# PBS v12.05 Installation

## Standard Vision File Installation Guide

**Passport Business Solutions ™**

**V 12.05**

Passport Business Solutions
PBS v12.05.01 Standard Vision File Installation Guide
11/06/2017

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# Table of Contents

# 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.

If you are installing PBS SQL use the PBS SQL install guide.

# Version 12.05 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, but do not include any hot fixes.  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 files and purged history files require less time to upgrade. You may do the following:<br>• Post all un-posted transactions; like payables, orders, invoices, cash receipts, general journal.<br>• Prepare financial statements and reports for post upgrade comparison.<br>• Back up your data.<br>• Get distributions in G/L. Purge distribution files in A/P, A/R, I/C, J/C and Payroll.<br>• Large history files take the most time to upgrade. Open item files may be large as well. Therefore, purge history and any other data that is no longer needed. | ☐ |
| Remove any old *.EXP files in the top-level PBS.<br>Prepare data exports.  The details for this step are found in PBS_EZ_Convert.pdf.<br>From the version being upgraded:<br>• Run ctlutil in current install and create export of the control files.<br>• Run exfutl in current install and create export of the data files.<br>• If you have an Affordable Care Act license, also run acautil to export the ACA files. | ☐ |
| Download the following from the FMS site:<br>• 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 the file and before running the install.<br>• If your Affordable Care Act license is not current, download the latest license from the FMS site.  If it is current you can skip this step.<br>Download the current full install, update install and hot fixes.<br>• Download Wininstall120501.exe<br>• Download the latest updates and hot fixes for v12.05 (when available). | ☐ |
| Create a target folder for the installation. It should not be located in the windows *Program files* folder. C:\PBS1205 would be fine. No spaces in the folder path is recommended. | ☐ |
| Passport Business Solutions Installation: | ☐ |

| | |
|---|---|
| • Note the Windows Pre-installation Requirements - Upgrade<br>• Place the install package (Wininstall120501.exe) in the newly created empty target folder.<br>• Put the RW.LIC in this same folder.<br>• Run Wininstall120501.exe, this is a self-extracting zip file which contains the software and required runtime environment.<br>• 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<br><br>• Copy an up-to-date Affordable Care Act license from the bin folder of your previous install to the bin folder of PBS v12.05.<br>• Check for Pre and Post Update considerations<br>• If available, place the latest version of PBSUPDATES1205xx.EXE in the version 12 Top Level folder.<br>• Run PBSUPDATES1205xx.EXE<br>• Find and run PBSUPDATE.BAT. This install script will identify your current version, create program backups and upgrade your environment to the most current release.<br>• If you are licensed for Passport Query Builder so additional screens will display to install that feature.<br>• If available, install hot fixes that match the update version number, which is the third number. For example, 12.05.02.0x; the hot fix must match the module's 02 update version. | ☐ |
| Optional: Update the Help environment.<br>• If you are using Internet help, Internet help is installed by default. Recommended<br>• If you are using local help, download the Local help install package. Local help is available for download. | ☐ |
| From the version being upgraded, 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 (EZ Convert).<br>• Verify that you have exported and moved/copied the control and data files to the new environment<br>• Confirm that you have the MLTCMP.exp file for a multiple company install.<br>• Confirm that you have access to the SQPATH.DAT file from your previous installation.<br>• Determine if you want to maintain the same data file location under the Top Level that you used in the previous version.<br>• Find the previous version of SQPATH.DAT.<br>• Confirm multiple company file and upgrade the pathfile.<br>• Determine if you want to maintain the data file locations from your previous install.<br>• Run the Full or Custom conversion. Full is best for a complete conversion. If Custom, select the options for the next three steps:<br>    ○ Upgrade export files only? Normally you will answer N to this prompt. By answering yes the system will leave other data files behind including reports printed to disk etc.<br>    ○ Copy system wide files? Only applies to version 10 or 11 upgrades. If yes contents of RWMENU, PTCUS, PSIBxx, and IMAGES will be copied.<br>    ○ Restore System wide files? If yes it will initialize and restore select system wide files if their exports exist. | ☐ |
| Run PBS version 12.05 for the first time.<br>    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 the workstation installs. If using Thin client 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 12.05 contains all PBS applications.

## Windows Pre-installation Requirements - Upgrade

### Microsoft Portable .Net Framework

PBS Version 12.05 utilizes the version 10 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 10, Windows 8, Windows 7.  It is also needed if you install and run PBS while *on* the 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 12.05 vision install is not an in-place installation.  You must install Version 12.05 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\1205 or something similar.

See the EZ Convert documentation for a list of versions that can be upgraded. Download the latest online EZ Convert doc. The EZ Convert doc also has a list of the new and changed files.

### Thin Client

If Thin client is installed and running on your older system, stop the service for running Thin client on the older system.  There are a few steps to get it running in Version 12.05.

The server portion of Thin client is included with the install of PBS Version 12.05.

If you are already using the Version 10 runtime you may use the same product code and key for version 12.05. However, in all cases you must install the new client for 12.05 to take advantage of the runtime update.

For all other systems the runtime version has changed for PBS 12.05.  Because of this a <u>new</u> product code and key are required 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 10.x runtime.

The client (workstation) versions associated with Version 12.05 must be installed on *each* workstation that will access PBS. If you have existing client installs to v12.04 or earlier version, we recommend that you uninstall them before you use the new client install for 12.05.

You must know your server IP address and port number in order to configure the server and install the client.  Copy (download) the documentation which may be on a disk or 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_1205 > doc > PBS_ThinClient_Configuration.pdf*. Follow and complete the server configuration instructions.

Once the server is configured, do this step. The workstation (client) install must be downloaded from the FMS site *updates/CommonUtil/PBS12.05Start* folder. Download the *PBS1205TC1001.exe* Thin Client (client) install to a temporary folder on the workstation.  Run the executable on the workstation.  During the install you will be asked for the IP address and port number of the server where PBS installed.

## AcuXDBC

XDBC requires a new System Catalog.  It contains files that have been added or changed in PBS v12.05. Download from the FMS site the latest XDBC System Catalog from the FMS site. The list of file changes from 12.04 to 12.05 are in the EZ Convert doc. The file names and many field (column) names for AcuXDBC have been changed to mimic the SQL table names. This is a major change that will require modifying your queries. This allows Passport to support one set of source files providing more efficiency when releasing new versions.

Older versions of AcuXDBC may still run well on your workstations.  If not, you will be required to upgrade AcuXDBC as well.  If you wish to add or upgrade AcuXDBC you will receive the 10.x version.

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

## Changes to Vendors, Purchasing Addresses, Contacts and More

There are changes to many files and programs in v12.05 as they related to vendors, vendor contacts and purchasing addresses.

Your vendor contacts may be renumbered when running EZ Convert.

To understand what will be done and what to expect following the install the conversion to v12.05, in the EZ Convert doc, see these sections:

- V12.05 A/P Vendor Contacts Conversion
- V12.05 A/P Vendor Name and Address Expansion
- V12.05 Purchasing and Vendor Address Conversion
- Purchase Order and Product Purchasing Forms

## Employee Changes

The name and address fields for employees were expanded. This affects the printing of forms, especially checks. To understand what will be done and what to expect following the install the conversion to v12.05, in the EZ Convert doc, see the V12.05 Payroll Name and Address Expansion section.

## Enhancements in v12.05

Download the v12.05 list of enhancements. In this document you can read about all the new enhancements in v12.05.  It will help you prepare the training of your users.

## *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 Wininstall120501.exe to the new folder you created above.  Look in the *Updates > PBS_1205 > Win* folder.

If there are updates, hot fixes or documentation installs, download them as well. They are in the *Updates > PBS_1205 > Win > Updates* folder.

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

### Passport Query Builder Installation

If installing Passport Query Builder, see the Installing and Configuring MS SQL for Query Builder section.

## *Windows Installation Steps*

You cannot install PBS Version 12.05 over PBS 12.04 or any earlier version of PBS, RW2000 6.7 or RealWorld.

Copy the *Wininstall120501.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-EXP12-31-17.LIC* you MUST RENAME it to *RW.LIC* before you run the install.
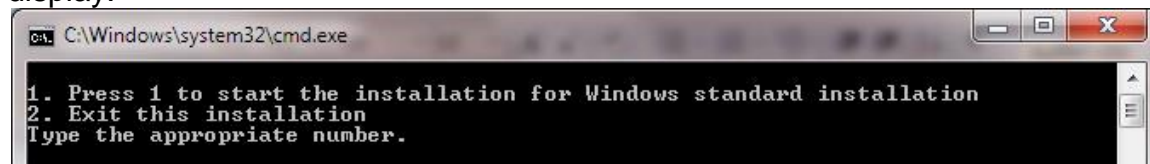
Run *Wininstall120501.exe*. A screen similar to below displays:
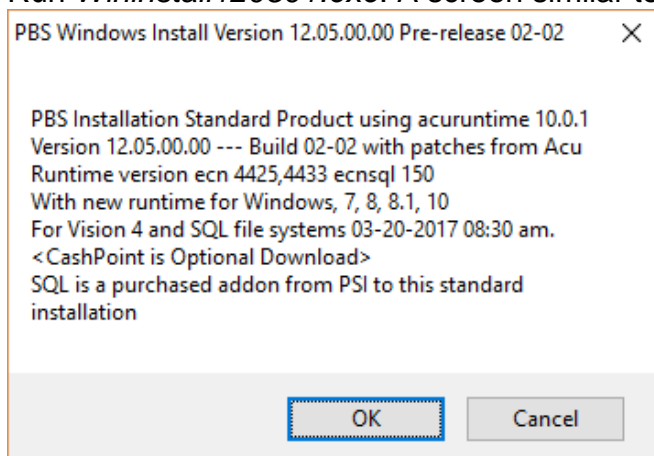


Select OK and it will run the extraction. About 32 files and a folder is extracted.

### Run PBSINSTALL.BAT

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 to the top-level PBS, you will have to find it via the *Locate* button.  Remember, the license name <u>must</u> be RW.LIC.

Before installing v12.05 you may be required to update your RW.LIC license.

The Passport Update Program (PUP) date on your license must be May 1, 2017 or later. If you attempt to install PBS v12.05 with an RW.LIC license that that has a PUP date before April 30, 2017, the following message displays:
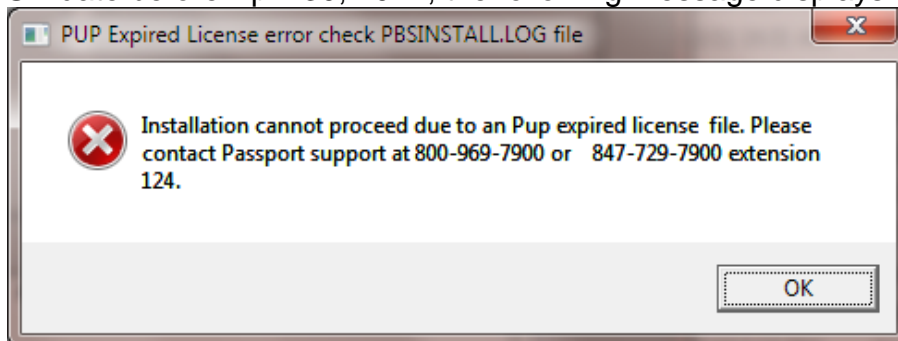


"Pup" in the message above refers to the Passport Update Program.

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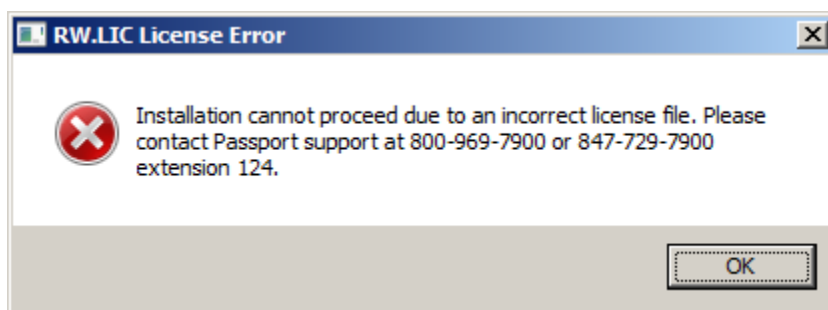


If you receive a message that the PUP has expired or you have an incorrect license contact Passport support at 800-969-7900 or 847-729-7900, both at extension 124.

## 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.

### Completing the Install

Installation
completed
Exit

Click on it to finish.  This completes the installation.
If there was a problem with the install, you may review the PBSINSTALL.LOG file for the installation details.

## Passport Query Builder Configuration and User Documentation

After completing the install, see the Query Builder Configuration doc

You will need Microsoft SQL installed on the system that uses Passport Query Builder.
For the instructions for installing Microsoft SQL see the *Setting up a Server with SQL Server Express and PBS SQL* section in the SQL Install Document.

Also, see the Query Builder User doc

## Install Updates and Hot Fixes

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. w

## Affordable Care Act License(s)

Copy your license from the bin folder of the previous version to the bin folder of v12.05. If you just acquired an updated license you must download it from the FMS site and place it in the bin folder.

## Passport Query Builder Install

If you are licensed for Passport Query Builder it is installed automatically with the PBS vision install.

## Post Installation

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

If you get the message similar to this: MSVCR100.dll was not found on this computer and you need to install it, copy the MSVCR100.dll file from the PBS Microsoft.VC100.CRT folder to the PBS bin folder.

### Point of Sale Menu Fix

This only applies if you have Point of Sale installed.
Following the install, the Point of Sale menu has two programs that are not correct.

The menu line is installed as:

```
PS2LOCALS  R Ship-to addresses            PS
```
It should be this:
```
PS2SHIPLS  R Ship-to addresses            PS
```

This menu line is installed as this:
```
PS2LOCAMN  R Ship-to addresses            PS
```
It should be this:
```
PS2SHIPMN  R Ship-to addresses            PS
```

To fix the Point of Sale menu, make sure everyone is out of PBS and do the following:

- In the top-level PBS make a backup of SQMENU.DAT
- Make a backup of RWMENU\MENUFILE.DAT
- Make a backup of RWMENU\MENUFILE.vix
- Delete the original files of MENUFILE.DAT and MENUFILE.vix.
- Open SQMENU.DAT with a text editor.
- Find the first line
  ```
  PS2LOCALS  R Ship-to addresses              PS
  ```
- Modify the line to be
  ```
  PS2SHIPLS  R Ship-to addresses              PS
  ```
- Find the next line of
  ```
  PS2LOCAMN  R Ship-to addresses              PS
  ```
- Change it to be
  ```
  PS2SHIPMN  R Ship-to addresses              PS
  ```
- Save SQMENU.DAT
- Start PBS and the program will rebuild the menu.
- If anything goes wrong restore the original SQMENU.DAT and start over.

## Client Install

You must un-install the previous client install and install the new client shortcuts for PBS v12.05. 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 versions 8, 9, RW2000 or any 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.

### Adobe Reader Registry Fix

Adobe Reader version 11 and more recent versions like Adobe Acrobat Reader DC have a bug in the installation that makes it impossible to use – PDFP- to generate PDF files and print them at the same time.

If this applies to your workstation, you may download the fix and apply it to the registry. The fix can be found, along with the installation instructions, in the CommonUtil/Adobe11RegistryFix folder on the FMS site.  HOWEVER, this fix only applies to Adobe 11.  Adobe Acrobat Reader DC's version should be based on the YEAR it has been released. If the version is Version 2017.009.20044 the register should be 17. I the registry fix file there is this line:
@="AcroViewR11"
Substitute the 11 with 17 when version 17.

If Adobe Reader or Adobe Acrobat Reader DC are setup to automatically download updates, applying the update could and has reversed the registry fix. It is possible to reverse automatic updates. Keep in mind that fixes can be important for security.

## Linux and UNIX Installation

For v12.05 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 latest update. This would be v12.05.uu.00 with uu representing the most recent update version. See the appropriate update documentation available from the FMS site. An example is 12.05.01.00.

3. If available, install the latest hot fixes for that update. The version numbers would be v12.05.01.hh. Install the latest hot fix (hh) version that matches your current update version. An example is 12.05.01.01.

4. Run EZ convert to convert your data from the previous version to v12.05. 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 may need a new product code and key. This may have been done 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 v12.05. 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 v12.05.  If you do not have a product code and key, contact your PBS provider before you start the installation.

Known Issue:  If you have a space in the path on the workstation install, PDF files cannot be viewed.  The solution is the re-install the workstation without a space in the path.

The client (workstation) versions associated with Version v12.05 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_1205/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

**Log in as root.** When you are locked out of logging into the server as root, except on the console only, you must log in via a regular user and issue the su command and enter the root password.  The su command allows a user to login as a different user and if you leave a user id off the command it defaults to root.

Copy the main install, the latest updates and hot fixes for Version v12.05 to your server. You must have a new RW.LIC file for a v12.05 install. Your RW.LIC file that you used for v12.01 and earlier will NOT work.

For all Linux servers 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.

1. Create the directory with a permission of 777 where you want PBS installed. With PBS v12.05, the runtime and other files are in the *bin* directory located under 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. The PATH is stated as 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, `/apps/pbs,` add this to the beginning of the path:

      `PATH=/apps/pbs:$PATH; export PATH`

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

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 `lnxinstall1205.tar.gz`
   For UNIX it is `unixinstall1205.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 `lnxinstall1205.tar`
   For UNIX gunzip `unixinstall1205.tar.gz`
B. Then, `tar xf lnxinstall1205.tar` (untar runtimes, programs, and scripts)
   For UNIX tar xf `unixinstall1205.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:

```
I. any linux  glibc 2X 32 bit
J. any linux  glibc 2X 64 bit
X. Exit

Enter the appropriate letter:
```

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: 1206
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

### Install Updates and Hot Fixes

Copy in the latest update and any hot fixes that apply to your system. Install them before you run EZ Convert.

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.

### Data Conversion

See the EZ Convert documentation for detailed instructions on upgrading your data. Here is a short version of the steps:

- From the previous version export your files for all companies using exfutl and ctlutil. If you have manufacturing see the EZ Convert doc.

- Copy the exported files to the new version into the EZEXP folder

- Run the ezconvert script. When prompted, enter the path to the previous version's SQPATH.DAT file. Select F for the full install

- When finished review the EZCONV01.LOG file for any errors.

### PBS Documentation

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

### Thin Client

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

### AcuXDBC

If you have AcuXDBC Server, see the <span style="color:blue">XDBC - ODBC</span> section.

This completes the installation.

### Point of Sale Menu Fix

This only applies if you have Point of Sale installed.
Following the install, the Point of Sale menu has two programs that are not correct.

The menu line is installed as:
```
PS2LOCALS  R Ship-to addresses          PS
```
It should be this:
```
PS2SHIPLS  R Ship-to addresses          PS
```

This menu line is installed as this:
```
PS2LOCAMN  R Ship-to addresses          PS
```
It should be this:
```
PS2SHIPMN  R Ship-to addresses          PS
```

To fix the Point of Sale menu, make sure everyone is out of PBS and do the following:

- In the top-level PBS make a backup of SQMENU.DAT
- Make a backup of RWMENU\MENUFILE.DAT
- Make a backup of RWMENU\MENUFILE.vix
- Delete the original files of MENUFILE.DAT and MENUFILE.vix.
- Open SQMENU.DAT with a text editor.
- Find the first line
    ```
    PS2LOCALS  R Ship-to addresses            PS
    ```
- Modify the line to be
    ```
    PS2SHIPLS  R Ship-to addresses            PS
    ```
- Find the next line of
    ```
    PS2LOCAMN  R Ship-to addresses            PS
    ```
- Change it to be
    ```
    PS2SHIPMN  R Ship-to addresses            PS
    ```
- Save SQMENU.DAT
- Start PBS and the program will rebuild the menu.

If anything goes wrong restore the original SQMENU.DAT and start over.

## Installing and Configuring MS SQL for Query Builder

Microsoft SQL is required for running Passport Query Builder. It may be installed on the same server as PBS, on a different server or on a local workstation. It all depends on who will have access to it.  For each Query Builder user, a separate

database is created. The information in the database does not change, so it will have to be refreshed as often as needed to get current data for running reports.

Each user using Query Builder, XDBC must be installed on their workstation. See the XDBC Installation documentation.

After MS SQL Server and XDBC are installed, see the Query Builder Configuration doc.

After Query Builder is install and configured, see the Query Builder User doc.

## *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.

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*, avoid having two sets of start menu selections by uninstalling the older version before installing 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.

- The Thin Client product is licensed separately from PBS. Once licensed, you will receive an AcuConnect product code and key.

- Once you are licensed, you must first activate Thin Client on the server. To activate Thin client on the server you need to enter your AcuConnect product code and key.  Activation instructions are in the Thin Client documentation, *PBS_ThinClient_Configuration.pdf*.

- After license activation, you must configure Thin Client on the server. For detailed Thin client configuration instructions, see *PBS_ThinClient_Configuration.pdf*.

Once the configuration is done, you need to install the Thin Client startup for each workstation (Client). There are two options:

- Download the PBS1205TC1001.exe Thin Client install for each workstation.

- If you have Linux, go to the *updates/CommonUtil/PBS1205Start* folder and download the pbs1205tc925.exe executable for PBS on Windows Server or the pbs1205tc912.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.

The workstation client 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_1205/doc*.

## 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/PBS1205Start* 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.

### Use of Offline File Syncing on the PBS Folder

Be sure to disable the syncing of offline files on the workstation. When offline syncing is on you may find the PC displays File Error 98s when accessing PBS data. Disable offline syncing in the *Sync Center* under the *Control Panel*.

## 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, however, 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 | Inventory Control |
| Accounts Payable | Job Cost |
| Accounts Receivable | Order Entry |
| Check Reconciliation | Purchase Order |
| General Ledger | Point of Sale |
| Payroll | Sales Analysis |
| **Manufacturing** | **Manufacturing** |
| Customer Orders | Master Scheduling & MRP |
| Capacity Requirements Planning | Product Definition & Costing |
| Inventory Management | Product Purchasing |
| Manufacturing Job Costing | 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 |
| PBS_SQL_Rpt_Config.pdf | SQL Reports and Passport Query Builder Configuration | SQL Report and Query Builder Config |
| PBS_QueryBuilder.PDF | Passport Query Builder User Guide | Passport Query Builder 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 |
| V1205Release.pdf | A more recent version of this document may be available. Download it to check. The document date is on the second page. | V12.05 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 v12.05*

PBS v12.04 includes many new features, enhancements and fixes. For an explanation of new features and benefits introduced with v12.05, use this link to download the v12.05 list of enhancements.

## *Additional Version 12 Features*

This section provides information about some of the 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 12.00 Passport provided the first graphical version of Passport Business Solutions that included many graphical screens. With v12.01 through 12.05 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:
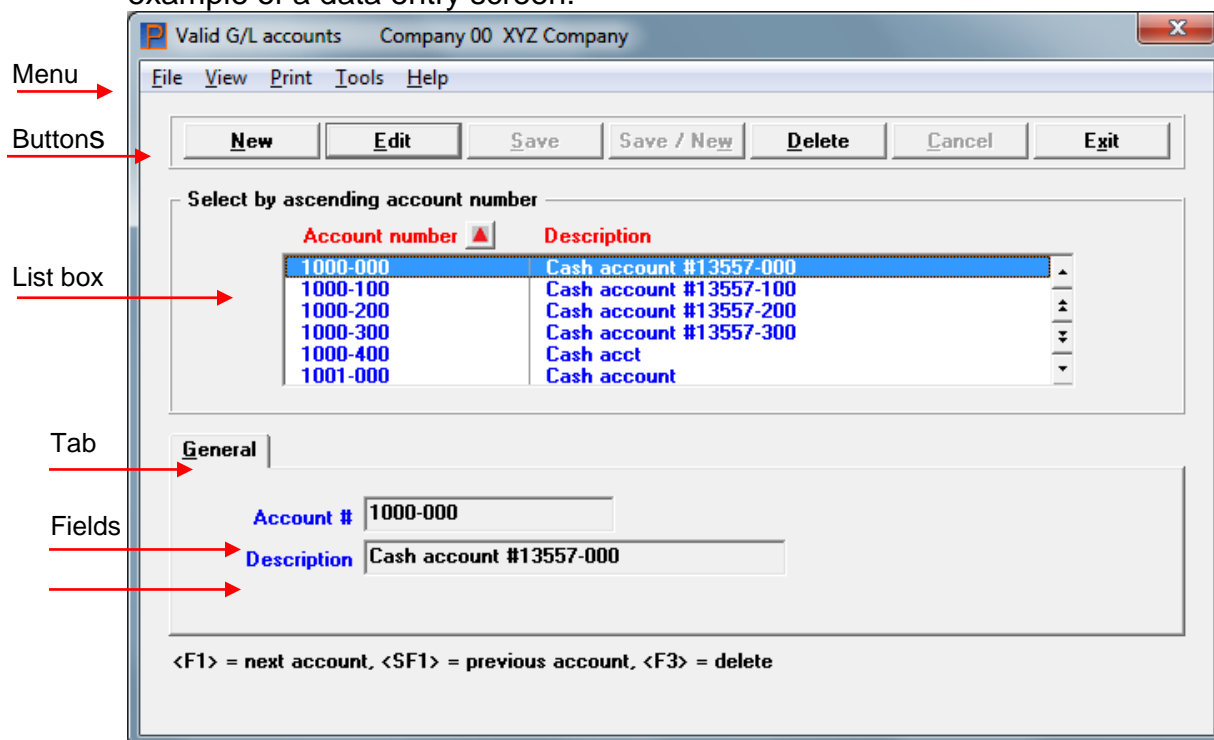
The *Valid G/L accounts* example above has only the General tab. Many screens have only one tab, but several have multiple tabs.

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:

| New | Edit | Save | Save / New | Delete | Cancel | Exit |
|-----|------|------|------------|--------|--------|------|

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:

```
General | Terms | Accounts | Totals |
  Name and address
  Vendor 100      Vermont Metal Product
  Address 1 410 Pinecrest Road
  Address 2 Suite 100
      City Newton        State VT    Zip 12345-0453    Country USA

  Contact 1                          Default contact
      Name John Smith                    No. 1    [binoculars]
     Phone 802-445-9134
       Fax 802-445-1710                  James Canary
    E-mail jsmith@vmp.com                CFO

  Contact 2
      Name Howard Brice
     Phone 802-445-9136
       Fax
    E-mail HBrice@VMP.com
```

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.
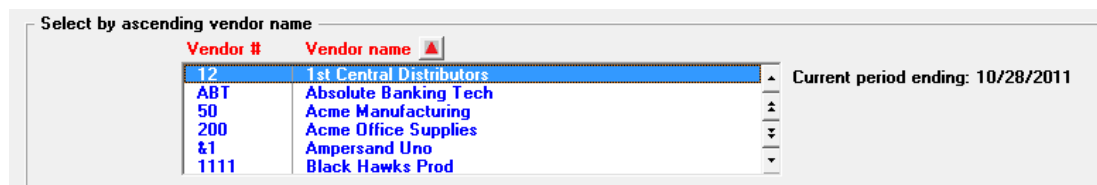


To change the sort, select the View menu and then select Vendor number. If the field is in red, you may also click on the field heading to change to a different field or reverse the sort order. When sorting by vendor number the list box looks like this:
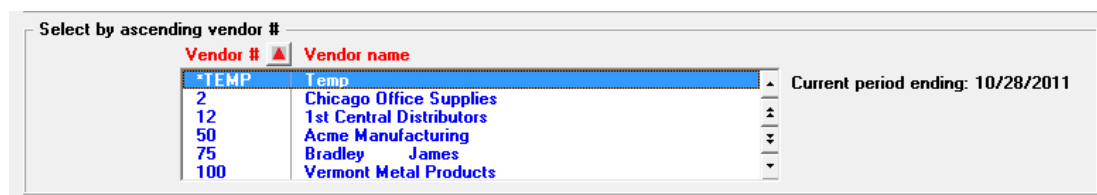


In addition to the date being in a different order, the display above tells you the sort has changed.

**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:
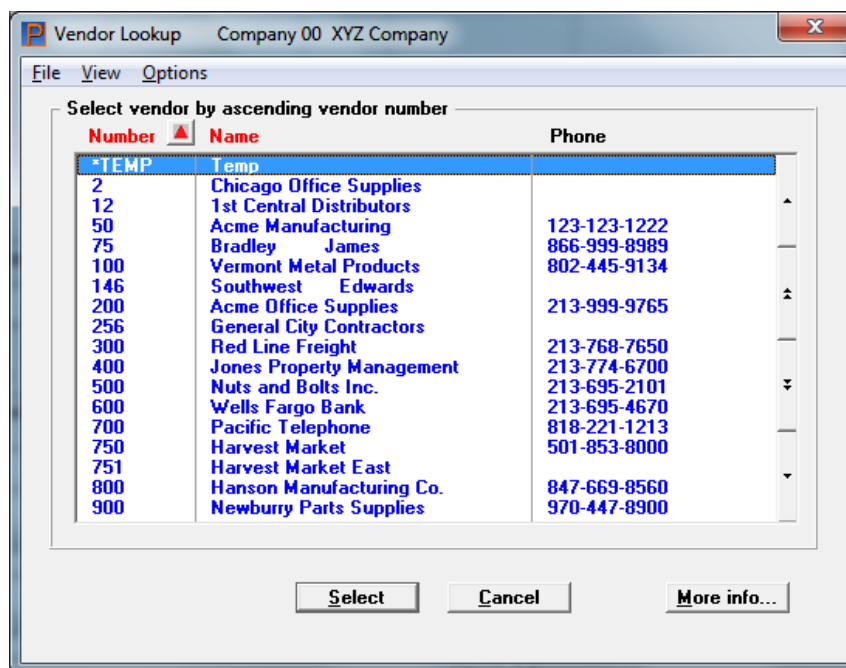
### Record Search and Case Insensitivity

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.
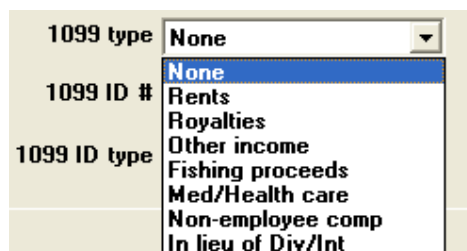


### Menu

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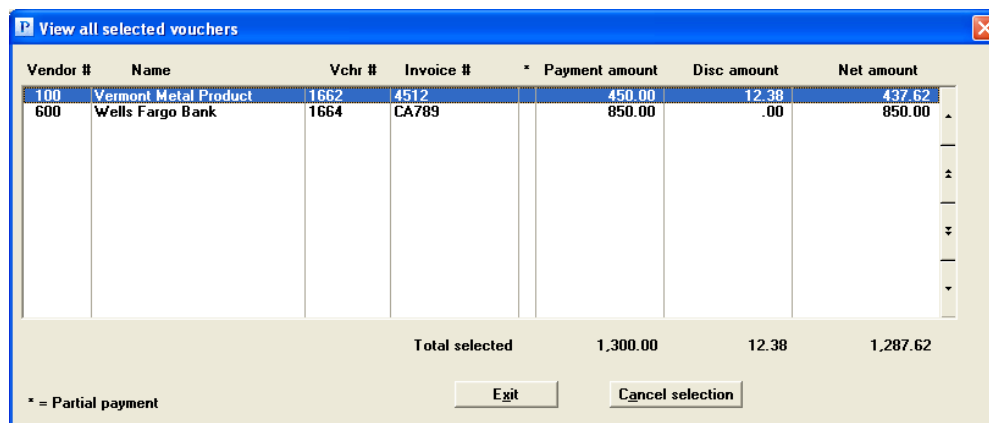
1. Lookup. There are two lookup types of data (Find) and calendar. These selections are only active if you are on either a field that accesses another file or a date field respectively.

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 in 12.03 we added the MySet features to the Help menu. MySet provides field defaults and more. See the PBS *System* documentation for a full description of the MySet features and functions.

## 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.
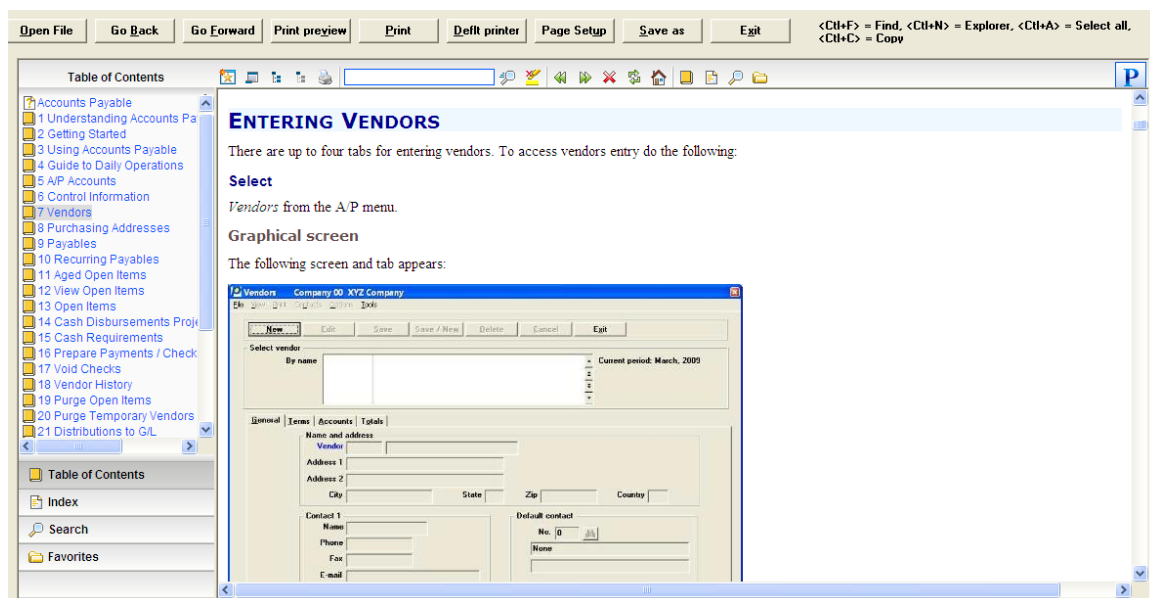


The full navigation help is also available from the Web browser button.

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 12.05. For a list of version 12.05 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 12.05 that use the full graphical mode. This includes all the screens that were made graphical in the 12.00 through 12.05 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 | Finance charges | ALL MENU SELECTIONS ARE GRAPHICAL |
| A/R | Open items | ALL MENU SELECTIONS ARE GRAPHICAL |
| 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 | Load A/R open items |
| A/R | Utility | Purge customer history |
| A/R | Utility | Set customer account balances |
| A/R | Utility | UPS address export |
| * | * | * |
| 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 | - |
| C/R | Utility | Close checking accounts |
| C/R | Utility | Compress cleared entries |
| * | * | * |
| 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 |

# Document Changes

This is a record of changes made to this document.

08/22/17       Updated the installation file name to Wininstall120501.exe.

10/31/17       Added instructions for fixing the Point of Sale menu.