PASSPORT
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PBS v12.03 Installation

Standard Vision File Installation Guide

Passport Business Solutions
PBS Standard Vision File Installation Guide
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If you have any comments or suggestions about this guide, please send your feedback to:

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Introduction

Your systems and Passport Business Solutions software are a critical part of your successful business operation. Passport Software, Inc. continues to improve and enhance the PBS software to help make using the software more enjoyable and productive.

There are two sets of instructions for installing PBS. One is for the SQL installation and the other is the Vision file install instructions. This document contains the Vision file install instructions. A Vision file installation includes installs for Windows, Linux and SCO UNIX.

Version 12.03 Standard Vision File Install and Upgrade Checklist

If you are familiar with a Standard Vision Installation and data upgrade you may use this checklist. This checklist is for the Windows installation. The Linux and SCO UNIX installs are similar. You will need to replace the executable commands with tar commands and the batch commands with script commands.

COMPANY INFORMATION	
Company name:	
Address:	
Telephone number:	
Email:	
Primary Contact(s)	
Cutover date	
CHECKLIST	
This step is optional. It is done on the system you are upgrading from. Empty transaction and purged history files require less time to upgrade. You may do the following: • Post all un-posted transactions; like payables, invoices • Prepare financial statements and reports for post upgrade comparison • Back up your data • Get distributions in G/L. Purge distribution files in A/P, A/R, I/C, J/C and Payroll. • Large history files take the most time to upgrade. Therefore, purge history and any other data that is no longer needed	☐
Prepare data exports. The details for this step are found in PBS_EZ_Convert.pdf. From the version being upgraded from • Run ctlutil in current install and create export of the control files • Run exfutl in current install and create export of the data files	☐
Download the following from the FMS site: • The PBS license. The file name may include information about the company and expiration date. If this is the case rename it to RW.LIC after downloading it and before running the install • The current full install, update install and hot fixes (when available) • Download Wininstall1203.exe • Download the latest updates and hot fixes for 12.03	☐
Create a target folder for the installation. It should <u>not</u> be located in the windows *Program files* folder. C:\PBS1203 would be fine. No spaces in the folder path is recommended.	☐
Passport Business Solutions Installation: • Note the Windows Pre-installation Requirements - Upgrade • Place the install package(Wininstall1203.exe) in the newly created empty target folder • Put the RW.LIC in this same folder • Run Wininstall1203.exe, this is a self-extracting zip file which contains the software and required runtime environment • Find and run PBSInstall.bat. This script will start the PBS installation program which will prompt you through the initial installation of PBS	☐

Update your new installation • Check for Pre and Post Update considerations • Place the latest version of PBSUPDATES1203xx.EXE in the version 12 Top Level folder • Run PBSUPDATES1203xx.EXE • Find and run PBSUPDATE.BAT. This install script will identify your current version, create program backups and upgrade you environment to the most current release • Install hot fixes that match the update version number. For example, 12.03.0u.0h. The hot fixes must match the 0u update version.	☐
Optional: Update the Help environment. • If you are using Internet help, Internet help is installed by default • If you are using local help, download the Local help install package. Local help is available for download.	☐
From the version being upgraded from, copy the control and data file exports to the new PBS version 12.0x EZEXP folder	☐
Run pbscnvez to run the PBS EZ Convert utility. The details for this step are found in PBS_EZ_Convert.pdf. • Verify that you have exported and moved/copied the control and data files to the new environment • Confirm that you have the MLTCMP.exp file for a multiple company install • Confirm that you have access to the SQPATH.DAT file from your previous installation • Determine if you want to maintain the same data file location under the Top Level that you used in the previous version • Find the previous version of SQPATH.DAT • Confirm multiple company file and upgrade the pathfile • Determine if you want to maintain the data file locations from your previous install • Run the Full or Custom conversion. If Full, then you can skip the next three steps: o Upgrade export files only? Normally you will answer N to this prompt. By answering yes the system will leave other data file behind including reports printed to disk etc. o Copy system wide files? Only applies to version 10 or 11 upgrades. If yes contents of RWMENU, PTCUS, PSIBxx, and IMAGES will be copied o Restore System wide files? If yes it will initialize and restore select system wide files if their exports exist	☐
Run PBS version 12.03 for the first time. Verify that users and passwords are set. If not, do that now. Verify that the user assigned menus are upgraded.	☐
When needed, enter new users and define user menus.	☐
If using Thin client, activate the license, configure and start the service. See the thin client documentation for details.	☐
Perform workstation installs. If using Thin client then use the Thin client startup install.	☐
Print and confirm financial statements and select reports from all modules to validate data conversion success.	☐
Compare Control information from old version modules to new PBS v12.0x. Update new control fields as needed. Where needed, configure the modules for new features.	☐
Demonstrate and train all your PBS users on the new features and functions.	☐

Installation

Version 12.03 contains all PBS applications.

Windows Pre-installation Requirements - Upgrade

Microsoft Portable .Net Framework

PBS Version 12.03 utilizes the version 9.1 runtime which requires.NET Framework. You may already have .NET Framework installed, but if not, you must go to Microsoft's web site, download and install it for Windows 8, Windows 7 and Windows Vista. It is also needed if you run PBS while *on* the Windows Server 2003, Windows Server 2008 or Windows Server 2012.

The required version of .Net Framework for installing the start menu selections is 4.030319 or higher.

Data Conversion Required

No matter what version you are upgrading from, PBS Version 12.03 vision install is not an in-place installation. You must install Version 12.03 in a new folder and then use EZ Convert to convert data from the older version.

Do not install PBS in *Program files* or *Program files (x86)*. We recommend that you use C:\PBS\1203 or something similar.

See the EZ Convert documentation for a list of versions that can be upgraded. Download the latest online EZ Convert doc.

Thin Client

If Thin Client is installed and running on your older system there are a few steps to get it running in Version 12.03.

The server portion of Thin Client is included with the install of PBS Version 12.03.

The runtime version has changed for PBS 12.03. Because of this a new product code and key to activate Thin Client on the server. If you do not have this product code and key contact your PBS provider before you start the installation. The product code and key must be Version 9.1.x.

The client (workstation) versions associated with Version 12.03 must be installed on *each* workstation that will access PBS. If you have existing client installs to v12.02 or earlier version, we recommend that you uninstall them.

You must know your IP address and port number in order to install both the client and server. Copy the documentation and client install which may be on a disk or available from the fms.pass-port.com site. For access to the FMS site you will need a login and password. The documentation is found in *updates > PBS_1203 > doc > PBS_ThinClient_Configuration.pdf*. Go to the *updates/CommonUtil* folder and download Thin Client location install. Extract it and run the start.exe executable from the workstation. You must have the correct IP address and port number to complete the install.

AcuXDBC

XDBC requires a new System Catalog. It contains files that have been added or changed in PBS v12.03. Download from the FMS site the latest XDBC System Catalog from the FMS site.

If you are upgrading from v12.00 or higher and you are running AcuXDBC v8.1.x, the Acucorp/MicroFocus XDBC product does not require a new product code and key. If you are upgrading from v11.x and using the older AcuODBC, you must purchase the new AcuXDBC.

If you wish to add AcuXDBC to your system you will receive the 9.x version

The AcuXDBC installation instructions are available on the PBS FMS site (fms.pass-port.com).

Windows Pre-installation Requirements- New Install

You must install PBS in a new folder. Create the folder first. We recommend that you install PBS using a path without spaces, especially if you are using Thin Client and AcuXDBC. Whether you have a 32-bit or 64-bit operating system, there is only one version of PBS to install.

When available, download any additional instructions for updates or hot fixes from the PSI FMS site located at the PBS FMS site. You will need a login and password to get to this site. If needed contact Passport Software for instructions. Download Wininstall1203.exe to the new folder you created above. Look in the *Updates > PBS_1203 > Win* folder.

If there are updates, hot fixes or documentation installs, download them as well. They are in the *Updates > PBS_1203 > Win > Updates* folder.

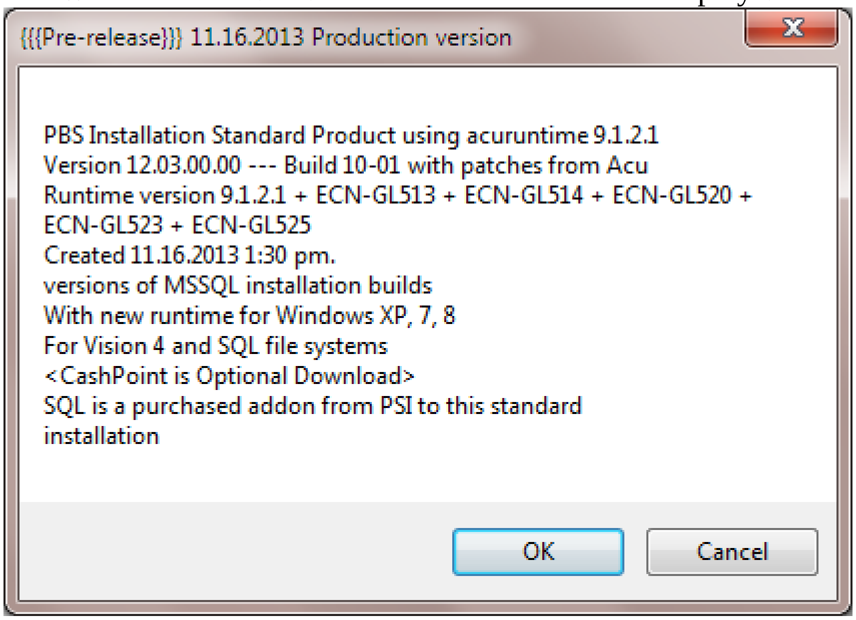
Following the installation, see the PBS Administration documentation and User documentation for instructions on configuring PBS. Select PBS Documentation.

Windows Installation Steps

You cannot install PBS Version 12.03 over PBS 12.02, 12.01, 12.00, 11.x or any earlier version of PBS, RW2000 6.7 or RealWorld.

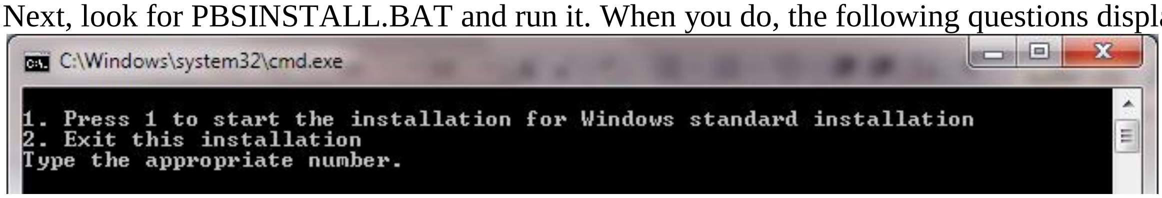
Copy the *Wininstall1203.exe* to the folder you created in the pre-install instructions. Also, put the RW.LIC PBS license file in the same folder. If the license file has a name like *RW – XYZ Company – ABC Associates-EXP12-31-12.LIC* you MUST RENAME it to *RW.LIC* before you run the install.

Run *Wininstall1203.exe*. A screen similar to below displays:



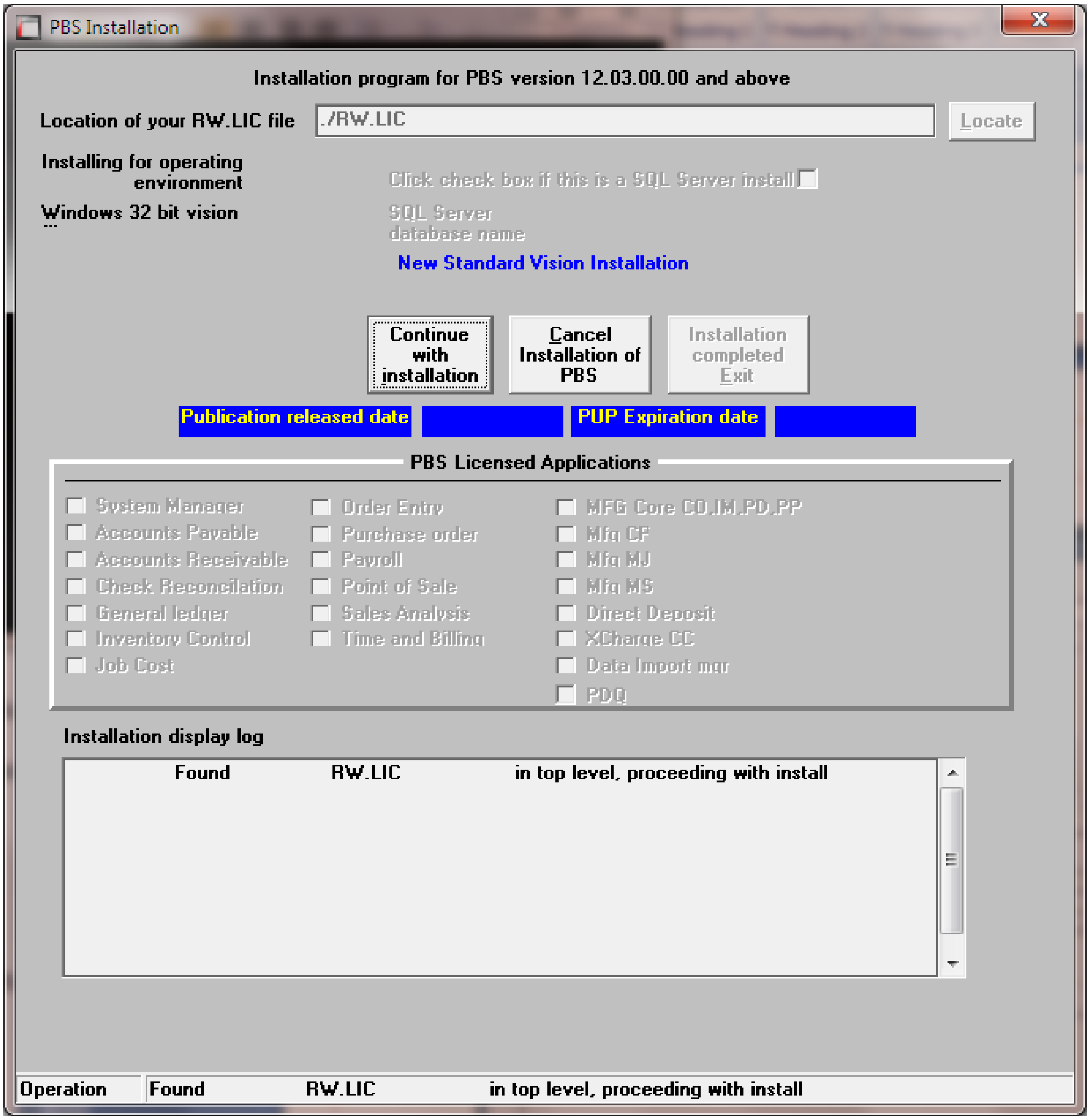
Select OK and it will run the extraction. About 32 files and four folders are extracted.

Next, look for PBSINSTALL.BAT and run it. When you do, the following questions display:



If you are not ready to install PBS, select 2 to Exit the installation.
Otherwise, select 1 to start the standard Windows installation.

The extraction runs and the following screen displays:

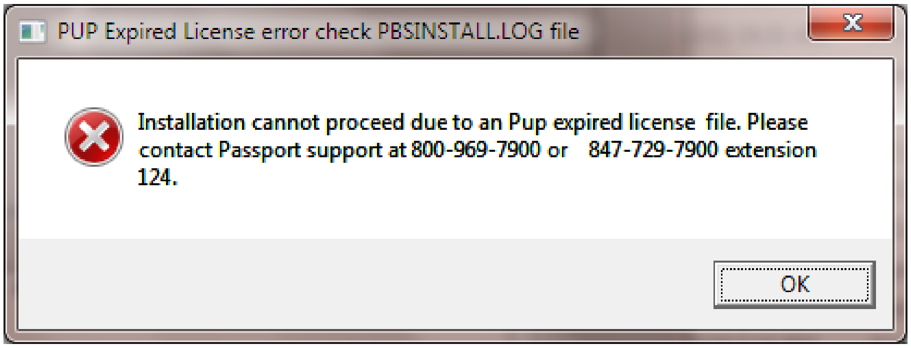


Using a Correct License

If you did not copy the RW.LIC file in you will have to find it via the *Locate* button. Remember, the license name <u>must</u> be RW.LIC.

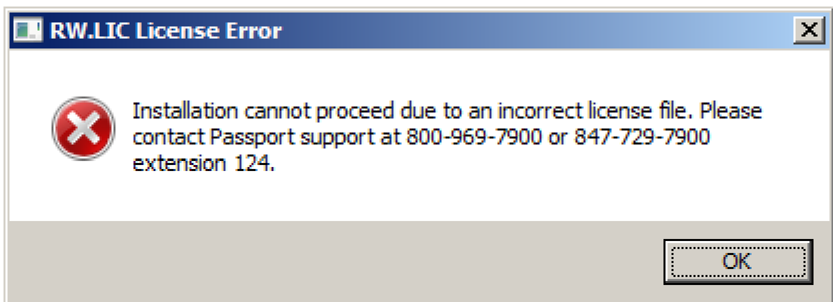
Before installing v12.03 you may be required to update your RW.LIC license.

The Passport Update Program (PUP) date on your license must be February 16, 2014 or later. If you attempt to install PBS v12.03 with an RW.LIC license that that has a PUP date before February 16th, 2014, the following message displays:



"Pup" in the message above refers to the Passport Update Program.

- If you attempt to install PBS with a license that was created before PBS v12.02, the following message displays:



If you receive a message that the PUP has expired or you have an incorrect license contact Passport support at 800-969-7900 or 847-729-7900, both at extension 124.

Continue with installation

Once the RW.LIC is located, click on the *Continue with installation* button as seen here:

The program will extract the files appropriate for your installation. When that is done, the *Installation completed Exit* button is highlighted.

Click on it to finish. This completes the installation.

Do NOT run the pbsinstallforsql.exe. This is only needed for the PBS SQL installation. Your license probably does not allow the SQL install anyway. If it does you should continue using the PBS SQL install instructions.

Install Updates

We highly recommend that you install the latest update and hot fixes *before* you run EZ convert. Download the installation and documentation files from the Passport FMS site.

Post Installation

Set the permissions to the PBS system so that everyone who needs to access it has the proper rights.

Client Install

You must un-install the previous client install and install the new client shortcuts for PBS 12.03. This includes Thin client shortcuts.

See the section Connecting Workstations to PBS for details.

Opportunistic Locking

Other installation steps and information, including disabling opportunistic locking and more, are described in detail in the PBS Administration documentation. See the PBS Administration Documentation.

Review the user documentation *Control information* settings. Depending on the version you are upgrading from, there may be new features that require settings. See the PBS Documentation section below.

EZ Convert

If you are upgrading from RealWorld version 8,9, RW2000 or an earlier version of PBS, see the EZ Convert documentation for instructions for upgrading your data.

Windows 8 and a PDF Reader

Windows 8 is installed with a default PDF reader. It has this symbol:

It will allow you to view PDF files that are generated from PBS, but it displays them in a separate window. For optimum viewing of PDF files download and install Adobe Reader or Adobe Pro.

Linux and UNIX Installation

For v12.03 you MUST be on a Linux glibc version 2.3.4 or higher. However, do not install PBS on a Linux glibc 3.0 or higher system.

You may be on SCO UNIX 5.06, 5.07 or 6.0.

Here are the steps for installing Linux

1. Using the RW.LIC, install the full system. See the Pre-installation Steps and The Linux Installation Steps.
2. Install the update. This would be v12.03.uu.00 with uu representing the most recent update. See the appropriate update documentation available from the FMS site.
3. If available, install the hot fixes. The version numbers would be v12.03.uu.hh. You must install over the matching update version represented by uu. Install the latest hot fix (hh) version that matches your current update version.
4. Run EZ convert to convert your data from the previous version to v12.03. If you have more companies than 00 EZ convert will create them. View the conversion log (EZCONV01.LOG). There should not be any major errors.
5. Check your *Control information* for each module to verify that you have the correct settings for any new fields. This can vary depending on what version you are upgrading from. The older the previous version, the more likely there are changes. The EZ Convert documentation has some specific information on what to check.
6. Run reports in the old and new systems and compare the information to verify that your data is upgraded. This step is optional but highly recommended.
7. If you are using Thin Client, kill the old service and activate the new service. If you have Linux and you are upgrading from v12.00 or earlier, you will need a new product code and key for Thin Client activation as you must upgrade to AcuConnect 9.1 from Acuconnect 8.1. If you are upgrading from v12.01 you can use your current code and key.

Data Conversion

No matter what version you are upgrading from, PBS is not an in place installation. You must install Version 12.x in a new directory and then use EZ Convert to convert data from the older version.

See the EZ Convert documentation for a list of versions that can be upgraded. Download the latest online EZ Convert doc.

AcuXDBC - ODBC

AcuXDBC requires a new System Catalog. Download from the FMS site the *xdbc_pbs.pdf* documentation. The upgrade instructions are in this document. Also download the new system catalog and other installation components that apply to your install.

For Linux you will need a new product code and key. You may have already done this after installing PBS v12.01, if not, you are required to upgrade to the 9.1 version of AcuXDBC Server.

Thin Client for Linux

You will be upgrading to PBS v12.03. Based on the version you are upgrading from, you may need a new AcuConnect for Thin Client product code and key as per this table:

	Upgrade from PBS v11.x	Upgrade from PBS v12.00
Linux	Need new v9.1 code and key	Need new v9.1 code and key

	Upgrade from PBS v12.01
Linux	Use existing v9.1 code and key

The server portion of Thin Client is included with the install of PBS Version v12.03. If you do not have a product code and key, contact your PBS provider before you start the installation.

The client (workstation) versions associated with Version v12.03 must be installed on *each* workstation that will access PBS. Thin Client installations are available from the Passport FMS download or your disk (if you received a disk). For the FMS download use the http://fms.pass-port.com/ address. For access you will need a login and password. The documentation is found in *updates/PBS_1203/doc/PBS_ThinClient_Configuration.pdf*. Go to the *updates/CommonUtil* folder and download the appropriate client install. Run the executable from the workstation. You must have the correct IP address and port number to complete the configuration and installation.

Pre-installation Steps

Copy the main install, the latest updates and hot fixes for Version v12.03 to your server. You must have a new RW.LIC file for a v12.03 install. Your RW.LIC file that you used for v12.01 and earlier will NOT work.

1. Create the directory where you want PBS installed. New with PBS 12.03, the runtime and other files have been moved to *bin* directory off the top level directory of PBS. This is to make it easier to locate and update certain files and programs and to clean up the PBS top level directory. Make sure the *bin* directory is added to the PATH as stated below;
   a. After creating the PBS install directory you should add the unambiguous path to the new install area. When you create a PBS directory, `/home/pbs`, add this to the beginning of the path:
   `PATH=/home/pbs:/home/pbs/bin:$PATH; export PATH`

   PSI does not suggest adding "." to the PATH due to security issues, especially if running as root.

   On an Ubuntu Linux server do not install PBS in the /*home* folder. We have found that permissions are restricted in this folder. Create a folder like /*apps* off the root of the file system and install it there.

For UNIX add this path: `PATH=$TLD:$TLD/bin:$PATH;export PATH`
An example is: `PATH=/usr/pbs:/usr/pbs/bin:$PATH;export PATH`

2. Copy from the *nix* directory on the PBS disk or download the install program to this new directory from the FMS site. The file is `lnxinstall1203.tar.gz`
   For UNIX it is `unixinstall1203.tar.gz`

3. Copy the RW.LIC license to this directory. If you do not have an RW.LIC license contact your PBS provider or Passport Software, Inc for instructions. After the copy, verify that the case of your RW.LIC has not changed from upper case to lower case. If it has, move it to upper case. Also, if the license file has a long name which includes your company name and expiration date, you MUST rename it to *RW.LIC* before you start the install.

During the install process you may navigate to any directory where the license is, but having it in the same directory insures that the install program will find it.

The Linux and UNIX Installation Steps

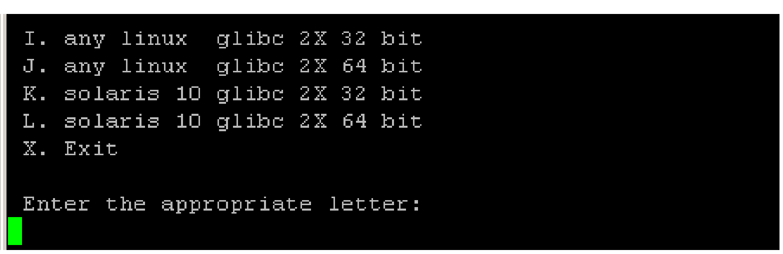
The initial install of PBS installs programs and files for company 00. Other companies are created when you run EZ convert or use the add company procedure.

A. To extract the install files, gunzip `lnxinstall1203.tar`
   For UNIX gunzip `unixinstall1203.tar.gz`
B. Then, `tar xf lnxinstall1203.tar` (untar runtimes, programs, and scripts)
   For UNIX tar xf `unixinstall1203.tar`

C. Run pbsinstall (script for installing PBS and appropriate runtimes)

A nix script screen displays.

Enter the appropriate runtime to be installed. It is very important to study this screen and make the right selection. If an incorrect selection is used the rest of the installation will not work. The UNIX screen is not provided, however the choice should be obvious. This is the Linux install screen:



After your selection, the runtime is extracted and the PBS installation program is started. If the RW.LIC file is found, a message like the following displays:

```
Processing the license file
RW.LIC found in top level, proceeding with installation.
Press <enter> to continue, or <Esc> to exit install
```

If the RW.LIC file is not present the program will prompt you for its location. Regardless, the RW.LIC file must be present on the server.

```
Processing the license file
Enter Directory location of RW.LIC press Esc to exit PBS install
```

When you see the screen above, you may enter a directory where the RW.LIC file is located. Example: `/usr/temp`

Once the RW.LIC is found, select <Enter> and the installation program goes through a series of processes which display on the screen similar to this:

```
Extracting           license file          5 to top level
New runtime license  created              05 user count
Extracting           gunzip synix.tar.gz  SY
Extracting           tar xf synix.tar     SY
Extracting           gunzip sy.tar.gz     SY
Extracting           tar xf sy.tar        SY
Extracting           gunzip apnix.tar.gz  AP
Extracting           tar xf apnix.tar     AP
Extracting           gunzip ap.tar.gz     AP
Extracting           tar xf ap.tar        AP
```

At completion the program will present the screen similar to below:

```
Deleting             sa.tar               SA
Deleting             tbnix.tar            TB
Deleting             tb.tar               TB
Deleting             mf.tar               MF
Deleting             symfgnix.tar         MF
Deleting             symfg.tar            MF
----------------------------
Clean up in process........
Deleting             NEWMENU.DAT             From top level
Deleting             NEWPATH.DAT             From top level
Deleted installation
Installation                                 PBS Manufacturing is included
Installation                                 Completed for PBS
Date: 01/05    Time: 1204
Installation complete, you may view or print the PBSINSTALL.log located in the top
level directory.

Press any key to exit
```

Pressing any key here exits the installation program and the software is ready for editing or upgrading data using EZ Convert.

Post Installation

Copy in the latest update and any hot fixes that apply to your system. Install them.

If you upgraded from a previous version, you may need to verify that the path to the runtime is correct. To handle this, put the full unambiguous path of the new installation into the beginning of the PATH environment instead of using a period.

See the EZ Convert documentation for instructions for upgrading your data.

Following the install, see the PBS Administration documentation and User documentation for instructions on configuring PBS. Select PBS Documentation.

If you are implementing Thin Client see the Thin Client for Linux section. Also see the next section on the client installs.

If you have AcuXDBC Server, see the XDBC - ODBC section.

This completes the installation.

Connecting Workstations to PBS

Three methods are available for configuring a workstation to access your installation of PBS:

Thin Client

The PBS Thin Client is a small footprint application that essentially represents PBS as a local application to the workstation but utilizes the Server to do all the heavy lifting. This greatly enhances the performance of PBS and reduces network traffic significantly. This feature also enables delivery of the application over the internet through a secure proprietary encryption protocol -- ideal for large installations and any installation with remote users whether there are one or many.

This product is licensed separately from the PBS option. To activate Thin client on the server you need an AcuConnect 9.1.x product code and key. Activation instructions are in the Thin client documentation downloadable from the FMS site as stated in the next paragraph.

Note: If you are upgrading from a previous version of PBS and you installed the older start menu selections for accessing Thin client with PBS on a *Windows Server*, to avoid having two sets of start menu selections, uninstall the older version before you install the new version. You may do this in *Programs and Features* found under *Control Panel*. Look for *Passport Software* on the list of installed programs and features. The Linux start menu selections will work as is.

You need the workstation Thin client startup install. For Thin client installation instructions see PBS_ThinClient_Configuration.pdf . The install and documentation are downloadable from the Passport's FMS site. Use the http://fms.pass-port.com/ address. For access you will need a login and password. The documentation is found in *updates/PBS_1203/doc*. Go to the *updates/CommonUtli/1203Startup* folder and download the pbs1203tc9121.exe for PBS on Windows Server or the pbs1203tc910.exe executable for PBS on a Linux Server.

Run the executable from the workstation. You must have the correct IP address and port number to complete the install.

Terminal Services

Terminal Services can be set up using a number of tools, most notably Microsoft Terminal Services/Remote Desktop Connection and Citrix XenServer/XenDesktop. The primary advantage of these solutions is the use of the server horsepower for processing and reduced load on the network. We will defer to those companies and your network administrator for setup of these types of services.

Be sure to install the PBS fonts on the server. They are located in the fonts folder under the top-level PBS folder. This will need to be done for each user login.

There are some limitations to printer use when printing forms on terminal services. If you are unable to set up a usable Company information printer for printing forms, then you cannot use this method.

Install the Local Network Share Access

For network sharing, install the pbs startup. This installs the start menu selections and fonts needed for PBS. This install is downloadable and if you received the PBS via a disk, it is available from the disk in the pbs_startup folder.

Note: If you are upgrading from a previous version of PBS and you installed the older start menu selections, to avoid having two sets of start menu selections, uninstall the older version before you install the new version. You may do this in *Programs and Features* found under *Control Panel*. Look for *Passport Software Start Menu Items*.

To download, use the http://fms.pass-port.com/ address. You will need a login and password. Go to the *updates/CommonUtil/PBS1203Start* folder. Create a folder called Temp on the workstation C drive, copy the *PBSStartIconInstall.exe* file to that folder and run the executable from the workstation. If you have to install it for an additional user on the same workstation, copy the executable install to a different temporary folder and install it from there.

Note: Verify that the fonts install. It has been found that the install program is not working consistently. As a backup we recommend that you copy the fonts from the top-level PBS fonts folder to the workstation. Highlight the fonts, right click and select Install. *If they are already installed a message will indicate this. Otherwise it will install the fonts.* A new version of the workstation install will be provided when it is ready.

For information on modifying the shortcuts, using the original colors, uninstalling the shortcuts and more, see the *Workstation Install/Configure* chapter in the PBS Administration documentation.

Uninstall Old Startup

This is regarding the old startup intended for 12.02 and earlier. The uninstall is done from Control panel > Programs and features. Look for Passport Business Solutions. The uninstall removes a file called Uninst.isu from the top-level PBS. This file is needed for each short cut uninstall for each workstation. Save a copy of this file before you do the first uninstall. If you have already removed the file, there is a zipped copy of this file on the FMS site in the CommonUtil folder. Extract it into the top-level PBS.

Windows 8 and PDF Reader

Windows 8 is installed with a default PDF reader. It uses this symbol:

It will allow you to view PDF files that are generated from PBS, but it displays them in a separate window which makes it difficult to get back to PBS. For optimum viewing of PDF files download and install Adobe Reader.

PBS Documentation

PBS documentation is available online. This is a full set of documentation for each PBS application. Select from the links below:

Accounting	Distribution
System Accounts Payable Accounts Receivable Check Reconciliation General Ledger Payroll	Inventory Control Job Cost Order Entry Purchase Order Point of Sale Sales Analysis
Manufacturing	**Manufacturing**
Customer Orders Capacity Requirements Planning Inventory Management Manufacturing Job Costing	Master Scheduling & MRP Product Definition & Costing Product Purchasing Shop Floor Control
Administration	**Administration**
Administration	Data Import

Additional documentation is available via the links below and via download from the PBS FMS site. These include:

Doc name	Document description	Download version link
EZ Convert.pdf	EZ Convert Utilities documentation	EZ Convert
PDQ Admin.pdf	Passport Data Query Administration	PDQ Admin
PDQ User.PDF	Passport Data Query User Guide	PDQ User
Syn_int.pdf	CounterPoint 7 Interface	CP Interface
PBS_fdg.pdf	PBS Field Definition Guide	PBS FDG
Pbsmfg_fdg.pdf	Manufacturing Field Definition Guide	PBS Mfg FDG

V1203Release.pdf	A more recent version of this document may be available. Download it to check. The document date is on the second page.	V12.03 Release & Install Guide
PBSSQL_Install.pdf	PBS SQL installation guide. You are required to have a PBS SQL license for this installation.	PBS SQL

Version 12 Features

What's New in PBS 12.03

Here is a list by module of what is new in Passport Business Solutions 12.03:

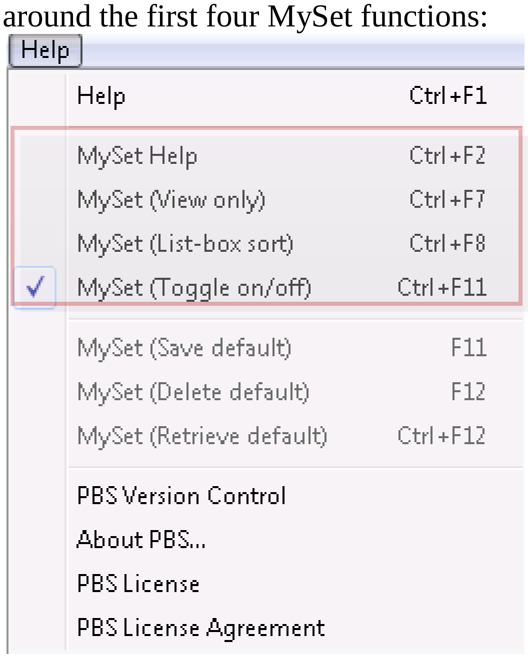
System

MySet™

MySet is a new system-wide tool that provides the following features:

- Each PBS user may set their default sorting option for any list box used in graphical mode and the graphical lookups accessible in character mode.
- A PBS Administrative user may designate any graphical mode screen as view-only, by company, for any General user.
- Each PBS user may create default field settings for any graphical mode report by company.

The MySet selections are accessible from the Help menu on any graphical mode screen or graphical lookup in character mode. Here is an example of a Help menu with a box around the first four MySet functions:



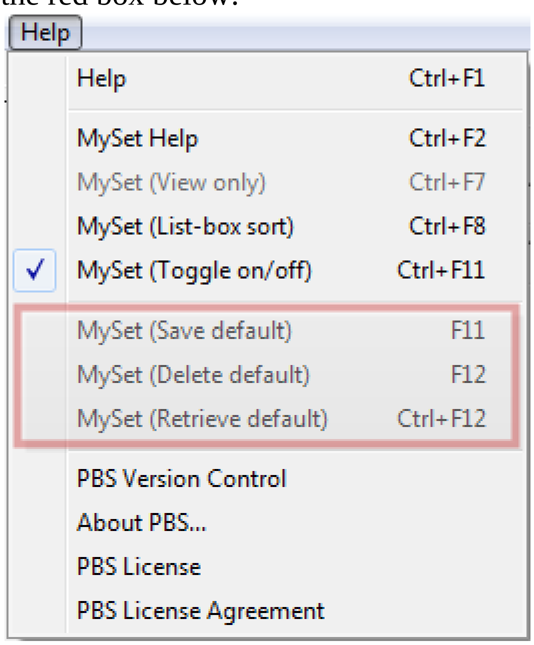
This is a brief description of each and when needed, a link for more detailed information:

Menu	**Keyboard Access**	**Description**
MySet Help	Ctrl+F2	This accesses the MySet help in the PBS System documentation which also provides more details on MySet functions.

Menu	Keyboard Access	Description
MySet (View only)	Ctrl+F7	This allows a PBS administrative user to set up a view only screen for any general user. This selection is grayed-out and inaccessible for all general users. View only screens can only be accessed in graphical mode.
MySet (List-box sort)	Ctrl+F8	This allows both administrative and general users to select a custom sort column for the list box on the screen.
MySet (Toggle on/off)	Ctrl+F11	This turns MySet on or off globally for the user you are logged in as. You must turn MySet on before you can set up a default sort and to set up a general user with a read-only screen.

MySet Field Defaults
For any user, default values for fields may be assigned to any *report* screens that can be run in graphical mode. Set the values for fields and the next time you access the screen, the default values display.

There are three selections on the Help menu that you may use for this function, as seen in the red box below:



On screens, other than reports, these selections will be grayed out and inaccessible. Here is a description of each function:

Menu	Keyboard Access	Description
MySet (Save default)	F11	This sets the current selected field to the

		default value that is entered in that field. The field will flash yellow to indicate that the value is being saved.
MySet (Delete default)	F12	This removes any default value for the currently selected field. The field will flash red to indicate that the value is being removed.
MySet (Retrieve default)	Ctrl+F12	This allows you to retrieve a value for a selected field. This is useful in case you changed the value to something other than the MySet default and you want the MySet default back.

Windows 8, Windows Server 2012 and SQL 2012 Now Supported

An updated runtime is part of the PBS 12.03 install that provides support for Windows 8, Windows Server 2012 and Microsoft SQL Server 2012.

Expanded Print Reports from Disk Number

To allow for more reports printed to disk, the Print Reports from disk number has been expanded from 4 digits to 7 digits. This affects any posting or regular reports generated on the system.

Pre-existing report numbers are not affected. If they were 4 digits they will remain that way. Following the install the next report number is 0100001. All numbers between the current next number and 0100000 are skipped.

Banks

When modifying a bank routing number a new warning message is displayed. If the change is accepted, the vendor and employee bank accounts are updated.

User List and Users Menu List

This feature is available in graphical mode only.
There are two new reports available from the Setup > User maintenance. From the *Options* menu you may select either of the following:

- User List

  This report provides a list of users that can access the system. It includes the address, type of user, the menus assigned to the user and more
- Users Menu List

This report shows every user that is assigned to a menu from *Menu maintenance*. There is an option to print the menu details.

Accounts Payable

Check Reconciliation Interface

When interfaced to Check Reconciliation you have the option to automatically post payments to the C/R Checkbook. See the C/R *Control information* setting of Post PBS Accounts Payable checks automatically.

Year end 2013

There are two new fields available for reporting 1099 forms and magnetic media. These include *Foreign tax paid* and *Foreign country or U.S. possession*.

The *Foreign country or U.S. possession* entry field is forty characters. However it will print only twelve characters on the 1099 form. The *Foreign country or U.S. possession* field does not get written to the 1099 magnetic media file.

You may enter these fields using A/P -> Year-end -> 1099-MISC reporting info.

Accounts Receivable

Check Reconciliation Interface

When interfaced to Check Reconciliation you have the option to automatically post deposits to the C/R Checkbook. See the C/R *Control information* setting of Post PBS Accounts Receivable deposits automatically.

New Invoice History Purge Option

A new *Purge orphan secondary records* field is available.

This field cannot be entered unless the *Purge this history* field is checked.

The primary record is the invoice history header. Secondary records are the invoice history lines, auxiliary and serial numbers. Secondary records cannot be accessed when printing this report when the primary record is missing.

Check this field if you suspect that you have orphan secondary records. Under normal operation this will not happen. A good time to select this option is after you have upgraded from an older version, or if you have had to recover invoice history data. Secondary records print on the report when they are purged.

Graphical Screens

Graphical mode screens have been added to the following Accounts Receivable menu selections:

Deposits > Prepare deposits

Deposits > Deposit slips
Deposits > Deposit summary

Check Reconciliation

Checkbook Transfers

A transfer type has been added to *Checkbook entries*. It transfers funds between accounts and updates General Ledger accounts appropriately.

Automatic Transfer from Accounts Payable, Accounts Receivable and Payroll

You now have the option to automatically get deposits, checks and ACH payments to the Check Reconciliation Checkbook when posting in the Accounts Receivable, Accounts Payable, and Payroll modules. When selected, they bypass the *Transfer checks/deposits* function.

New options have been added to the C/R *Control information* to allow these functions:

Post PBS Accounts Payable checks automatically

When this field is selected, Accounts Payable checks, direct deposit payments and voids are posted automatically to Check Reconciliation. The following functions are affected:

Main menu	Sub menu	Function	Comment
Payables	Post	Immediate checks (void)	When voiding an immediate check, the voided check is transferred to C/R. A separate transfer register is printed.
Payables	Post	Immediate checks	When posting an immediate check, the check is transferred to C/R. A note is added on the register.
Payables	Post	Non A/P checks	A note is added on the register and it is transferred. Non A/P checks do not get transferred during check printing or when running the *Non-A/P/Manual Check Register*.
Open items	Post	Manual payments	Manual payments are transferred to C/R. A note is added on the register.
Print checks and post	Checks and ACH payments		Checks and ACH payments are transferred to C/R. A note is added to the check register legend. Non-A/P checks are transferred when posting payables.
Print checks and post	Voids (all or a range of checks.)		Checks and ACH transaction numbers that are voided when skipping numbers by entering the next number manually, are transferred to C/R. Checks that are

			voided after printing and before posting are also transferred to C/R. A note is added to the check register legend in all cases.
Void checks	Post		Voided checks are transferred to C/R. A note is added to the register.

Post PBS Payroll checks automatically

When this field is selected you may post PBS Payroll checks and void checks automatically.

When this field is selected the following Payroll menu selections are posted automatically:

Main menu	**Sub menu**	**Function**	**Comment**
Checks		Checks	Individual checks are posted to C/R
Checks		ACH direct deposit	Individual ACH payments are posted to C/R.
Checks		Void	Checks and direct deposit pay voided through this function is posted automatically to C/R. A note is written to the register.
Void checks	Post		Entries generated through *Select individual checks* and *Select a range of checks* are posted. Transfers are indicated on the posting register.

Post PBS Accounts Receivable deposits automatically

When this field is selected you may post PBS Accounts Receivable deposits and returned checks automatically.

When this field is selected the following Accounts Receivable menu selections are posted automatically:

Main menu	**Sub menu**	**Function**	**Comment**
Deposits	Deposit slips		The accumulated deposit is posted as one amount. A posting register is printed. The *Show deposit details* field (below) determines what is printed on the register.
Returned checks	Post		Individual payments may be returned.

Show deposit details

You may check the box if you want to print the deposit details when the *Checkbook Transfer Register* prints. If you prefer just the total of the register, leave the box unchecked.

Graphical Screens

Graphical mode screens have been added to the following Check Reconciliation menu selections:

Transfer checks/deposits
View checking information
Reports > Account activity
Reports > Checkbook
Reports > Checkbook list
Reports > Distributions to G/L
Reports > Reconciliation

New Start-up Mode Option

Start-up mode is used when you are adding Check Reconciliation your PBS system or a new checking account to C/R. If you have pre-existing Accounts Payable checks, Payroll checks or Accounts Receivable deposits, the first time you run *Transfer checks/deposits*, it may pull in hundreds or even thousands of 'historical' records into the checkbook. All these records must be cleared manually before you can move out of start-up mode.

Now there is a new *Transfer checks/deposits* option to avoid pulling in the historical checks and deposits and mark them as transferred in the A/P, A/R or PR module. As a result, the implementation of Check Reconciliation is then much faster.

General Ledger

Adjusting Fiscal Years

This is a new utility that allows you to adjust your non-calendar fiscal year to a calendar fiscal year. As part of the process it backs up your older G/L data to another company.

Graphical Screen

The *Make SAF layouts* selection, found under *Financial statement layouts*, is now available in graphical mode.

Order Entry

Immediate Invoice Printing in Select for Billing

Immediate printing has been available through Order Entry *Orders (Enter)* for many years. With PBS 12.03 you can now immediately print the invoice after selecting an order for billing. After you finish entering the totals screen, a message displays asking if you want to "Print invoice ?". Select *Yes* to print the invoice or *No* to not print. In character mode enter I to print or use the (Enter) key to not print.

The *Default invoice form ID* field in Order Entry *Control information* which sets the *Orders (Enter)* immediate printing form, also sets the immediate printing form for *Select for billing*.

Limit Users from Deleting Orders

To provide additional security, there is now an option to limit certain users from deleting orders in *Orders (Enter)* and *Billing (Select for billing)*. There are two new fields in Order Entry *Control information* that implement this feature:

Require Admin login to delete orders

When checked, only an Administrative user may delete an order. A General user may not delete an order. This field may be used with the next field, *Admin ID*, which creates an additional restriction.

In the *Control Information* chapter of the Order Entry user documentation there is additional information about the restrictions.

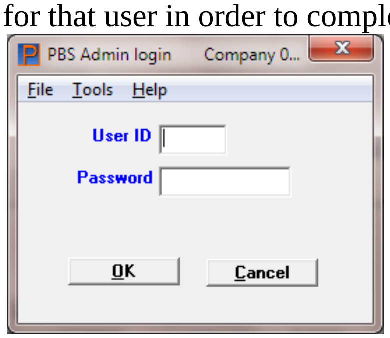
Admin ID

If you checked the *Require Admin login to delete orders* field, you have the option to enter a *User ID* in this field. You may only enter an Administrative user ID.

If you leave this field blank any Administrative user can delete orders. No General users may delete orders.

When you enter an Administrator user ID in this field:

- When selecting to delete an order in Orders (Enter) and Billing (Select for billing), you will be prompted to enter the matching *User ID* and password for that user in order to complete the deletion. This is the window:



- Only the person logged in with that *User ID* may edit this field. For example, if the entry in this field is PSI, the only user that can edit this field is the one that logs in with the PSI User ID.

Access the Accounts Receivable View Invoice History from Order Entry View Invoice Screens

On the graphical mode screens for the *View* menu selections *Invoice history by customer*, *Invoice history by invoice* and *Invoice history by item*, a new menu selection is provided to access Accounts Receivable *View Invoice history*. When accessed it will locate and display the matching invoice.

Print Extended Weight on Forms

When designing a form there is now an option to include the extended weight. The extended weight is the weight for one item times the number of items shipping.

Ship in Full

In a shipping and receiving environment you may have a full quantity available for an item but the receiving has not been entered in Inventory Control or Purchase Order. The lines on an order indicate the item is backordered.

In order to save time, a new "F7" = Ship in Full" function key option has been added to the *Select for Billing* line item selection window. Hitting F7 selects the line even when the item is backordered. When the item is backordered the backorder quantity is changed to zero and the quantity to ship is changed to match the order quantity. You do not have to go thought the entire *Edit, click on the field, enter the quantity, Save* cycle when you know that the full quantity is actually available.

If you decide to use this feature, keep in mind that when the items are eventually received in inventory, the costs could be different than what is used when you post the invoice. This could result in less profit on the invoice line. If the full quantity is not available for a serialized or lot control item it cannot be selected in full.

Payroll

Direct Interface to Check Reconciliation

When interfaced to Check Reconciliation you have the option to automatically post payments to the C/R Checkbook. For the Check Reconciliation *Control information* setting see Post PBS Payroll checks automatically.

Windows Printer Checks and Direct Deposit Mailer Formats

A new, more modern looking check and direct deposit mailer format is provided for PBS 12.03. It prints the check at the bottom of the page and the remaining upper two-thirds of the page is the stub. The stub format provides additional space for printing more deduction information in a clearer, easier to read manner. This new format requires using *Windows printer* only. This new form type is available from Trainer Printing and Promotions at 847-296-2900.

You must use a *Company information* laser printer or dot matrix printer for the older check and mailer form types.

IDES State of Illinois Reporting

A new report is provided to comply with the Illinois Department of Employment Security. This is a modified version of the Payroll Employee history report.

Positive Pay

To make positive pay more flexible and to comply with requirements for more banks, we now allow the employee name to be formatted in different configurations for the positive pay file.

Employee Insurance Premium Field Expanded

To comply with larger insurance premiums, the *Employees W-2 ins premium* field was expanded from a maximum of $9,999 to $999,999. This same expanded field is used for year-end reporting.

Year end 2013

There are two new fields available for reporting 1099 forms and magnetic media. These include *Foreign tax paid* and *Foreign country or U.S. possession*.

The *Foreign country or U.S. possession* entry field is forty characters. However it will print only twelve characters on the 1099 form. The *Foreign country or U.S. possession* field does not get written to the 1099 magnetic media file.

You may enter these fields using PR -> Year-end -> Enter 1099 information.

Point of Sale

Sales Rep Number on Transaction Lookup

We have added the sales rep # as the column heading to the transactions lookup.

PBS Manufacturing: Inventory Management

Physical Inventory Freeze

We have added the physical inventory function of "freezing" the inventory when it's time to take a physical inventory. This will allow you more time to reconcile your inventory while not holding up daily transactions.

Costed Inventory Status

We have added an option to the *Costed inventory status* report to net negative values against the positive values to show a more accurate number when comparing to the General Ledger at month's end.

Shop Order Traveler

This is an enhanced version of the Shop Order Pick List which is a list of items required to manufacture the product being made on a shop order. The information provided on the Pick List includes basic Shop Order information, a list of components and the total quantities required, as well as shop order comments. This report is also available in Shop Floor Control (S/F).

Post Stockroom Counts

There is often a delay between the time that inventory is counted and when the results are posted. The *Post stockroom counts* allows posting in the correct period.

A question was added to the entry screen "4. Use today's date or count date for transactions?" with the entry of either C= Count or T = Today's date.

SQL Conversion

When upgrading from 12.02 to 12.03 a new upgrade in place conversion is now provided.

More PBS Enhancements

The full graphical version provides new screens and new conventions for data entry. If you are upgrading from a version prior to version 12, see the Version 12 Features section.

When using character mode screens, the graphical lookups developed in PBS 12.00, are now accessible. They have easy click sorting and when appropriate, a "More info" button allows access to all the record data.

There may be a more recent version of this document online. Please download the latest Version 12.03 Standard Installation Instructions. Check the second page for the date of this document. Use the downloaded version if it is more recent.

If you are installing the SQL version of PBS, download the PBS SQL Install Guide.

PDQ Limitations

Due to file changes in v12.03, PDQ now has some limitations.

Most of the queries work as they did in 12.02 and earlier. However, some of them will not function properly or completely. These include:

Query	Data source	Issue
AP Vendor History- Sample #3	Vendor history	The data is not accurate for any field after the Journal # field
AR Cash History – Deposits	A/R Cash History	The data is not accurate for any field after the Journal # field
AR Cash History - Receipts	A/R Cash History	The data is not accurate for any field after the Journal # field
GL Transaction Master File	G/L Transactions	The data is not accurate for any field after the Journal # field
IC Item Transaction History	I/C Trx History	The data is not accurate for any field after the Journal # field
IC Serial# Transaction History	Serial History	The data is not accurate for any field after the Journal # field
PR Employee Master	Employee file	The data is not accurate for any field after the Term Insurance Premium field

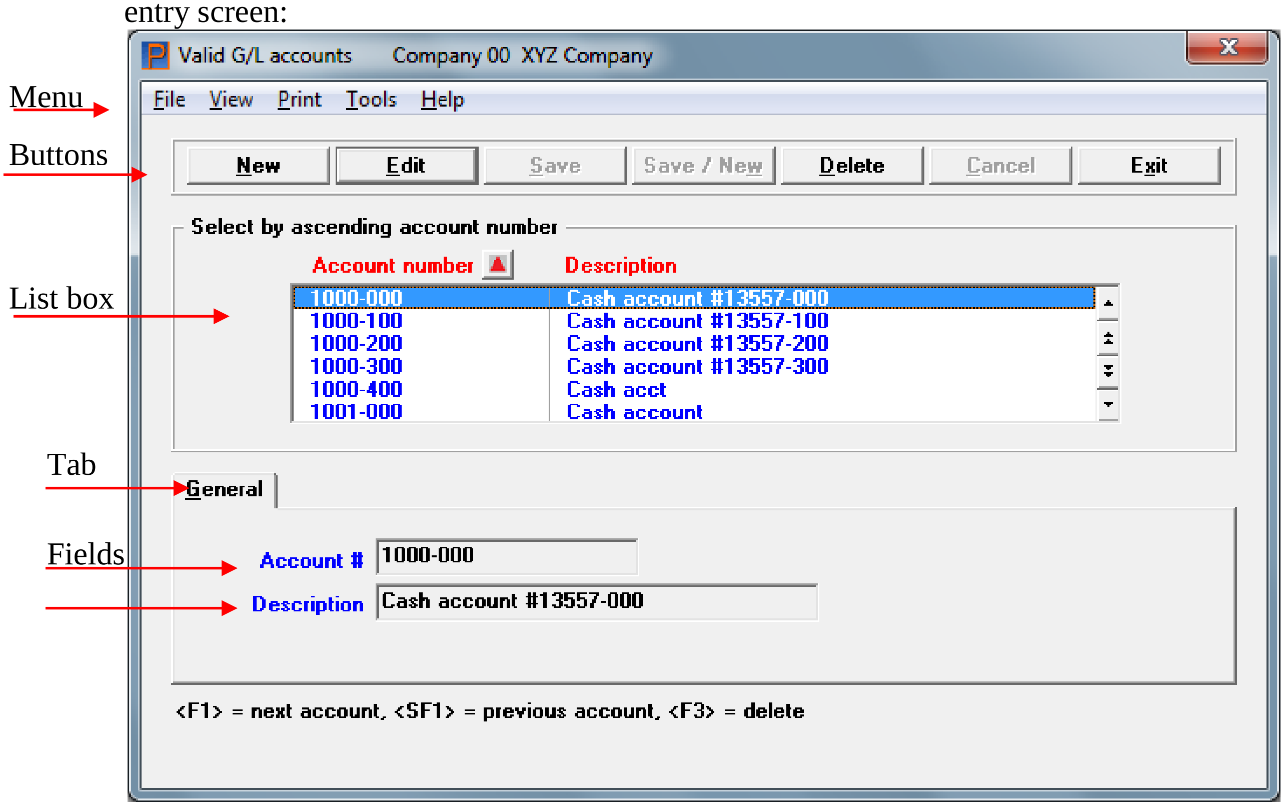
Additional Version 12 Features

This section provides information about features and enhancements that have been added to PBS for the version 12.00 release. They are new if you upgraded from version 11.x or earlier.

With Version 12 Passport provided the first full graphical version of Passport Business Solutions. With v12.01, 12.02 and 12.03 we have increased the number of graphical screens. For a complete list of all graphical screens, see the Complete List of Graphical Screens section.

Graphical User Interface

Each graphical screen has several new elements. The full list of elements includes tabs, buttons, list box/lookups and menu. This is an example of a data entry screen:



The *Valid G/L accounts* example above has only the General tab. Many screens have only one tab, but several have multiple tabs.

The list box headings in **red** indicates that they can be sorted. In this case, both fields can be sorted. For most list boxes there are also fields that cannot be sorted.

In the above tab example, the **Account #** and **Description** fields are in blue using the default Windows Color scheme. Depending on the workstation Color scheme selected, field names are in black or blue. Black indicates that the field is not required to be entered and blue is required.

Control information screens have a menu, buttons and tabs/fields, but do not have a list box.

Report screens have a menu, tabs and fields, but do not have a list box and they do not have a row of buttons at the top. They do have OK and Cancel buttons at the bottom. Clicking on OK means you print the report and Cancel indicates you are not printing.

Buttons

There are three modes when on a PBS graphical screen: add, select and edit. Add mode means you are adding a new record. Select means that there are existing records and you are selecting one of them to view or edit. Edit mode means that you have selected a record and you are now editing it.

Some buttons are active in add mode, others in select mode and others in change mode. These are the buttons active in select mode:

The buttons and keyboard equivalents include:

Button	Keyboard	Description
New	Alt+n	To enter a new record
Delete	Alt+d	To delete the record selected in the list box
Edit	Alt+e	To edit the record selected in the list box
Save	Alt+s	To save a new record or changes to an edited record
Save/New	Alt+w	Same as Save and New buttons, but done simultaneously
Cancel	Alt+c	To cancel adding or editing a record
Exit	Alt+x	To exit the screen. You may also use the <Esc> key

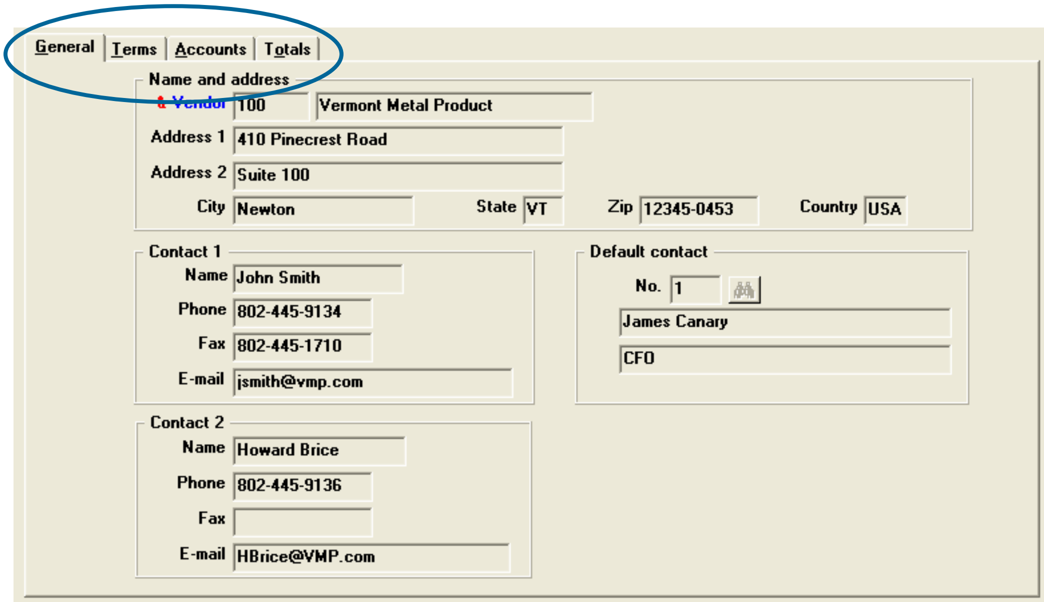
The transaction and master file screens have the use of the above buttons. Not all buttons are available on all screens. For example, a *Control information* screen only allows Edit, Save, Cancel and Exit.

For some screens there may be special buttons. For example, Order Entry *Orders - Enter* there is a button to access the Line items.

Report screens only have OK and Cancel buttons at the bottom. Clicking on OK means you print the report and Cancel indicates you are not printing.

Tabs

In the middle of the screen you will see tabs. Tabs allow you to access additional fields for the same record. You can move back and forth from one tab to another when viewing entered data. In the Vendors example below the General tab is selected:



You will notice that there are three other tabs at the top of the screen: Terms, Accounts and Totals.

While scrolling through the Vendors, you may be on any tab. For example: the Vendor's Balance is on the Totals tab and now you can scroll, viewing the balance for each.

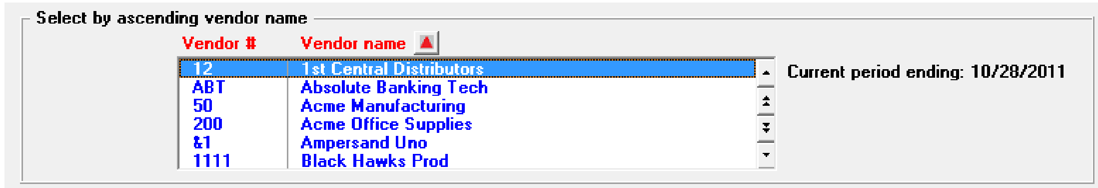
List Boxes/Lookups

New list boxes and lookups provide an easy way to find your data. There are three types of list boxes: Main file list box, lookup list box, and drop down list box. There are two types of Lookups: Data Lookup and Calendar Lookup.

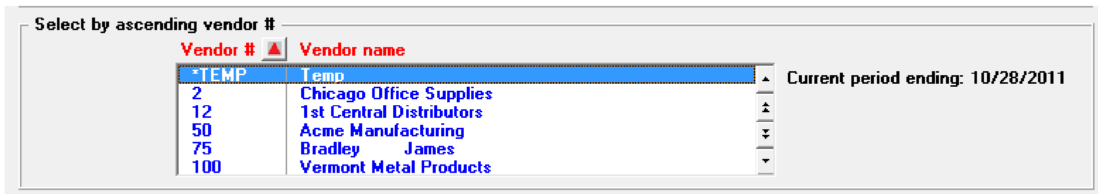
Main File List Box

The main file list box displays a list of up to six records for the file being accessed. It is located near the top of the window.

Depending on how the file is defined, a list box may be sorted on different fields. By default the vendor list box is sorted by name.



To change the sort, select the View menu and then select Vendor number. If the field is in red, you may also click on the field heading to change to a different field or reverse the sort order. When sorting by vendor number the list box looks like this:



In addition to the date being in a different order, the display above tells you the sort has changed.

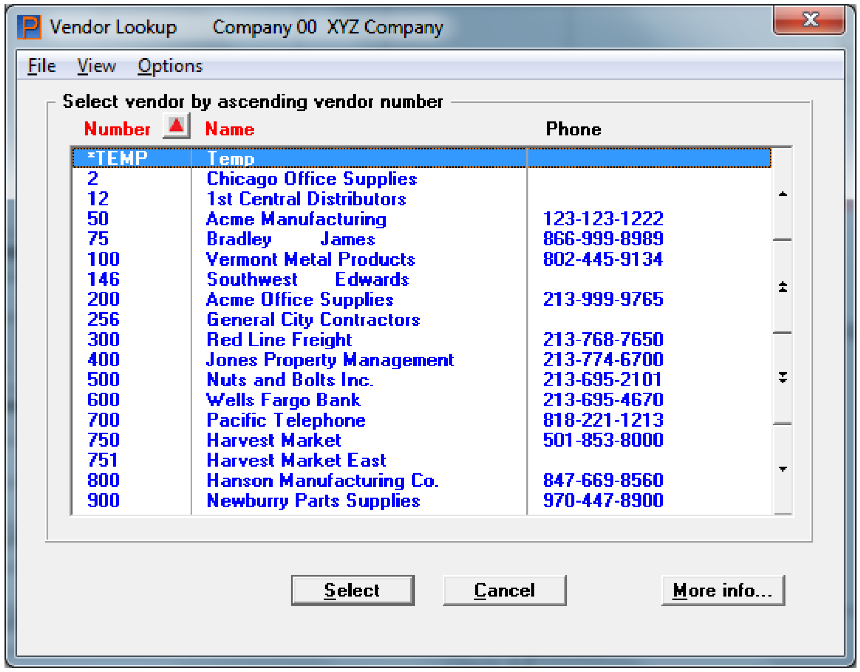
Lookups

The Data Lookup list box has many of the same features as the Main list box above. The main differences are:

1. Up to 16 records display
2. In some cases there is a *More info* button that provides access to a read-only version of the main master or transaction record screen.

Access to a Data Lookup list box can be done by selecting the binocular button or pressing the <F8> key. Here is an example of a field with the binocular button:

Here is an example of the Vendor lookup window:



Record Search and Case Insensitivity

To find a record in a main file or lookup list box, while the focus is on the box, **simply start typing** what you are searching for. What you type depends on how the data is sorted. In the example of vendors, if the list box is sorted by vendor name ascending or descending, start typing the vendor name and as you type more letters the program narrows the search until you find the correct one. If you want to search by vendor number, change the sort to vendor number and type.

When looking for a record, the lookups are now case insensitive. For example, when looking for a vendor by the vendor name, if the record is stored in uppercase “SULLIVAN”, you may type lowercase “sullivan” and it will find the record.

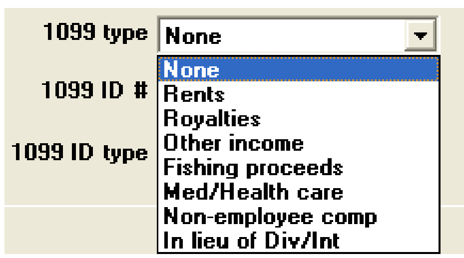
Calendar Lookup

The Calendar Lookup provides an easy way to find a date. Either pressing <F4> or clicking on the Calendar button accesses it. Here is an example of a field with the Calendar button.

The Calendar Lookup allows you to select a date for entry into the field. The field name displays in the title bar. You may select any date from the month selected. You may change the month and year. Here is an example of the Calendar Lookup:

Drop Down List Box

A drop down list box provides multiple preprogrammed choices for a field. Here is an example of the 1099 type field list box.



Menu

At the top of every screen there is a menu. The number of menu selections varies depending on the screen. Here is a list of the categories of selections:

File

This menu has the same selections as the buttons. Not all will be active on every screen. See the description of the buttons.

View

If the selected file has more than one sort order, this menu displays the sort options.

Print

This is not available on all screens. This accesses reports and edit lists selections that correspond to the selected screen.

For example, on the *Vendors Enter* window the *Print* menu has *Print vendors by vendor number*, *Print vendors by vendor name* and many more selections.

Options

This screen has options that correspond to the selected screen. It may access other related entry screens, view screens and posting.

Tools

This menu selection accesses two types of tools: Lookup and Main menu tools.

1. Lookup. There are two lookup types of data (Find) and calendar. These selections are only active if you are on either a field that accesses another file or a date field respectively.

2. Main menu tools: The same button options from the main menu are available. These include Print screen, Email, Calculator, Notepad and Web browser.

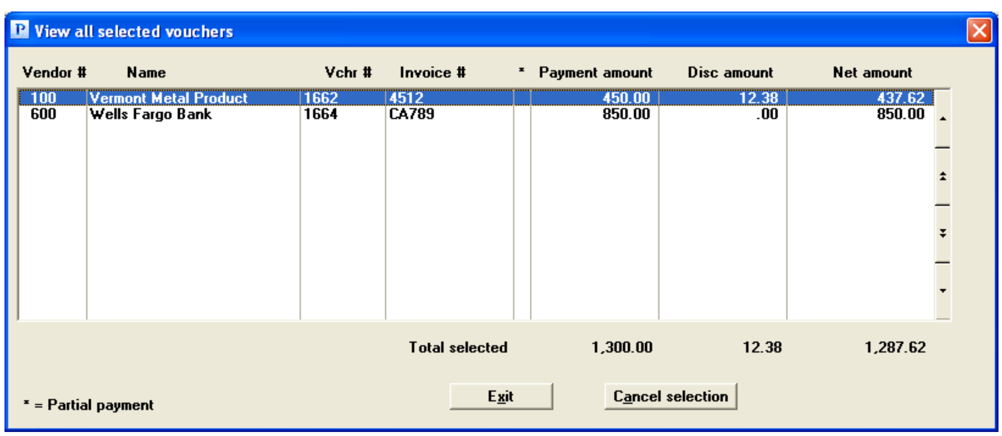
Help

This accesses the new HTML help for Version 12. See the next section for a full description of the new HTML help.

Starting with 12.03, the menu also accesses the MySet features. See MySet™.

Accounts Payable – Prepare payments

When preparing payments by selecting individual vouchers, there is a new option in graphical that allows you to view all selected vouchers. Here is the window with the new features:



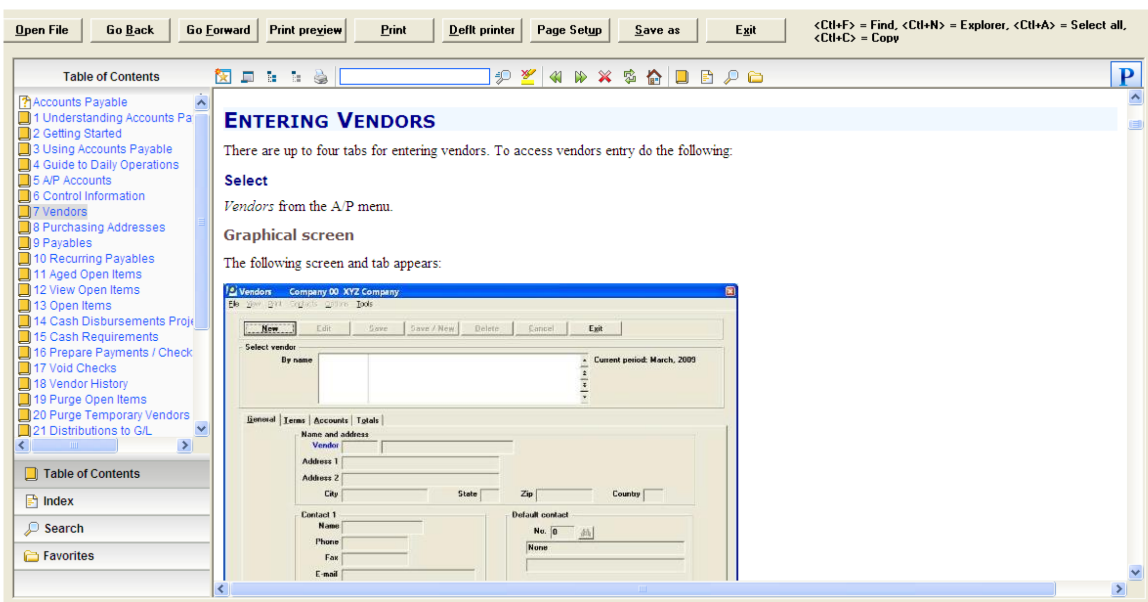
You may view all the selected vouchers. Totals display at the bottom of each amount column. There is a button called *Cancel selection* where you can unselect any voucher already selected.

HTML Help

On the graphical screens, help is now HTML based. Help can be accessed via the <Ctrl+F1> keys. You may also access it from the menu by selecting Help.

There are several advantages to the new help:

1. When accessing help for a field or screen, you are accessing the documentation for a complete chapter and not just the help for one field.
2. You are viewing the help from a web site. This means Passport can produce more up-to-date documentation at any time so that the next time you access help, it may be improved.
3. You can work in PBS while viewing help in a separate window.
4. You can access the full documentation for the entire application with navigation from the field or screen you are on. To do this, open the doc from the field or screen you are on, go to the end or beginning of the page and select the link *Open topic with navigation*. This link provides access to the full module doc where you can search through multiple chapters, designate favorite locations in the documentation, and more. Here is an example of help navigation screen.



The full navigation help is also available from the Web browser button.

You may install the help files for local access. This is necessary when your PBS workstation computers do not have Internet access. Installing the local help also provides faster access to the help. Do not install the help locally if you are using Thin Client.

Character vs. Graphical Options

There are two ways to switch from character mode to the new graphical mode.

1. From any screen that is available in graphical mode, select the <Sft+F12> keys and it switches from the current mode to the other.
2. For the default setting per user, go to CTL > Setup > User maintenance. Find the field called *Full graphical*. If it is checked (Y), it is in graphical mode. If it is unchecked (N), it is in character mode. The EZ Convert utility sets this field to graphical.

V12 Future

We are in the process of making more graphical screens throughout PBS. Look for these in future releases. Screens were added for A/R, and C/R for 12.03. For a list of version 12.03 graphical screens see Complete List of Graphical Screens.

Distribution History - Navigation

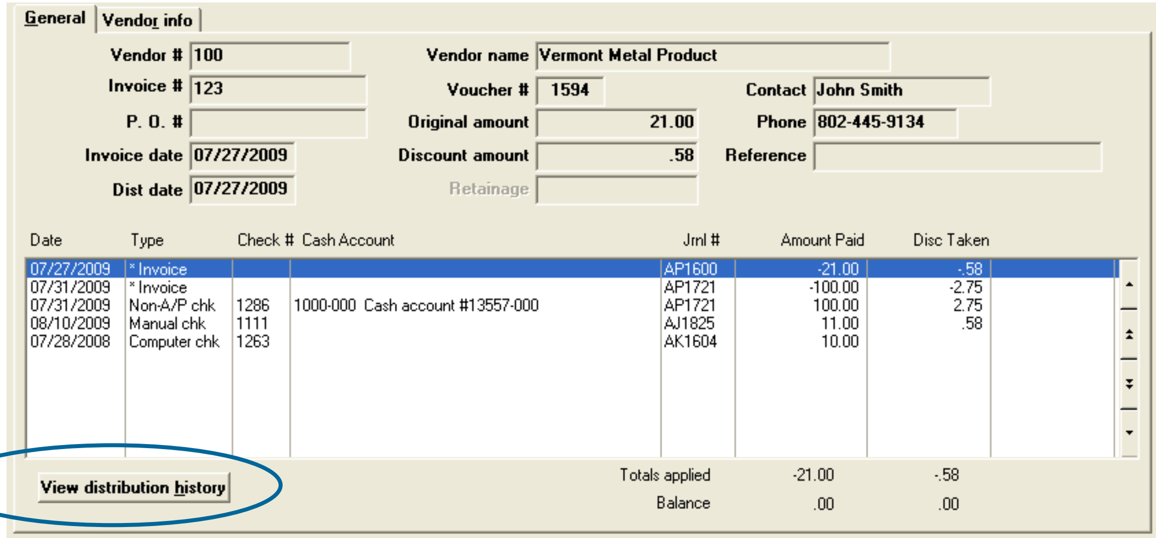
With PBS Version 12 you now have access to distribution history. The viewing of distribution history is accessible in Accounts Payable and General Ledger. From General Ledger there is a link back to the Vendor history.

Distributions before Version 12. There is no file from which to get a distribution history in Version 11.7.9 and earlier. Following the conversion to version 12, only entries going forward will have distribution history.

Accounts Payable

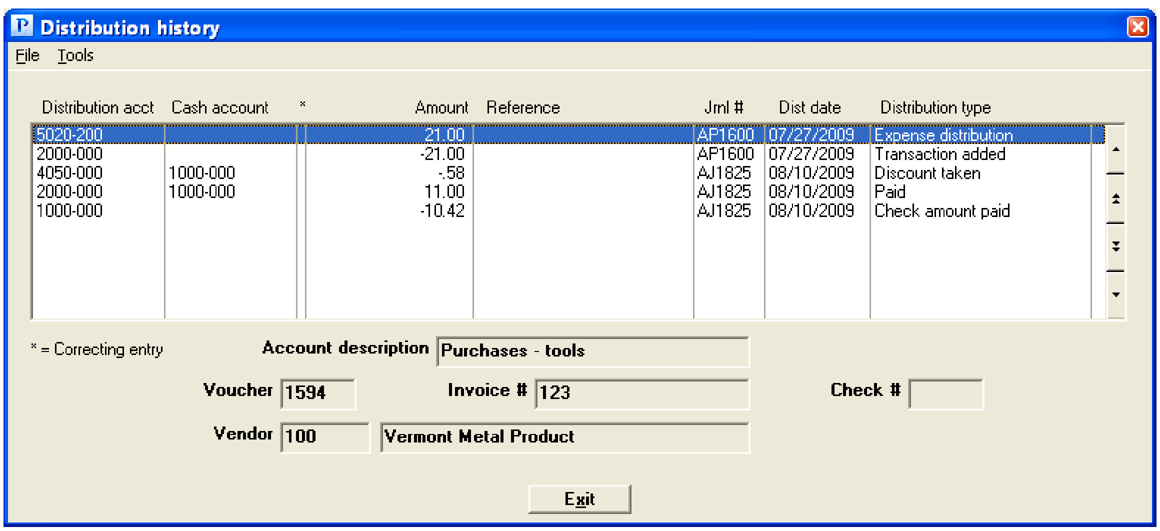
Before you can navigate to distribution history, you must enter and post payables in version 12. If you print checks for those payables you will see the full navigation history.

To see the distribution history in Accounts Payable select *View vendor invoices*. Select a vendor and select the invoice. The General tab will look something like this:



In the lower left corner you will see the *View distribution history* button. If it is highlighted, that means there is a distribution history for the selected invoice.

Select the button and a screen like the following displays:



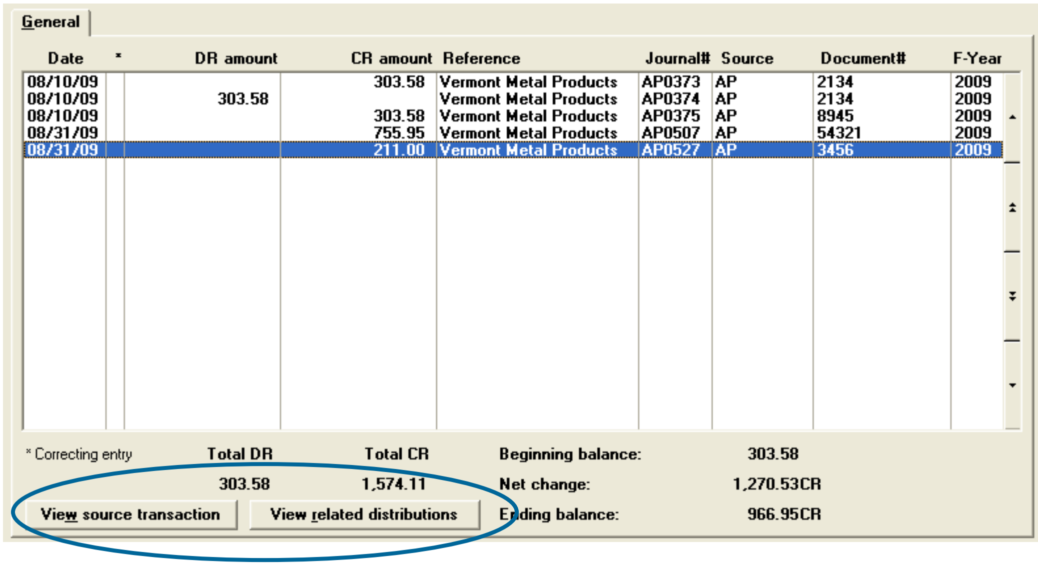
The Accounts Payable documentation section View Distribution History from the *Vendor history* chapter has a full explanation of the features.

The Open items > View selection has the same type of features. See the View Distribution History section from the *View Open Items* chapter.

General Ledger

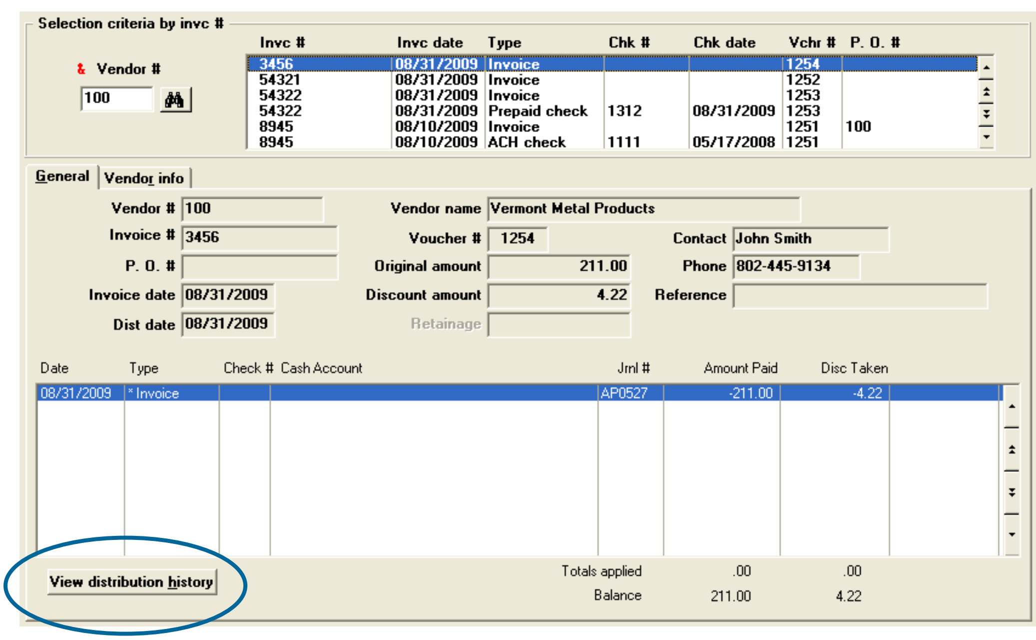
Enter and post new payables in Accounts Payable in PBS v12.0. At the appropriate time of the month, select *Distributions > Get distributions* for A/P. Post the distributions. From the General Ledger menu select *View accounts*.

Select the account and date range that will include the data from Accounts Payable. The *View source transaction* and *View related distributions* buttons should now be accessible like this example:



Selecting *View related distributions* displays a screen that has all the distributions with the same journal number.

Click on the *View source transaction* and the original voucher in Accounts Payable displays. It will look similar to this:



From here you select the *View distribution history* to see all the related distributions for this invoice like in the Accounts Payable *View vendor invoices* as in the previous example.

Complete List of Graphical Screens

The following is a list of all the screens in PBS Version 12.03 that use the full graphical mode. This includes all the screens that were made graphical in the 12.00, 12.01, and 12.02 versions.

The applications that have graphical screens include A/P, A/R, C/R, G/L, I/C, O/E, PR, SY and Manufacturing. Additional screens from these and other applications will be released in graphical mode when they are ready.

Module	Main menu	Sub menu
A/P	*Vendors*	-
A/P	*Payables*	*Enter*
A/P	*Payables*	*Memos*
A/P	*Payables*	*Memo adjustments*
A/P	*Payables*	*Edit list*
A/P	*Payables*	*Post*
A/P	*Open items*	*ALL MENU SELECTIONS ARE GRAPHICAL*
A/P	*Prepare payments*	*Select a group of vouchers*
A/P	*Prepare payments*	*Select individual vouchers*
A/P	*Prepare payments*	*Defer vouchers for payment*
A/P	*Prepare payments*	*Clear selections deferrals*
A/P	*Prepare payments*	*Pre-check writing report*
A/P	*Print checks and post*	-
A/P	*Void checks*	*ALL MENU SELECTIONS ARE GRAPHICAL*
A/P	*Reports*	*ALL REPORTS ARE GRAPHICAL*
A/P	*Reports, vendor*	*ALL REPORTS ARE GRAPHICAL*
A/P	*Year-end*	*ALL MENU SELECTIONS ARE GRAPHICAL*
A/P	*View vendor invoices*	-
A/P	*Close a period*	-
A/P	*Master information*	*Control information*
A/P	*Master information*	*Purchasing addresses*

A/P	Master information	A/P accounts
A/P	Master information	Pay-to addresses
A/P	Utility	A/P pre-note ACH file & report
A/P	Utility	Purge temporary vendors
A/P	Utility	Purge vendor history
*	*	*
A/R	Customers	-
A/R	Cash receipts	ALL MENU SELECTIONS ARE GRAPHICAL
A/R	Returned checks	ALL MENU SELECTIONS ARE GRAPHICAL
A/R	Invoices	ALL MENU SELECTIONS ARE GRAPHICAL
A/R	Recurring bills	ALL MENU SELECTIONS ARE GRAPHICAL
A/R	Miscellaneous charges	Enter
A/R	Miscellaneous charges	Edit list
A/R	Miscellaneous charges	Post
A/R	Recurring sales	ALL MENU SELECTIONS ARE GRAPHICAL
A/R	Open items	Purge
A/R	View	ALL MENU SELECTIONS ARE GRAPHICAL
A/R	Reports, customer	ALL MENU SELECTIONS ARE GRAPHICAL
A/R	Reports, general	ALL MENU SELECTIONS ARE GRAPHICAL
A/R	Deposits	ALL MENU SELECTIONS ARE GRAPHICAL
A/R	Master information	A/R accounts
A/R	Master information	Bank accounts
A/R	Master information	Control information
A/R	Master information	Goods and services
A/R	Master information	Invoice printer ctl stations
A/R	Master information	Sales reps
A/R	Master information	Ship-to addresses
A/R	Master information	Ship-via
A/R	Master information	Tax codes
A/R	Master information	Terms codes

A/R	*Utility*	*Purge customer history*
*	*	*
C/R	*Checking accounts*	-
C/R	*Checkbook entries*	*Enter*
C/R	*Checkbook entries*	*Edit list*
C/R	*Checkbook entries*	*Post*
C/R	*Transfer checks/deposits*	-
C/R	*View checking information*	-
C/R	*Reconcile bank statements*	-
C/R	*Reports*	*ALL MENU SELECTIONS ARE GRAPHICAL*
C/R	*Control information*	-
*	*	*
CTL	*Company information*	-
CTL	*Print reports from disk*	*Print a report*
CTL	*Cost centers/sub accounts*	-
CTL	*Cash accounts*	-
CTL	*Banks*	-
CTL	*Valid G/L accounts*	-
CTL	*Batch totals*	*ALL MENU SELECTIONS ARE GRAPHICAL*
CTL	*Switch companies*	-
CTL	*Define multiple companies*	-
CTL	*Setup*	*Menu maintenance*
CTL	*Setup*	*User maintenance*
CTL	*Setup*	*Payment codes*
CTL	*Reports*	*ALL MENU SELECTIONS ARE GRAPHICAL*
CTL	*Account links*	*ALL MENU SELECTIONS ARE GRAPHICAL*
*	*	*
G/L	*Chart of accounts*	-
G/L	*Budgets*	*ALL MENU SELECTIONS ARE GRAPHICAL*
G/L	*Comparatives*	*ALL MENU SELECTIONS ARE GRAPHICAL*

G/L	General journal	ALL MENU SELECTIONS ARE GRAPHICAL
G/L	Recurring journal	ALL MENU SELECTIONS ARE GRAPHICAL
G/L	Standard journal	ALL MENU SELECTIONS ARE GRAPHICAL
G/L	Distributions	Enter
G/L	Distributions	Edit list
G/L	Distributions	Post
G/L	Distributions	Get distributions
G/L	View accounts	-
G/L	Reports	ALL MENU SELECTIONS ARE GRAPHICAL
G/L	Correcting entries	-
G/L	Financial statement layouts	Make SAF layouts
G/L	Financial statements	ALL MENU SELECTIONS ARE GRAPHICAL
G/L	Close fiscal period	ALL MENU SELECTIONS ARE GRAPHICAL
G/L	Reports, lists	ALL MENU SELECTIONS ARE GRAPHICAL
G/L	Master information	ALL MENU SELECTIONS ARE GRAPHICAL
*	*	*
P/R	Employees	-
P/R	Attendance worksheet	-
P/R	Time worked	Enter
P/R	Time worked	Edit list
P/R	Standard payroll	-
P/R	Calculate payroll	-
P/R	Checks	-
P/R	Adjustments	ALL MENU SELECTIONS ARE GRAPHICAL
P/R	Void checks	ALL MENU SELECTIONS ARE GRAPHICAL
P/R	Reports, Employee/Employer	ALL MENU SELECTIONS ARE GRAPHICAL
P/R	Reports, General	Annual reports (Mag media)
P/R	Reports, General	Deductions/Earnings list
P/R	Reports, General	Positive pay forms
P/R	Reports, General	QTD/YTD time worked (by city)

P/R	*Reports, General*	*QTD/YTD time worked (by state)*
P/R	*Reports, General*	*Quarterly payroll*
P/R	*Reports, General*	*Quarterly reports (Mag media)*
P/R	*Reports, General*	*Tax tables*
P/R	*Reports, General*	*Year-end payroll*
P/R	*Master information*	*Control information*
P/R	*Master information*	*Deductions/Earnings*
P/R	*Master information*	*Jurisdictions*
P/R	*Master information*	*Tab tables*
P/R	*Define extended fields*	*ALL MENU SELECTIONS ARE GRAPHICAL*
P/R	*Utility*	*Purge payroll transactions*
P/R	*Utility*	*Pre-note ACH file and report*
*	*	*
C/O	*Sales orders*	*Enter*
C/O	*Update shipping status*	*Receive S.O. to shipping WIP*
C/O	*Update shipping status*	*Issue stock to shipping WIP*
C/O	*Update shipping status*	*Return shipping WIP to stock*
C/O	*Billing*	*Print invoices*
C/O	*Displays*	*Inventory availability*
*	*	*
I/M	*Item masters*	*Enter*
I/M	*Shop orders*	*Enter*
I/M	*Shop orders*	*Enter*
I/M	*Shop orders*	*Explode*
I/M	*Shop orders*	*Print pick list*
I/M	*Displays*	*Inventory availability*
I/M	*Displays*	*Lot track*
I/M	*Displays*	*S.O. material availability*
*	*	*
M/J	*Job orders*	*Explode shop orders*

M/J	*Job orders*	*Print S.O. routing*
M/J	*Close job orders*	*Close job orders*
*	*	*
P/D	*Product structures*	*Enter*
P/D	*Product structures*	*Copy single level bill*
P/D	*Routings*	*Enter*
P/D	*Routings*	*Copy routings*
P/D	*Update costs*	*Item labor & burden*
P/D	*Update costs*	*Total costs – selective items*
*	*	*
P/P	*Purchase orders*	*Enter*
*	*	*
S/F	*Shop orders*	*Enter*
S/F	*Shop orders*	*Explode material*
S/F	*Shop orders*	*Display material availability*
S/F	*Shop orders*	*Print pick list*
S/F	*Shop orders*	*Release routing operations*
S/F	*Shop orders*	*Print S.O. routing*
S/F	*Shop orders*	*Close*