



SPEEDSEARCH / F3 LOOKUPS

Introduction

This section of the manual will take the user through an overview of the SpeedSearch process and how F3 Lookups are used. We will give the user a basic understanding of where/how to find data; as well as training on the mechanics of the SpeedSearch/F3 Lookup processes and the processing options available once data has been extracted. The steps are as follows:

- A. Conceptual Overview of the system information available through SpeedSearch –**
This step will give you a basic understanding of the SpeedSearch and F3 processes and what they are used for.
- B. Basic Process Training –** This phase of the training will take you through each of your SpeedSearch options and what data can be found in each option. You will also learn how F3 is used to “lookup” specific field data
- C. Data Process Training –** Once you have used SpeedSearch or F3 to find the data you are seeking, we will look “what to do with the data” next.

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Speedsearch and F3 Lookup

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A. CONCEPTUAL OVERVIEW OF SPEEDSEARCH STRUCTURE

SpeedSearch allows the user to access detailed information for Service Repair, Inventory, Order/Invoice Processing, Purchase Orders, Accounts Receivable, Accounts Payable, Sales Analysis and General Ledger without having to access each module directly. The user can access SpeedSearch data *from any screen in the system that you see the **Binoculars** Icon displayed.*

Your **F3** or **Lookup function** is designed to be used within *specific fields* throughout your system. As you move through your ACS/MASTER system there will be *fields* that will allow you to perform a Look up, or to select from a list of information; F3 is designed to be used in these fields.

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B. BASIC PROCESS TRAINING

How to Find Data

In this section we will train the user on how to navigate through the Lookups and Accounting sections of SpeedSearch to find the data they are looking for. You will find a brief explanation for each of the remaining sections and the information available through these searches.

We will also learn how to use the F3/Field Look Up option to select data in specific fields.

What will be covered in this section:

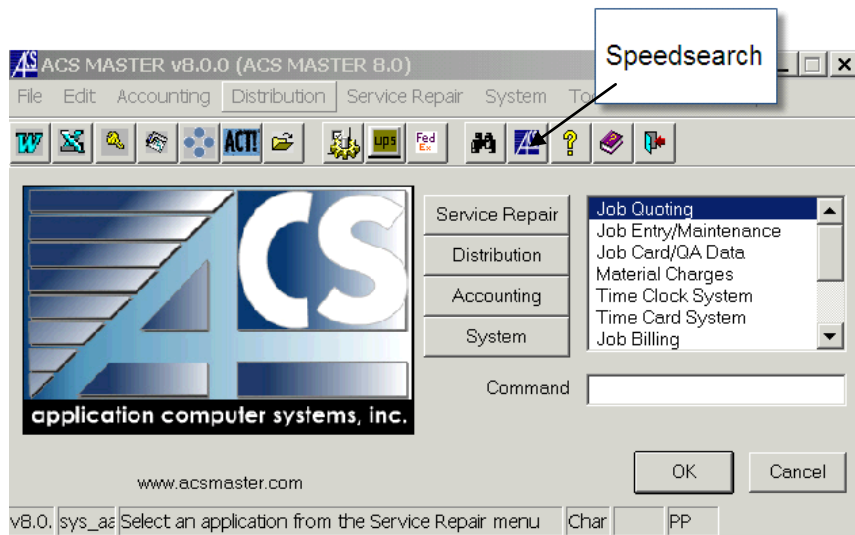
1. Lookups
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2. F3 / Field Lookup
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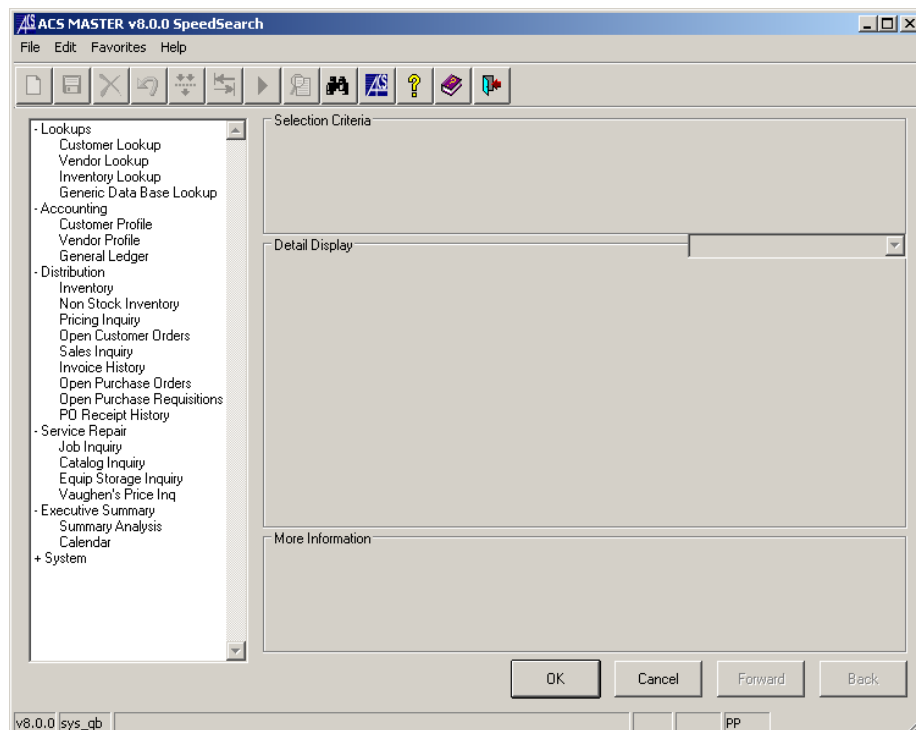
How to Find Data: SpeedSearch

When working in ACS/MASTER, you will see small boxes or ICONS displayed across the top of each menu. Locate and let your mouse hover over the Binoculars ICON, this is SpeedSearch.

To select SpeedSearch, click once on your Binoculars ICON



Exactly which SpeedSearch options you will see will be determined by the security settings that have been chosen by your System Administrator.



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LOOKUPS will give you access to:
Customer Lookup
Vendor Lookup
Inventory Lookup
Generic Data Base Look Up

Customer Lookup

Upon selecting **Customer Lookup**, your system will take you to a complete listing of all Account Receivable Customers and your cursor will be placed in the START WITH field at the top of your screen.

Customer	Name	Alternate Sequence	Address Line 1	Address Line 2	City	Stat	Zip/Postal Co	Slm	Cr
000099	tester customer	tester cus	for	bbdict processing					AVJ
000100	Everest Industries	EVEREST	123 Main St	Suite 111	San Bernardino	CA	93121-0000	JDF	Mr
000200	Industrial Products	INDUSTRIAL	Market Plaza	30021 Redhill Ave	Tustin	CA	93002-0000	KMN	Rc
000300	Taylor Manufacturing	TAYLOR	1817 Augusta Circle	Unit 412	San Juan Capistrano	CA	92481	JDF	Mr
000400	Santa Monica Water Dept	SANTA	3481 Sunset Boulevard		Santa Monica	CA	91741	AVJ	Mr
000500	Ron Anderson And Comp	ANDERSON	17 Old Post Road		Palm Springs	CA	92419	KMN	All
000600	Valley Irrigation Systems	VALLEY	917 Ventura Boulevard		Sherman Oaks	CA	91619	AVJ	La
000700	Douglas Erickson & Comp	DOUGLAS	1893 Monterey Court		Chula Vista	CA	95523	JDF	Ev
000800	Trident Industries	TRIDENT	781 Valencia Boulevard		Fullerton	CA	92516	JDF	Pe
000900	Orange Coast Juice Co.	ORANGE	9993 Pacific Coast Hwy		Corona Del Mar	CA	92844	KMN	Be
001000	Mile High Brewery	MILE	9833 Main Street		Lake Arrowhead	CA	92547	JDF	W
001001	Baker And Harrison	BAKER AND	21300 North Trim Way	Suite 128	Seattle	WA	98004	JDF	Ar
001002	Robinson Enterprises	ROBINSON	5883 Gulliver Lane		San Diego	CA	94334	JDF	Mr
001954	Test Customer	Test Custo	1111 Any street		Any City	KS	67208	JDF	
002000	TRINITY RIVER AUTHORITY		1430 MALLOY BRIDGE		FERRIS	TX	75125	AVJ	SA
002001	hayes inc	hayes inc						AVJ	
009999	ACS, Inc.	ZZADD+ON S	Misc Cash Receipts					JDF	Se
099999	Test customer	Test custo	address		city	ks	67208	JDF	
987987	Test Customer	Test Custo	123 any where		Any Town	KS	67208	JDF	

It is possible to SORT this information by clicking on any header field.

EXAMPLE: Clicking once on the Alternate Sequence header will sort the all data based on the information in this field. One click sorts it alphabetically; clicking it again will reverse the sort sequence.

The START WITH field will allow you to search for specific customers by entering the first few characters of the customer name in the Start With field and then clicking once on the NAME header. This will sort all of your customers by name beginning with the characters that you entered.

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Similarly you can enter a few characters of the customer number and click once on the CUSTOMER field to sort by customer number. This process can be repeated in any of the columns displayed.

NOTE: As you begin to navigate through your system, you will see information that will be "color coded". In this case you will see customers that are inactive displayed in red, customers on credit hold displayed in blue and customer containing customer notes displayed in green. The legend for this process is located in the left lower corner of your screen.

Click once on the customer you wish to select.

Now you have multiple options:

Selecting the drop down arrow in the upper right corner of the screen will display further "drill down" options that you may select from:

You will select an option by clicking on it once.

Open Customer Orders
Ship-To Display
Comment Display
Customer Note Display

Customer	Name	Alternate Sequence	Address Line 1	Address Line 2	City	State	Zip/Postal Co	Slm	C
0	000099	tester customer	tester cus	for	lbdidct processing			AVJ	
1	000100	Everest Industries	EVEREST	123 Main St	Suite 111	San Bernardino	CA 93121-0000	JDF	Mi
2	000200	Industrial Products	INDUSTRIAL	Market Plaza	30021 Redhill Ave	Tustin	CA 93002-0000	KMN	Rc
3	000300	Taylor Manufacturing	TAYLOR	1817 Augusta Circle	Unit 412	San Juan Capistrano	CA 92481	JDF	Mk
4	000400	Santa Monica Water Dept	SANTA	3481 Sunset Boulevard		Santa Monica	CA 91741	AVJ	Mi
5	000500	Ron Anderson And Comp	ANDERSON	17 Old Post Road		Palm Springs	CA 92419	KMN	All
6	000600	Valley Irrigation Systems	VALLEY	917 Ventura Boulevard		Sherman Oaks	CA 91619	AVJ	La
7	000700	Douglas Erickson & Comp	DOUGLAS	1893 Monterey Court		Chula Vista	CA 95523	JDF	Ev
8	000800	Trident Industries	TRIDENT	781 Valencia Boulevard		Fullerton	CA 92516	JDF	Pe
9	000900	Orange Coast Juice Co.	ORANGE	9993 Pacific Coast Hwy		Corona Del Mar	CA 92844	KMN	Be
10	001000	Mile High Brewery	MILE	9833 Main Street		Lake Arrowhead	CA 92547	JDF	W
11	001001	Baker And Harrison	BAKER AND	21300 North Trim Way	Suite 128	Seattle	WA 98004	JDF	Ar
12	001002	Robinson Enterprises	ROBINSON	5883 Guliver Lane		San Diego	CA 94334	JDF	Mi
13	001954	Test Customer	Test Custo	1111 Any street		Any City	KS 67208	JDF	
14	002000	TRINITY RIVER AUTHOR		1430 MALLOY BRIDGE		FERRIS	TX 75125	AVJ	SA
15	002001	hayes inc	hayes inc					AVJ	
16	009999	ACS, Inc.	ZZADD+ON S	Misc Cash Receipts				JDF	Se
17	099999	Test customer	Test custo	address		city	ks 67208	JDF	
18	987987	Test Customer	Test Custo	123 any where		Any Town	KS 67208	JDF	

Filter: OFF 20 Records

Ship-To Open Order Invoice Hist Customer OK Cancel

Inactive Credit Hold Notes

There are further look up options available to you using the buttons at the bottom of your screen.

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Selecting Customer 100 we click once on the Open Customer Orders option from the drop down menu:

- Your system then displays all Open Orders for the selected customer
- This display give you further "drop down" options to choose from
- This display will also indicate any Sales Order that contain notes

Order#	Type	ShipTo	Slp	PO#	Ship Via	By	Ord Date	Ship Date	Credit	Order Cost	Ship Total	Order Total	der GP%	Tax	Freight	Ship
0001152	Invoice	000001	JDP	PO1234	UPS GCD	+ON	03/15/04	03/25/04	Releasec	6,592.22	12,227.90	14,334.90	54.01	0.00	0.00	Nort
0001153	Invoice	000099	JDP	P1453-22-25	CUSTOMER	+ON	03/15/04	03/25/04	Releasec	1,065.87	0.00	1,443.50	26.16	0.00	0.00	PLA
0001156				CSH	UPS GCD	+ON	03/15/04	03/25/04	Releasec	422.00	508.37	508.37	18.99	9.50	0.00	Ever
0001157	Quote			AVJ	UPS GCD	+ON	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0001158				100	UPS GCD	+ON	03/15/04	03/25/04	Releasec	334.89	531.62	531.62	37.01	31.90	0.00	Ever
0002010		000001	JDP		UPS GCD	+ON	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002011		000001	JDP		UPS GCD	+ON	03/15/04	03/25/04	Releasec	250.00	375.00	375.00	33.33	0.00	0.00	Nort
0002012		000002	JDP		UPS GCD	+ON	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002013		000002	JDP		UPS GCD	+ON	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002016		000002	JDP		UPS GCD	+ON	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002020		000002	JDP		UPS GCD	+ON	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002021		000002	JDP		UPS GCD	+ON	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002023			JDP		UPS GCD	ACS	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002025		000001	JDP		UPS GCD	ACS	03/15/04	03/25/04		614.61	798.99	798.99	23.08	0.00	0.00	Ever
0002026		000002	JDP		UPS GCD	ACS	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002027		000003	JDP		UPS GCD	ACS	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002029		000002	JDP	12345	UPS GCD	ACS	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002030		000002	JDP		UPS GCD	ACS	05/26/04	08/05/04		0.00	0.00	0.00		0.00	0.00	Ever
0002033		000002	JDP		UPS GCD	ACS	05/27/04	06/06/04	Hold	204.87	266.07	266.07	23.00	14.37	0.00	Ever
0002034	Invoice	000002	JDP		UPS GCD	ACS	06/08/04	06/18/04		333.26	650.00	650.00	48.73	35.10	0.00	Ever
0002035			JDP		UPS GCD	ACS	10/04/04	10/14/04	Hold	73.25	110.00	110.00	33.41	5.94	0.00	Ever
0002036			JDP		UPS GCD	ACS	10/04/04	10/14/04		0.00	0.00	0.00		0.00	0.00	Ever
0002037		000005	JDP		UPS GCD	+ON	10/04/04	10/14/04		850.00	1,105.00	1,105.00	23.08	0.00	0.00	Ever
0002038		000002	JDP	1234567	UPS GCD	ACS	10/04/04	10/14/04	Hold	73.25	110.00	110.00	33.41	5.94	0.00	Ever
0002039		000002	JDP	12389765	UPS GCD	ACS	10/04/04	10/14/04	Hold	73.25	110.00	110.00	33.41	5.94	0.00	Ever
0002040		000002	JDP	7038270	UPS GCD	ACS	10/04/04	10/14/04	Hold	1,486.14	1,865.00	2,365.00	37.16	59.67	0.00	Ever
0002041		000002	JDP		UPS GCD	ACS	10/26/04	11/05/04		204.87	266.33	266.33	23.08	14.38	0.00	Ever
0002042		000001	JDP		UPS GCD	ACS	11/15/04	11/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0002043			JDP		UPS GCD	ACS	11/18/04	11/28/04	Releasec	204.87	266.33	266.33	23.08	14.38	0.00	Ever

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Clicking once on a specific order and selecting Display Order Detail will give you the Order Detail information as well as new "drill down" options.

Customer: 000100
Name: Everest Industries
Ship To: 000001
Ship To: North Roads Division
Order#: 0001152
Ship Date: 03/25/04

PO#: PO1234
Rel#:
Ship Via: UPS GCD
Salesperson: Judy D. Peterson
Terms: 2% 10 Days - Net 30
Type: Invoice

Display Order Detail
Display Order Ribbon Data
Display Order Image
Display Invoices For Order
Order Note Display

Seq	Ld	V	Wh	Item	Description	Ordered	Back Ord	Shipped	Unit Cost	Unit Price	Ship Total	Order Total	Order GP%	Vendor	PO Number	DS
080	N	01	100		TEST	2	0	2	1.00	204.70	409.40	409.40	51.25			No
120	N	01	T2		TEST	3	0	3	1,759.74	3610.00	10,830.00	10,830.00	51.25			No
153	S	01	1100		CYLINDER	1	0	1	4.50	5.30	5.30	5.30	15.09			No
163	S	01	E931		3PH 10HP 1800RPM 215T OPEN HE General E	1	1	0	333.26	650.00	0.00	650.00	48.73			No
173	S	01	100		3PH 1HP 1755RPM 56H TEFC RBASE A.O SM	1	1	0	204.87	750.00	0.00	750.00	72.68			No
183	S	01	100		3PH 1HP 1755RPM 56H TEFC RBASE A.O SM	1	1	0	204.87	350.00	0.00	350.00	41.47			No
193	S	01	6313ZZ		Bearing	1	0	1	73.63	283.20	283.20	283.20	74.00			No
203	S	01	100		3PH 1HP 1755RPM 56H TEFC RBASE A.O SM	1	0	1	204.87	700.00	700.00	700.00	70.73			No
213	N	01	458123578		5PH 15HP 1800RPM 215Y	1	1	0	285.00	357.00	0.00	357.00	20.17	000100	0002178-010	No
Totals						12	4	8	6,592.22		12,227.90	14,334.90	54.01			
Discount												1,222.79-				
Tax Amount												0.00				
Freight												0.00				

Order Notes

As you select each new drill down option your system will display the requested information along with any further drill down options available.

NOTE: There are no "limits" as to how many "Drill Down" options/screens you have open per query. This function will be treated as one user session regardless of how many "drill down" screens you open.

NOTE: Click the "X" button in the upper right corner of your SpeedSearch screens to close each display window.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Customer Lookup Drop-Down Menu Options

Because each SpeedSearch option can have further drop down menus, the following section will provide an overview of the drop down options available in each Customer Lookup screen.

Customer	Name	Alternate Sequence	Address Line 1	Address Line 2	City	State	Zip/Postal Co	Sln	Cr
0	000099	tester customer	tester cus	for	bbdict processing			AVJ	
1	000100	Everest Industries	EVEREST	123 Main St	Suite 111	San Bernardino	CA 93121-0000	JDF	M
2	000200	Industrial Products	INDUSTRIAL	Market Plaza	30021 Redhill Ave	Tustin	CA 93002-0000	KMN	Rc
3	000300	Taylor Manufacturing	TAYLOR	1817 Augusta Circle	Unit 412	San Juan Capistrano	CA 92481	JDF	Mc
4	000400	Santa Monica Water Depo	SANTA	3481 Sunset Boulevard		Santa Monica	CA 91741	AVJ	M

From Customer Lookup the following screen are available:

Open Customer Orders

Order#	Type	ShipTo	Sln	PO#	Ship Via	By	Ord Date	Ship Date	Credit	Order Cost	Ship Total	Order Total	Order GP%	Tax	Freight	Ship
0001152	Invoice	000001	JDP	PO1234	UPS GCD	+ON	03/15/04	03/25/04	Release	6,592.22	12,227.90	14,334.90	54.01	0.00	0.00	North
0001153	Invoice	000099	JDP	P1453-22-25	CUSTOMER	+ON	03/15/04	03/25/04	Release	1,065.87	0.00	1,443.50	28.16	0.00	0.00	PLA
0001156			CSH		UPS GCD	+ON	03/15/04	03/25/04	Release	422.00	508.37	508.37	18.99	9.50	0.00	Ever
0001157	Quote		AVJ		UPS GCD	+ON	03/15/04	03/25/04		0.00	0.00	0.00		0.00	0.00	Ever
0001158			100		UPS GCD	+ON	03/15/04	03/25/04	Release	334.89	531.62	531.62	37.01	31.90	0.00	Ever

Customer Ship-To Display

Customer	Name	Address
000100	Everest Industries	403 Old Towne Road Baltimore, MD 48833

Number	Ship-To Name	Contact Name	Phone#	Ext	Fax#	Sln Name
000001	North Roads Division	Mr. Tom Charles	(212) 954-4333	0043	000 0000	JDF Judy D. Peterson
000002	Everest Industries	Bill Myers	(412) 850-1000	0100	(412) 850-1010	AVJ Andrew V. Johnson
000003	Everest of Canada		000 0000		000 0000	JDF Judy D. Peterson
000004	Everest Industries	Alan Kasel	(914) 124-5124	0014	(914) 124-5111	JDF Judy D. Peterson

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Customer Comment Display

The screenshot shows the 'Customer Comment Display' window for customer 000100 (Everest Industries). The window displays the following information:

- Cust: 000100
- Name: Everest Industries
- Seq Comment:
 - 01 Please Be Sure That Customer Provides A Valid
 - 02 Purchase Order Number With Each Order.

The background table shows a list of customers with columns: Customer, Name, Alternate Sequence, Address Line 1, Address Line 2, City, State, Zip/Postal Code, and SIm. The selected customer is highlighted in blue.

Customer	Name	Alternate Sequence	Address Line 1	Address Line 2	City	State	Zip/Postal Code	SIm
000099	tester customer	tester cus	for	bbdict processing				AVJ
000100	Everest Industries	EVEREST	123 Main St	Suite 111	San Bernardino	CA	93121-0000	JDFM
000200	Industrial Products					CA	93002-0000	KMNR
000300	Taylor Manufacturing				Capistrano	CA	92481	JDFM
000400	Santa Monica Water Dep				ica	CA	91741	AVJM
000500	Ron Anderson And Cor				gs	CA	92419	KMNA
000600	Valley Irrigation System				aks	CA	91619	AVJL
000700	Douglas Erickson & Co					CA	95523	JDFE
000800	Trident Industries					CA	92516	JDFP
000900	Orange Coast Juice Co				l Mar	CA	92844	KMNB
001000	Mile High Brewery				thead	CA	92547	JDFW
001001	Baker And Harrison					WA	98004	JDFAr
001002	Robinson Enterprises					CA	94334	JDFM
001954	Test Customer					KS	67208	JDF
002000	TRINITY RIVER AUTH					TX	75125	AVJSA

Customer Notes Display

The screenshot shows the 'Customer Notes Display' window for customer 000100 (Everest Industries). The window displays the following information:

- Notes for Customer 000100 Everest Industries
- Notes:
 - Customer will not pay invoice without a valid PO# that displays both PO and Dept numbers

The background table is the same as in the previous screenshot, with the selected customer highlighted in blue.

Customer	Name	Alternate Sequence	Address Line 1	Address Line 2	City	State	Zip/Postal Code	SIm
000099	tester customer	tester cus	for	bbdict processing				AVJ
000100	Everest Industries	EVEREST	123 Main St	Suite 111	San Bernardino	CA	93121-0000	JDFM
000200	Industrial Products					CA	93002-0000	KMNR
000300	Taylor Manufacturing				Capistrano	CA	92481	JDFM
000400	Santa Monica Water Dep				ica	CA	91741	AVJM
000500	Ron Anderson And Comp				gs	CA	92419	KMNA
000600	Valley Irrigation Systems				aks	CA	91619	AVJL
000700	Douglas Erickson & Comp					CA	95523	JDFE
000800	Trident Industries					CA	92516	JDFP
000900	Orange Coast Juice Co.				ar	CA	92844	KMNB
001000	Mile High Brewery				ead	CA	92547	JDFW
001001	Baker And Harrison					WA	98004	JDFAr
001002	Robinson Enterprises					CA	94334	JDFM
001954	Test Customer					KS	67208	JDF
002000	TRINITY RIVER AUTH					TX	75125	AVJSA

Remember: Each subsequent menu may have further "drop down" options.

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Vendor Lookup

As with your Customer Lookup option, upon selecting **Vendor Lookup**, your system will take you to a complete listing of all Account Payable Vendors and your cursor will be placed in the START WITH field at the top of your screen.

Your system will allow you to SORT the information grid by clicking on any of your column header options. **EXAMPLE:** Clicking once on the Alternate Sequence header will sort the all data based on the information in this field. One click sorts it alphabetically; clicking it again will reverse the sort sequence.

The START WITH field will allow you to search for specific vendors by entering the first few characters of the vendor name in the Start With field and then clicking once on the NAME header. This will sort all of your vendors by name beginning with the characters that you entered. Similarly you can enter a few characters of the vendor number and click once on the Vendor field to sort by vendor number. This process can be repeated in any of the columns displayed.

Vendor Lookup (ACS MASTER 8.0)

File Edit Record View Favorites Help

Start With Open Purchase Orders

Vendor	Name	Alternate Sequence	Address Line 1	Address Line 2	City	State	Zip/Postal Code	Contact Name
000100	E.I.S.	HOLDEN	40023 Ridgeway Drive		Lake Forest	CA	92656-0000	Robert War
000150	Baldor Electric Company	Baldor Ele	5711 South 7th Street		Fort Smith	AK	72901	James Fow
000200	Reliance Electric	RELIANCE	402-C Airport Loop		Costa Mesa	CA	92626	Tom Jacks
000300	EBARA INTERNATIONAL CO	CLARK	173 MacArthur Blvd.	Suite E	Newport Beach	CA	92660	Ms. Betty M
000400	Atlas Metalworks	ATLAS	4003 Redhill Ave.	Suite 4300	Los Angeles	CA	90065	Victor Ande
000500	Pacific Bell	PACIFIC	8438 Jefferson Blvd.	P.O. Box 439	Carson	CA	92332	Customer S
000600	United Parcel Service	UNITED	3495 Willow Circle	P.O. Box 3002	Santa Ana	CA	02676	Donald Mor
000700	American Independent Ins	AMERICAN	9293 Riverside Drive	Suite 240	San Francisco	CA	94115	William Fish
000800	Grainger	GRAINGER	4933 E. Washington A	Building 491	Phoenix	AZ	85016	Randy Park
000805	TEST COMPANY	TEST COMPA	123 ANY SREET		ANY TOWN	KS	67208	JOE SMITH
000900	Anderson & Taylor Adverti	ANDERSON	11783 Hawthorne Blvd		Torrance	CA	91638	Bob Anders
001000	Essex Brownell	ESSEX	3288 La Mesa Trail		Mission Viejo	CA	91741-0000	Terry Eriksc
001100	Tyler & Davis Painting	TYLER	9177 Pacific Coast Hw		Corona Del Me	CA	92371-0000	Brian Davis
001200	United States Post Office	UNITED	837 Crown Valley Park		Mission Viejo	CA	92691	
001300	Southern California Edison	SOUTHERN	7164 El Camino Real		Tustin	CA	92680	Ronald Bixt
001400	Western Supply	WESTERN	7811 Bristol Street		Santa Ana	CA	92707-0000	Alex Spullm
001500	Perked Hot Coffee	PERKED	212 Buckstar Way		Portland	OR	97229-5367	Fran
002000	E.I.S.	ESSEX	Magnet Wire & Insul.	P.O. Box 1510	Fort Wayne	IN	46801-1510	James Gree
003000	Genral Electric Company	GENERAL	Drive Motor & Genratt	3001 East Lake R	Erie	PA	16531	Mason Harr

Filter: OFF 20 Records

Inactive Notes

PO History PO Number Vendor OK Cancel

Here your vendor color coding options include Inactive Vendors and Vendor with Notes

Application Computer Systems, Inc. Speedsearch and F3 Lookup

As with your Customer Lookup, once you have selected a Vendor, you can select from the options available through the drop down arrow in the upper right corner of the screen OR the additional buttons at the bottom of the screen.

Selecting Vendor 150 we click once on the Open Purchase Order option from the drop down menu:

- Your system then displays all open Purchase Orders for this vendor.
- This display will give you further drop down options to choose from.
- The color coding includes Purchase Orders containing notes.

PO#	Wh	Pa	Ordered	Required	Promised	DS	Cust#	Order#	PO Total	Frght Trms	Ship Via	FOB	Acknowledge	Ordered By
0001003	01		09/06/08	09/06/08		No			308.00	Prepaid	UPS	WAREHOUSE		ACS
0002098	01		09/06/00	09/06/00		No			453.77		UPS			
0002114	01		03/06/97	03/06/97		No			1,015.12		UPS			ACS
0002115	01		09/08/05	09/18/05		No			100.00	Prepaid	UPS	Your Warehouse		ACS
0002124	01		09/10/08	09/10/08		No			8,950.00	Prepaid	UPS	WAREHOUSE		ACS
0002132	01		11/04/08	11/14/08		No			750.00	Prepaid	UPS GCD	WAREHOUSE		ACS
0002133	01		11/04/08	11/14/08		No			1,500.00	Prepaid	UPS GSR	WAREHOUSE		ACS
0002134	01		11/04/08	11/14/08		No			150.00	Prepaid	UPS GCD	WAREHOUSE		ACS
0002137	01		11/04/08	11/14/08		No			850.00	Prepaid	UPS GSR	WAREHOUSE		ACS
0002139	01		11/06/08	11/16/08		No			1,400.00	Prepaid	UPS GCD	WAREHOUSE		
0002140	01		11/06/08	11/16/08		No			850.00	Prepaid	UPS RED ON	WAREHOUSE		ACS
0002141	01		11/12/08	11/12/08		No			50.00	Prepaid	UPS	WAREHOUSE		ACS
0002144	01		11/14/08	11/24/08		Yes	000100	0002117	1,500.00	Prepaid	SHIP UPS G	WAREHOUSE		ACS
0002145	01		11/14/08	11/14/08		No			700.00	Prepaid	UPS	WAREHOUSE		ACS
0002148	01		11/24/08	12/04/08		No			50.00	Prepaid	UPS GCD	WAREHOUSE		
0002156	01		01/20/09	01/30/09		No			1,400.00	Prepaid	UPS GCD	WAREHOUSE		ACS
0002179	01		07/02/09	07/12/09		No			722.00	Prepaid	UPS GCD	WAREHOUSE		
Total									20,748.89					

Vendor Lookup Drop-Down Menu Options

Because each SpeedSearch option can have further drop down menus, the following section will provide an overview of the drop down options available in each Vendor Lookup screen.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

[Open Purchase Orders](#)
[Open Purchase Requisitions](#)
[Purchase Address Display](#)
[Comment Display](#)
[Vendor Note Display](#)

Vendor Lookup (ACS MASTER 8.0)

File Edit Record View Favorites Help

Start With Open Purchase Orders

Vendor	Name	Termate Sequenc	Address Line 1	Address Line 2	City	State	Zip/Postal Co	Contact Na
000100	E.I.S.	HOLDEN	40023 Ridgeway Driv		Lake Forest	CA	92656-0000	Robert War
000150	Baldor Electric Company	Baldor Ele	5711 South 7th Street		Fort Smith	AK	72901	James Fow
000200	Reliance Electric	RELIANCE	402-C Airport Loop		Costa Mesa	CA	92626	Tom Jacks
000300	EBARA INTERNATIONAL C	CLARK	173 MacArthur Blvd.	Suite E	Newport Beach	CA	92660	Ms. Betty M

From Vendor Lookup the following screen are available:

Open Purchase Orders

Open Purchase Orders

Vendor: 000150
Name: Baldor Electric Company

[Display PO Detail](#)
[Display PO Image](#)
[Orig View](#) | [Display PO Detail](#)

PO#	Wh/Pa	Ordered	Required	Promised	DS	Cust#	Order#	PO Total	Frght Trms	Ship Via	FOB	Acknowledge	Ordered By
0001003	01	09/06/08	09/06/08		No			308.00	Prepaid	UPS	WAREHOUSE		ACS
0002098	01	09/06/00	09/06/00		No			453.77		UPS			
0002114	01	03/06/97	03/06/97		No			1,015.12		UPS			ACS
0002115	01	09/08/05	09/18/05		No			100.00	Prepaid	UPS	Your Warehouse		ACS
0002124	01	09/10/08	09/10/08		No			8,950.00	Prepaid	UPS	WAREHOUSE		ACS

Open Purchase Requisitions

Open Purchase Requisitions

Vendor: 000100
Name: E.I.S.

[Display Requisition Detail](#)
[Display Requisition Image](#)
[Orig View](#) | [Display Requisition Detail](#)

Req#	Wh/Pa	Ordered	Required	Promised	DS	Customer	Job/Order#	Req Total	Frght Trms	Ship Via	FOB	Acknowledge	Ordered By
0001044	01	01/22/96	01/22/96		No			3,186.07		UPS			ACS
0001053	01	09/06/08	09/06/08		Yes	000100	J001025	6.37	Prepaid	UPS	WAREHOU		
0001055	01	09/28/08	10/08/08		Yes	000100	0002100	36.00	Prepaid	UPS	WAREHOU		ACS
Total								3,228.44					

Purchase Address Display

Purchase Address Display

Vendor: 000100
Name: E.I.S.

Address: 3400 Saturn Way
City Of Industry, CA 90045

[Orig View](#)

Code	Purchase Address Name	Contact Name	Phone#	Ext	Fax#	FOI	Ship Via
01	E.I.S.	James Clark	(213) 340-0320		(213) 340-0321		
99	E.I.S.		(702) 456-9633		000 0000		

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Comment Display

The screenshot shows the 'Vendor Lookup (ACS MASTER 8.0)' application. A table of vendors is displayed, with a pop-up window titled 'Vendor Comment Display' open over the first vendor, E.I.S. (000100). The pop-up window shows the following details:

Vendor	000100
Name	E.I.S.
Seq Comment	01 Special purchases for this vendor must be reviewed by Jane Caldera in purchasing.
	02 reviewed by Jane Caldera in purchasing.
	03 NO NEXT DAY AIR shipments!

Vendor Note Display

The screenshot shows the 'Vendor Lookup (ACS MASTER 8.0)' application. A table of vendors is displayed, with a pop-up window titled 'Notes' open over the first vendor, E.I.S. (000100). The pop-up window shows the following details:

Notes for	Vendor 000100 E.I.S.
Notes	Request that all shipments come from their WI location.

Remember: Each subsequent menu may have further "drop down" options.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Inventory Lookup

As with your other lookup options, **Inventory Lookup** will display a complete listing of all Inventory items.

As with your other Lookup displays, the Inventory Lookup columns can be used to sort your data by clicking on the column header.

EXAMPLE: Clicking once on the Inventory Item Description header will sort the all data based on the information in this field. One click sorts it alphabetically; clicking it again will reverse the sort sequence.

The START WITH field will allow you to search for specific Inventory Items by entering the first few characters of the item description in the Start With field and then clicking once on the Inventory Item Description header. This will sort all of your items by description beginning with the characters that you entered. Similarly you can enter a few characters of the item number and click once on the Inventory Item Number field to sort by item number. This process can be repeated in any of the columns displayed.

NOTE: the Whse Qty column provides a fast and easy way to search for similar items by description while also determining quantity on hand for each item. This will reflect quantity located in all warehouses.

Inventory Item Number	Inventory Item Description	PT	IT	IC	UOM	P-UOM	Whse Qty	Conv	Weight	Vnd	Open Purchase Orders	Open Purchase Requisitions	Open Customer Orders	Pricing Inquiry	Comment Display
100	3PH 1HP 1755RPM 56H TEFC RBASE A.O	AOS	PUR	B	EA	EA	422.00	1	25.00	00000	0	No	No	Yes	Yes
1000	Motor Length Adapter Drayton	C	PUR	A	PR	EA	122.00	1	25.00	00000	0	No	No	Yes	Yes
1001	3PH 3HP 1755RPM 56H TEFC RBASE	D	PRO	2	EA	EA	33.00	1	25.00	00000	0	No	No	No	No
1002	3PH 4.5 HP 1755RPM 56H TEFC	D	PRO	2	EA	EA	19.00	1	25.00	00000	0	No	No	No	No
1008LU	3PH 5.0 HP 1755RPM 56H TEFC	C	PRO	C	EA	EA	0.00	1	25.00	00000	14	Yes	Yes	Yes	Yes
101	3PH 15HP 1755RPM CB326Y TENV RELIA	A	PUR	A	EA	EA	0.00	1	0.00	00000	0	No	No	No	No
10378	CLEANERS BRULEN	CLEAN	PUR	GL	GL	GL	35.00	1	0.00	00000	0	No	No	No	No
1100	CYLINDER	C	PUR	C	PR	PR	169.00	1	1.00	00000	14	No	No	Yes	Yes
1108	BEARING - SPECIAL	BRG	PUR	1	EA	EA	4.00	1	1.30	00000	0	No	No	Yes	Yes
1200	Motor Switch Mounting Box NEMA 48 Frame	A	PUR	A	EA	CS	118.00	12	1.00	00000	7	No	No	Yes	Yes
121324654	21456	A	PUR	EA	EA	EA	0.00	1	0.00	00000	0	No	No	No	No
1300	3PH 10 HP 1755RPM 56H TEFC	C	PUR	1	PR	PR	124.00	1	5.00	00000	14	No	No	Yes	Yes
14 GP200	Mag Wire TR80 Bucket	WIR	PUR	1	LB	LB	545.00	1	0.00	00000	0	No	No	No	No
1400	3PH 20.0 HP 1755RPM 56H TEFC	A	PUR	A	EA	EA	348.00	1	2.00	00000	7	No	No	Yes	Yes
1401	2" HOSE - HIGH PRESSURE	A	PUR	A	EA	EA	213.00	1	1.00	00000	5	No	No	Yes	Yes
1402	1.5" HOSE - LOW PRESSURE	A	PUR	A	EA	EA	281.00	1	1.00	00000	14	No	No	Yes	Yes
15 GP200	Mag Wire TR80 Bucket	A	PUR	LB	LB	LB	50.00	1	0.00	00000	0	No	No	No	No
154545	132123132	A	PUR	EA	EA	EA	0.00	1	0.00	00000	0	No	No	No	No
1546798	3PH 1HP 1755RPM 56H TEFC RBASE A.O	AOS	PUR	B	EA	EA	1.00	1	25.00	00000	14	No	No	Yes	Yes
16-CMW	COPPER MAGNET WIRE - 16 ROUND	WIR	PUR	LB	LB	LB	11,583.00	1	0.00	00000	0	No	No	No	No
17-CMW	COPPER MAGNET WIRE - 17 ROUND	WIR	PUR	LB	EA	EA	11,640.00	1	0.00	00000	0	No	No	No	No
175115	NEMA D FLANGE KIT 213T-215T FRAMES	FLG	PUR	1	EA	EA	16.00	1	14.00	00000	0	No	No	Yes	Yes
1984	Magnet Wire	WIR	PUR	1	FT	RL	50.00	108	0.00	00000	0	No	No	No	Yes
1985	Magnet Wire	WIR	PUR	1	FT	RL	0.00	108	0.00	00000	0	No	No	No	Yes

Filter: OFF 24 Records Lot/Serial Cust Item Synonym Item OK Cancel

Inactive Available < 0 On Hand < 0

v8.0.0 syc_la Po-1

Your color coding options will flag those items that are Inactive, those items that have negative Available quantities and any items with negative On Hand quantities.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Once an Inventory items is selected, you will be able to choose from your drop down options or the buttons at the bottom your screen.

Selecting item 100 and click once on the Item Availability option from the drop down menu.

-Your system will then display all warehouse information for this item.

-This option will give you further drop down options to choose from.

The screenshot shows the 'Item Availability' window for item 100. The item description is '3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH' with an MSRP of 367.00. A dropdown menu is open, showing options: 'Open Purchase Orders', 'Open Purchase Requisitions', 'Open Customer Orders', and 'Open Purchase Orders' (repeated). Below the menu is a table with columns: Whl, Desc, Location, On Hand, Committed, Available, On Order, Unit Cost, List Price, Cycle, DC, and Distribution Desc.

Whl	Desc	Location	On Hand	Committed	Available	On Order	Unit Cost	List Price	Cycle	DC	Distribution Desc
01	Greenville	AREA C10	31	69	38-	5	204.87	350.00	C	C1	Product C/Location 1
02	Atlanta	BIN 75	14	0	14	0	204.87	350.00	C	C2	Product C/Location 2

Inventory Lookup Drop-Down Menu Options

Because each SpeedSearch option can have further drop down menus, the following section will provide an overview of the drop down options available in each Inventory Lookup screen.

The screenshot shows the 'Inventory Item Lookup (ACS MASTER 8.0)' window. A dropdown menu is open, showing options: 'Item Availability', 'Open Purchase Orders', 'Open Purchase Requisitions', 'Open Customer Orders', 'Pricing Inquiry', 'Comment Display', and 'Item Availability' (repeated). Below the menu is a table with columns: Inventory Item Number, Inventory Item Description, PT, IT, IC, UOM, P-UOM, Whse Qty, Conv, Weight, Vendor, and Lead Time.

	Inventory Item Number	Inventory Item Description	PT	IT	IC	UOM	P-UOM	Whse Qty	Conv	Weight	Vendor	Lead Time
0	100	3PH 1HP 1755RPM 56H TEFC RBA AOS				EA	EA	45.00	1	25.00	000000	14
1	1000	Motor Length Adapter Drayton	C	PUR	A	PR	EA	122.00	1	25.00	000000	3
2	1001	3PH 3HP 1755RPM 56H TEFC RBA D		PRO	2	EA	EA	34.00	1	25.00	000000	3
3	1002	3PH 4.5 HP 1755RPM 56H TEFC	D	PRO	2	EA	EA	21.00	1	25.00	000000	3
4	100BLU	3PH 5.0 HP 1755RPM 56H TEFC	C	PRO	C	EA	EA	10.00	1	25.00	000000	14

From the Inventory Lookup the following screens are available:

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Item Availability

Inventory Item Lookup (ACS MASTER 8.0)

File Edit Record View Favorites Help

Start With: Item Availability

Inventory Item Number	Inventory Item Description	PT	IT	IC	UOM	P-UOM	Whse	Qty	Conv	Weight	Vendor	Lead Time	L/S?	Inv?	Tax
0 100	3PH 1HP 1755RPM 56H TEFC RBA AOS PUP B				EA	EA		45.00	1	25.00	000000	14	No	No	Yes
1 1000	Motor Length Adapter Drayton	C	PUP	A	PR	EA		122.00	1	25.00	000000	3	No	No	Yes
2 1001	3PH 3HP 1755RPM 56H TEFC RBA D				EA	EA		34.00	1	25.00	000000	3	No	No	Yes
3 1002	3PH 4.5 HP 1755RPM 56H TEFC				EA	EA		21.00	1	25.00	000000	3	No	No	Yes

Open Purchase Orders

Open Purchase Orders

/warehouse 01
Item# 100 3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH

Display PO Detail
Display PO Image
Item Availability
Vendor/Item PO Receipts
Open Item Requisitions
Display Linked Open Order

Orig View Display PO Detail

PO#	Lin	Vendor	Ld	Ord Date	Req Date	Custom	Job/Order#	Ordered	Received	Unit Cost	Extension	Vendor Name
0002126	010	000300	S	09/11/08	09/11/08	000100	0002099-010	3	0	400.00	1,200.00	EBARA INTERNATIONAL CO
0002096	010	001000	S	06/09/00	06/09/00			1	0	350.00	350.00	Essex Brownell
0002096	020	001000	S	06/09/00	06/09/00			1	0	350.00	350.00	Essex Brownell
Totals								5	0		1,900.00	

PO Notes

Open Purchase Requisitions

Open Purchase Requisitions

Item# 100 3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH

Display Requisition Detail
Display Requisition Image
Open Vendor/Item PO's
Open Item PO's
Display Linked Open Order

Orig View Display Requisition Detail

Whl Req#	Lin	Vendor	Ld	Ord Date	Req Date	Custom	Job/Order#	Ordered	Unit Cost	Extension	Vendor Name
01	0001044	040 000100	N	01/22/96	03/25/04	000100	0001152-080	2	1.00	2.00	E.I.S.
Totals								2		2.00	

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Open Customer Orders

AS Open Customer Orders

Item# 100 3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH

Display Order Detail
 Display Order Ribbon Data
 Display Order Image
 History Customer/Item Invoices
 Open Item Purchase Orders
 Open Item Requisitions
 Order Note Display

Orig View Display Order Detail

Wh	Cust#	Order#	Sec Ld	Ordered	Back Ord	Shipped	Unit Cost	Unit Price	Ship Total	Order Total	Order GP%	Vendor	PO Number	Ord Date	Ship Date	Customer Name
01	000100	0001152	080 N	2	0	2	1.00	204.70	409.40	409.40	99.51			03/15/04	03/25/04	Everest Industries
01	000100	0001152	173 S	1	1	0	204.87	750.00	0.00	750.00	72.68			03/15/04	03/25/04	Everest Industries
01	000100	0001152	183 S	1	1	0	204.87	350.00	0.00	350.00	41.47			03/15/04	03/25/04	Everest Industries
01	000100	0001152	203 S	1	0	1	204.87	700.00	700.00	700.00	70.73			03/15/04	03/25/04	Everest Industries
01	000100	0001153	170 S	1	1	0	204.87	353.50	0.00	353.50	42.05			03/15/04	03/25/04	Everest Industries
01	000100	0001153	190 N	2	2	0	400.00	500.00	0.00	1,000.00	20.00			03/15/04	03/25/04	Everest Industries
01	000100	0002025	010 S	1	0	1	204.87	266.33	266.33	266.33	23.08			03/15/04	03/25/04	Everest Industries
01	000100	0002025	020 S	1	0	1	204.87	266.33	266.33	266.33	23.08			03/15/04	03/25/04	Everest Industries

Pricing Inquiry

AS Pricing Inquiry

Item# 1000
 Item Description Motor Length Adapter Drayton
 Item Class A Item Class A
 Warehouse 01 Greenville

List Price 2.95
 MSRP 7.50
 Unit Cost 2.48

Item Availability
 Open Item Orders

Orig View Item Availability

Price Cd	Description	Pricing Method/Description	Quantity	Price	Percent
	Not Assigned	Mark Up Over Cost Class A / Other			
DIST	Distributor	Margin Over Cost Distributor/Access.	1	248.00	99.00%
			2	49.60	95.00%
DLR	Dealer	Mark Up Over Cost Dealer/Accessories	1	3.22	30.00%
RTL	Retail Customer	Mark Up Over Cost Retail/Accessories	1	3.72	50.00%
	Not Assigned	Mark Up Over Cost Class A / Other			
DIST	Distributor	Margin Over Cost Distributor/Access.	1	275.00	99.00%
			2	55.00	95.00%
DLR	Dealer	Mark Up Over Cost Dealer/Accessories	1	3.58	30.00%
RTL	Retail Customer	Mark Up Over Cost Retail/Accessories	1	4.13	50.00%

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Comment Display

Inventory Item Number	Inventory Item Description	PT	IT	IC	UOM	P-UOM	Whse	Qty	Conv	Weight	Vendor	Lead Time	L/S?	Inv?	Tax
0	100	3PH 1HP 1755RPM 56H TEFC RBASE A.O	PUB	EA	EA			45.00	1	25.00	000000	14	No	No	Yes
1	1000	Motor Lengt									00000	3	No	No	Yes
2	1001	3PH 3HP 17									00000	3	No	No	Yes
3	1002	3PH 4.5 HP									00000	3	No	No	Yes
4	100BLU	3PH 5.0 HP									00000	14	Yes	Yes	Yes
5	101	3PH 15HP 1									00000	0	No	No	No
6	10378	CLEANERS									00000	0	No	No	No
7	1100	CYLINDER									00000	14	No	No	Yes
8	1108	BEARING -									00000	0	No	No	Yes
9	1200	Motor Switch									00000	7	No	No	Yes
10	121324654	21456									00000	0	No	No	No
11	1300	3PH 10 HP									00000	14	No	No	Yes
12	14 GP200	Mag Wire T									00000	0	No	No	No
13	1400	3PH 20.0 HF									00000	7	No	No	Yes
14	1401	2" HOSE - F									00000	5	No	No	Yes

Item Comment Display

Item: 100
Desc: 3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH

Orig View: [Dropdown]

Seq Comment

- 01 Recommend the following accessories when
- 02 ordered.
- 03 C Flange
- 04

Remember: Each subsequent menu may have further “drop down” options.

Generic Data Base Lookup

The Generic Data Base contains a complete listing of all files used in the ACS/MASTER System. As such, it is strongly suggested that access be granted to Administration, ACS Customer Support and IT only.

The information available here includes an Error Log File that records all errors that may occur in the system; and System Log Files that records all processes that occur in your system by user.

Training for the use of this option will be set up by your Project Manager or by contacting Customer Support.

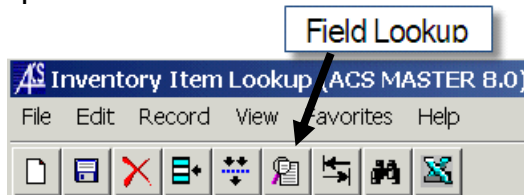
Application Computer Systems, Inc. Speedsearch and F3 Lookup

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

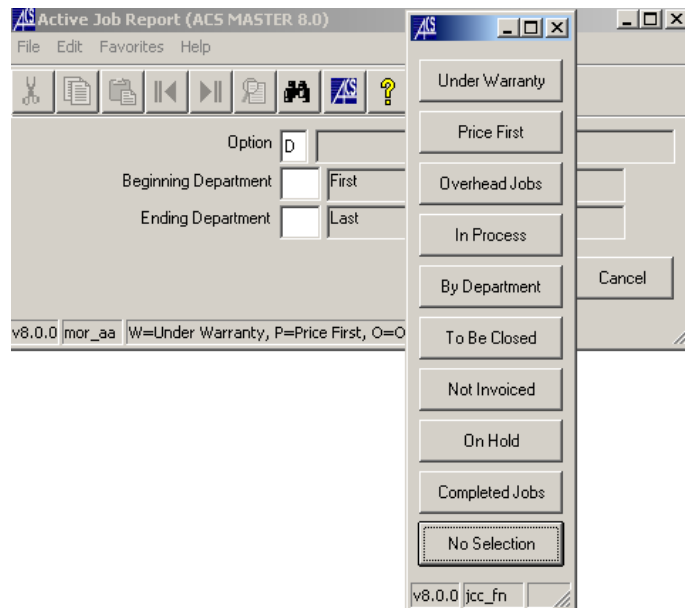
EXAMPLE: When in a Customer Number field, F3 can be utilized to obtain a complete listing of all customers. Then it is a simple matter of selecting the correct customer. Any time you are in a field which utilizes the F3 function, you will see the F3 option displayed at the bottom of your menu.

(<F3>=Lookup)

It is also possible to perform lookups using the **Field Lookup** option located at the top of your menu. Simply move your cursor 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 once. This will either take you to the available options for the field you are searching, or it will display a "pop up" box with further options.



In this example, we performed a "Right Click" in the Option field; the result is a list of all of the options available when running Active Job Report.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Accounting will give you access to:

- Customer Profile
- Vendor Profile
- General Ledger

As you become familiar with the specific types of information available through your SpeedSearch functions, you will find the LOOKUP options and ACCOUNTING/PROFILE options approach Vendor, Customer and Inventory information differently.

LOOKUP functions begin with a complete database listing of the option you selected; while PROFILE requires the entry of a specific Vendor, Customer or Inventory item.

Eventually, however, the "drill down" process accesses the same files; so you can ultimately find the data you are searching for in BOTH options. It then becomes a personal preference issue of "how to find the data more quickly".

Invoice G/L Postings Display

One of the most powerful "drill down" options available is the Invoice G/L Postings Display. As you begin to utilize the drop down menus you will find this option is available when accessing any AP or AR Invoice History or AP Check Detail options.

In this example we selected Customer 100 Invoice 5135

The screenshot shows a window titled "Customer Invoice Display" with a toolbar and a data table. The table has columns for Invoice#, Inv Date, Due Date, PO Number, Order#, Terms, Slm, Dist, and two columns for monetary values. A dropdown menu is open over the table, listing options like "A/R Invoice Detail Display", "Invoice Cash Receipts Display", "Invoice G/L Postings Display", and "Invoice Note Maintenance".

Invoice#	Inv Date	Due Date	PO Number	Order#	Terms	Slm	Dist		
0005053	01/31/03	01/31/03			1		A1		
0005058	02/02/03	02/02/03			1		A1		
0005089	03/02/03	03/02/03			1		A1		
0005101	03/08/03	03/08/03			1		A1		
0005114	03/18/03	03/18/03			1		A1	0.00	3,257.23
0005127	03/30/03	03/30/03			1		A1	0.00	3,237.10
0005131	06/28/04	06/28/04			1		A1	0.00	1,667.50
0005132	09/09/04	09/09/04			1		A1	0.00	0.00
0005133	09/09/04	09/09/04			1		A1	0.00	954.00
0005134	03/06/04	03/06/04					A1	0.00	2.36
0005135	03/06/04	03/06/04					A1	0.00	1,416.34
0005136	03/06/04	03/06/04					A1	0.00	1,386.75
									1,417.95

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Select a specific invoice by clicking on it once. Then click once on Invoice G/L Postings Display from the drop down menu.

Your system will display all G/L posting generated by this invoice selected.

Account	Description	Date	Period	Jnl	Audit#	Memo	Customer#	Invoice#	Debits	Credits	Ref	Order/Job#	Sec Job
1200-01	Inventory - Warehouse 1	10/01/08	Oct 08	OP	0000230	Everest Industries	000100	0005185		200.00	020	0001152	
1200-01	Inventory - Warehouse 1	10/01/08	Oct 08	OP	0000230	Everest Industries	000100	0005185	333.26		030	0001152	
1200-01	Inventory - Warehouse 1	10/01/08	Oct 08	OP	0000230	Everest Industries	000100	0005185		57.77	040	0001152	
1200-01	Inventory - Warehouse 1	10/01/08	Oct 08	OP	0000230	Everest Industries	000100	0005185		204.87	050	0001152	
1200-01	Inventory - Warehouse 1	10/01/08	Oct 08	OP	0000230	Everest Industries	000100	0005185		4,338.96	100	0001152	
						Total For Oct 08				5,134.86			
						Total For 1200-01			0.00	5,134.86			
						Trx Balance				5,134.86			
1210-01	Assembled Inventory - Warehouse 1	10/01/08	Oct 08	OP	0000230	Everest Industries	000100	0005185		6,300.00	110	0001152	
						Total For Oct 08				6,300.00			
						Total For 1210-01			0.00	6,300.00			
						Trx Balance				6,300.00			
4000-01	Sales - Product A/Location 1	10/01/08	Oct 08	OP	0000230	Everest Industries	000100	0005185		650.00	030	0001152	
						Total For Oct 08				650.00			
						Total For 4000-01			0.00	650.00			
						Trx Balance				650.00			

To view similar postings for AP Checks you will select Vendor Profile and choose Check Detail Inquiry from the drop down options.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Customer Profile - This option gives you quick access to the Customer information recorded in the Customer Maintenance files; as well as additional drill down options from the drop down menu.

Using any of your *Lookup* options, move to your Customer field and select a specific customer. This will display the settings from the customer maintenance file in Accounts Receivable for the customer you selected.

The screenshot shows the 'ACS MASTER v8.0.0 SpeedSearch - Accounting (Customer Profile)' window. The left-hand navigation pane has 'Customer Profile' selected under the 'Accounting' category. The main window area is divided into several sections:

- Selection Criteria:** Customer 000100, Everest Industries, 123 Main St, Suite 111, San Bernardino, CA 93121. Inactive: No. Alt Seq: EVEREST.
- Detail Display:** A grid of fields including Salesperson (JDP, Judy D. Peterson), Territory (001, Western U.S.), Terms Code (4, 2% 10 Days - Net 30), Tax Code (CA, California State), Distribution (A1, Product A/Location 1), Pricing Code (DLR, Dealer), Message Cd (03, Return Policy), and Cust Type (A, Dealer). Other fields include Disc Cd (A), Frght Tm, Fin Chrg (Yes), Statemnt (Yes), Credit Hld (No), 3P% (.00), Phone # ((714)-832-8113), Fax # ((714)-931-9220), PO Req (Not Required), Ship Via (UPS GCD), and FOB.
- More Information:** Contact (Mr. James Rockville), Resale Nbr (SR-EW399291), Country, Opened (02/15/03), SIC, and DE Nbr.

A dropdown menu is open on the right side of the window, listing the following options: Invoice Inquiry, Open Aging, Check Detail Display, Open Orders, Aging & Sales, Sales History, Ship-To Display, Comment Display, Customer Note Maintenance, and Customer Note Display.

Upon selecting a specific customer, additional Drill Down options are available by selecting the drop down arrow. Click once on the option you wish to see.

These options include:

Invoice Inquiry

Open Aging

Check Detail Display

Open Orders

Aging \$ Sales

Sales History

Ship-To Display

Comment Display

Customer Note Maintenance

Customer Note Display

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Vendor Profile – Allows quick access to Vendor Maintenance information recorded in the Vendor Maintenance files; as well as additional drill down options from the drop down menu.

Using any of your *Lookup* options, move to the Vendor field and select a specific Vendor. This will display the settings from the vendor maintenance file in Accounts Payable for the vendor you have selected.

The screenshot shows the 'ACS MASTER v8.0.0 SpeedSearch - Accounting (Vendor Profile)' window. On the left is a tree view with 'Vendor Profile' selected. The main area is divided into sections: 'Selection Criteria' (Vendor: 000100, Inactive: No, E.I.S.: 40023 Ridgeway Drive, Lake Forest, CA 92656), 'Detail Display' (Contact: Robert Warren, Alternate Seq: HOLDEN, Phone #: (714) 830-9233, Ext: 0032, Fax #: (714) 830-9236, Acct ID: 4-3222, Opened: 02/05/89, Hold Invoices: No, 1099: No), and 'More Information' (Federal ID #: 10-456982, F.O.B., Ship Via). A dropdown menu is open over the 'Invoice Inquiry' field, listing options: Invoice Inquiry, Check Detail Inquiry, Open Purchase Orders, Open Purchase Requisitions, Purchase History And Detail, Purchase Address Display, Comment Display, Vendor Note Maintenance, and Vendor Note Display. At the bottom are buttons for OK, Cancel, Forward, Back, Char, and PP.

Upon selecting a specific vendor, additional Drill Down options are available by selecting the drop down arrow.

These options include:

Invoice Inquiry
 Check Detail Inquiry
 Open Purchase Orders
 Open Purchase Requisitions
 Purchase History and Detail

Purchase Address Display
 Comment Display
 Vendor Note Maintenance
 Vendor Note Display

Application Computer Systems, Inc. Speedsearch and F3 Lookup

General Ledger – This option will provide transaction history in detail or summary format for any General Ledger Account selected. To provide the most up to date information available, it will be necessary to run and update your Daily Detail Register as this posts all updated transactions from your other modules to General Ledger. *See the General Ledger section of the manual for more detailed information regarding the Daily Detail Register.*

Note: Access to SpeedSearch General Ledger Transactions may not be available to all users depending on each user's security levels. Specific Journal ID codes may also not be available

Although your General Ledger module offers a Transaction History report, the SpeedSearch option provides search criteria not found in your GL report options.

General Ledger Transactions (ACS MASTER 8.0)

Beginning Account Number First

Ending Account Number Last

Wildcard

Beginning Transaction Date 01/01/09

Ending Transaction Date 06/30/09

Beginning Period/Year

Ending Period/Year

Journal ID All

Audit Number

Application Options None

Application Main Options

Application Secondary Options

Reference 1

Reference 2

Reference 3

Reference 4

Reference 5

Reference 6

Detail or Summary D

OK Cancel

v8.0. | jcq_gz | D'=Detail ,S'=Summary | Char | PP

Beginning and Ending Account# - allows you to perform a search for an account number or a range of account numbers

Wildcard - enables you to select accounts that have common numbering as part of their identification. EXAMPLE: if you want to select all accounts that end with 10, enter ###10 in the Wildcard field.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Beginning and Ending Transaction Date – give you the option of selecting a specific date or a range of dates.

Beginning and Ending Period/Year – will capture all transactions for an entire period or range of periods.

Journal ID – Each GL posting is assigned a Journal ID from the transaction that created it. EXAMPLE: Job Material/JM, Cash Receipt/CR, Journal Entry/JE, etc. Using the drop down arrow it is possible to select from a list of Journal IDs if you wish to narrow down the search by the type of transaction.

Audit Number – Each of the Registers throughout your system will generate an Audit Control Number that identifies the General Ledger Postings created by the transactions included in the register. Entering the Audit number for any given register will provide a report showing all of the transaction included for that audit number.

Application Options – This option allows you to select from None, Customers, Vendors and Jobs if you would like to use the remaining fields to narrow down your search.

Application Main Options and Secondary Options – these information fields will be specific to the criteria entered in the Application Options.

Reference 1-6 – The Reference fields available will be determined by the Journal ID code entered or by the Application Options that have been entered. If you have reference information from related reports, you may also enter this data in your 6 reference fields.

EXAMPLE: If you are retrieving data from Accounts Receivable Cash Receipts, one of your reference options could be the Customer Check Number. Entering the specific check number would narrow the resulting information generated by the report.

Detail or Summary – The report may be run in Detail or Summary format.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

General Ledger Transaction History Display

Beginning Trx Date 02/01/10
Ending Trx Date 04/30/10
Detail/Summary Detail

Account	Description	Date	Period	Jml	Audit#	Memo	Ref 1	Ref 2	Debits	Credits	Ref 3	Ref 4	Ref
1200-03	Inventory - Non Stock	02/08/10	Jan 10	OP	0000310	Everest Industries	000100	0005280		290			J002000
1200-03	Inventory - Non Stock	02/24/10	Jan 10	OP	0000310	Everest Industries	000100	0005285	194.40	010			0002202
1200-03	Inventory - Non Stock	02/25/10	Jan 10	OP	0000310	Cash Sale	999999	0005286	75.00	010			0002205
						Total For Jan 10				269.40			
1200-03	Inventory - Non Stock	02/24/10	Feb 10	JM	0000114	Job Material Credit	000100	005000		75.00			
1200-03	Inventory - Non Stock	02/24/10	Feb 10	JM	0000114	Job Material Credit	000100	005000		250.00			
1200-03	Inventory - Non Stock	02/24/10	Feb 10	JM	0000114	Job Material Credit	000100	005002		43.08			
1200-03	Inventory - Non Stock	02/24/10	Feb 10	JM	0000114	Job Material Credit	000100	005002		18.75			
1200-03	Inventory - Non Stock	02/24/10	Feb 10	JM	0000114	Job Material Credit	000100	005003		148.00			
1200-03	Inventory - Non Stock	02/24/10	Feb 10	JM	0000114	Job Material Credit	000100	005003		55.00			
1200-03	Inventory - Non Stock	02/24/10	Feb 10	JM	0000114	Job Material Credit	000100	005004		154.00			
						Total For Feb 10				743.83			
						Total For 1200-03			0.00	1,013.23			
						Trx Balance				1,013.23			
1250-02	WIP - Material - Mechanical Repair	02/08/10	Jan 10	OP	0000310	Everest Industries	000100	0005280		85.75	JOB MATERI		J002000
1250-02	WIP - Material - Mechanical Repair	02/24/10	Jan 10	OP	0000310	Everest Industries	000100	0005284		325.00	JOB MATERI		J005000 J00

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Distribution will give you access to:

Inventory	Invoice History
Non Stock Inventory	Open Purchase Orders
Pricing Inquiry	Open Purchase Requisitions
Open Customer Orders	PO Receipt History
Sales Inquiry	

Inventory – This option gives you quick access to the Inventory Item information recorded in the Item Maintenance files, system quantities for each item, as well as, providing drill down options from the drop down menu.

Using any of your *Lookup* options, move to your Item field and select an inventory item. This will display the settings from the item maintenance file for the item you selected.

Item Availability
Open Customer Orders
Pricing Inquiry
Open Purchase Orders
Open Purchase Requisitions

This basic inventory information will include quantity data as well as further drop down options.

Additional information available through the drop down menu includes:

Item Availability	Transaction history
Open Customer Orders	Sales History
Pricing Inquiry	Comment Display
Open Purchase Orders	Customer Invoice History
Open Purchase Requisitions	Vendor PO Receipt History

Application Computer Systems, Inc. Speedsearch and F3 Lookup

When performing lookups, your ACS/MASTER SpeedSearch option gives you ways to filter the information you are searching for.

Filter

The screenshot shows the 'Inventory Item Lookup' window in ACS MASTER 8.0. A 'Filter' button is highlighted with a black arrow. A 'Filter Data' dialog box is open, showing options for Column(s), Operator, and Value. The main window displays a table of inventory items with columns for Item Number, Description, PT, IT, IC, UOM, P-UOM, Whse Qty, Conv, Weight, Vendor #, Lead Time, L/S?, Inv?, and Taxal.

Inventory Item Number	Inventory Item Description	PT	IT	IC	UOM	P-UOM	Whse Qty	Conv	Weight	Vendor #	Lead Time	L/S?	Inv?	Taxal
100	3PH 1HP 1755RPM 56H TEFC RBASE A.O	AOS	PUR	B	EA	EA	427.00	1	25.00	000000	14	No	No	Yes
1000	Motor Length Adapter Drayton	C	PUR	A	PR	EA	122.00	1	25.00	000000	3	No	No	Yes
1001	3PH 3HP 1755RPM 56H TEFC RBASE	D	PRO	2	EA	EA	33.00	1	25.00	000000	3	No	No	Yes
1002	3PH 4.5 HP 1755RPM 56H TEFC	D	PRO	2	EA	EA	19.00	1	25.00	000000	3	No	No	Yes
100BLU	3PH 5.0 HP 1755RPM 56H TEFC	C	PRO	C	EA	EA	0.00	1	25.00	000000	14	Yes	Yes	Yes
101	3PH 15HP 1755RPM CR22SV TENV REL IAL A	D	PRO	1	EA	EA	0.00	1	0.00	000000	0	No	No	No
10378	CLE						35.00	1	0.00	000000	0	No	No	No
1100	CYL						169.00	1	1.00	000000	14	No	No	Yes
1108	BEA						4.00	1	1.30	000000	0	No	No	Yes
1200	Motc						118.00	12	1.00	000000	7	No	No	Yes
121324654	214E						0.00	1	0.00	000000	0	No	No	No
1300	3PH						124.00	1	5.00	000000	14	No	No	Yes
14 GP200	Mag						545.00	1	0.00	000000	0	No	No	No
1400	3PH						348.00	1	2.00	000000	7	No	No	Yes
1401	2" H						213.00	1	1.00	000000	5	No	No	Yes
1402	1.5"						281.00	1	1.00	000000	14	No	No	Yes
15 GP200	Mag						50.00	1	0.00	000000	0	No	No	No
154545	1321						0.00	1	0.00	000000	0	No	No	No
1548798	3PH v8.0.0 syc_dl						1.00	1	25.00	000000	14	No	No	Yes
16-CMw	COPPER MAGNET WIRE - 16 ROUND	WIR	PUR		LB	LB	11,583.00	1	0.00	000000	0	No	No	No
17-CMw	COPPER MAGNET WIRE - 17 ROUND	WIR	PUR		LB	EA	11,640.00	1	0.00	000000	0	No	No	No
175115	NEMA D FLANGE KIT 213T-215T FRAMES	FLG	PUR	1	EA	EA	16.00	1	14.00	000000	0	No	No	Yes
1984	Magnet Wire	WIR	PUR	1	FT	RL	50.00	108	0.00	000000	0	No	No	Yes
1985	Magnet Wire	WIR	PUR	1	FT	RL	0.00	108	0.00	000000	0	No	No	Yes

Filter: OFF 24 Records

Lot/Serial Cust Item Synonym Item OK Cancel

Inactive Available < 0 On Hand < 0

v8.0.0 syc_Ja PP

Your filter "button" will allow you to determine specific criteria by which to search. In this example it provides Column selection, Operator options and the entry of specific Value.

For detailed training regarding the data processing "buttons" located at the top of your SpeedSearch windows, please see the Data Process Training section of this module.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Non Stock Inventory – Because your system captures transaction information for Non Stock items, it is possible to conduct searches using the Non Stock Item#. Once you have begun to accumulate transactions for Non Stock Items, it is possible to perform a look up in the Non Stock Item field, or simply enter the Non Stock Part#.

NOTE: To utilize Non Stock information and Sales Inquiries, it is important to be consistent in your numbering system for Non Stock Items.

ACS MASTER v8.0.0 SpeedSearch - Distribution (Non Stock Inventory)

File Edit Favorites Help

+ Lookups
+ Accounting
- Distribution
 Inventory
 Non Stock Inventory
 Pricing Inquiry
 Open Customer Orders
 Sales Inquiry
 Invoice History
 Open Purchase Orders
 Open Purchase Requi
 PO Receipt History
+ Service Repair
+ Executive Summary
+ System

Selection Criteria
Non Stock Item 145475
Description END BELL

Open Customer Orders
Open Purchase Orders
Open Purchase Requisitions
Transaction History
Customer Invoice History
Vendor PO Receipt History

Detail Display
Open Customer Orders

Created Date 11/04/08 Last Cost 75.00
Last Receipt Date 11/13/08 Last Price 0.00
Last Sold Date
Last Issue Date 11/13/08
Last Return Date
Created By ACS
Creation Source OE
of Transactions 2

More Information

EXAMPLE: Part# 1-45475, Part# 1 45475 and Part# 145475 would not be considered the same part and, therefore, when performing searches using a specific Non Stock part number, would not all be included in your search results.

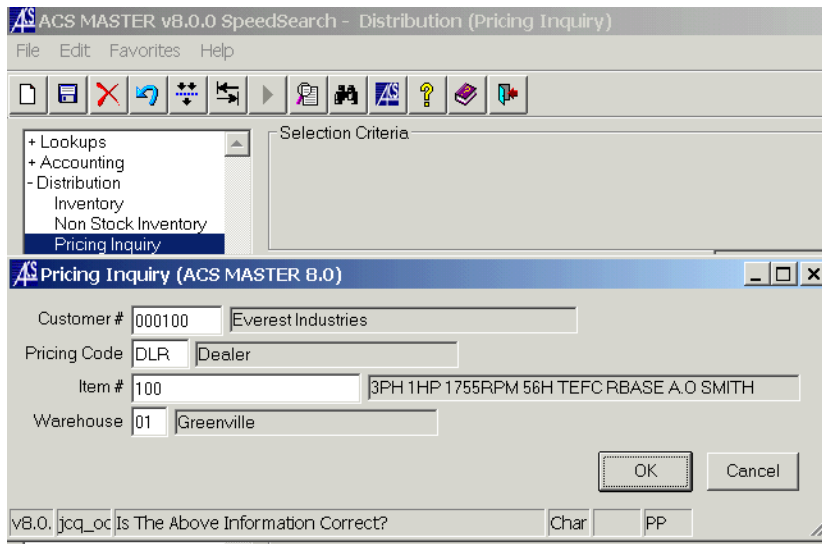
Additional information available through the drop down menu includes:

Open Customer Orders	Transaction History
Open Purchase Orders	Customer Invoice History
Open Purchase Requisitions	Vendor PO Receipt History

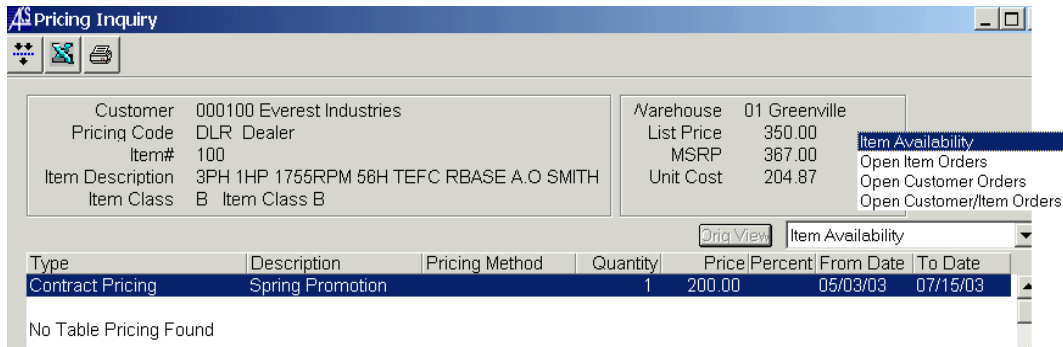
Application Computer Systems, Inc. Speedsearch and F3 Lookup

Pricing Inquiry – If you utilize the Pricing Table or Contract Pricing options available to you, the Pricing Inquiry search gives you fast, easy access to that data.

Provide the Customer#, Customer Pricing code, Inventory Item# and the Warehouse# and your ACS/MASTER system search all existing Pricing Matrix information that exists.



The resulting information will then provide you with additional drill down options.



In this example, Customer 100 with a Pricing Code DLR for item 100 accesses the Contract Pricing structure currently set up in your system. However, you will see that no Pricing Table information exists using this criteria.

Additional information available through the drop down menu includes:

- Item Availability
- Open Item Orders
- Open Customer Orders
- Open Customer/Item Orders

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Open Customer Orders - When searching for Open Order information, your system gives you the following fields to narrow your search:

The more specific the data entered, the narrower your search will be.

As you step through each field, you will find that the information available in the drop down menus to the right will be populated based on what information is entered.

As with most queries, you will find further options in the drop down field of your query results

Item	Description	Cust#	Order#	Sec Ld	Ordered	Back Ord	Shipped	Unit Cost	Unit Price	Ship Total	Order Total	Order GP%	Vendor
100	TEST	000100	0001152	080 N	2	0	2	1.00	204.70	409.40	409.40	99.51	
T2	TEST	000100	0001152	120 N	3	0	3	1,759.74	3610.00	10,830.00	10,830.00	51.25	
1100	CYLINDER	000100	0001152	153 S	1	0	1	4.50	5.30	5.30	5.30	15.09	
E931	3PH 10HP 1800RPM 215T OPEN HE General E	000100	0001152	183 S	1	1	0	333.26	650.00	0.00	650.00	48.73	
100	3PH 1HP 1755RPM 56H TEFC RBASE A.O SM	000100	0001152	173 S	1	1	0	204.87	750.00	0.00	750.00	72.88	
100	3PH 1HP 1755RPM 56H TEFC RBASE A.O SM	000100	0001152	183 S	1	1	0	204.87	350.00	0.00	350.00	41.47	
6313ZZ	Bearing	000100	0001152	193 S	1	0	1	73.63	283.20	283.20	283.20	74.00	
100	3PH 1HP 1755RPM 56H TEFC RBASE A.O SM	000100	0001152	203 S	1	0	1	204.87	700.00	700.00	700.00	70.73	
458123578	5PH 15HP 1800RPM 215Y	000100	0001152	213 N	1	1	0	285.00	357.00	0.00	357.00	20.17	000100
100	3PH 1HP 1755RPM 56H TEFC RBASE A.O SM	000100	0001153	170 S	1	1	0	204.87	353.50	0.00	353.50	42.05	

Application Computer Systems, Inc. Speedsearch and F3 Lookup

As you process through system data using SpeedSearch, you will begin to see some drill down options make a distinction between "Images" and "Detail".

EXAMPLE: When viewing a list of open Sales Orders for Customer 100 you have drop down options that include Display Order Detail and Display Order Image.

If you select Display Order Image, your system will provide a copy of the Order as it was printed for the Customer.

However, if you select the **Display Order Detail** option, the information provided will include DETAIL information as it was entered on the original document.

The screenshot shows a window titled "Customer Open Order Detail Display". It contains two summary boxes at the top, a table of items, and a summary section at the bottom.

Seq	Lc	Wh	Item	Description	Ordered	Back Ord	Shipped	Unit Cost	Unit Price	Ship Total	Order Total	Order GP%	Vendor	PO Number	DS
163	S	01	E931	3PH 10HP 1800RPM 215T OPEN HE General EI	1	1	0	333.26	650.00	0.00	650.00	48.73			No
173	S	01	100	3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH	1	1	0	204.87	350.00	0.00	350.00	41.47			No
183	S	01	100	3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH	1	1	0	204.87	350.00	0.00	350.00	41.47			No
213	N	01	458123578	5PH 15HP 1800RPM 215Y	1	1	0	285.00	357.00	0.00	357.00	20.17	000100	0002178-010	No
Totals					4	4	0	1,028.00		0.00	2,107.00	51.21			
Discount											0.00				
Tax Amount											0.00				
Freight											0.00				

In this case that includes Line Seq#, Line Code, Warehouse, if the item was Drop Shipped, Product Type, Item Cost, if pricing was manually entered and if the item was part of a Kit.

This type of detail is available for numerous documents, such as, Sales Orders, Purchase Orders and Purchase Order receipts; you will find it available when your drill down options include a "Display DETAIL" option.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Sales Inquiry - options allow you to search using any or all of the five options listed.

Inv #	Inv Dte	Item #	Description	Qty	Price
0005233	062309	100	3PH 1HP 1755RPM 56H	5	350.000
0005225	060209	*100	3PH 1HP 1755RPM 56H	0	204.700
0005225	060209	*T2	TEST	0	3610.000
0005226	060209	100	3PH 1HP 1755RPM 56H	1	350.000
0005226	060209	100	3PH 1HP 1755RPM 56H	1	20487.000
0005226	060209	100	3PH 1HP 1755RPM 56H	1	20487.000
0005226	060209	100	3PH 1HP 1755RPM 56H	1	20487.000
0005226	060209	100	3PH 1HP 1755RPM 56H	1	20487.000
0005226	060209	100	3PH 1HP 1755RPM 56H	1	20487.000
0005226	060209	100	3PH 1HP 1755RPM 56H	0	353.500
0005226	060209	*TEST	TEST	0	6.000
0005226	060209	*100	3PH 1HP 1755RPM 56H	0	500.000
0005226	060209	*N2	4	0	6.000
0005226	060209	*N2	TEST NS2	0	4.000
0005226	060209	*N2	TEST NS2	0	6.000
0005227	060209	900	Street Chain	1	8.070
0005223	052909	312ZZ	BALL BEARING - SHEIL	1	125.000
0005223	052909	6313ZZ	Bearing	1	283.200
0005222	051209	*	SPECIAL ITEM	1	250.000
V:000150 P:0002114					
0005222	051209	9151E	3PH 15HP 1800RPM 254	1	1232.000

Sales Inquiry * * * =N/S

In this example we provided Customer number only; the result is a listing of all Stock and Non Stock items purchased through Order Processing.

However, by entering Item#, Invoice date, Customer PO or Descript, it is possible to narrow your search.

EXAMPLE: Your customer wants to purchase an item he bought 6 months ago, but does not remember a special Non Stock item number. He can, however, give you the Purchase Order number he used for the transaction. Using a combination of the Customer and Purchase Order numbers will produce the items included in the sale.

Note: The Non Stock Items are flagged using *

Note: Information display will be sorted by most recent sales first.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Invoice History – This option allows you to access specific Customer’s invoice history without having to access Customer Maintenance.

Customer Invoice History (ACS MASTER 8.0)

Customer # 000100 Everest Industries

Ship To #

Ship To Name

Order #

Warehouse

Item #

Non Stk Desc/Memo

Customer PO #

Job #

Invoice #

Beginning Invoice First

Ending Invoice Date Last

Simply supply the pertinent information and your system will display the selected data and provide further options via your drop down menu.

The information or options available in the drop down fields on the right are determined by the data entered in the Ship To Name, Item#, and Non Stk Desc/Memo and Customer PO #fields.

Customer Invoice History

Customer 000100
Name Everest Industries

Display Invoice Detail
Display Invoice Ribbon Data
Display Invoice Image
Open Customer Orders
Invoice G/L Postings Display

Display Invoice Detail

Invoice#	Order#	ShipTo	Slp	PO#	Ship Via	By	Ord Date	Ship Date	Inv Date	Cost	Sales	GP %	Tax	Freight	Ship To Nar
0005188	J001000	AVJ		23445-A3342NC-3455-A	SHIP UPS G	AVJ	08/10/01	09/27/08	09/27/08	822.37	102,368.83	99.20	5,527.81	0.00	Everest Ind
0005184	J002071	000099	AVJ	TEST	OUR TRUCK	AVJ	08/31/05	09/03/05	08/31/05	0.00	760.64	100.00	30.27	0.00	Everest Ind
0005185	0001152	000001	JDP	PO1234	UPS GCD	+ON	03/15/04	03/25/04	10/01/08	11,434.86	30,243.42	62.19	0.00	100.00	North Road
0005187	0002082		JDP	ASFDFD	UPS GCD	ACS	10/03/05	10/03/05	10/03/05	63.20	144.00	58.11	7.78	0.00	Everest Ind
0005188	0002083		JDP	SDFASDFD	UPS GCD	ACS	10/03/05	10/03/05	10/03/05	94.80	216.00	58.11	11.66	0.00	Everest Ind
0005189	0002084		JDP	SDFASDFD	UPS GCD	ACS	10/03/05	10/03/05	10/03/05	94.80	216.00	58.11	11.66	0.00	Everest Ind
0005190	0002085		JDP	SASFDFD	UPS GCD	ACS	10/03/05	10/03/05	10/03/05	158.00	360.00	58.11	19.44	0.00	Everest Ind
0005192	J002071	000099	AVJ	123456789	OUR TRUCK	AVJ	02/08/07	02/08/07	02/08/07	0.00	760.64	100.00	30.27	0.00	Everest Ind

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Open Purchase Order – It is possible to conduct searches for open Purchase Orders and narrow down the results by entering specific criteria.

The information available in the drop down options on the right is determined by the data entered in the Item# and Non Stk Desc/Memo fields.

As with most searches, the resulting information will include further drop down options.

Wh	Item	Description	PO#	Lin	Vendor	Lc	Ord Date	Req Date	Custom	Job/Order#	Ordered	Received	Unit Cost	Extension
01	100X	TEST	0002122	010	000100	N	09/06/08	09/06/08		001000	1	0	2.73	2.73
Totals											1	0		2.73

Open Purchase Requisitions

Much like your Open PO search, this option gives you the ability to enter specific criteria to search open requisition information.

The information available in the drop down options on the right is determined by the data entered in the Item# and Non Stk Desc/Memo fields.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

The result displays further options for drill down purposes.

Vendor: 000100
Name: E.I.S.
Item#: 100 (Starts With)

Display Requisition Detail
Display Requisition Image
Open Vendor/Item PO's
Open Item PO's
Display Linked Open Order

Wh	Item	Description	Req#	Lin	Vendor	Lc	Ord Date	Req Date	Custom#	Job/Order#	Ordered	Unit Cost	Extension
01	100	TEST	0001044	040	000100	N	01/22/96	03/25/04	000100	0001152-080	2	1.00	2.00
Totals											2		2.00

Purchase Order Receipt History – Gives you the ability to search for and review specific Vendor Purchase Order Receipt records.

The information available in the drop down options on the right is determined by the data entered in the Item# and Non Stk Desc/Memo fields.

Vendor # 000100 E.I.S.
Warehouse
Item # 100 Starts With
Non Stk Desc/Memo
Job #
Sales Order #
PO #
Receipt Date

Once the receipt detail is displayed, you will also be given further drill down options.

Vendor: 000100
Name: E.I.S.
Item#: 100 (Starts With)

Display Receipt Detail
Item Availability
Open Vendor PO's
Open Vendor/Item PO's
Open Item PO's
PO Receipt G/L Postings Display

Wh	Item	Description	PO#	Recv#	Lin	Vendor	Lc	Ord Date	Recv Date	Custom#	Job/Order#	Ordered	Received	Invoiced	Unit Cost
01	100	3PH 1HP 1755RPM 58H TEFC RBASE A.O SM	0002062	0005092	040	000100	S	03/18/04	11/13/08		001000	2	1	1	285.89
01	100	3PH 1HP 1755RPM 58H TEFC RBASE A.O SM	0002062	0005097	040	000100	S	03/18/04	11/13/08		001000	2	1	1	285.89
01	100	TEST	0002105	0005080	010	000100	N	06/22/01	06/22/01		001001	2	2	0	200.00
01	100	3PH 1HP 1755RPM 58H TEFC RBASE	0002123	0005083	020	000100	N	09/10/08	09/10/08			4	4	4	400.00
01	1001	3PH 3HP 1755RPM 58H TEFC RBASE	0002182	0000008	020	000100	S	02/27/09	02/27/09			5	5	0	103.12
01	1001	3PH 3HP 1755RPM 58H TEFC RBASE	0002185	0000008	010	000100	S	03/06/09	03/06/09			5	5	0	103.12
Totals												21	19	7	

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Service Repair will give you access to:

- Job Inquiry
- Catalog Inquiry
- Equip Storage Inquiry
- Vaughen's Price Inq

The options included in the Service Repair SpeedSearch option will vary based on the specific modules and options purchased. The availability of Catalog, Equipment Storage, Vaughen's Pricing and Job Scheduling or Tracking will all be subject to Module Purchase, User Security and System Configuration. Please contact your network Administrator or ACS/MASTER Project Manager with any questions you may have.

JOB ENTRY VS. JOB INQUIRY:

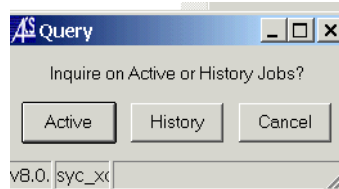
The Job Entry function in your Service Repair Processing module is designed to be used for the purpose of entering/updating job information **NOT** for Job Inquiry purposes.

(See Service Repair Basic Processing)

There are multiple Job files that are opened when a job is accessed through Job Entry, if another user is attempting to update job information while these files are open, it can pose a problem when updating information.

To avoid this possible confusion, it is suggested that Job Inquiry be used for all informational access to any active job.

Job Inquiry - provides viewing access to the data that has been previously entered for a JOB. Upon accessing Job Inquiry, you will be asked if you wish to inquire on an ACTIVE or HISTORY job.



Application Computer Systems, Inc. Speedsearch and F3 Lookup

Upon selecting valid job #, your ACSMASTER System will display Job Header information for the job selected.

NOTE: The highlighted fields are the only fields that can be changed or updated while in Job Inquiry.

The screenshot shows the SpeedSearch (ACS MASTER B.0) application window. The Job Header section displays the following information:

- Job # 001984 (Active)
- Department: OH
- N/P Desc: [Empty]
- Type: AC (AC MOTOR)
- Quote: [Empty]
- Cust # 001001
- Ship To # 000099
- Rec 05/10/09
- S Baker And Harrison
- O 21300 North Trim Way
- L Suite 128
- D Seattle, WA 98004-
- Ship 06/08/09
- Inv 06/08/09
- Credit Status: Open
- Warr: [Empty]
- OH Job: [Empty]
- \$1st: [Empty]
- Dtl: \$ N
- OT: [Empty]
- Valid: 030
- Cust P.O.#: [Empty]
- P.O. Rel#: [Empty]
- Misc #: [Empty]
- Ship Via: [Empty]
- Sism: JDP
- Job Desc: [Empty]
- Contact: Arnold Baker
- Priority: 10 (LOW PRIORITY)
- Repl Item: [Empty]
- Repl Pric: .00
- Sts: JOB INVOICED. INVOICE# 0005232
- Inv: 0005232
- Inv\$: 2234.00

Buttons at the bottom include OK, Cancel, Notes, Status, Equip ID, Links, and Job Folder. A status bar at the bottom reads: VB.0. mj_la Is The Above Data Correct? Char PP

NOTE: you now have direct access to your Job folder which contains any attachments that exist for this job.

Upon selecting OK, your system will display all remaining options available through Job inquiry:

- Job Number
- Labor Summary Inquiry
- Labor detail Inquiry
- Material Inquiry
- Purchase Orders
- Cost Summary Display
- Variance Display By Labor Code
- Variance Display By Type Work

- Attachments Display
- Job cost Detail Report
- Billing Inquiry
- Nameplate Data
- Special Instructions
- Estimates
- Job Tracking
- Job Maintenance Inquiry Options

Application Computer Systems, Inc. Speedsearch and F3 Lookup

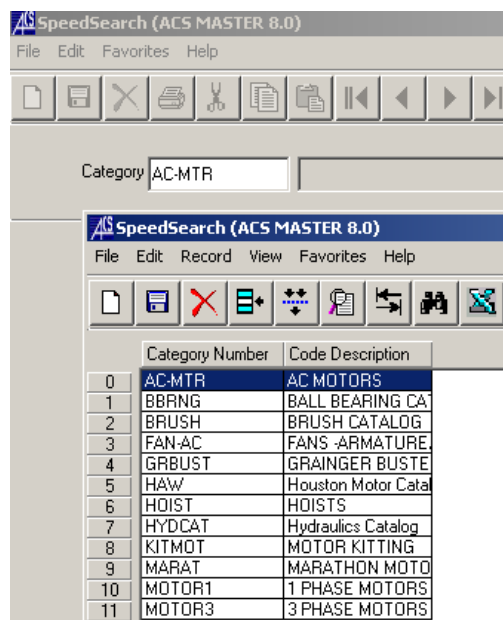
Upon selecting Job Maintenance Inquiry Options, you will have access to further Job Maintenance information:

Job Number
Header
Routing Data
Job Dates

Mail To
Customer Instructions
QA Data
Job Status Inquiry Options

For a detailed explanation of your Job Inquiry functions, please see the Service Repair portion of your manual.

Catalog Inquiry – If the Catalog option has been purchased, installed and configured as part of your ACS/MASTER system; it is also possible to perform Catalog Searches.



Set up by Categories, you will select the appropriate Category Number and provide the individual specifications you wish to search for.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

SpeedSearch (ACS MASTER 8.0)

File Edit Favorites Help

Category: AC-MTR AC MOTORS

Mfg (Beginning): [] (Ending): []

HP (Beginning): [] (Ending): []

RPM (Beginning): [] (Ending): []

Frame (Beginning): [] (Ending): []

Enclosure (Beginning): [] (Ending): []

List Price (Beginning): [] (Ending): []

Phase (Beginning): [] (Ending): []

Cost (Beginning): [] (Ending): []

Serv_Fctr (Beginning): [] (Ending): []

Design (Beginning): [] (Ending): []

Flood-Eff (Beginning): [] (Ending): []

Mounting (Beginning): [] (Ending): []

Multisym (Beginning): [] (Ending): []

Hertz (Beginning): [] (Ending): []

Voltage (Beginning): [] (Ending): []

OK Cancel Print

v8.0.0 jcm_jc Enter Mfg Char PP

For a detailed explanation of your Catalog Inquiry functions, please see the Service Repair portion of your manual.

Equip Storage Inquiry – If the Equipment Storage option has been purchased, installed and configured as part of your ACS/MASTER system; it is also possible to perform Customer Equipment searches.

Enter Customer and Ship To information; the system will allow you to perform a lookup to select from a list of existing Equipment ID numbers previously established for this customer.

SpeedSearch (ACS MASTER 8.0)

File Edit Favorites Help

Customer: 000100 Everest Industries

Ship To: 000001 North Roads Division

Equipment ID: 12345678

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Detail information will display for the Equipment ID entered.

The screenshot shows the SpeedSearch (ACS MASTER 8.0) application window. The main form contains the following information:

- Customer: 000100 Everest Industries
- Ship To: 000001 North Roads Division
- Equipment ID: 123456789
- Header section:
 - Equip No: BOILER883
 - Plant: SOUTH
 - Desc 1: SOUTH PLANT BOILER
 - Dept: G4
 - Desc 2: BLD G4
 - Process:
 - Desc 3:
 - Machine:
 - Equip Ty: AC AC MOTOR
 - Machine Loc:
 - Category:
 - Location:
 - Next Follow-Up Date: 09/01/09
 - Rpl Equip:
 - Rpl Part:

For detailed information about the set up and use of Equipment Storage, please see the Service Repair section of your manual.

Vaughen's Price Inquiry - If the Vaughen's Pricing option has been purchased, installed and configured as part of your ACS/MASTER system; it is also possible to perform Vaughen's Pricing Inquiries.

LCde	Description	Vgn WC	Std Hrs	Vgn Price	Rep Price
W04	Rewind DC armature	1040		3254.00	7692.72
W05	Rewind DC shunt-wound fields	1044		2115.10	7692.72
W06	Rewind DC armature plus shunt	1048		5043.70	7692.72
W10	Recondition - Type B pricing	1110		813.50	7692.72
W11	2 new ball bearings - furnish	2200		243.00	.00
W42	Commutator turn undercut & pol	3424		215.00	.00
W45	Dynamically balance armature	4002		158.00	.00
W46	Metallize one surface	4100		151.00	.00
W52	Bore & bush bracket	4150		187.00	.00

The screenshot shows the SpeedSearch (ACS MASTER 8.0) application window with the following pricing inquiry fields:

- Job Type
- Class ID
- Horsepower
- RPM
- Price Type
- Motor Type
- Frame
- Customer

NOTE: This option also requires current licensing for Vaughen's updates.

Set up by Job Type, Vaughen's Inquiries allow the user to access suggested pricing based on motor specifications.

For detailed information about the set up and use of Vaughen's Pricing, please see the Service Repair section of your manual.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Executive Summary – This feature enables you to take a “snapshot” view of your company’s financial details. Totals can be viewed for several months or in a monthly day-by-day breakdown. It uses its own data file, consisting of summarized data from the various modules. To keep the Executive Summary as up-to-date as possible, you should run the Generate Executive Summary task regularly. Please see the *System Maintenance* section of your manual for further information regarding the Generate Executive Summary function. This process can be run at any time; when generated, data for all companies is created.

Both Summary Analysis and Calendar options allow the user to select a specific month and year to view. You will also select the display of amounts, units or averages.

The **Summary** display is divided into four sections:

Accounts Receivable | May | 2010 | Amounts

AR And AP Analysis

	Future	May	April	March	Prior	Total
Accts Rec	8,825	0	1,824	3,883	357,657	372,188
Accts Pay	4,068	0	0	0	37,690	41,758

Order Analysis

	Prior	May	June	July	Future	Total
Sales Orders	159,299	0	0	0	0	159,299
Purchase Orders	88,792	0	0	0	0	88,792

Sales Analysis

	Future	May	April	March	Prior	Total
Sales Analysis	0	9,250	1,573	349	451,959	463,130
Gross Profit	0.00%	18.92%	99.00%	-61.98%	11.25%	11.65%

Inventory Analysis

	On-Hand	Committed	Available	Work-In-Process
Inventory	537,715	18,187	519,528	80,881

Last Generated 05/19/2010

OK Cancel Calendar

v8.0.0 | sys_qc | PP

AR and AP Analysis
Order Analysis
Sales Analysis
Inventory Analysis

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Summary of Accounts Receivable

AR Analysis will display the current and immediate past two months of summary along with prior and future information.

Balances of open AR invoices are aged by invoice due date into the correct month/day.

Summary of Accounts Payable

AP Analysis will display the current and immediate past two months of summary along with prior and future information.

Balances of open AP invoices are aged by invoice due date into the correct month/day.

Summary of Sales Orders

Open Sales Orders line items are aged using the line item ship date, if one exists.

If no line item ship date has been entered, then the ship date from the order header is used. If no ship date has been entered, then the order date is used.

Line item extensions are then accumulated by the month/day.

Sales Tax, Freight and Discount amounts are not included in the order totals.

Sales Orders displays current and future months, as well as prior and future totals

Summary of Purchase Orders

Open Purchase Order line items are aged using the line item required date if one exists.

If no line item required date has been entered, then the order date from the PO header is used. Line item extensions are then accumulated by the month/day.

Purchase Orders displays current and future months, as well as prior and future totals.

Summary of Sales Analysis

Invoice history total cost amount are aged by invoice date into the correct month/day.

Gross Profit Percentages are derived by dividing the profit (total sales minus total cost) by the total sales amount.

The total percentages for each month are display for the current and two prior months, as well as prior and future.

Summary of Inventory

On Hand is the sum of each warehouse's on hand amount. This amount is calculated by multiplying the warehouse item cost by the current quantity on hand.

For lotted/serialized items, the actual cost associated with the lot or serial number is used instead of the warehouse item cost.

If LIFO/FIFO costing is used, the costs for each LIFO/FIFO tier for each warehouse (and the associated quantity) determine the total on hand amount.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

Committed amount is the sum of each warehouses' committed amount. This amount is calculated by multiplying the warehouse item cost by the current total committed quantity at the warehouse.

For lotted/serialized items, it is the actual cost associated with the lot of serial number instead of the warehouse item cost.

If LIFO/FIFO costing is used, the cost for each LIFO/FIFO tier for each warehouse (and the associated quantity) determine the total committed amount.

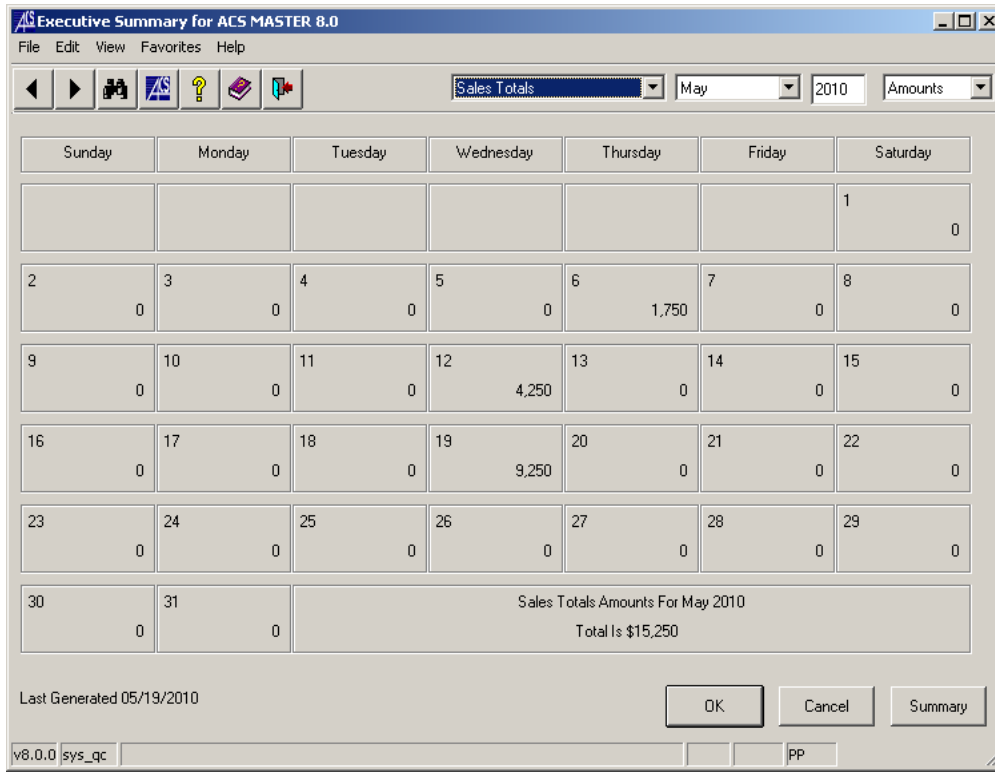
Available amount is the difference between and on hand amount and the committed amount.

Work in Process amount is determined by calculating all labor and material that has not been invoiced on jobs. The WIP amount does not include un-posted labor and will only display in the month the Executive Summary was generated. The WIP amount will be zero for prior and future months.

The **Calendar** display allows the user to select from the following options:

Accounts Receivable	Sales Totals
Payable	Gross Profit
Order Processing	Inventory
Purchase Orders	

Application Computer Systems, Inc. Speedsearch and F3 Lookup



The calendar option displays a day-by-day breakdown of any of its summarized categories. When you first select this option, the month displayed is the current month. The drop down arrow allows you to make a month selection and enter the year. As in the Summary format, you will also be able to select from Amounts, Units or Averages.

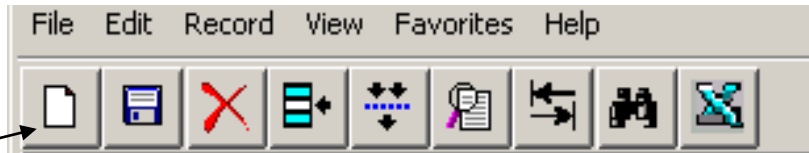
Application Computer Systems, Inc. Speedsearch and F3 Lookup

C. DATA PROCESS TRAINING

What To Do With The Data

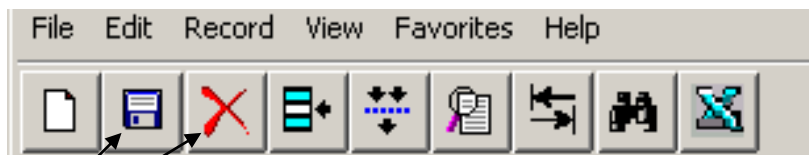
Having stepped through the process of *finding data* using SpeedSearch and F3/Lookup, we now will review what options are available for the processing of this data.

Many of the Speed search drill down screens will have Icons or options buttons in the upper left corner of the menu. Wherever these options appear, they can be used to process your newly acquired data. All of the options listed below may not be available for all search results, those will be "grayed out".



Restart Current Lookup

This option is useful when you have performed a search and have the results displayed on your screen. If you wish to begin a new search, Restart Current Lookup will return you to the original blank query.



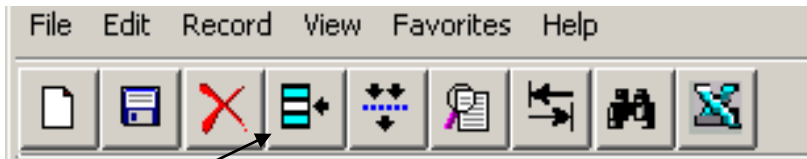
Save Current View

Delete Column

It is strongly suggested that these options ARE NOT used by the everyday user. The Arrange Columns option, reviewed below, should be used when making any changes to the SpeedSearch display columns/screen for any specific user.

IMPORTANT: Save Current View and Delete Column options can, when used incorrectly, result in systemic processing issues. Please contact ACS Customer Support to review these options before making any changes.

Application Computer Systems, Inc. Speedsearch and F3 Lookup



Pick Selected Record

This option has been superseded by new other SpeedSearch options.



Filter Records

This option can be used to refine or filter the result of your query.

Upon selecting this option your "Filter Data" box will pop up. Here you can enter the values you wish to search or filter by. The options available in this process will be determined by the subject matter of your search.

A screenshot of the 'Filter Data' dialog box. The title bar reads 'AS Filter Data (ACS MASTER LITE ...)'. The dialog contains three input fields: 'Column(s)' with a dropdown arrow, 'Operator' with a dropdown arrow, and 'Value' with a text input field. At the bottom are three buttons: 'OK', 'Cancel', and 'Clear'.

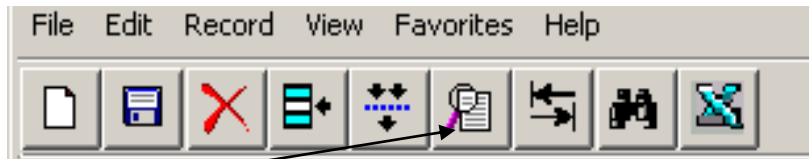
Columns – Allows you to select which column you wish to search on. The options available are dependent upon the query you are performing.

Operator – select from the following options

- Contains
- Does not contain
- Equal to
- Not equal to
- Less than
- Greater than

Value – Enter the specific value you wish to search for

Application Computer Systems, Inc. Speedsearch and F3 Lookup



Find Records

This option performs the same function as your F3 key. It allows the user to perform a "lookup" to find the options available in any given field.

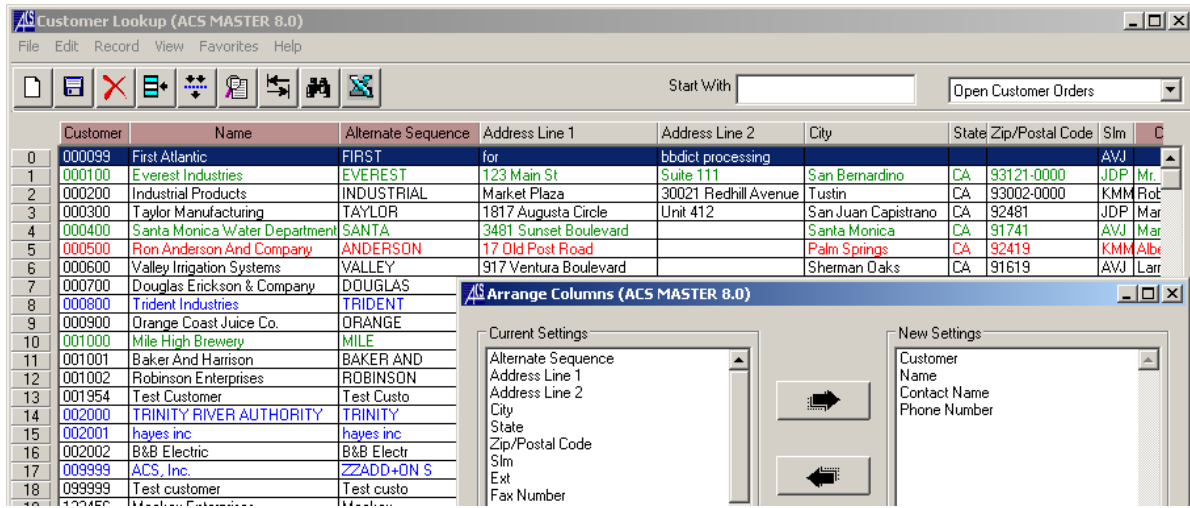
EXAMPLE: Selecting this option in a Customer Number field will provide a list of valid customer numbers available.



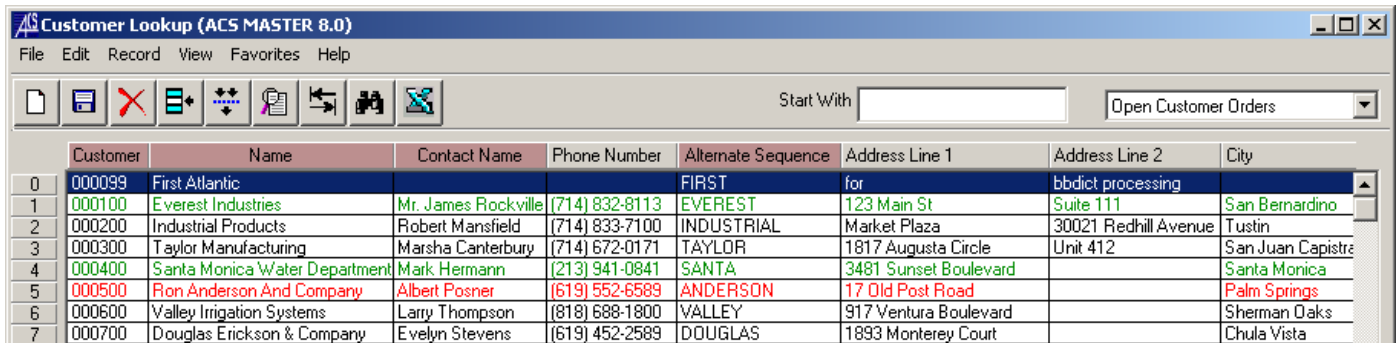
Arrange Columns

This feature gives the everyday user the opportunity to format the SpeedSearch screens they use the most. By selecting the column order, each user can determine what information will display each time they access this search.

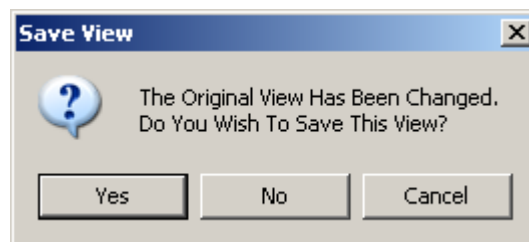
Application Computer Systems, Inc. Speedsearch and F3 Lookup



By selecting Customer, Name, Contact Name and Phone Number the columns will display using these fields as the first four columns of the search.



As you leave the query screen, you will see the follow prompt:

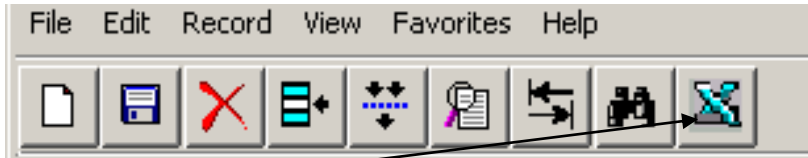


-Select YES to save the changes you have made. Your new settings will display each time you access this specific search and will remain until you change them using the Arrange Columns feature again.

-Select NO to exit the search without saving the changes made to column display.

Application Computer Systems, Inc. Speedsearch and F3 Lookup

NOTE: Using the Arrange Columns feature will modify the SpeedSearch screen for this user only and will have no impact on the system or other users.



EXCEL

Any screen that displays the Excel "button" provides the user with the option of exporting the data to an Excel spreadsheet. Many of the SpeedSearch "drill down" options have this interface available.

NOTE: this option requires the user to have Microsoft Excel 2000 or newer installed on their workstation and have the Macro Security set to a Medium or Low setting.

Once your search results are displayed, simply select the Excel option to have the data formatted. Once the spreadsheet is created, the information must be processed as any other Excel document. Your system will not save this document, you must perform a Save if you wish to keep the resulting spreadsheet.

A1	Vendor#	Po#	Po Recvr#	Journal Id	C	D	E	F	G	H	I	J	K
1	Vendor#	Po#	Po Recvr#	Journal Id									
2	000100	0002062	0005092	PO Purchase Journal									
3													
4	Account Description				Date	Period	Jrnl	Audit#	Memo	Vendor#	Po#	Debits	Cred:
5	1200-01	Inventory - Warehouse 1			11/13/08	Nov 08	PO	0000237	E. I. S.	000100	0002062		285
6													
7									Total For Nov 08				285
8									Total For 1200-01			0	285
9									Trx Balance				285
10													
11	1250-02	WIP - Material - Mechanical Repair			11/13/08	Nov 08	PO	0000237	E. I. S.	000100	0002062	35	
12	1250-02	WIP - Material - Mechanical Repair			11/13/08	Nov 08	PO	0000237	E. I. S.	000100	0002062	3.5	
13	1250-02	WIP - Material - Mechanical Repair			11/13/08	Nov 08	PO	0000237	E. I. S.	000100	0002062	285.89	
14	1250-02	WIP - Material - Mechanical Repair			11/13/08	Nov 08	PO	0000237	E. I. S.	000100	0002062	28.59	
15													
16									Total For Nov 08			352.98	
17									Total For 1250-02			352.98	
18									Trx Balance			352.98	
19													
20	4800-00	Cost Of Goods Sold - Other			11/13/08	Nov 08	PO	0000237	E. I. S.	000100	0002062		
21													
22									Total For Nov 08				
23									Total For 4800-00			0	
24									Trx Balance				
25													
26	5170-02	Overhead Mat. Bur App. to Mech. Rpr			11/13/08	Nov 08	PO	0000237	E. I. S.	000100	0002062		
27	5170-02	Overhead Mat. Bur App. to Mech. Rpr			11/13/08	Nov 08	PO	0000237	E. I. S.	000100	0002062		28
28													
29									Total For Nov 08				32
30									Total For 5170-02			0	32
31									Trx Balance				32

Application Computer Systems, Inc. Speedsearch and F3 Lookup



Print

As you continue to use SpeedSearch, you will find many of your "drill down" options also provide a Print function. This gives the user a fast, easy way to obtain a hard copy of the information displayed as the result of a query.

Upon selecting the Print "button" your system will display a list of valid network printers. Selecting a printer will begin the print process.