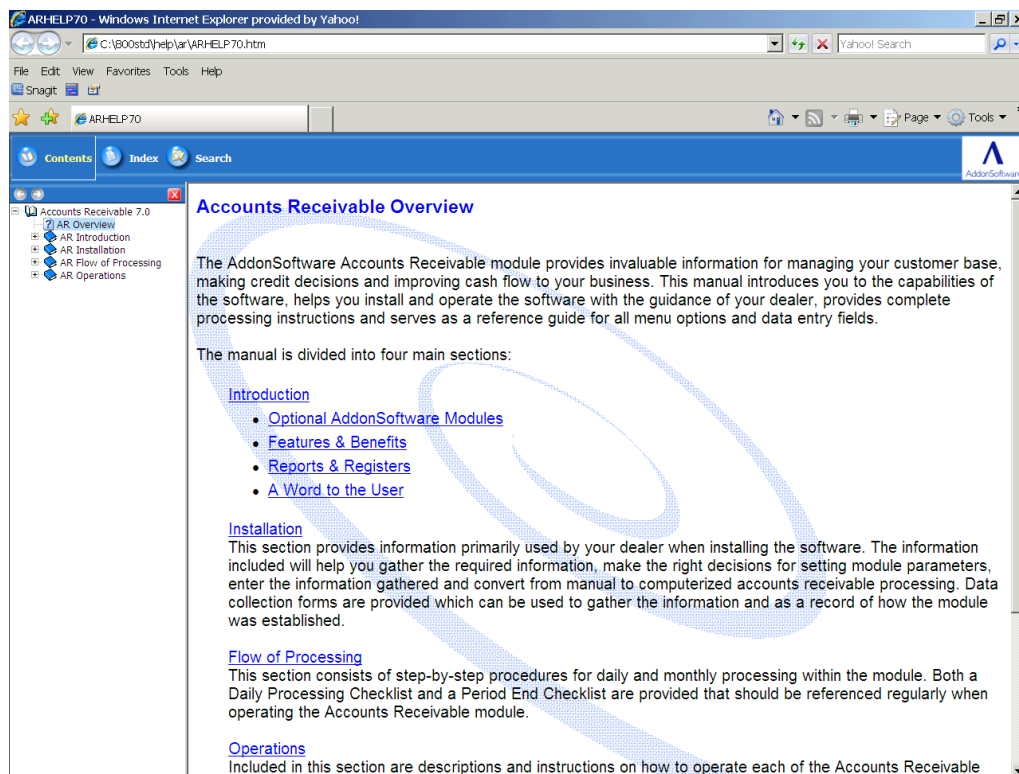
From this site you can review the installation manual Contents, search using the Indexing feature and perform word or phrase Searches.

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.