



Core Information System

Run Time

Users' Guide



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1 Introduction

Welcome

The Users' Guide to the Run Time Module is divided into 4 chapters. Chapters 3 cover each of the module's run applications, and their sub-menu options, in point form. Chapter 4 demonstrates the basic tasks involved in setting up and maintaining your Core Information System.

Conventions

Following this brief discussion of the different sections, there are some important comments about the formatting and function key conventions used throughout the Core Information System.

1.1 How This Book Is Organized

Chapter 2

Chapter 2, Run Time Overview, gives a brief description of this module and how the components work together. This provides users with a useful reference and encourages them to take advantage of the many different features available in the Run Time module.

Chapter 3

The options and functions available from all of the Run Time utilities are covered in this chapter.

Chapter 4

The basic tasks involved in setting up your Core Information System are demonstrated here.

1.2 What You Should Know About The Text

Text Formatting	To make the text easier to read, several formatting conventions have been used throughout the step-by-step instructions:
Bold	Aside from the headings, and the text highlighted in the displays, bold text is used to describe the use of keyboard keys. Example: Press Enter .
Italics	<i>Italics</i> are used in the “Display Pointers” which can be seen on the left side of each display figure in Chapters 3 and 4.
Bold Italics	<i>Bold Italics</i> are used for anytime the user is meant to key in a stream of text. Whenever bold italics are used, the characters are meant to be keyed as shown, using the same capitals or lower case letters as written in the instruction. Example: Key in <i>ABC</i> ...
Courier Font	Courier Font is used to describe text found in the displays. This font is used as a substitute for quotation marks because sometimes there can be some confusion as to whether the quotation marks are included as part of the example or not. Example: ... Work With AR Customer.

1.3 How To Use The Function Keys

Function Keys	This is a discussion of some of the function keys and their uses. If the users have older terminal, the function keys may be labeled as Cmd such as Cmd1 or Cmd3 . In most cases they are labeled as F1 and F3 .											
F1 = Help	F1 will always bring up the on-line help displays.											
F3 = Exit	F3 always lets the user exit out the current display. F3 is used at the User Application Menu, to sign off.											
F5 = Refresh	F5 will update the display if the user has made a change to the data.											
F7 = Scroll Up	F7 lets the users scroll upwards through lists.											
F8 = Scroll Down	F8 lets the users scroll down through lists.											
Other F Keys	There are other F keys used for different purposes and their uses are displayed at the bottom the displays where they are active.											
F13 Through F24	On a PC keyboard, F13 is activated by holding down the Shift key and pressing F1 . F14 = Shift+F2 , and so on. Below is a chart showing how to activate the higher numbered F keys:											
These F Keys = Shift+	F13 F1	F14 F2	F15 F3	F16 F4	F17 F5	F18 F6	F19 F7	F20 F8	F21 F9	F22 F10	F23 F11	F24 F12

1.4 How To Use Some Of The Other Keys

Field Exit

This key appears as the right-hand **Ctrl** key on the PC keyboard. The **Field Exit** key is familiar to AS/400 users as a means of clearing a field to the right of the cursor location.

Reset

This key appears as the left-hand **Ctrl** key on the PC keyboard. **Reset** is the normal response to many system error messages. Consult with the installing programmer for clarification.

Escape

The **Esc** key brings down the Attention Key Menu which offers short cut access to commonly used functions such as Work With Addresses, and Price And Availability. The Attention Key Menu is maintained with the Run Time Application.

The Attention Key Menu also has a Display Message option which allows the users to work with any system messages that be holding up their printing or processing jobs.

Print Screen

The **Print Screen** key is useful for making hard copies of static displays. After each screen print, the message Print operation complete to the default printer device file appears, notifying the user that the screen print was successful. This message must be removed, using the **Reset** key, before the user can continue with their task.

2 Overview

Chapter 2, Run Time Overview, gives a brief description of this module and how the components work together. This provides users with a useful reference: encouraging them to take advantage of the many different features available in the Run Time module.

2.1 Navigation Terms

The Main Starting Point	The display that begins and ends each task.
The Scenario	A description of the task being demonstrated in each section and subsection.
Your Choices	Shows the users the results of each step and their available choices. Usually, towards the end of the demonstrations, the choices listed are those that would lead directly to completing the task in progress. At any time before confirming their choices, the users can press F3 to abandon the task.
The Result	A recap of the accomplished task.

2.2 Document Terms

Display	When used as a noun, it refers to <i>the full screen image</i> . When used as a verb, it means <i>to show</i> .
Functions	The function keys listed at the bottom of the displays and windows. The functions are explained in Section 1.3., How To Use The Function Keys.
Notes	Shared, brief comments, attached to data records, used to enhance workplace communications.
Options	The horizontal menu options, these usually range from 1 to 9, and may include letters such as P for Posting.
Window	A bordered image that partially covers the full screen image.

2.3 User Tips

Number Searches

When searching from a Number search field, such as Address Number, press **Field Exit**, then **Enter** to activate the search. Most of the Number search fields do not allow an **Enter** key stroke from within the field.

If the **Enter** key is pressed while the cursor is inside a Number search field, the message Enter key not allowed in field will appear. Press **Reset** to remove the message, then press **Field Exit**, and then **Enter**, to submit the search.

Scan Limit Reached

In searches made through large files, the search range is restricted to avoid system congestion. If the Scan Limit Reached message appears in the bottom left, it means that the search target was not found within the immediate search range, and, the search range did not cover the entire file. Press the **Page Down** key to search the next file portion.

If the search target does not exist in the file, the message, No data to display will appear.

Tabbing

When the cursor is in the first search field, and the documentation instruction says, “Tab across, then down to...” use the cursor arrow to drop one space below the search field line, then press **Tab** once.

The phrase “Tab across, then down to...” is used in the documentation because it is the easiest instruction to teach new users how to work with the system.

3 Menu Options

This Chapter

The options available from the Run Time Application Menu are covered in this chapter.

3.1 Introduction To The Run Time Menu

Getting There

Signing On

The following shows you how to get to the Run Time menu:

Sign on, and you will see the User Application Menu, as shown in Figure 1.

Figure 1

**User →
Application
Menu**

ZZMENUR	DISPLAY		1/02/96 08:00:00
User Application Menu			
User Id YOU			
Your Name			
Type options, press Enter.			
1=Select Menu Option 2=Change Current Application Company			
?	Application	Description	Company.
AP	Accounts Payable		YOURCO
AR	Accounts Receivable		YOURCO
CM	Contact Management		YOURCO
GL	General Ledger		YOURCO
IC	Inventory Control		YOURCO
IT	Incident (project) Tracking		OTHRCO
OE	Order Entry		YOURCO
PO	Purchase Orders		YOURCO
UU	Union Information System		OTHRCO
ZZ	Run Time		YOURCO
F3=Exit			

The Applications

Here is a display of the applications you have been given to work with.

- In this display, YOURCO is short for Your Company, and OTHRCO is short for Other Company.
- The Other Company would be one that your company owns or is affiliated with.
- In Figure 1, option number 1 lets you select an application.

Selecting An Application

We are going to work with the Run Time application. Tab across then down to ZZ, key in a *I*, as shown in Figure 2, and press **Enter**.

- If you tab too far by mistake, use the ↑ to take you back up.

Figure 2

Here's the number 1 →

ZZMENUR	DISPLAY	:	:	:
		:	Run Application Menu	:
User Id YOU	:	YOURCO	TEST Manufacturing Co. Ltd.	:
Your Name	:	ZZ	Run Time (Security)	:
Type options, press Enter.	:		Select Menu options using '1'	:
1=Select Menu Option 2=Chang	:	?	Menu Description	:
	:		Work With CIS User	:
? Application Description	:		Work With Authority	:
AP Accounts Payabl	:		Work With Programs	:
AR Accounts Receiv	:		Work with Menu	:
CM Contact Managem	:		Work With Company	:
GL General Ledger	:		Work With Next Numbers	:
IC Inventory Contr	:		Work With Next Number Company	:
IT Incident (proje	:		Work with Application	:
OE Order Entry	:		Common Menu Functions	:
PO Purchase Orders	:			:
UU Union Informati	:			:
1 ZZ Run Time	:			:
	:			:
	:		F3=Exit F17=Change Current Company	:
	:			:
	:			:
F3=Exit	:			:

Here's the new window

Run Time

The Run Time Application has several utilities which can be used to control the security globally, or specifically down to the User/Program level.

The Utilities

Their Purpose

CIS User

Users can be added or deleted to the system, and Applications, Companies, and Authority can be individually assigned to each User. See Section 3.2.

Authority

Authority Codes and Descriptions are added and maintained here. See Section 3.3.

Programs

Program Codes and Descriptions are added here. CL commands can be made into programs by creating a new program ID and assigning the command string to the program details. See Section 3.4

Menu

System and personal menus are added and maintained here. The Personal Menus are displayed when the user presses their **Esc** key. See Section 3.5

Company

Company Codes and Descriptions are added and maintained here. See Section 3.6.

Next Numbers

Record numbers for deposits, general ledger items and all other recorded transactions at the Organization level are maintained here. See Section 3.7.

Next Number Company

Transactions at the Company level are maintained here. See Section 3.8.

Applications

The applications and the programs within them are maintained, and can be assigned or removed from the User's access list. See Section 3.9.

3.2 How To Work With CIS Users

The Main Starting Point

Figure 1 shows the Work With CIS User display.

Figure 1

Work With
CIS User →
Search Fields →

Options →

Functions →

```

ZZG0DFR      DISPLAY                               1/02/96  8:00:00
                                     Work With CIS User
      User Id      Description
      -----
Type options, press Enter.
2=Change  3=Copy  4=Delete  8=Details (Application, Companies & Authority)

?  User Id      Description
   ACCOUNTING   Accounting
   ADVERTS      Advertising
   CLERK        Office Clerk
   FINANCE      Finance
   OPERATIONS    Operations
   MANAGER      Office Manager
   MARKETING    Marketing
   PRESIDENT    President
   RECEIVING    Receiving
   SALES        Sales
   SHIPPING     Shipping
   SYSTEMS      Systems
                                     +

F3=Exit  F6=Add  F17=Load Users From AS400  F21=Print List

```

Functions

Their Purpose

Adding

F6 lets you add new User ID's and their descriptions.

Loading Users From The AS/400

F17 lets you bring an existing list of AS/400 user profiles into the Core Information System.

Options

Their Purpose

Working With Details

Option 8 brings up the Work With User Applications display.

- This display lets you grant Application Authority to the User.

From the Work With User Applications display, selecting any of the Applications with option 8 brings up the Work With User Application Company display.

- This display lets you grant Company authority to the User + Application.

From the Work With User Application Company display, selecting any of the Companies with option 8 brings up the Work With User Application Authority display.

- This display lets you grant Program Authority to the User + Application + Company.

Changing

Copying

Deleting

Option 2 lets you change the User Descriptions.

Option 3 lets you copy User Authorities to other User ID's.

Option 4 lets you remove User ID's from the system.

3.3 How To Work With Required Authorities

**The Main
Starting Point**

Figure 1 shows the Work With Required Authority display.

Figure 1

Work With →

Reg. Authority

Search Fields →

Options →

Function Keys →

ZZA7DFR DISPLAY 1/02/96 8:00:00

Work With Required Authority

Security Code	Description
Type options, press Enter.	
2=Change	5=Display
?	
Security Code	Description
DSP	Display Authority
MGR	Application Manager
USR	Application User
ZZZZZZ	Used to freeze users out

F3=Exit F6=Add F21=Print List

Functions	Their Purpose
Adding	F6 lets you create new Security Codes and their Descriptions.
Options	
Displaying	Option 5 lets you display the Authority Descriptions.
Changing	Option 2 lets you change the Authority Descriptions.

3.4 How To Work With Programs

The Main Starting Point

Figure 1 shows the Work With Programs display.

Figure 1

Work With	ZZAIDFR DISPLAY 1/02/96 8:00:00
Programs →	<div>Work With Programs</div> <div> <div>Program ID Application Description System</div> <div>Code Program Name</div> </div>
Search Fields →	
Options →	Type options, press Enter.
	2=Change 4=Delete 5=Display 8=Details
	? Program ID Application Description System
	Code Program Name
	APAMOUNT AP Get Amount Description APAMOUNT
	APASSRR AP Select AP Transaction APASSRR
	APBISRR AP Select AP Vendor APBISRR
	APCASH AP AP Cash Management Menu APCASH
	APGFDFR AP Display Cheque Distribut APGFDFR
	APGLPVR AP Prompt for AP Posting APGLPVR
	APGLXFR AP Post to GL APGLXFR
	APG3SRR AP Select AP Company APG3SRR
	APG6DFR AP Work With AP Transactions APG6DFR
Functions →	APIWSRR AP Select APTransaction Type APIWSRR +
	F3=Exit F6=Add

Functions

Their Purpose

Adding

F6 lets you either create new programs or add existing programs to the list.

- The Program ID is your choice but it must be unique. The ID normally matches the System Program Name .
- The Description is your choice but normally the Description matches the display/window header.
- The Application Code can be prompted with **F4**; this links the program to the appropriate application.
 - Applications are maintained through Work With Application.
 - System programs for personal menus should be linked to ZZ , the Run Time Application.
 - Users are given access to the Applications through option 8 on the Work With CIS User display.
- The Security Code can be prompted with **F4**; this helps you control access to the program.
 - Security Codes are maintained through Work With Required Authority.
- The System Program Name cannot be prompted; this is the program name as it appears in the System.

Continued on the next page...

Options	Their Purpose
Working With Details	<p>Option 8 lets you assign a Command / Program to the Program ID.</p> <ul style="list-style-type: none"> • This utility lets you add simple commands to the menus without having to write compiled CL programs. • If you wanted to add the Work With All Printers command to a personal menu, you would add WRKWTR as a new Program ID, then select it with option 8 and fill the Command / Program field with the CL, wrkwtr. • If you wanted to give a user access to the active jobs in QINTER, you would add WRKACTJOB as a new Program ID, then select it with option 8 and fill the Command / Program field with wrkactjob sbs(qinter). • Other programs may require longer command strings or no command strings at all.
Displaying	<p>Option 5 lets you display the Descriptions, Application Codes, Security Codes and System Program Names.</p>
Changing	<p>Option 2 lets you make changes to the Descriptions, Application Codes, Security Codes and System Program Names.</p>
Deleting	<p>Option 4 lets you remove programs from the list.</p>

3.5 How To Work With Menus

The Main Starting Point

Figure 1 shows the Work With Menu display.

Figure 1

Work With →	ZZFPDFR	DISPLAY	1/02/96 8:00:00			
Menu						
Search Fields →						
Options →	Type options, press Enter. 2=Change 3=Copy 4=Delete 5=Display 6=Print Details 8=Details					
</						

Functions

Their Purpose

Adding

F6 lets you create new Security Codes and their Descriptions.

Options

Their Purpose

Displaying Details

Option 5 lets you display the Menu Name and Description.

Printing Details

Option 6 lets you print the Menu Details.

Working With Details

Option 8 lets you maintain the Menu Details.

- Programs can be added as Menu Options, or removed, if required.
- The menu options can be arranged in a custom sequence.
- The Program ID's are maintained through the Work With Programs display.
 - When the Menu Options are either added or changed, the Program ID field can be prompted with **F4**.
- The choices available for the Menu Types are the following:
 - Program: The option is a compiled program.
 - Menu: The option is a sub-menu.
 - Text: The option is information only or for creating blanks.
 - Command: The option is a command such as wrkwtr .

Changing

Option 2 lets you change the Description.

Copying

Option 3 lets you copy a Menu with a new Menu Name. A different Description may be used if desired.

Deleting

Option 4 lets you delete Menus.

3.6 How To Work With Companies

**The Main
Starting Point**

Figure 1 shows the Work With Company display.

Figure 1

Work With →	ZZCVDFK	DISPLAY	1/02/96	8:00:00
Company				
Search Fields →	Company Code	Description		
Options →	Type options, press Enter. 2=Change 7=Rename			
	?			
	Company Code	Description		
	DEMO	New Sales Division		
	NTRKOB	TEST Interkob Holdings		
	OTHRCO	TEST Kobelt Development Inc.		
	YOURCO	TEST Manufacturing Co. Ltd.		
Functions →	F3=Exit F6=Add F21=Print List			

Functions	Their Purpose
Adding	F6 lets you create new Companies and their Descriptions.
Options	
Changing	Option 2 lets you change the Description.
Renaming	Option 7 lets you change the Company Code.

3.7 How To Work With Next Numbers At The Organization Level

The Main Starting Point

Figure 1 shows the Work With Next Number display.

Figure 1

Work With →	ZZC2DFK	DISPLAY	Work With Next Number				1/02/96	8:00:00
Next Number								
Search Fields →	Field Code	Description						
Options →	Type options, press Enter. 2=Change							
	? Field Code	Description	First Number	Next Number	Last Number	Range Increment		
	COMCOD	Commodity Code	10	100	9999999	1		
	COMPNO	Company Number	10	26	9999999	1		
	DPOSIT	Deposit Number	10	3790	9999999	10		
	GLREP#	General Ledger Report Number	10	23	9999999	1		
	MEMBER	Member #	10	5009	9999999	1		
Functions →	F3=Exit F6=Add F21=Print List							

Functions

Their Purpose

Adding

F6 lets you create new Fields for the entire organization:

- The **Field Code** is your choice but it must be unique. This code is used by the related programs to provide your users with the next available record number.
- The **Description** is your choice.
- The **First Number** is normally set at 1 or 10.
- The **Next Number** can be manually changed but is normally set at the **First Number** and left to the programs to increment it upwards.
- The **Last Number** is normally set at 9999999.
- The **Increment** is normally set at 1 but may be set at 10 for accounting purposes.

Options

Their Purpose

Changing

Option 2 lets you change the **Description**, **First Number**, **Next Number**, **Last Number**, and/or **Increment**.

3.8 How To Work With Next Numbers At The Company Level

The Main Starting Point

Figure 1 shows the Work With Next Number - Company Level display.

Figure 1

Work With →	ZZDUDFK	DISPLAY	1/02/96 8:00:00			
Next Number →	Work With Next Number - Company Level					
Search Fields →	Company Code	Field Code	Description			
Options →	Type options, press Enter. 2=Change 4=Delete request					
	? Company Code	Field Code	Description	Next Number in Range	Range Increment	
		GLJENO		20	10	
	OTHRCO	ADDRESS	Address Number	8	1	
	OTHRCO	APTRAN		380	10	
	OTHRCO	GLJENO		40	10	
	OTHRCO	GLNUMB		90	10	
	OTHRCO	ITEMNO	Inventory Item Surrogate	71	1	
	YOURCO	ADDRESS	Address (contact) number	1524	1	
	YOURCO	APTRAN	AP transaction	60018	1	
	YOURCO	ARTRAN	AR Transaction	32277	1	
Functions →	YOURCO	GLJENO	GL Journal Entry Number	315	1	+
	F3=Exit	F6=Add	F21=Print List			

Functions

Their Purpose

Adding

F6 lets you create new Fields at the Company Level:

- To change Companies, return to the Run Time Menu and press **F17**.
- The **Field Code** is your choice but it must be unique. This code is used by the related programs to provide your users with the next available record number.
- The **Description** is your choice.
- The **First Number** is normally set at 1 or 10.
- The **Next Number** can be manually changed but is normally set at the **First Number** and left to the programs to increment it upwards.
- The **Last Number** is normally set at 9999999.
- The **Increment** is normally set at 1 but may be set at 10 for accounting purposes.

Options

Their Purpose

Changing

Option 2 lets you change the **Description**, **First Number**, **Next Number**, **Last Number**, and/or **Increment**.

Deleting

Option 4 lets you delete any of the records.

3.9 How To Work With Applications

The Main Starting Point

Figure 1 shows the Work With Application display.

Figure 1

Work With Application →	ZZBCDFR DISPLAY 1/02/96 8:00:00
Search Fields →	Work with Application
	Application Description
	Code

Options →	Type options, press Enter.
	2=Change 8=Details
	?
	Application Description
	Code
	AP Accounts Payable
	AR Accounts Receivable
	CM Contact Management
	GL General Ledger
	IC Inventory Control
	IT Incident (project) Tracking
	OE Order Entry
	PO Purchase Orders
	UU Union Information System
	ZZ Run Time
Functions →	F3=Exit F6=Add F21=Print List

Functions

Their Purpose

Adding

F6 lets you create new Applications:

- There is an Application Code and a Description.
- The Application Code must be unique.
- You cannot load programs into new applications, that is done from the Work With Program display.

Options

Their Purpose

Working With Details

Option 8 brings up the Work With Application Programs display.

- The Program Details can be edited, the same way as from the Work With Program display.
- Programs cannot be added or removed from the Work With Application Programs display, this type of maintenance must be done from the Work With Programs display.

Changing

Option 2 lets you change the Description .

4 Practical Tasks

This Chapter

This chapter takes the utilities discussed in Chapter 3 and shows you how to work with them in practical situations.

Core Elements

The Codes and Descriptions for the Applications, Companies and Authorities, must exist before the Programs, Users and Menus can be completely set up.

4.1 How To Add And Set Up Authorities

The Main Starting Point

Figure 1 shows the Work With Required Authority display.

Figure 1

Work With
Reg. Authority →
Search Fields →
Options →

Functions →

ZZA7DFR	DISPLAY	1/02/96 8:00:00
Work With Required Authority		
Security Code	Description	
Type options, press Enter.		
2=Change 5=Display		
? Security Code	Description	
DSP	Display Authority	
MGR	Application Manager	
TEST	Test Authority	
USR	Application User	
ZZZZZZ	Used to freeze users out	
F3=Exit F6=Add F21=Print List		

Authority

From the Run Time menu, select Work With Authority, and the display shown in Figure 1 will appear.

Security Code

Press **F6** and a Security Code: prompt will appear, key in a new Code, then press **Enter**.

Description

A Description: prompt will appear, key in a Description, then press **Enter**.

Processing

The CONFIRM: Y prompt will appear,

- If you are happy with your Code and Description, press **Enter**, and the Authority will appear on the list.
- If you want to change the Description, press **N** then change the Description and press **Enter**, then **Enter** again to confirm.
- If you want to remove the Code and Description, press **N** then **F3**.

Changing

Once an Authority has been added to the list, its Description can be changed with option 2.

4.2 How To Add And Set Up Companies

The Main Starting Point

Figure 1 shows the Work With Company display.

Figure 1

Work With Company →	ZZCVDFK DISPLAY 1/02/96 8:00:00				
Search Fields →	<table><tr><td>Company Code</td><td>Description</td></tr><tr><td>_____</td><td>_____</td></tr></table>	Company Code	Description	_____	_____
Company Code	Description				
_____	_____				
Options →	Type options, press Enter. 2=Change 7=Rename				
	? Company Code Description				
	DEMO New Sales Division				
	NTRKOB TEST Interkob Holdings				
	OTHRCO TEST Kobelt Development Inc.				
	YOURCO TEST Manufacturing Co. Ltd.				
Functions →	F3=Exit F4=Prompt F6=Add F21=Print List				

Companies

From the Run Time menu, select Work With Company, and the display shown in Figure 1 will appear

Code & Description

Press **F6**, then fill in the Company Code and Description fields and press **Enter**.

Processing

The CONFIRM: Y prompt will appear,

- If you are happy with your Code and Description, press **Enter**, and the Company will appear on the list.
- If you want to change the Description, press **N** then change the Description and press **Enter**, then **Enter** again to confirm.
- If you want to remove the Code and Description, press **N** then **F3**.

Changing

Once a Company has been added to the list, its Code can be changed with option 7, and its Description can be changed with option 2.

4.3 How To Add And Set Up Applications

The Main Starting Point

Figure 1 shows the Work With Application display.

Figure 1

Work With Application →	ZZBCDFR DISPLAY 1/02/96 8:00:00
Search Fields →	Work with Application
Options →	Application Description Code _____
	Type options, press Enter. 2=Change 8=Details
Functions →	? Application Description Code AP Accounts Payable AR Accounts Receivable CM Contact Management GL General Ledger IC Inventory Control IT Incident (project) Tracking OE Order Entry PO Purchase Orders TS TEST Please Delete UU Union Information System + F3=Exit F6=Add F21=Print List

Applications

From the Run Time menu, select Work With Application, and the display shown in Figure 1 will appear.

Code

Press **F6**, an Application Code: prompt will appear, key in a new Code, then press **Enter**.

Description

A Description: prompt will appear, key in a Description, then press **Enter**.

Processing

The CONFIRM: Y prompt will appear,

- If you are happy with your Code and Description, press **Enter**, and the Application will appear on the list.
- If you want to change the Description, press **N** then change the Description and press **Enter**, then **Enter** again to confirm.
- If you want to remove the Code and Description, press **N** then **F3**.

Changing

Once an Application has been added to the list, its Description can be changed with option 2.

Details

Option 8 brings up Work With Application Programs which lets you see the programs attached to any of the Applications, but the Programs cannot be added or deleted from this display: they are maintained in Work With Programs.

4.4 How To Add And Set Up Programs

The Main Starting Point

Figure 1 shows the Work With Programs display.

Figure 1

Work With Programs →	ZZA1DFR	DISPLAY		1/02/96 8:00:00
Search Fields →	Program ID	Application Code	Description	System Program Name
Options →	Type options, press Enter. 2=Change 4=Delete 5=Display 8=Details			
Functions →	? Program ID	Application Code	Description	System Program Name
	APAMOUNT	AP	Get Amount Description	APAMOUNT
	APASSRR	AP	Select AP Transaction	APASSRR
	APBISRR	AP	Select AP Vendor	APBISRR
	APCASH	AP	AP Cash Management Menu	APCASH
	APGFDFR	AP	Display Cheque Distribut	APGFDFR
	APGLPVR	AP	Prompt for AP Posting	APGLPVR
	APGLXFR	AP	Post to GL	APGLXFR
	APG3SRR	AP	Select AP Company	APG3SRR
	APG6DFR	AP	Work With AP Transactions	APG6DFR
	APIWSRR	AP	Select APTransaction Type	APIWSRR
	F3=Exit F6=Add			+

Adding A Program

From the Run Time menu, select Work With Programs, and the display shown in Figure 1 will appear.

Press **F6** and a Program ID: prompt will appear.

Fill in an ID, normally the same as the System Program Name, and press **Enter**, and the display shown in Figure 2 will appear.

Continued on the next page...

Figure 2 shows the Add Program Details display.
Figure 2

Add Program Details →
Fields →
Functions →

ZZAZE1R ADD

Add Program Details
1/02/96 8:00:00

Program ID : AATEST
Description
Application Code . .
Security Code
System Program Name .

F3=Exit F4=Prompt F12=Key screen

The Fields

Description
Application Code
Security Code
System Program Name

Comments

The Description is your choice, make it meaningful for future editing.

This Code comes from the Work With Applications utility. **F4** lets you prompt this field.

This Code comes from the Work With Authority utility. **F4** lets you prompt this field as well.

Normally, the System Program Name and the Program ID are the same, but sometimes, when programs are under development, the System Program Name may be changed to Not In Use . Programs that are not in use will show the User a display message informing them that the Program is not available.

When the program does become available, its System Program Name can be changed to match the Program ID.

The Task

Processing

Once the fields are filled, press **Enter**, then **Enter** again to confirm the new Program.

Continued on the next page...

4-6

Practical Tasks

New Program

Figure 3 shows the new program, AATEST, added to the list.
Figure 3

Work With Programs →

8 = Details →

The New Program →

ZZA1DFR DISPLAY 1/02/96 8:00:00

Work With Programs

Program ID	Application Code	Description	System Program Name
Type options, press Enter.			
2=Change 4=Delete 5=Display 8=Details			
? Program ID Application Code Description System Program Name			
AATEST	ZZ	Test Program	AATEST
APAMOUNT	AP	Get Amount Description	APAMOUNT
APASSRR	AP	Select AP Transaction	APASSRR
APBISRR	AP	Select AP Vendor	APBISRR
APCASH	AP	AP Cash Management Menu	APCASH
APGFDFR	AP	Display Cheque Distribut	APGFDFR
APGLPVR	AP	Prompt for AP Posting	APGLPVR
APGLXFR	AP	Post to GL	APGLXFR
APG3SRR	AP	Select AP Company	APG3SRR
APG6DFR	AP	Work With AP Transactions	APG6DFR

F3=Exit F6=Add

Working With Details

Once the new Program has been added, its details can be worked with.
Select the program with option 8 and the display shown in Figure 4 will appear.

Figure 4

Edit Program Details →

Command/Program →

ZZA1DFR DISPLAY 1/02/96 8:00:00

Work With Programs

Program ID	Application Code	Description	System Program Name
.....			
Edit Program Details			
:			
: Program ID : AATEST			
: Command / Program : _____			
:			
: F3=Exit			
:			
:			
.....			
APCASH	AP	AP Cash Management Menu	APCASH
APGFDFR	AP	Display Cheque Distribut	APGFDFR
APGLPVR	AP	Prompt for AP Posting	APGLPVR
APGLXFR	AP	Post to GL	APGLXFR
APG3SRR	AP	Select AP Company	APG3SRR
APG6DFR	AP	Work With AP Transactions	APG6DFR

F3=Exit F6=Add

Command/Program

This field represents what a user would have to key into a command line to call the program if the menus were not available. This line might be as simple as `call AATEST`, or a longer command string. With many Programs, this field will remain blank.
Your installer can clarify any program requirements for you.

4.5 How To Add And Set Up Menus

The Main Starting Point

Figure 1 shows the Work With Menu display.

Figure 1

Work With	ZZFPDFR	DISPLAY	1/02/96 8:00:00	
Menu →	Work with Menu			
Search Fields →	Menu Name	Description		
Options →	Type options, press Enter. 2=Change 3=Copy 4=Delete 5=Display 6=Print Details 8=Details			
	? Menu Name	Description		
	AP	Accounts Payable Menu		
	APCASH	Cash Management Menu		
	APMONTHEND	AP Month End		
	APSETUP	Accounts Payable Setup Menu		
	AR	Accounts Receivable Menu		
	ARMONTHEND	AR Month End Menu		
	ARSETUP	AR Setup Menu		
	CM	Contact Management		
	CMSETUP	Contact Management Setup		
	COMMON	Common User Functions		
	DANM	Dan McKenna Menu		
Functions →	GL	General Ledger	+	
	F3=Exit	F6=Add	F21=Print List	

Adding A Menu

From the Run Time menu, select Work With Menu, and the display shown in Figure 1 will appear.

Press **F6** and the Add Menu KEY SCREEN display will appear.

Menu Name

Fill in the Menu Name field and press **Enter**.

Description

The Add Menu Details display will appear with a Description field.

Processing

Fill in a Description, press **Enter**, then press **Enter** again to confirm.

Continued on the next page...

**Adding
Item Details**

Once you have entered a sequence number, the Add Menu Item Details display will appear, as shown in Figure 3.

Figure 3

Add Menu
Item Details →

Fields →

Functions →

ZZGCE1R ADD 1/02/96 8:00:00

Add Menu Item Details

Menu Name . . . : NEWMENU

Sequence Number : 10

Program ID . . . _____

Description . . . _____

Menu Type -

F3=Exit F4=Prompt F12=Key screen

The Fields	Comments
Program ID	The Program ID comes from the Work With Programs utility. F4 brings up the Select Program window.
Description	The Description is your choice, this how the option will appear on the menu.
Menu Type	Prompting the Menu Type field brings up a drop box with four choices: <div><div>Program: A CIS program, such as ZZA1DFR Work With Programs .</div><div>Menu: A CIS menu, such as APCASH AP Cash Management Menu .</div><div>Text: Free form text which may be a group heading, or an apostrophe used to create a blank space.</div><div>Command: An AS/400 command such as wrkwtr . This would be used for a personal menu which the users access through their Attn or Esc key.</div></div>

The Task

Processing

Changing

Fill in the fields as desired, then press **Enter** and **Enter** again to confirm.

Once the menu item has been added, you can change the Program ID, Description and Menu Type, by selecting it with option 2.

4.6 How To Add And Set Up Users

The Main Starting Point

Figure 1 shows the Work With CIS User display.

Figure 1

Work With	ZZG0DFR	DISPLAY	Work With CIS User	1/02/96 8:00:00
CIS User →	User Id	Description		
Search Fields →				
Options →	Type options, press Enter. 2=Change 3=Copy 4=Delete 8=Details (Application, Companies & Authority)			
	? User Id	Description		
	ACCOUNTING	Accounting		
	ADVERTS	Advertising		
	CLERK	Office Clerk		
	FINANCE	Finance		
	OPERATIONS	Operations		
	MANAGER	Office Manager		
	MARKETING	Marketing		
	PRESIDENT	President		
	RECEIVING	Receiving		
	SALES	Sales		
	SHIPPING	Shipping		
Functions →	SYSTEMS	Systems		+
	F3=Exit	F6=Add	F17=Load Users From AS400	F21=Print List

Adding A User

From the Run Time menu, select Work With CIS User, and the display shown in Figure 1 will appear.

User ID

Press **F6** and the Add CIS User KEY SCREEN display will appear with a User Id field. Fill in this field and press **Enter**.

Description

The Add CIS User Details display will appear, fill in the Description field, then press **Enter** and press **Enter** again to confirm.

Some Options

Once a new user has been added, option 2 lets you change their Description, option 3 lets you copy their attributes to a new User ID, and option 4 lets you delete the users from the system.

Option 8 lets you assign applications, companies and authority to the users.

Continued on the next page...

User Applications Select one of the users with option 8 and the following display will appear.
Figure 2

Work With User App.'s → Search Fields → Options → Functions →	<div style="display: flex; justify-content: space-between; font-family: monospace;"> ZZBKDFR DISPLAY 1/02/96 8:00:00 </div> <div style="text-align: center; margin-top: 5px;"> Work With User Applications </div> <table border="0" style="width: 100%; font-family: monospace;"> <tr> <td style="width: 30%;">User Id YOU</td> <td style="width: 40%;">Your Name</td> <td style="width: 30%;"></td> </tr> <tr> <td>Application Description</td> <td></td> <td>Company</td> </tr> <tr> <td>Code</td> <td></td> <td>Code</td> </tr> <tr> <td colspan="3" style="height: 10px;"></td> </tr> </table> <p>Type options, press Enter. 2=Change 4=Delete 8=Details (User Application Companies, Authorities)</p> <table border="0" style="width: 100%; font-family: monospace;"> <tr> <td style="width: 30%;">? Application Description</td> <td style="width: 40%;"></td> <td style="width: 30%;">Company</td> </tr> <tr> <td>Code</td> <td></td> <td>Code</td> </tr> <tr> <td>AP</td> <td>Accounts Payable</td> <td>YOURCO</td> </tr> <tr> <td>AR</td> <td>Accounts Receivable</td> <td>YOURCO</td> </tr> <tr> <td>CM</td> <td>Contact Management</td> <td>YOURCO</td> </tr> <tr> <td>GL</td> <td>General Ledger</td> <td>YOURCO</td> </tr> <tr> <td>IC</td> <td>Inventory Control</td> <td>YOURCO</td> </tr> <tr> <td>IT</td> <td>Incident (project) Tracking</td> <td>OTHRCO</td> </tr> <tr> <td>OE</td> <td>Order Entry</td> <td>YOURCO</td> </tr> <tr> <td>PO</td> <td>Purchase Orders</td> <td>OTHRCO</td> </tr> <tr> <td>UU</td> <td>Union Information System</td> <td>YOURCO</td> </tr> </table> <div style="text-align: right; margin-top: 5px;">+</div> <div style="margin-top: 10px; font-family: monospace;"> F3=Exit F6=Add F21=Print List </div>	User Id YOU	Your Name		Application Description		Company	Code		Code				? Application Description		Company	Code		Code	AP	Accounts Payable	YOURCO	AR	Accounts Receivable	YOURCO	CM	Contact Management	YOURCO	GL	General Ledger	YOURCO	IC	Inventory Control	YOURCO	IT	Incident (project) Tracking	OTHRCO	OE	Order Entry	YOURCO	PO	Purchase Orders	OTHRCO	UU	Union Information System	YOURCO
User Id YOU	Your Name																																													
Application Description		Company																																												
Code		Code																																												
? Application Description		Company																																												
Code		Code																																												
AP	Accounts Payable	YOURCO																																												
AR	Accounts Receivable	YOURCO																																												
CM	Contact Management	YOURCO																																												
GL	General Ledger	YOURCO																																												
IC	Inventory Control	YOURCO																																												
IT	Incident (project) Tracking	OTHRCO																																												
OE	Order Entry	YOURCO																																												
PO	Purchase Orders	OTHRCO																																												
UU	Union Information System	YOURCO																																												

Adding An Application To The CIS User

Press **F6** and the Add User Application KEY SCREEN display will appear.

Application Code

The Application Code comes from the Work With Application utility.

Prompt this field with **F4**, or fill it in without prompting, and press **Enter**. The Add User Application Details display will appear.

Company Code

The Company Code comes from the Work With Company utility.

Prompt this field with **F4**, or fill it in without prompting, and press **Enter** then **Enter** again to confirm.

Changing Details

Option 2 lets you change only the Company Code for each application.

Option 8 brings up the Work With User Application Company display.

Continued on the next page...

User Application Companies

Select one of the users with option 8 and the following display will appear.

Figure 3

Work With

User App. Co. →

Search Fields →

Options →

Functions →

ZZDGDFR DISPLAY 1/02/96 8:00:00

Work with User Application Company

User Id	Application
YOU	AP
Company Code	Description

Type options, press Enter.

3=Copy Company 4=Delete 8=Details

? Company Code	Description
OTHRCO	TEST Kobelt Development Inc.
YOURCO	TEST Manufacturing Co. Ltd.

F3=Exit F6=Add

Adding A Company To A CIS User's Application

Press **F6** and the Add User Application Company display will appear.

Company Code

The Company Code comes from the Work With Company utility. Prompt this field with **F4**, or fill it in without prompting, and press **Enter** then **Enter** again to confirm.

Copying

Option 3 lets you create a new company by copying one one of the existing ones.

Details

Option 8 brings up the Work With User Application Authority display.

Continued on the next page...

User Application Companies

Select one of the users with option 8 and the following display will appear.

Figure 4

Work With
User App Auth →

Search Field →

Options →

Functions →

```
ZZDDDFR      DISPLAY                               1/02/96   8:00:00

                                Work with User Application Authority
User Id      Application  Company
YOU          AP          OTHRCO   TEST Manufacturing Inc.

Security
Code
_____

Type options, press Enter.
4=Delete request

? Security  Description                      Date      User
  USR       Application User                 3/14/96   SYS

F3=Exit    F6=Add
```

Adding An Authority To A CIS User's Application/ Company

Press **F6** and the Add User App. Authority window will appear.

Security Code

The Security Code comes from the Work With Authority utility.

Prompt this field with **F4**, or fill it in without prompting, and press **Enter** then **Enter** again to confirm.

Deleting

Option 4 lets you delete authorities.

Completing

Once you have added the first few users, you may copy them from the Work With CIS User display, and then use the other utilities to set up whatever differences you may need in Applications, Companies or Authority.

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