

ULTRA



©2012

Operations Guide: **SYSTEM MANAGER**

All content included in CertiflexDimension programs, manuals and materials generated by the programs are the property of The Versatile Group Inc. (TVG) and are protected by United States and International copyright laws. Any use other than for information related to operation and use of licensed (TVG) software and services, including the reproduction, modification, distribution, transmission, republication, display or performance of the content on this site is strictly prohibited.

Disassembly of the CertiflexDimension software is also expressly prohibited.

CertiflexDimension, the CertiflexDimension logo and The Versatile Group logo are trademarks of The Versatile Group, Inc. All other brand and product names and trademarks are registered trademarks of their respective companies.

Information in this manual is subject to change without notice and does not represent a commitment on the part of the vendor or The Versatile Group, Inc. The software described in this manual is furnished under a license agreement and may be used only in accordance with the terms of that agreement.

The Versatile Group, Inc.
4410 Spring Valley Road
Dallas, TX 75244
1-800-237-8435
(972) 991-1370
fax: (972) 980-8136
www.certiflexdimension.com

Version 10.0
All Rights Reserved.
Printed in U.S.A.

SM10U – 7/12

Welcome.....	7
Welcome to CertiflexDimension.....	7
License Agreement	7
Backup Frequently	10
Run Parallel	10
Review Output	10
Getting Help	10
Getting Answers from the Support Knowledge Center	10
Technical Support.....	11
Qualified Consultants	11
Operations Guides and Online Help System.....	11
Operation Guides.....	11
Online Help System.....	11
Printing Hardcopy Documentation	12
CertiflexDimension Navigation.....	13
CertiflexDimension System Manager Menu	13
Icon Toolbar & Buttons	15
Menu Browser.....	15
Menu Favorites.....	16
Recent Menu (History)	16
Menu Shortcuts	16
Active Company.....	17
Active Sessions	18
Links.....	18
Settings	21
Note Text.....	21
Reminder.....	21
Expiration	21
CertiflexDimension Ultra Dashboard	23
CertiflexDimension Service Center.....	25
Session Windows	26
Main Session Windows.....	26
Session Menu Bar.....	26
Closing a Session Window	27
Accessing Accounts, Vendors, Customers, Employees and Items.....	27
[F5] Switch Access Index	28
[F6] Display Listing.....	28
Scrolling Up and Down with Arrows Keys	28
Record Listing.....	29
Other Operational Buttons.....	32
Locate	32
Using the CertiflexDimension Locate Dialog	32
Filter.....	33
Using the CertiflexDimension Filter Dialog.....	33
Dropdown Arrow.....	34
Ellipsis Button	34
Calculator.....	34
Calendar.....	34
Quick Print Label	34

Sessions, Companies and Dates	36
Sessions, Companies and Dates - Overview	36
Defining a Session	36
Defining a Company	36
Defining a Date	37
Open Company File	38
Launching a New Session	39
Processing Date Messages	39
File State Messages	39
[F3] Start New Period Files	40
Create New Companies.....	41
Adding a New Company	41
Create New Accounting Packages	47
CertiflexDimension Bank Accounts and Bank Reconciliation.....	52
CertiflexDimension Bank Accounts and MICR Checks.....	52
Maintaining Bank Accounts	53
Adding a Bank Account.....	53
Additional Maintenance.....	55
Changing a Bank Account	56
Deleting a Bank Account	56
Company Properties.....	57
Changing a Company's Properties	57
Master Data Properties	60
Defining CertiflexDimension Users and Security	61
Security Overview	61
Maintain User Lists	62
Maintain Users	62
Maintain Advance Menu Security	67
Defining User Preferences	68
User	68
Preferences.....	68
Printing	69
Printing Reports, Graphs and Forms.....	69
Standard CertiflexDimension Reports	69
Printing Standard and Memorized Reports	70
Options – Standard and Memorized Reports	71
Report Groups.....	74
Options – Output to File	77
Standard CertiflexDimension Graphs	78
Printing Graphs.....	78
WorkSheet Reports	79
Customizing Your WorkSheet	80
Other WorkSheet Options.....	80
Other CertiflexDimension Reports and Forms	82
Transaction Listing	82
Special Reports	82
Tax Forms and Checks.....	82
Rave Forms	82
CertiflexDimension Report Viewer – Digital Files	83
Open Archived Reports from Digital Report Catalog.....	84
Save Reports to the Digital Report Catalog.....	85
Printing Reports from Dimension Report Viewer	85
E-mailing Reports from Dimension Digital Report Viewer	85
[F5] PDF View	86
Other Dimension Report View Options	86

CertiflexDimension Form Designer	87
Creating, Editing, and Assigning Forms	88
Editing a Form	90
Using Memos, Notes, Links and Transaction Attachments	93
Maintain Memo Names	93
Configuring User Defined Memos	93
Configuring Quick Notes and Links Categories	94
Adding Memos	96
Add User Defined Memos, Notes, and Links	96
Adding Notes	97
Adding Links	98
Transaction Attachments	99
Adding a Transaction Attachment	99
Viewing a Transaction Attachment	100
Automated Software Updates	101
Always keep your software up-to-date	101
Backup/Restore Data Files	104
What You Need to Know First	104
Create a Backup of CertiflexDimension Data Files	105
Creating a Backup	105
Restoring a Backup	106
Importing/Exporting Data	107
Export Data	107
Other Export Options	109
Import Account Setup - IntelliTrans	110
Introduction	110
Activating IntelliTrans	110
Configure IntelliTrans	111
Selecting the File Type	111
Selecting Data Fields	112
Reviewing Sample	113
Processing with IntelliTrans	113
Things to Think About	114
Considerations When Adding New Records	114
Considerations When Replacing or Changing Records	115
Frequently Asked Questions	115
Import Transactions	116
Accountants Interface	116
Other Supervisor Options	117
Maintain Class Names	117
Advanced System Maintenance	118
Auto-Update Payroll Tax Tables	118
Delete Company Files	118
View Current User Activity	119
Changing Registration Information	119
Networking with CertiflexDimension	120
Networking with CertiflexDimension	120
Dedicated File Server	120
Network Software and Hardware	120
Installing CertiflexDimension in a Network Environment	121
Optimizing Speed in a Network Environment	122
Advanced Network Support	122
Data File Locking	122
Pervasive Btrieve® Database Files and Drivers	125

Btrieve Database Files	125
Pervasive® Database Drivers/Engines	125
Pervasive Workstation Engine	125
Pervasive Workgroup Engine	126
Pervasive Client Server Engine.....	126
How Can I Purchase Additional Pervasive Products?	126
Mixing Software Using Btrieve Database Files	126
Minimum Pervasive Configuration Settings for CertiflexDimension.....	126
Directory and Data File Names	127
Directories	127
Data File Names.....	129
Control.....	129
Accounts Payable.....	130
Accounts Receivable	131
General Ledger	132
Inventory.....	133
Job Cost.....	133
Purchase Order.....	133
Order Entry.....	134
Payroll	135
Client Write-up	136
Bank Reconciliation.....	136

Welcome

Welcome to CertiflexDimension

Thank you for choosing CertiflexDimension Business Accounting Software.

In 1979, two visionary CPAs set out to create one of the very first accounting software systems exclusively designed for the personal computer. Their efforts created the first generation of Certiflex Business Accounting Software, a system rigidly based on solid accounting principles, while featuring a flexible design that the everyday business professional could easily comprehend and use.

Over 30 years and 10 generations later, CertiflexDimension software is still based on these same strong principles, providing an ease of use that greatly benefits you and your business.

CertiflexDimension accounting software is the culminate product of years of design and refinement, having been implemented in thousands of nationwide installations and in a wide variety of businesses.

Today's CertiflexDimension accounting software offers sophisticated features at affordable prices. It is specifically designed for speed, power, and flexibility.

This *CertiflexDimension System Manager Guide* contains everything you need to know about the software before you begin using the system. This *Guide* provides information on:

- CertiflexDimension Navigation
- Sessions, Dates and Companies
- Company Maintenance
- Printing Reports, Graphs and Forms
- Using Memo, Notes, Links and Transaction Attachments
- Backing up and Restoring Data Files
- Other System Manager Menu Options
- Networking with CertiflexDimension
- Data Files and Drivers Powered by Pervasive Software
- Directory and File Naming Conventions

To get the most out of your CertiflexDimension system, it is very important that you familiarize yourself with the product. We make this easy by guiding you through the menus. Best of all, we provide detailed examples of the concepts and techniques you must know in order to use the CertiflexDimension software effectively.

License Agreement

Software purchases from The Versatile Group, Inc. or any of its licensed resellers include a limited license to use the software. The product remains the exclusive property of The Versatile Group, Inc. The License agreement is always presented and must be accepted before you may install CertiflexDimension on any workstation or server.

BEFORE YOU USE THE SOFTWARE SUBJECT TO THIS AGREEMENT, PLEASE READ THIS DOCUMENT CAREFULLY. THIS IS A LEGAL AGREEMENT BETWEEN THE VERSATILE GROUP INC (“OUR”, “TVG”, OR “THE VERSATILE GROUP INC”) AND YOU (“CUSTOMER”) GOVERNING YOUR USE OF OUR BUSINESS ACCOUNTING SOFTWARE. IT CONTAINS IMPORTANT INFORMATION REGARDING YOUR RIGHTS AND OBLIGATIONS. BY INSTALLING THE SOFTWARE MEDIA, YOU ARE CONSENTING TO BE BOUND BY THIS AGREEMENT.

LICENSE GRANTS: The Versatile Group, Inc. grants to Customer a nonexclusive and nontransferable license to use CertiflexDimension Ultra (“Software”) for the period of time specified in the “Term” of this agreement, at a single location on up to the number of computer workstations owned or leased by Customer for which Customer has paid a license fee (“Permitted Number of Workstations”).

Customer may only use the programs contained in the Software for which Customer has paid a license fee. Customer grants to TVG or its representative(s) the right to examine its books, records and accounts during normal business hours to verify compliance with the above provisions. In the event such audit discloses Customer is in violation of single location or Permitted Number of Workstations, Customer shall promptly pay TVG the appropriate license fee for the additional locations and/or workstations. At TVG’s option, TVG may terminate this license for failure to pay the required license fee.

LICENSE RESTRICTIONS: Customer may make one (1) archival copy of the Software provided Customer affixes to such copy all copyright, confidentiality, and proprietary notices that appear on the original.

Except as expressly authorized above, customer shall not copy, modify, reverse compile, or reverse assemble all or any portion of the Software; or rent, lease, sell, distribute, or create derivative works thereof.

Customer agrees that aspects of the licensed materials, including the specific design and structure of individual programs, constitute trade secrets and/or copyrighted material of TVG. Customer agrees not to disclose, provide, or otherwise make available such trade secrets or copyrighted material in any form to any third party without prior written consent of TVG. Customer agrees to implement reasonable security measures to protect such trade secrets and copyrighted material. Title to Software and documentation shall remain solely with TVG.

LIMITED WARRANTY: TVG warrants that for a period of ninety (90) days from the date of shipment from TVG: (i) the media on which the Software is furnished will be free of defects in materials and workmanship under normal use; and (ii) the Software substantially conforms to published specifications. Purchase of an “Annual Software License” extends the warranty for a period of one full year. Except for the foregoing, the Software is provided AS IS. This limited warranty extends only to Customer as the original licensee. Customer’s exclusive remedy and the entire liability of TVG under this limited warranty will be, at TVG’s option, repair, replacement, or refund of the purchase price of the Software if reported and, upon request, returned to TVG. In no event does TVG warrant that the Software is error free or that Customer will be able to operate Software without problems or interruptions.

This warranty does not apply if the Software (a) has been altered, except by TVG, or (b) has not been installed, operated, repaired, or maintained in accordance with instructions supplied by TVG.

Except as specified in this warranty, all express or implied conditions, representations, and warranties including, without limitation, any implied warranty of merchantability or fitness for a particular purpose, are hereby excluded to the extent allowed by applicable law.

This warranty does not apply to any software made available for testing or demonstration purposes, any temporary software modules, or any software for which TVG does not receive a license fee. All such software products are provided AS IS without any warranty whatsoever.

LIMITATIONS OF REMEDIES: In no event will TVG be liable for any lost revenue, profit, or special, indirect, consequential, incidental, or punitive damages however caused and regardless of the theory of liability arising out of the use of, or inability to use, the Software even if TVG has been advised of the possibility of such damages. In no event shall TVG's liability to Customer, whether in contract, tort including negligence, or otherwise, exceed the license fee paid by Customer.

TERMS: CertiflexDimension Ultra is not sold, it is licensed as a subscription on an 'Annual Software License' or **ASL**. Upon payment of an annual License fee, Customer shall be granted a one (1) year license to use the Software. At the end of the licensed term, a new ASL agreement is required to continue to operate the Software. You may terminate this License at any time by ceasing all use of the Services or by notifying us. We may terminate this License, at any time, without notice to you, if we believe, in our sole judgment, that you have breached or may breach any term or condition of this License. You agree that termination of this License will not relieve you of any obligation to pay any remaining portion of your contract. You shall be charged the full amount of the fee for the remaining contract period. Upon termination of License, access to software will be suspended immediately. The Versatile Group, Inc. will not be held liable for any lost profits, time or data incurred by Customer due to termination of service.

THIRD PARTY SOFTWARE: Software may contain third-party software requiring notices and/or additional terms and conditions. Such third party software notices and/or additional terms and conditions are made a part of and incorporated into this agreement.

GENERAL: This License shall be governed by and construed in accordance with the laws of the State of Texas as if performed wholly within the state and without effect to the principles of conflict of law. If any portion hereof is found to be void or unenforceable, the remaining provisions of the License shall remain in full force and effect. This License constitutes the entire License between the parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous agreements or understandings, whether oral or written.

CONTACT: If you have concerns or questions relating to this Agreement, please contact The Versatile Group, Inc. at sales@certiflexdimension.com or via phone at 1-800-237-8435.

ACKNOWLEDGEMENT: The computer software and related documentation identified individually and collectively on this agreement is furnished under license and may be used only in accordance with the terms of such license. Before You Get Started

To get the most from your investment, we strongly recommend that you practice the following cautionary routines in accordance with standard data processing procedures.

Backup Frequently

It is extremely important that you make a backup of your data anytime you add or change information. Data files should be backed up daily. Keep multiple backups on hand so you can go back to last week or last month, if necessary.

You will spend a great deal of time setting up and using CertiflexDimension software. It is worth the few minutes it takes to make a backup each day, rather than starting the whole process over again if something should go wrong.

CertiflexDimension's Technical Services Department receives many calls from users who do not make regular backups and have lost data after experiencing computer malfunction, theft, fire, or power surges. In most cases, we will not be able to assist you in retrieving your valuable data if you do not have a current backup. **IT IS YOUR RESPONSIBILITY TO PROTECT YOUR DATA FILES.**

We recommend you use a tape or external drive backup system. A properly configured backup system can automatically backup portions of your hard drive each night after your office is closed. Normally, you should have a different tape or external drive for each day of the week. This allows you to have multiple weeks of backups at any given time. At the end of each month, the last backup tape or external drive used should be permanently stored.

CertiflexDimension includes a data backup utility that archives data files in a compressed format. While not as comprehensive as an online backup system scheduled to run at night, the CertiflexDimension Backup utility will work for smaller installations.

For more criteria on files, directories, and the backup frequency, please refer to the **Directory and File Names** section of this *Guide*. For more information on using the CertiflexDimension Backup/Restore utility, please refer to **Backup/Restore Data Files**.

Run Parallel

We recommend that you simultaneously run both CertiflexDimension and your old accounting software until you are confident of correct results. This will ensure that the system gets all the information needed to operate properly.

Review Output

Always verify the accuracy of both data entries and the output produced by this data.

Each procedure described above is extremely important for the successful operation of CertiflexDimension. Practicing these cautions will ensure an efficient and reliable system.

Getting Help

We are very proud of our technical services and are confident you will find reassurance knowing that CertiflexDimension is fully guaranteed and fully supported.

At The Versatile Group, you are our client. The continued success of each of our thousands of installations is of vital importance to us. That is why we offer a wide variety of technical support options. Additional support is entirely optional, but is available for customers who want or need extra service.

Getting Answers from the Support Knowledge Center

The CertiflexDimension Support Knowledge Center is the easiest and quickest way to find information and answers to the most commonly asked questions. The Knowledge Center is updated on a regular basis and contains step-by-step instructions on how to perform daily tasks. To open the CertiflexDimension Knowledge Center, either visit our web site at <http://support.certiflexdimension.com>, click the Links > **Support Knowledge Base** section of your System Manager.

Technical Support

For technical support by phone, please call our Technical Services Department at 800-237-8435. If all lines are busy, your call will be forwarded to a receptionist. Please have your registered company name and Client Number ready. Your message will be directed to the technical staff and a representative will return your call as soon as possible. To be fair to all CertiflexDimension customers, all returned calls are made in the order received.

When you call for support, please have all information relating to the question or problem available. If you receive an error code or message that you do not understand, or could not find an answer to, be prepared to relay to the support representative the exact message received and exactly what processes you were performing when the error occurred. Your phone should be within reach of your computer, and you should have the problem or program in question on the screen.

You can also email Technical Services at support@certiflexdimension.com. Please include the information outlined above in your email.

For more information on Technical Services and related costs, please refer to the Technical Services brochure.

Qualified Consultants

Onsite training and help is available in most states by Qualified Consultants. These professionals receive extensive software training by The Versatile Group personnel. Please contact the TVG Sales Department at 800-237-8435 for a list of Qualified Consultants in your area.

Operations Guides and Online Help System

CertiflexDimension includes extensive detailed documentation. Each accounting package includes an *Operations Guide* and *Online Help System* to thoroughly describe the functionality of each package. For example, this *System Manager Operations Guide* details the **System Manager** package as well as common techniques and practices used in all CertiflexDimension Accounting Packages.

Operation Guides

All Operation Guides are distributed in PDF format. Unlike printed manuals, which rarely get updated, your digital PDF manuals are constantly updated to match your software version. A third-party PDF viewer (v4.x and above) is required to access the PDF manuals. PDF viewers are available for download, free of charge, from a wide variety of web sites. To access the CertiflexDimension PDF manuals, select **Reference Manuals/Operations Guides** from the **Help** menu. A full list of available PDF manuals will be displayed. To open a manual in your PDF viewer, select the desired manual and click **>Open**.

Note: The PDF manuals include an interactive Table of Contents (clickable book-marks) that corresponds to the menu options for each accounting package. Don't forget, your PDF viewer will normally include a very flexible search engine; one of the many features that make PDF files the most popular industry standard for software documentation distribution.

Online Help System

All Online Help files are distributed in HTML format. Your workstation's browser (Internet Explorer v4.x or above) will be used to access the CertiflexDimension Online Help System. To access the Online Help System from the System Manager, select **Contents** under the **Help** menu.

To access the context sensitive Help System from any Session window, select **Reference Help...** under the **Help** menu or press **[F1]**.

Printing Hardcopy Documentation

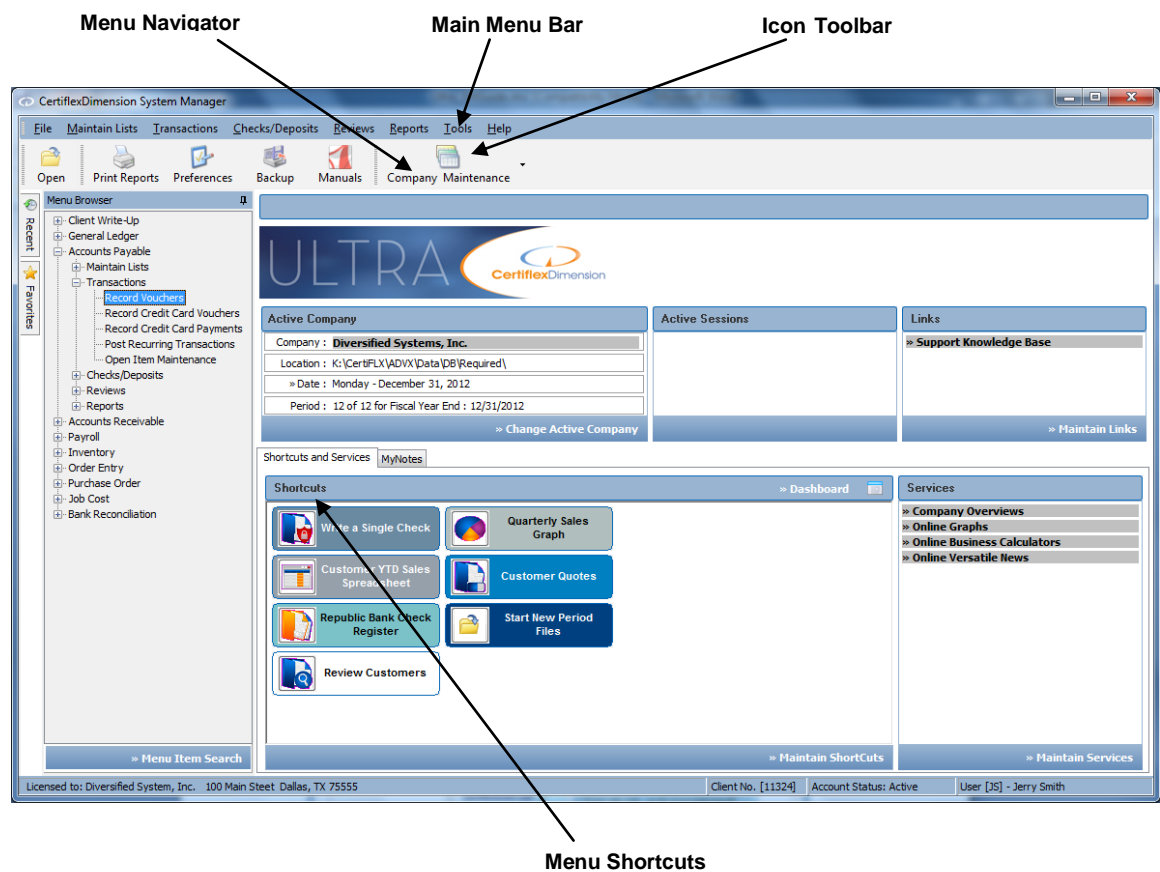
All CertiflexDimension documentation is copyrighted by The Versatile Group, Inc. Users may print copies of the CertiflexDimension PDF manuals or material from the Online Help System for in-house use by licensed workstations.

Remember, all PDF and Online Help files are continuously updated as part of our Software Maintenance service. Therefore, printed documentation that is several months old may not be up to date with the most current software changes and additions.

CertiflexDimension Navigation

CertiflexDimension System Manager Menu

Opening sessions in CertiflexDimension is quick and easy. The system allows you to open sessions in one of four ways, either from the **Main Menu Bar**'s drop-down menus, or via the **Menu Browser**, **Favorites Menu** and **Recent Menu (History)**, located in the **Menu Navigator**.



Main Menu Bar

The **Main Menu Bar** organizes accounting packages by **Menu Group**. To open a session using the **Main Menu**, click on the desired **Menu Group** and the system will display a drop-down menu for that group.

Main Menu Groups

- The **File** menu group follows standard Windows format and allows the user to access the program's primary file functions:
 - **Open Company File**
 - **Reopen Company File**
 - **Close Company File**
 - **Close and Secure Databases**
 - **User Preferences ...**
 - **Start New Period Files**
 - **Company Maintenance**
 - **Data File Maintenance**
 - **Supervisor Options (Requires Supervisor Level Access)**
 - **Exit**
- The **Maintain Lists** menu group allows the user to define or change account information for each of the individual programs. This includes General Ledger Accounts, Recurring Entries, Transaction Types, Customers, Vendors, Employees, etc.
- The **Transactions** menu group allows the user to record most transaction types for all of the programs. This includes Recording Journal Entries, Invoices, Purchase Orders, Inventory Receipts, etc.
- The **Checks/Deposits** menu group allows the user to record check and deposit transaction types.
- The **Review** menu group allows the user to review account information for each of the programs. This would include General Ledger accounts, Customers, Vendors, Employees, Inventory Items, etc.
- The **Reports** menu group allows the user to print reports for all of the programs.
- The **Tools** menu group allows the user to access:
 - **Calendar**
 - **Calculator**
 - **File Utility**
 - **Directory Utility**
 - **Database Driver Utility**
 - **v9 Data Conversion Utility**
 - **Software Updates**

Note: Software Updates is an automated Web-updating service. For more detailed information about this service, please refer to the "Automated Software Updates" section.








- The **Help** menu group allows the user to access:

- **Contents**
- **Documents**
- **CertiflexDimension Web Sites**
- **Support Options**
- **Check Software Maintenance Status**
- **About**

Note: Accessing the **Support Knowledge Center Web Site** from within your System Manager will use an automatic login feature to allow immediate access to this site as a CertiflexDimension client.

Icon Toolbar & Buttons

The **Icon Toolbar** and **Buttons** allow users to open common functions such as:

-  **Open Company:** Select this button to access the **Open Company** Window.
-  **Print Reports:** Select this button to view, save, and **Print Standard Reports**. Refer to **Printing Standard Reports** in this *Guide* for more detailed information.
-  **User Preferences:** Select this button to change the preferences for the current user. Refer to **Setting User Preferences** in this *Guide* for more detailed information.
-  **Backup Data Files:** Select this button to **Backup Data Files** or restore from a previously created backup.
-  **Help:** Select this button to access the CertiflexDimension online help system.
-  **Manuals:** Select this button to access the CertiflexDimension PDF reference manuals.
-  **Company Maintenance:** Select this pull down for quick access to **Company Maintenance** options.

Menu Browser

The **Menu Browser** organizes **Menu Groups** by order of accounting package and allows access to the same groups that are located under the **Main Menu Bar** (i.e. Maintain Lists, Transactions, Checks/Deposits, Reviews and Reports).

To open a package within the **Menu Browser**, double-click on an accounting package (i.e. General Ledger, Accounts Payable, etc.). To access a function type within an accounting package, double-click on a **Menu Group** (i.e. Maintain Lists, Transactions, Reviews, etc.). To launch a specific **Menu Item** (i.e. Vendors, Accounts, etc), double-click on the desired item.

Menu Favorites

Because CertiflexDimension has over 400 menu items, **Menu Favorites** allows users to conveniently retain a user-defined list of **Menu Items**.

There are two ways to add a new **Menu Item** to the favorites list:

- 1.) When a session is open, click **>Tools** on the Session menu and then click **>★ Add to Favorites**.
- 2.) From the **Menu Favorites** window, select the **Maintain** link located in the lower right corner. A **Maintain Favorites** window will open. Click **>Add New** and select from the list.

Since certain menu items have the same default name (such as “Void Checks” in Payroll and “Void Checks” in Accounts Payable), users have the option to define the names of items added to **Menu Favorites** via **Maintain Favorites**. To change the name of an existing **Menu Favorite**, highlight the item and click **>Edit**. To delete a **Favorite** from the list, highlight the item and click **>Delete**. Use the **Up** and **Down Arrows** to arrange items.

Note: Menu Favorites allow you to assign 20 menu items associated with specific accounting packages to your favorites list. You may now elect to alternately use Menu Shortcuts which can access everything a Menu Favorite can but also includes access to File Control options, Memorized Reports and Services options. For more information on Menu Shortcuts, please refer the *Menu Shortcuts* in the next section of this manual.

Recent Menu (History)

The **Recent Menu** automatically tracks the user’s session history and places the most recent sessions at the top of the menu. This menu system makes it easy to review and revisit the most currently used modules.

Note: The **Menu Browser**, **Favorites Menu** and **Recent Menu** all use a .Net access style. Rolling the mouse over a menu tab expands the menu and displays its respective items. Any option can be attached or unattached to your menu by clicking on the stickpin icon at the top of each menu.

Menu Shortcuts

The **Menu Shortcut** section of your System Manager allows you to customize up to 20 easy access options to various tasks, reports and services available within your CertiflexDimension software. You may set up any Menu Shortcut for all Menu Browser Items, Standard and Memorized Reports, File Control options and Service options. To add a new Menu Shortcut or change an existing one, click **>Maintain Shortcuts**.

- **Add New:** Select this option to add a new **Menu Shortcut**. The system uses a wizard to prompt you for the type of Shortcut you wish to add and the appropriate accounting System associated with this item. Next the System will display a list of available Menu Items for your selection. Highlight the Menu Item you wish to use for this Shortcut and click **>Next**. The system will allow you to change the default properties for new Shortcut.

Shortcut Properties:

- **Description:** Enter in the description you wish to display for this Shortcut.
 - **Popup Help:** Enter in up to 254 characters of popup helps you if you wish to see this Shortcut. These optional descriptions will be displayed when you roll your mouse over the Shortcut and are convenient for adding detailed notes for items that you do not access all the time, etc.
 - **Custom Icon Image:** Each Type of Menu Shortcut has a default Image. You may optionally assign a custom Image to this Shortcut by using clicking **>Browse**. Images for Shortcuts are 32 x 32 on your System Manager.
 - **Background Color:** Use this option to customize the background color of your Shortcut.
 - **Font Color:** Use this option to customize the font color of your Shortcut.
- Change any of the default properties you desire and then Click **>Save**.

- **Edit:** Select this option to change any of the selected Shortcut properties.
- **Delete:** Select this button to delete an existing Shortcut.
- **Move:** Use the Up and Down arrows to change the order of your Menu Shortcuts.

Once you have made changes for your Menu Shortcuts, Click **>Save** to update the changes to your System Manager Menu.

Active Company

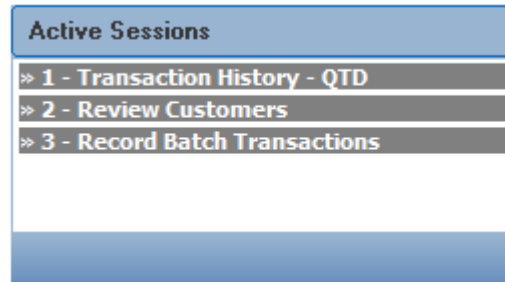
The **Active Company** window displays the currently loaded company, the processing date, active period and program access path. For more detailed information on how the active company is used, please refer to the **Sessions, Company and Dates** section below.

Active Company
Company : Diversified Systems, Inc.
Location : K:\CertFLX\ADVX\Data\DB\Required\
» Date : Monday - December 31, 2012
Period : 12 of 12 for Fiscal Year End : 12/31/2012
» Change Active Company

- **>> Change Active Company:** Click on option to open a company, change companies, or set the processing date.
- **>>Date:** Click on this option to change the **Processing Date**. For more detailed information on how the processing date is used, please refer to the **Defining Sessions, Companies and Dates** section below.

Active Sessions

Each CertiflexDimension System Manager is capable of launching up to six independent sessions per workstation. The Active Sessions window lists the sessions currently open on the user's workstation.



For more detailed information on how sessions are used, please refer to the **Sessions, Companies and Dates** section below.

Note: All active sessions must be closed before exiting the System Manager.

Links

Links is a convenient way to stay connected to external accounting resources. Whether it's a remote website used to track shipments or a spreadsheet used for cost analysis, **Links** provides a quick and easy way to access external resources and other accounting related information. To launch an existing link from the list, simply double-click on the link.

To add or edit existing **Links**, click **>Maintain Links**. A window for adding, editing and deleting links will be displayed. Links can be rearranged on the list by selecting the desired link and clicking the appropriate Up/Down arrow. Each link will allow the user to select an internet or local link type, complete with description and address.



- A link to a website used for tracking shipments might look something like this:

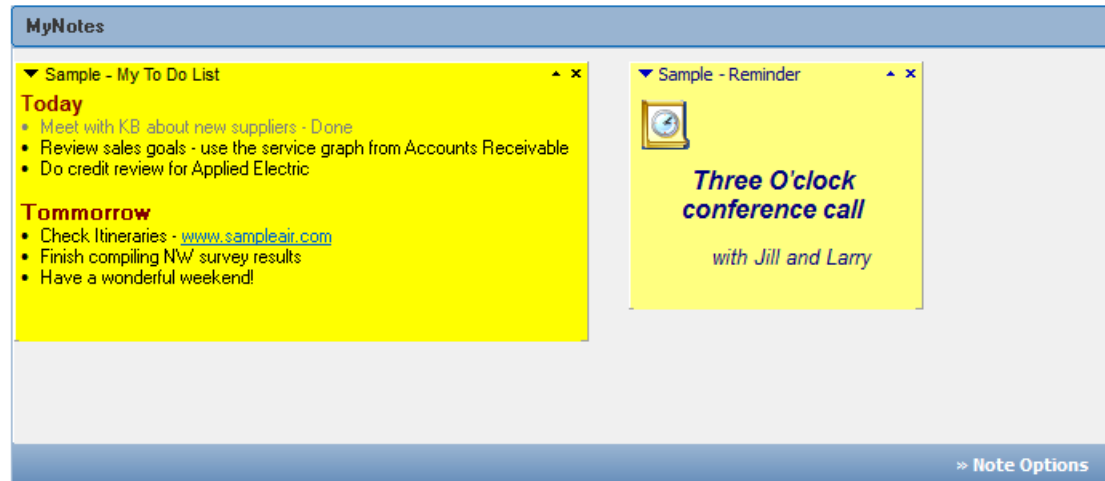
Type:	Internet
Link Description:	UXS Shipment Tracking
Link Address:	www.uxsonline.com

- A link to a cost analysis spreadsheet might look something like this:

Type:	Local
Link Description:	Monthly Cost Analysis
Link Address:	C:\MyDocuments\MCost.xls

MyNotes

MyNotes is a versatile, fully integrated note system within CertiflexDimension. It combines the simplicity of handwritten “sticky note” with the power and flexibility of a computer application. MyNotes is designed to store and track these personalized “sticky notes” and allows the user to define pop-up alarms and reminders.



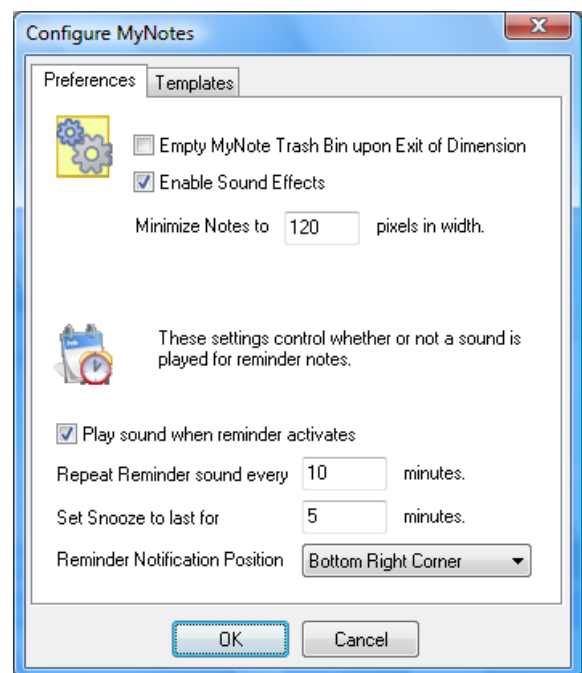
Configuring MyNotes

A single user's **MyNotes** preferences operate independently of those created by all other CertiflexDimension users. This allows each user to configure their **MyNotes** preferences to uniquely fit their individual needs.

To change the **MyNotes** configuration, click **>Note Options** in the lower right corner of the MyNotes window and select **Configure Notes...** from the drop-down menu. Configuration options are broken into two sections: **Preferences** and **Templates**.

Preferences

- **Empty MyNote Trash Bin upon Exit of Dimension:** If enabled, all notes in the trash bin will be permanently deleted when you exit CertiflexDimension.
- **Enable Sound Effects:** If enabled, sound effects will emit when notes are deleted, expanded or collapsed.
- **Minimize Note Width:** Defines the width of a note when in a minimized state.
- **Play sound when reminder activates:** Enables a sound that coincides with the activation of a reminder.

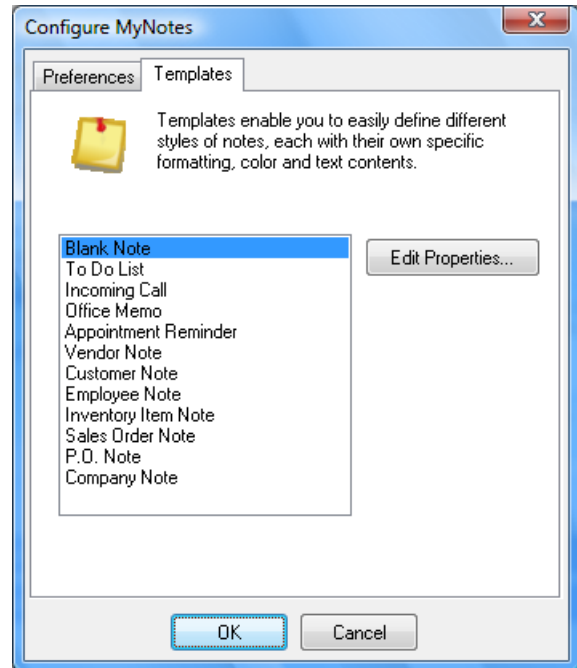


- **Repeat Reminder sound interval:** Defines the length of time between repeated reminder sounds. To keep the sound from repeating, set to '0' minutes.
- **Snooze interval:** Defines the duration of the snooze feature.
- **Reminder Notification Position:** Defines the screen location where the notification message for a note alarm appears.

Templates

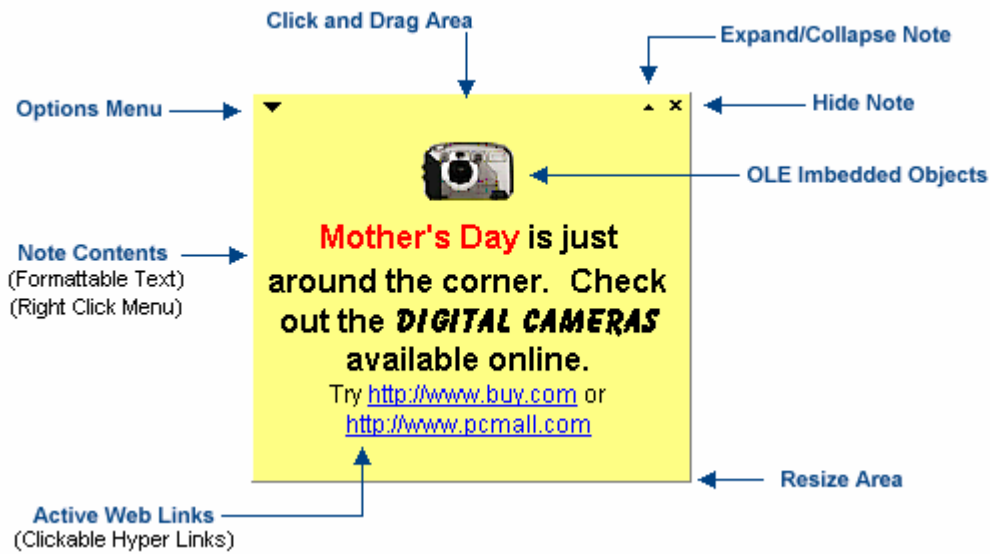
MyNotes can accommodate up to twelve different types of notes. Each of these types has a template to allow the user to easily define the default format style, color and text. When adding a note from within the Service Center, the user will be prompted to select the type of note to add. The template for the selected note type is created as the new note is entered. There are 4 variable keywords that can be used when modifying templates. These variable keywords are replaced with "live" data when a new note is created. For example, the variable keyword **<DATE>** would be replaced with the actual date of when the note was created. Variable keywords must be entered exactly as they appear below:

<DATE> - the computer's short date.
<LONGDATE> - the computer's long date.
<TIME> - the computer's time setting
<C> - initial placement of the editor cursor.



NOTE: The last seven templates are used when adding notes from within a CertiflexDimension accounting module. For example, when viewing a customer record from the **Accounts Receivable > Review Customer** screen, the user could add a note by clicking the **MyNotes** icon. The system would then copy the user's template for customer notes, including the default note contents, and automatically replace the variable keywords (Number, Name, etc) with the information from the currently viewed customer.

Anatomy of a Note



Note Properties

To define a note's properties, click on the ▼ carrot in the upper left corner of the note. This will expand the **Options** drop-down menu. Select **Note Properties...** from this menu. The note properties are broken into 4 sections: **Settings**, **Note**, **Reminder**, and **Expiration**.

Settings

- **Note is Showing:** If enabled, the note will appear on your CertiflexDimension desktop.
- **Note Caption:** The text that appears at the top of a note. Click the **Select...** button to select the font size, style and color.
- **Note Color:** Defines the background color of the note. Click the **Select...** button to change the color.

Note Text

This is the content of the note. Keying text directly into the note area will modify note content. To access additional options and styles, right-click within the text field and a drop-down menu will appear.

Reminder

- **Alarm is Active:** Enables or disables the note's alarm status.
- **Activate On:** Defines the activation date of the alarm.
- **Activate At:** Defines the activation time of the alarm.

Expiration

- **Note Never Expires:** Enables or disables the note's automatic expiration status.
- **Move the note to the trash bin when it expires:** If enabled, the note will be moved to the trash bin when it expires.
- **Expire Date:** Defines the date and time when the note will expire.

Creating a New Note

There are several ways to create a new note. The easiest way is to expand the MyNotes **Options** and select **New Note**. A menu with the available user-definable note templates will be displayed. Select the type of note to add. The new note will be created and placed in the

MyNotes area. A new note can also be added via the **Options** menu of an existing note.

Editing a Note

To change the contents of a note, either type directly into the note area or right-click on the note to expand the edit menu.

This edit menu allows the user to refine their note with various font, paragraph and list styles, inserted objects, and text-sensitive find/replace options.

Resizing and Moving a Note

Notes can be resized and moved using standard Windows mouse interactions.

- **Move a Note:** Click and drag the caption portion of the note.
- **Resize a Note:** Click and drag anywhere along the right or bottom edge of the note.

Hiding/Showing a Note

To hide a visible note, click on the ▼ carot in the upper left corner of the note and select **Hide Note**. This will remove the note from the **MyNotes** area by setting its showing status to “false.”

To show a previously hidden note, either click on the ▼ carot in the upper left corner of the note or click **>Options**, and then select **Maintain Notes**. Select the desired note and set its showing status to “true.”

Sending a Note to a User

To send a note to another CertiflexDimension user, click on the ▼ carot in the upper left corner of the note to be sent and select **Send Note to User**. A window will appear displaying available CertiflexDimension users. To have the sent note displayed in the recipient user's **MyNotes** area, check the **Show Note in User's MyNotes Area** box.

Maintain Notes

To manage note properties and settings, click **>Note Options** and select **Maintain Notes**. Both visible and hidden notes are listed under the **All Notes** tab. Deleted notes are listed under the **Trash Bin** tab.

All Notes

- **Edit Note:** Displays the note properties screen for the selected note.
- **Hide Note:** Toggles the selected note between hidden and showing status.
- **Delete Note:** Sends the selected note to the trash bin.

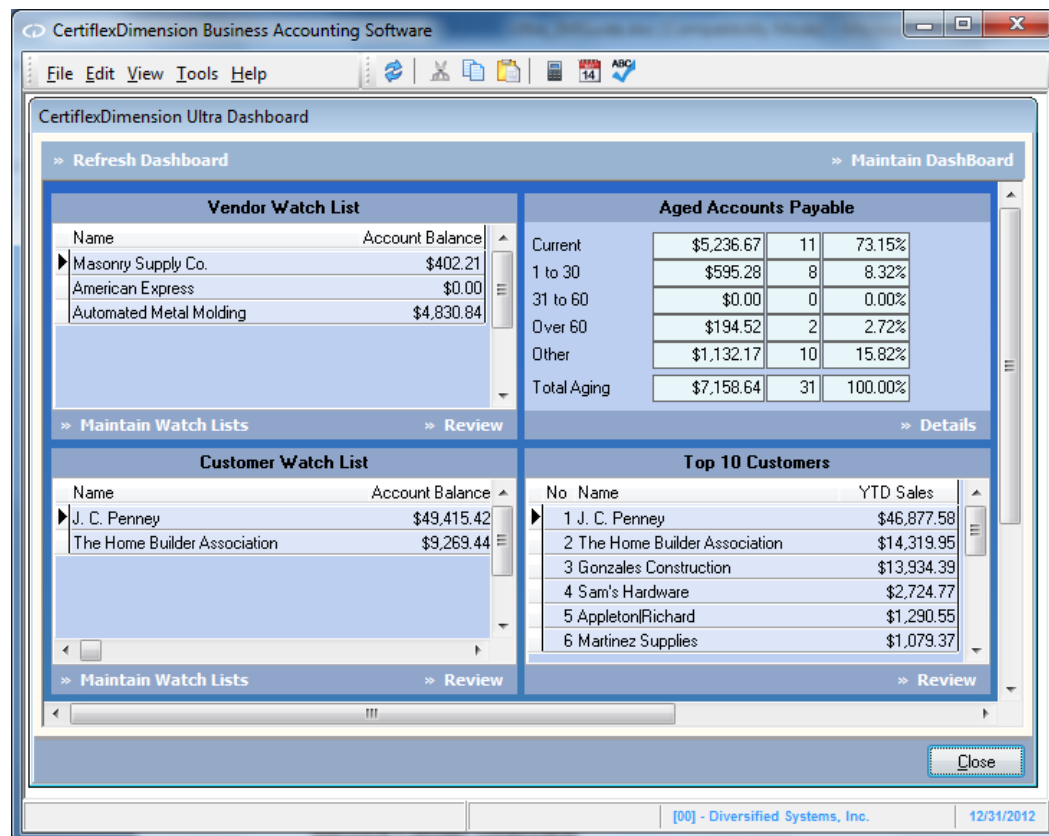
Trash Bin

- **Empty Trash:** Permanently removes all notes from the trash bin.
- **Restore Note:** Removes the selected note from the trash bin and restores it to the All Notes listing.

CertiflexDimension Ultra Dashboard

The CertiflexDimension Ultra Dashboard is a convenient system that gathers all the most important commonly requested management information into single Dashboard view. Top 10 Lists, Aging Recaps and even Order Summaries are published directly to the Ultra Dashboard along with Watch Lists for Ledger Accounts, Vendor, Customers and Inventory Items. All Dashboards are interactive and easily support drill down access to actual accounting details.

To access the Ultra Dashboard, click >**Dashboard** option on your System Manager screen.



NOTE: Active Dashboard Items are stored per user. The first time you access your Dashboard, the system will see that you have not yet activated any Dashboard items and ask you if you would like to automatically access the >> **Maintain Dashboard** option.

Upon access, the system will automatically refresh all your active Dashboards. All detail Dashboards such as Watch Lists and Top 10 Lists are interactive to your CertiflexDimension Review systems. To drill down to a specific account, either double-click on the record or highlight the desired record and click >> **Review**. All summarized Dashboards include a full listing of detailed accounts. To review this type of detail, click >>**Details**. Once the detail is displayed, you may optionally drill down to any specific account by highlighting desired account and clicking >> **Review**.

Maintain Dashboard

To change which Dashboards are active for your user, click >> **Maintain Dashboards**. The system will display a list of all available Dashboards. To active a Dashboard, highlight the desired record and click > **Active**. To set a Dashboard to in-active, highlight the desired record and click > **In-Active**. You may also use the Up and Down arrow buttons to change the display order of your Dashboard items.

Once you have all your desired Dashboards set, click > **Save**.

NOTE: You can only activate Dashboard items that you currently have created accounting modules for. You must have security access for both Reviews and Reports to activate a Dashboard item. For example, if you have security access in this company to both Reviews and Reports in Accounts Payable but only the Review access to Accounts Receivable, you would be able to use the Vendor Dashboard items but not the Customer Dashboards for this company.

Maintain Watch List

Watch Lists are available for Ledger Accounts, Vendors, Customers and Inventory Items. With a Watch List, you can specify which accounts you wish to appear in your watch list. To add accounts to a specific Watch List, click >> **Maintain Watch List**.

- **Add New:** Use this option to add a new account to your Watch List.
- **Delete:** Use this option to delete an account from an existing Watch List.
- **Move:** Use the Up and Down buttons to change the order of accounts within your Watch List.

Once you have all your desired Watch List items set, click > **Save**.

Refresh Dashboard

You may refresh your Dashboard at any time by clicking >> **Refresh Dashboard**.

CertiflexDimension Service Center

The CertiflexDimension Service Center provides a wide variety of accounting tools and accessories, available from the System Manager desktop including a powerful set of financial calculators, graphs, and summary overviews that put a wealth of accounting information at your fingertips.

Service Center Overview

The CertiflexDimension Service Center is designed to run within the System Manager's main window. In order to exercise the full capabilities of the accounting software, Service Center may require additional resources that are not used by other CertiflexDimension operations.

Hardware/Software Requirements

Active Internet Connection: All business calculators and web graphs require an active Internet connection. Business calculators also require that Java applets be installed for browser presentations.

Using Services

There are currently four types of services: **Calculators, Graphs, Overviews and Online Versatile News**. To add a new service option to your service center, click > **Maintain Service**. To access a service, double-click on a service's title and it will open in a separate application.

NOTE: There are many services within each type. Some services require specific accounting modules and security access levels. For a full description of any service, including additional requirements, select the service, right-click on it and select **What's This?**

Calculators: An active Internet connection and Java applets are required to use this service, as the business calculators provided are web-based. Print options for all calculators default to the current user's workstation browser for displaying all reports.

Graphs: An active Internet connection is required to use this service, as the graphs provided are web-based. These graphs are presented in a comparative format and stacked by group. After calculating all accounting data, each graph is displayed in a browser format with a spreadsheet style recap.

NOTE: Printing web-graphs is identical to printing a web-page from an internet browser. In order to fit an entire graph on one page, users can reduce the scaling percentage on their printer. Users can also export all raw data used in creating graphs. After the graph has been displayed, users can export all compiled, graphed data in either detailed or summarized format by right-clicking on the Close/Print section of the window.

Overviews: This service includes a set of overview summaries for instant review of the most important dynamics of a user's business.

For example, the **Accounts Payable Aging Summary** will calculate how much money is needed to pay bills and when it will be needed. The **Accounts Receivable Sales Summary** will show success or failure of sales today, including to-date estimates of where the figures should be tomorrow, plus a sales comparison between the current and prior years.

Once calculated, overview summaries are typically displayed in a comparative year format. Users can print or export any overview by clicking the corresponding icon at the top of the displayed summary window.

Online Versatile News

This option goes directly to the Support Web Site that includes the Online Versatile News center.

Maintaining Services

To configure and organize services, click **>Maintain Services**, in the bottom right corner of the **Services** window. To rearrange existing services, highlight the desired service and click on the **Move Item** arrows. For a full description of any service, including additional security and application requirements, highlight the service and click on the **What's this?** button.

NOTE: If a particular service is associated with an accounting package that has been assigned security restrictions, then the user must have full security access to the corresponding accounting package before the service will be displayed in their list of active services. For example, an overview service associated with General Ledger (such as the General Ledger Period Expense Graph) will only be available if the user is a registered licensee of the General Ledger package and has full security access to all General Ledger options.

Session Windows

When a **Menu Item** is launched from the System Manager, a new **Session** is created and the selected **Menu Item** is displayed in the **Session** window. **Session** windows have a convenient feature set designed for ease of use.

Main Session Windows

The **Main Session Window** contains the **Company Name** and **Processing Date** for the **Session**. The background color of the **Main Session Window** can be set by the user to easily recognize which company is opened.

When a new session is opened, a **Detail Session Window** appears, centered within the **Main Session Window**. Users can change the physical size of the **Main Session Window** at any time using standard Windows mouse interactions. To change the size of the **Detail Session Window**, use the **View > Zoom** options.

Session Menu Bar

All **Session Menu Bars** contain the following primary functions:

File

- **Refresh Files:** Select **Refresh Files** to update all data files to reflect recent changes. For example, if invoices were being entered in Accounts Receivable and another **Session** was launched to add a new salesperson, the new salesperson may not be accessible to the invoice session unless the files are refreshed.
- **Exit:** Select this option to close the current **Session**.

Edit

Select **Edit** to Cut, Copy or Paste information from any Windows text-based control.

View

Select **View** to display a **Detail Session Window** in 100%, 125% or 150% scale. Many computers and operating systems default to a video display greater than 800 x 600 pixels. While these video modes allow room for more windows to be displayed on a desktop, they can be difficult to use on small monitors.

Use the **Zoom** feature to increase or decrease the scale of the **Detail Session Window** to best fit the existing display mode. For example, selecting a **Zoom** of 125% for a monitor with a display mode of 1024 x 768 pixels will effectively scale the **Detail Session Window** to approximate the same display size as 800 x 600 pixels.

Using a disproportionate **Zoom** setting can distort or truncate information. Setting the **Zoom** mode to 100% will always produce the best result.




Tools

- **Add to Favorites:** Select **Add to Favorites** to add the current program to your favorites list.
- **Calculator:** Select **Calculator** to access the CertiflexDimension pop-up calculator.
- **Calendar:** Select **Calendar** to access the CertiflexDimension pop-up calendar.
- **Spelling [F7]:** Press **F7** to check the spelling of any text entered in a window.

To access the **Online Help System** from any **Detail Session Window**, press the **[F1]** key. **Help** associated with the current system activity will be displayed. **Online Help** is distributed as HTML files.

Closing a Session Window

CertiflexDimension session windows use the standard Windows format.

- To close any window, click the  **Exit** button.
- To expand any window to full-screen, click the  **Maximize** button.
- To minimize any window, click the  **Minimize** button.

Once you click the **Minimize** button, the window will minimize and be placed on the Windows Taskbar. To restore the window, click the appropriate Taskbar button.

Accessing Accounts, Vendors, Customers, Employees and Items


CertiflexDimension is designed for quick, efficient transaction processing. Competitive accounting systems require you to access the customer first and then select the transaction process, such as recording a customer payment. After you enter one payment and wish to enter another to a different customer, you then have to select the other customer and select apply customer payments again. Using this type of progression through the system complicates the task, requiring extra keystrokes and consuming time.

CertiflexDimension organizes transactions by task. You simply select another customer, vendor, employee, etc. and you are on your way. In CertiflexDimension, transaction programs include a myriad of shortcut keys and functions designed to speed data entry. When a transaction program asks you to select a customer, ledger account, vendor, employee, or inventory item, the following options are typically available.

[F5] Switch Access Index

Pressing the **[F5]** key from a selection prompt allows the user to make selections using a secondary index (i.e. Select the customer by Customer Number instead of Customer Name). To change your index back to the default, simply press the **[F5]** key again.

[F6] Display Listing

Pressing the **[F6]** key from certain fields will automatically display that field's **Record Listing**. Most record searches appear automatically if you enter invalid data, or click the  **Magnifying Glass** icon.

Remember that the Record Listing can allow new additions, detailed reviews, and other index and find features. See the **Record Listing** section below for additional information.

NOTE: If you type in a partial search criteria and use **[Shift] [F6]**, the system will automatically filter your Record Listing to only include records that contain your partial search criteria.

Scrolling Up and Down with Arrows Keys

Most data access prompts use an auto-complete feature that completes the remaining part of your selection as it is being entered. Access prompts also allow scrolling with the arrow keys.


For example, if a user is recording a journal entry to an account and doesn't know the complete account number, but knows it begins with 82, they would simply enter the 82 and the auto-complete feature would automatically access the first account that begins with 82.

To scroll through accounts, simply press the up and down arrow keys. Scrolling through lists is often faster than using the **[F6]** key to display a listing.

Record Listing

When prompted for a record (i.e. Ledger Account, Customer, Vendor, Etc), the system will often include a listing feature that displays all active and available records. CertiflexDimension record listings are an extremely flexible important part of the accounting system.

Data Access Methods

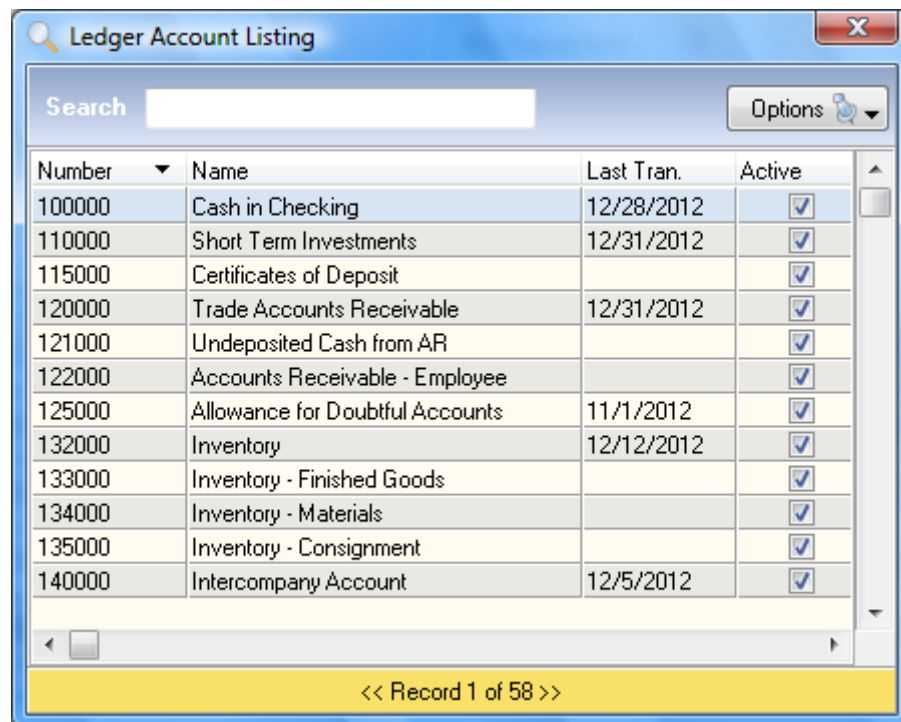
Record listings use a direct or indirect access method to retrieve data. These listings can be launched either by clicking the  magnifying glass icon or by pressing the [F6] key when prompted for certain records.

Indirect Access Method

Using the indirect access method, the record listing requests are queried to a central DataFLEX processing center that returns a matching record set. This method is used in all secondary account listings (Sales Codes, FS Lines, Item Categories, Payroll Codes, etc). It can also be used on primary account listings (Ledger Accounts, Vendors, Employees, Etc.) that contain 1500 or less total records.

The indirect access method allows ascending/descending sorting of any column as well as standard scrollbar access. Records listings using the indirect access method are easily recognizable by the bottom bar that includes record counts and maximums.

Sample Ledger Account Listing using the Indirect Access Method



Number	Name	Last Tran.	Active
100000	Cash in Checking	12/28/2012	<input checked="" type="checkbox"/>
110000	Short Term Investments	12/31/2012	<input checked="" type="checkbox"/>
115000	Certificates of Deposit		<input checked="" type="checkbox"/>
120000	Trade Accounts Receivable	12/31/2012	<input checked="" type="checkbox"/>
121000	Undeposited Cash from AR		<input checked="" type="checkbox"/>
122000	Accounts Receivable - Employee		<input checked="" type="checkbox"/>
125000	Allowance for Doubtful Accounts	11/1/2012	<input checked="" type="checkbox"/>
132000	Inventory	12/12/2012	<input checked="" type="checkbox"/>
133000	Inventory - Finished Goods		<input checked="" type="checkbox"/>
134000	Inventory - Materials		<input checked="" type="checkbox"/>
135000	Inventory - Consignment		<input checked="" type="checkbox"/>
140000	Intercompany Account	12/5/2012	<input checked="" type="checkbox"/>

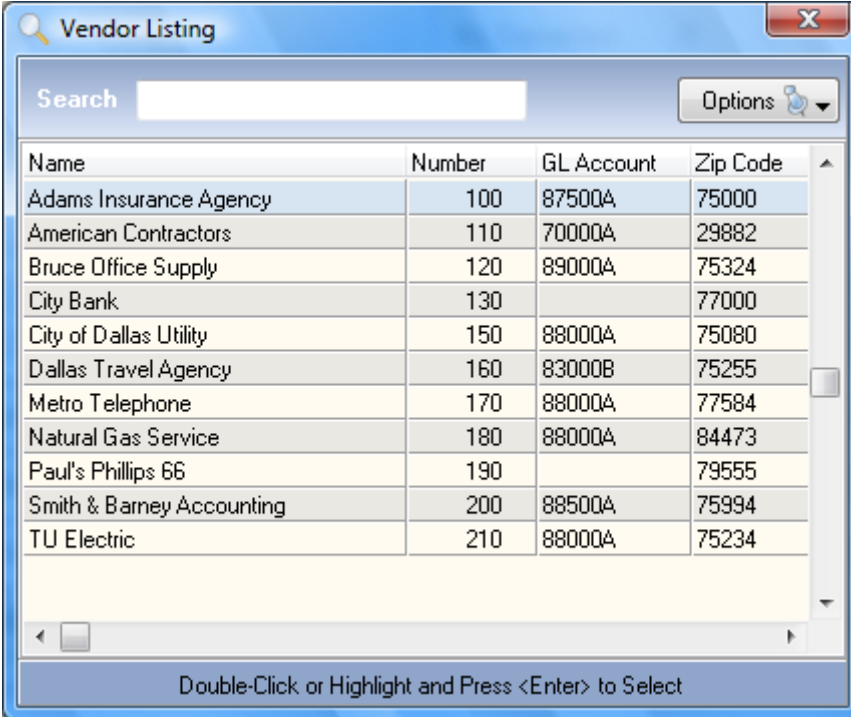
<< Record 1 of 58 >>

Direct Access Method

Using the direct access method, record listing requests are sent directly to the database engine. This method is used on all primary account listings (Ledger Accounts, Vendors, Employees, Etc.) that contain 1500 or more total records.

The direct access method is limited to sorting indexed columns in ascending order and the scrollbar functionality is limited. However, while the direct method limits some indexing and scrolling features, it does provide instantaneous access to large record listings that can contain hundreds of thousands of records.

Sample Ledger Account Listing using the Direct Access Method

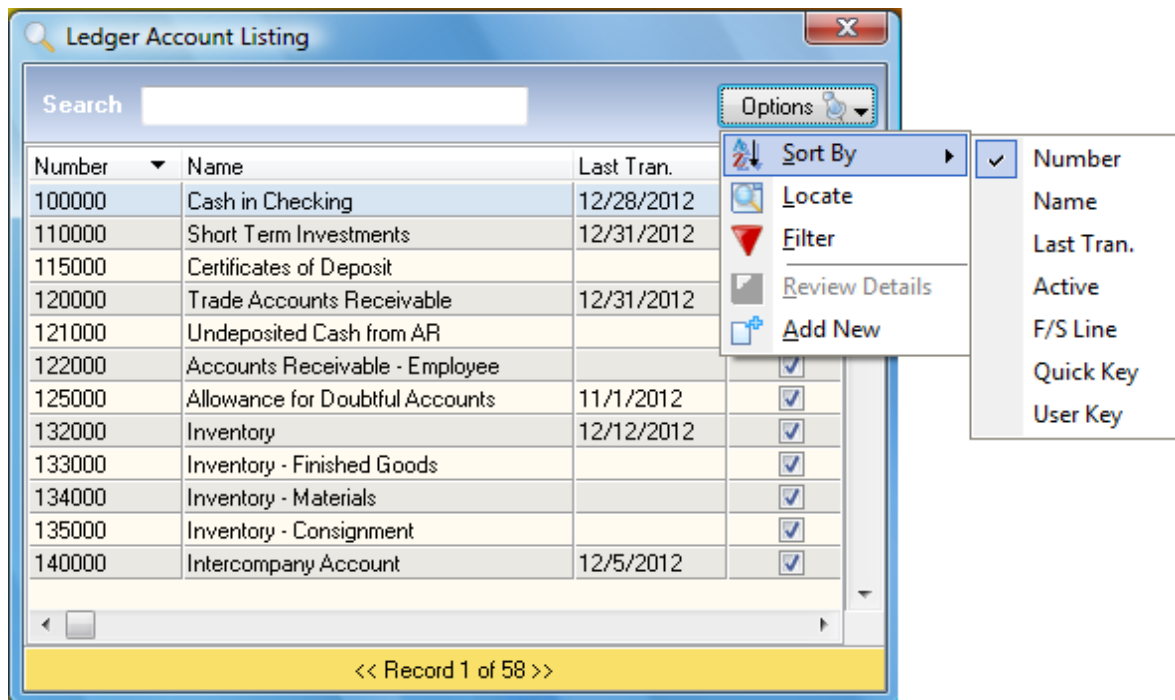







The screenshot shows a window titled "Vendor Listing" with a search bar and an "Options" button. Below is a table with four columns: Name, Number, GL Account, and Zip Code. The table lists ten vendors. At the bottom of the window, there is a message: "Double-Click or Highlight and Press <Enter> to Select".

Name	Number	GL Account	Zip Code
Adams Insurance Agency	100	87500A	75000
American Contractors	110	70000A	29882
Bruce Office Supply	120	89000A	75324
City Bank	130		77000
City of Dallas Utility	150	88000A	75080
Dallas Travel Agency	160	83000B	75255
Metro Telephone	170	88000A	77584
Natural Gas Service	180	88000A	84473
Paul's Phillips 66	190		79555
Smith & Barney Accounting	200	88500A	75994
TU Electric	210	88000A	75234

Navigating Record Listings

Record listings are equipped with the following **Options**  to assist in locating specific records.



- **Search:** Enter a character string to search records. The character search string would need to correspond with the defined **Sort By** option (Number, Name, etc.).
- **Options –  Sort By:** Select the column to sort the listing by. If the record listing is using the in-direct access method, the user may sort in ascending or descending order and may optionally select a column to sort by clicking on the column heading.
- **Options –  Locate:** To perform more specific searches, users can define matches by using the standard CertiflexDimension Locate dialog. For more information on using this dialog, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **Options –  Filter:** Users may filter listings to refine search results (i.e. show only Ledger Accounts that contain the word “Payable” in their Account Name), by using the standard CertiflexDimension Filter dialog. For more information on using the filter feature, please refer to the section labeled “Using the CertiflexDimension Filter Dialog”.
- **Options –  Review Details:** In primary record listings (Ledger Accounts, Vendors, Customers, etc.), users may optionally drill down to the detailed review options for that system. The availability of the **Review Details** option is controlled by that user’s access right to the review system.
- **Options –  Add New:** Users may add new records to primary listings (Ledger Accounts, Vendors, Customers, Etc). Selecting **Add New** will prompt the user for the new record detail. **Add New** is available only if the user has a menu access level equal to or greater than the **Add-on-Fly** access level defined in the **Company Properties**.

Users can add the following record types on-the-fly:

- Ledger Accounts
- Customers
- Vendors

Inventory ItemsFor detailed steps on how to add the information for each type of record, refer to each program's **Operations Section** of this *Guide*.

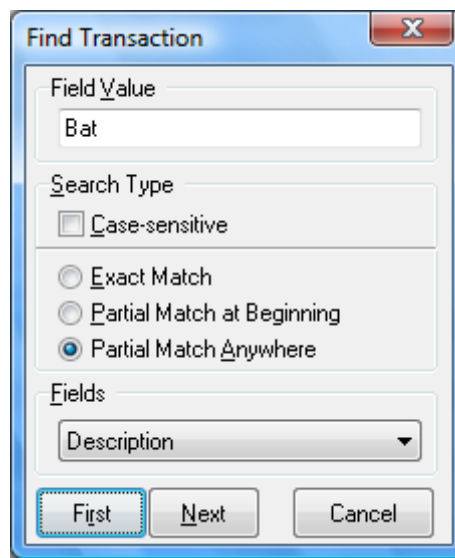
Other Operational Buttons

There are several buttons throughout CertiflexDimension that will aid in quick and efficient processing.

Locate

Using the CertiflexDimension Locate Dialog

Many options in CertiflexDimension include a locate dialog. To define the locate criteria, click >**Locate** or **Find**.



- **Field Value:** Enter the value by which the search is to be filtered. The system will filter the search by the specified entry in **Fields**.
- **Case Sensitive:** Check this box to enable case-sensitivity in the search.
- **Exact Match:** Select this option to search for an exact match of the defined field value.
- **Partial Match at Beginning:** Select this option to perform a record search using a partial match at the beginning of the selected field. For example, if a **Field Value** of “Bat” is entered then the system will search for fields that have “Bat” at the beginning of the field.
- **Partial Match Anywhere:** Select this option to perform a record search using a partial match anywhere within the selected field. For example, if a **Field Value** of “Bat” is entered, the system would include matches of “Bat,” “Abate,” “Battery,” “First Battle,” etc.
- **Fields:** The system will list each field available for the search. Select the **Field** to filter the search for.

Click >**First** to access the first record found matching the defined filter criteria. Click >**Next** to access the next record found matching the defined filter criteria.

Filter

▼ Using the CertiflexDimension Filter Dialog

Many options in CertiflexDimension include a filter dialog. To define the filter criteria, click >**Filter**.

The screenshot shows the 'Filter' dialog box. On the left, a list of fields includes 'Number', 'Name' (highlighted), 'Last Tran.', 'Active', 'F/S Line', 'Quick Key', and 'User Key'. Below this list are two tabs: 'All' and 'Searched'. Underneath the tabs are two radio buttons for 'Field Order': 'Alphabetic' and 'Logical' (which is selected). On the right side of the dialog, there is a 'Name' field containing the text 'Bat' and a 'Clear' button. Below the 'Name' field is a 'Search Type' section with three radio buttons: 'Exact Match', 'Partial Match at Beginning' (selected), and 'Partial Match Anywhere'. There is also a 'Case Sensitive' checkbox. At the bottom of the dialog, there are two tabs: 'By Value' and 'By Range'. Below these tabs are two buttons: 'View Summary' and 'New Search'. In the top right corner of the dialog, there are 'OK' and 'Cancel' buttons.

Fields: Select the **Field(s)** to be filtered from the list. The fields available will correspond with the type of record that is being filtered.

Click on the **All** tab to see a listing of all fields available for the selected option. Click on the **Searched** tab to see a listing of the fields that have been previously selected for filtering.


- **By Value:** Click on the **By Value** tab to define a specific value for the selected field.
 - **Field Value:** Specify the value to be filtered. For example, an inventory item name, transaction amount, etc.
 - **Exact Match:** Select this option to filter for an exact match of the defined field value.
 - **Partial Match at Beginning:** Select this type to filter using a partial match at the beginning of the selected field. For example, if a **Field Value** of “Bat” is entered, the system will filter for results that have “Bat” at the beginning of the field.
 - **Partial Match Anywhere:** Select this type to filter using a partial match anywhere within the selected field. For example, if a **Field Value** of “Bat” is entered, the system would include matches of “Bat,” “Abate,” “Battery,” “First Battle,” etc.
 - **Case Sensitive:** Check this box to enable case-sensitivity in the filter criteria.
- **By Range:** Click on the **By Range** tab to define the range criteria for the selected field.
 - **Starting Range:** Enter the starting range for the selected field.
 - **Ending Range:** Enter the ending range for the selected field.

Field Order: Select the order in which to display the available fields in the **Fields Selection List**. **Alphabetical** will display the fields in alphabetical order. **Logical** will display the fields in the default order used by the system.


View Summary: Click the **View Summary** button to display the selected filtering criteria that has been defined.

New Search: Click the **New Search** button to clear all filtering information that has been previously defined.

Dropdown Arrow


 Many fields display the **Dropdown Arrow** button, indicating that there is a dropdown list associated with that field. Click on this button to display the field's dropdown list.

Ellipsis Button


 This button is used in various places to represent the availability to enter additional information.

For example, in programs not used for recording transactions, the General Ledger account selection prompts employ the ellipsis to indicate a corresponding dialog box. Clicking or pressing any key on this particular prompt will launch the account dialog window, allowing the user to select the desired ledger account.

Calculator


 Most fields that prompt for a dollar amount will include the calculator button. Click this button or press **[F6]** to open the calculator. To clear an amount in the amount field, press **[F8]**.

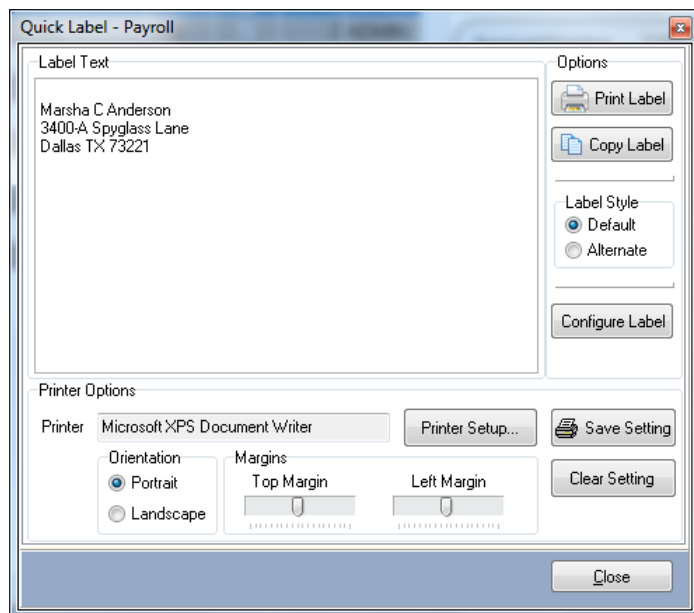
Calendar

 Most fields that prompt for a date will include the calendar button. Click this button or press **[F6]** to open the calendar. To clear a date in the date field, press **[F8]**.

If you do not want to use the calendar, you can type the date directly in a date box or move the date forward or back by one day by pressing **Ctrl +** or **Ctrl -** respectively.

Quick Print Label

 Review Vendors, Customers, Employees, Inventory Items and Orders allow you to Quick Print a label for the current account.



Label Text: This is the text that will be printed on the label. You can type directly into the Label Text if you need to make a change before printing.

Options:

- **Print Label:** Prints the Label Text to the currently selected Printer.
- **Copy Label:** Copies the Label Text to the Window's Clipboard.
- **Label Style:** Each type of label can be formatted in one of two ways with the **Default** being the style always selected by default. If you need a second way of printing a Quick Label for example, select the **Alternate** Style and then click **>Configure Label**. The change you make in this case will affect only the **Alternate** Style and not the **Default** Style.
- **Configure Label:** Select this option to change the text of a label. If for example, you want your company Name to always print on the first line of every label, simply enter the text directly into the Label Text. If you wish to add a keyword like [Name] into your Label Text then place your cursor in the Label Text where you want the keyword inserted at and then click **> Insert Key**. For example, if you are modifying an employee label and inserted the keyword [Phone], the system would always replace the keyword [Phone] with the phone number of the current employee. To save your changes to the Label Text, click **> Save**.

Hint: You can use a Rich Text Editor for your labels by Right-clicking on the Label Text and selecting Editor.

- **Printer Options:** You may optionally select a specific printer for each label along with label orientation and margins. Once you have all your printer options set for a label, click **>Save Setting**. To clear all printer settings for this label, click **>Clear Settings**.

Sessions, Companies and Dates

Sessions, Companies and Dates - Overview

CertiflexDimension makes it easy for you to log in quickly and perform routine accounting processes with a few simple mouse clicks. But what if a vendor calls wanting to know about the items listed on their check while you're in the middle of recording an invoice, and at the same time an employee has a question about last year's W2.

To get the most out of CertiflexDimension's flexible functionality, it is important to understand how the system uses **Sessions**, **Companies** and **Dates**.

Defining a Session


A new CertiflexDimension **Session** is created whenever a **Menu Item** is opened. What makes CertiflexDimension unique is that one workstation can have up to six active sessions at one time. **Sessions** are specifically designed for independent operation. Multi-tiered data operations are efficiently handled, as if separate networked computers were creating each session. Existing **Sessions** are conveniently displayed in the System Manager's **Active Sessions** window.

NOTE: Although CertiflexDimension allows up to six different **Sessions** to be opened simultaneously, the configuration of the user's workstation, the stability of the network server, or the running of other Windows applications may hinder this feature.

Defining a Company

In CertiflexDimension, a **Company** is defined as a complete set of accounting data that is specific to one entity. CertiflexDimension allows users to define up to 1200 companies per **Control Data Path**.

While most accounting software supports multiple companies, CertiflexDimension also adds the capability to easily transfer data between companies. Transferring funds, expense vouchers and stock items are all supported by CertiflexDimension's intercompany processing feature. Users can also copy vendors and customers from one company to another. And of course, a ledger **Consolidation** feature allows users to combine an unlimited number of companies for financial reporting.

The currently selected company is displayed under **Active Company**. Select the **Current Company** by clicking **>File >Open Company File**. A list of all available companies will open in a new window. Alternately, users can access this list by pressing **F8**, or by clicking on the  **Open Company** icon. When a new session is launched, the current company will be assigned to the session.


Consider the following example of proper company management while actively processing information. You are processing in two companies, Helpful Service and Build It Construction. We begin by opening the Helpful Service **Company** and launching a **Record Invoice** session. While in the middle of recording invoices, a vendor for Build It Construction calls with questions about a check they received. If you just selected **Review Vendors** from the System Manager, you would be unable to locate the vendor since the **Active Company** is still set to Helpful Service. To review Build It Construction's vendor record, simply press **F8** (**Open Company File** shortcut key) and, select Build It Construction from the company list. The **Active Company** is then set correctly to proceed with **Review Vendors**. Changing the Active Company and creating a **Review Vendors** session in Build It Construction does not affect the Helpful Service **Record Invoices** session. Changing the **Active Company** only affects new **Sessions**, not existing ones.


NOTE: Since companies often have similar names and accounting detail, you may want to assign each company a different **Company Color** to make it easier to visually recognize which company has been selected. Company Color can be set during the **Create New Company** process. To change an existing company's color, click **>File >Company Maintenance >Company Properties**.

Defining a Date

An important concept in any double-entry accounting system is to know how the accounting system relates transactions to accounting periods. There must be controls to insure transactions are recorded to the correct period.

When processing with CertiflexDimension, a date called the **Processing Date** is used to determine which accounting period to access. The **Processing Date** is not necessarily the same as the **Calendar Date**, or the **Computer Date**. The selected **Processing Date** is displayed under the System Manager **Active Company** information.

To change the current **Processing Date**, click **>  Change Processing Date**. The **Processing Date** can also be changed from the **Open Company** window.

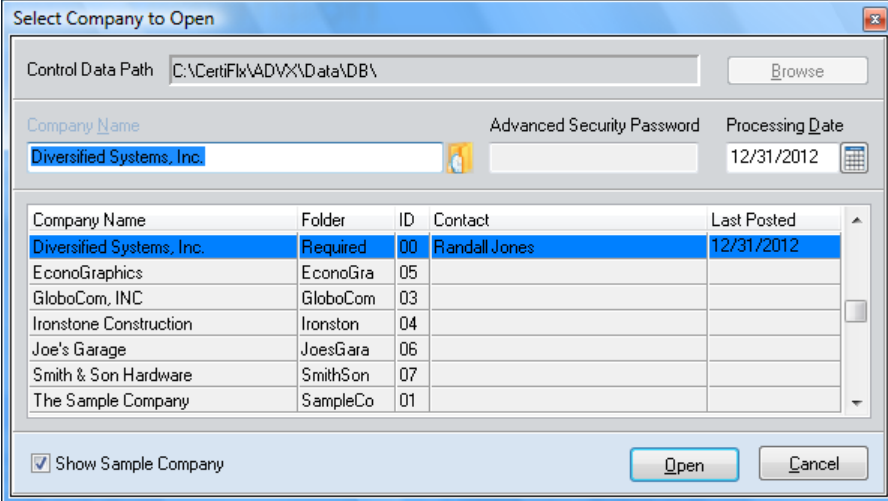
Once set, the **Processing Date** will be assigned to new **Sessions**. For example, let's say you are recording an invoice when an employee asks about the amount on last year's W2. If you simply selected **Review Employees**, you would get current year-to-date totals for the employee, not the previous year. But if you first click **>  Change Processing Date** and set the **Processing Date** to last year before selecting **Review Employees**, the new **Session** would reflect the information you are searching for. Changing the **Processing Date** did not affect the date used in the open **Record Invoices** session. Changing the **Processing Date** only affected the new session.

For another example, if today was December 1, 2012, when you log in CertiflexDimension a processing date of December 1, 2012 will be set. But, suppose you were not finished November 2012 processing. To access the November 2012 accounting period, you must change the **Processing Date** to November 2012.

NOTE: CertiflexDimension uses period tracking to insure proper accounting controls. See **Launching a New Session** in this *Guide* for additional information on date/period related controls.

Open Company File

To select the **Current Company**, click **>File >Open Company File**. A list of all available companies will open in a new window. Alternately, users can access this company list by pressing **F8**, or by clicking on the  **Open** icon.




Company Name	Folder	ID	Contact	Last Posted
Diversified Systems, Inc.	Required	00	Randall Jones	12/31/2012
EconoGraphics	EconoGra	05		
GloboCom, INC	GloboCom	03		
Ironstone Construction	Ironston	04		
Joe's Garage	JoesGara	06		
Smith & Son Hardware	SmithSon	07		
The Sample Company	SampleCo	01		

The **Select Company to Open** window will appear with a list of available companies to choose from.

NOTE: Users may be restricted from seeing all companies because of security access controls. For more information on **Company Security Access Levels**, refer to **Maintain Users** in this *Guide*.

The **Control Data Path** will display the location of the **Company List**. Users have the ability to select from multiple **Company Lists**. To select from another **Company List**, click **>Browse** and select another list.

- **Company Name:** Enter the name of the company to be opened.
-  **Reopen Company File:** This option lists the last 20 companies/processing dates you have used. To access this option from the System Manager Menu, click **>File, >Reopen Company File**.
- **Advanced Security Password:** If the selected **Company** contains an **Advanced Security Password** that restricts access to the company's General Ledger, Payroll or Bank Reconciliation, enter the **Advanced Security Password**. For more information, please refer to **Maintain Companies** in this *Guide*.
- **Processing Date:** Select the desired **Processing Date**.
- **Show Sample Company:** Select **Show Sample Company** to include the **Sample Company** in the available **Company List**.

NOTE: The **Sample Company** is an extremely helpful tool for learning the system or simply reviewing how a feature works. Selecting the **Sample Company** has an auto-set **Processing Date** feature to set the **Processing Date** to 12/31/2012.

Click **>Open** to set the selected **Company** to the **Current Company**.

Launching a New Session

If the system detects a problem with the Processing Date or internal file status when a new session is launched, one of the following error messages will be displayed:

Processing Date Messages

- **Future Period Access:** This message means the user is attempting to enter a future period and has not created the new files for that period. New period files would need to be created before users would be allowed to access the selected **Menu Item** with the selected processing date. To do this, click **>File >Company Maintenance >Start New Period Files**. For more information, please refer to **Start New Period Files** in this *Guide*.
- **Access Prior Period Data:** This message means that the current **Processing Date** is set to a prior period. It is only a warning intended to alert the user that they are entering a prior processing period. The system will still allow the user to process.
- **Invalid Prior Period:** This message means that the current **Processing Date** is set to a prior date in a package that prohibits or is not set to allow prior period processing.
- **Invalid Prior Year:** This message means that the current processing date is set to a prior year and the specific transaction type prohibits prior year processing.

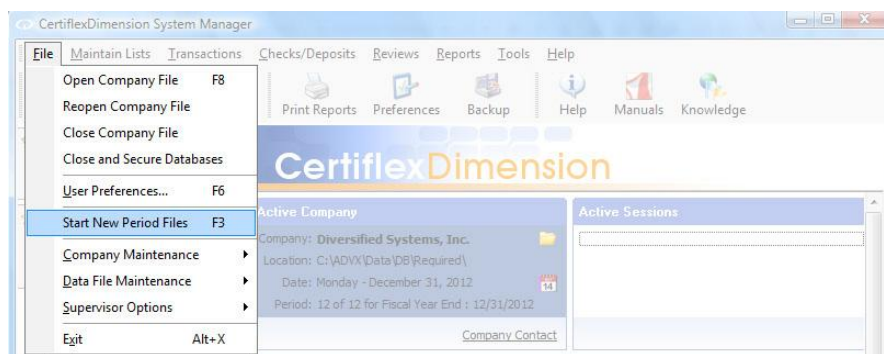
File State Messages

- **No Master Data Record:** This message means that the system was unable to locate the **Master Data Records** for the selected company. This would indicate that the user is trying to access a company that was not properly added to the system.
- **Invalid Transaction Number:** Each transaction is automatically marked with an internal transaction number. This message means that an invalid internal transaction number has been detected. If data files have been improperly migrated from one computer to another, or if a workstation has been rebooted during processing, the assigned transaction numbers will no longer match. If a mismatch is detected, the system will prompt the user to recalculate transaction numbers before processing. Please contact our Technical Services Department for information and critical guidelines on recalculating transaction numbers.

[F3] Start New Period Files

Most modules in CertiflexDimension include internal period or date checking to ensure good accounting practices. Modules such as General Ledger, Accounts Receivable, Accounts Payable and Payroll track an Ending Period Date. Once an accounting period is complete, you must create a new period for the package before transactions with a date after the Ending Period Date can be entered.

To start new period files from the Session Manager screen, click **>File >Start New Period Files** or press the **[F3]** key.



For detailed information on starting new period files for each accounting package, please refer to the Operations Guide for each package.

Create New Companies

Companies must be added to the database before defining other parameters or processing any transactions. The system allows the creation of up to 1,200 companies.

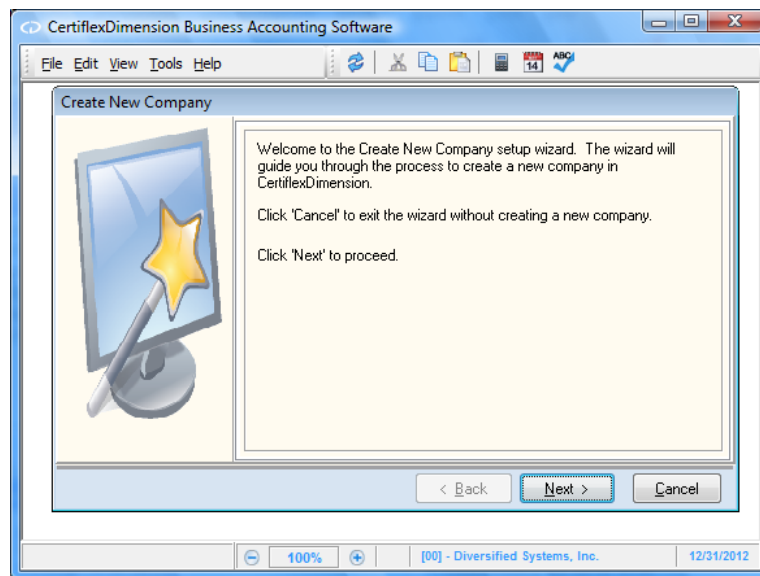
Before **Creating New Companies**, be sure to review the special notes listed below.

Special Notes

All CertiflexDimension accounting programs support multi-company operation. To offer the absolute easiest, most trouble free operation, each company is stored in a separate subdirectory and accessed from a company list.

Adding a New Company

To add a new company, click **>File >Company Maintenance >Create New Company**. The system will launch the **Create New Company Wizard**.



Click **>Next** to proceed with the **Create New Company Wizard**.

Multiple Control Data Paths

If your system is set to support multiple **Control Data Paths**, you will be prompted to select the **Control Data Path** for the company you are creating.

Using multiple **Control Data Paths** is an advanced feature designed to efficiently handle multiple company lists. This feature is normally used in accounting and bookkeeping offices when CertiflexDimension is processing hundreds of companies and specific users are responsible for specific companies. The default **Control Data Path** is **Certiflx\Advx\Data\Db**.

An example of multiple Control Data Path usage is as follows. As an accounting clerk, Larry is responsible for all processing for specific companies. Larry might choose to create a **Control Data Path** called **Certiflx\Advx\Data\Larry** to directly access just those companies for which he was responsible.

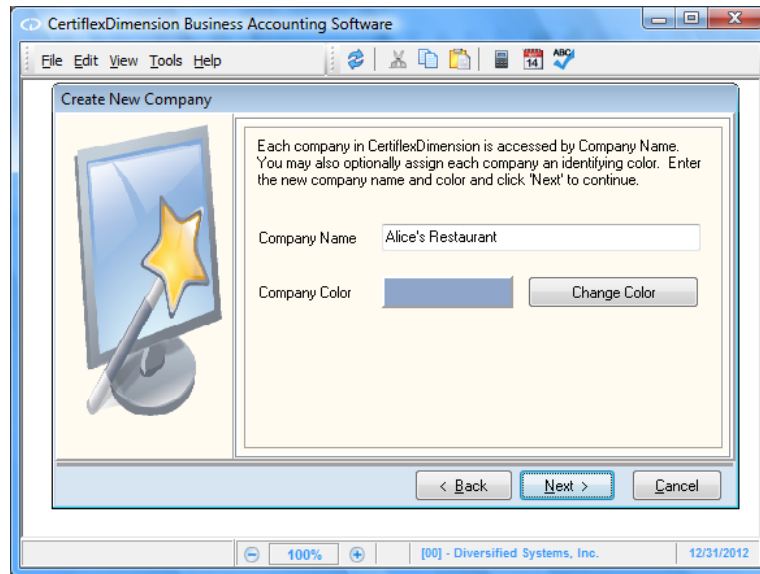
To select an existing **Control Data Path**, click **>Browse**. To add a new **Control Data Path**, click **>New** and enter the new subfolder name. Subfolder names can be from 2 to 8 characters. Once the **Control Data Path** is selected, click **>Next** to continue.

NOTE: Using multiple **Control Data Paths** is an advanced feature that is activated by the user by enabling **Allow Multiple Control Data Paths** under **Maintain Users**.

Warning: CertiflexDimension is designed to be Drive and Directory path independent. This is not true if the **Allow Multiple Control Data Paths** feature has been enabled for a user. Use of **Multiple Control Data Paths** requires consistent drive mapping for company access. For example, the **Control Data Path** of **F:\Accounting\Certiflx\Advx \Data\MyFiles** must be mapped to every workstation accessing any company in this path.

Company Name

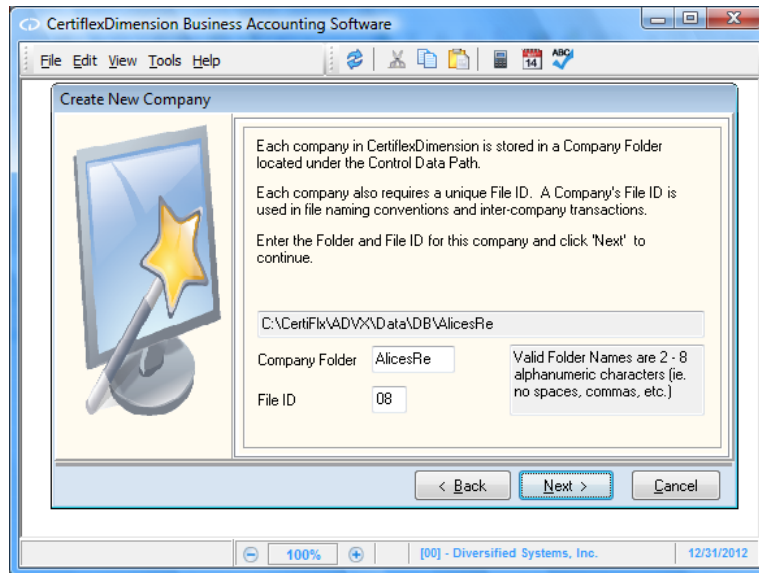
In CertiflexDimension, company access is controlled by the **Company Name**. Enter the new **Company Name** and click **>Next** to continue.



The **Company Color** can be set at this point, but may be changed at any time. To change an existing company's color from the **System Manager** screen, click **>File >Company Maintenance >Company Properties**.

Company Folder and Company File ID

Each company must have a unique **Company Folder** and **File ID**. The system will automatically select a **Company Folder Name** and **File ID** based on a new company name and existing companies.



- **Company Folder:** The **Company Folder** will be created under the current **Control Data Path**. Valid **Folder Names** must be 2 to 8 alphanumeric characters in length with no punctuation characters, such as spaces and commas, etc.
- **File ID:** A Company's **File ID** is used in data file naming conventions and intercompany transactions. Valid **File ID's** must be alphanumeric characters, 2-digits in length. **File ID's** 50 through 99 are reserved for consolidated entities.

Once you have selected the **Company Folder** and **Company File ID**, click >**Next** to continue.

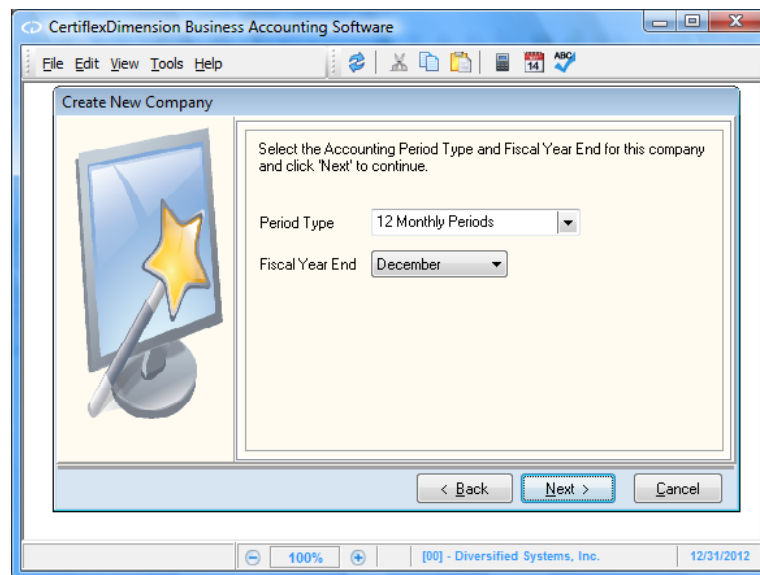
Accounting Period Type and Fiscal Year End

CertiflexDimension sorts and names the company data files differently for each period type. The system will not allow you to change the period type after the company is created.

Renaming of the data files would not solve this problem because the internal sorting would still not be correct.

It is very important to assign the correct **Period Type** when the company is created. Once the company is created, the period type cannot be changed.

Read through the following six choices carefully to be sure that the correct period type will be assigned to the company. If there is any uncertainty as to what the correct period type should be, exit the **Create New Company Wizard** and abort the process. Once the proper period type has been identified, re-launch the **Create New Company Wizard** and create the new company accordingly.

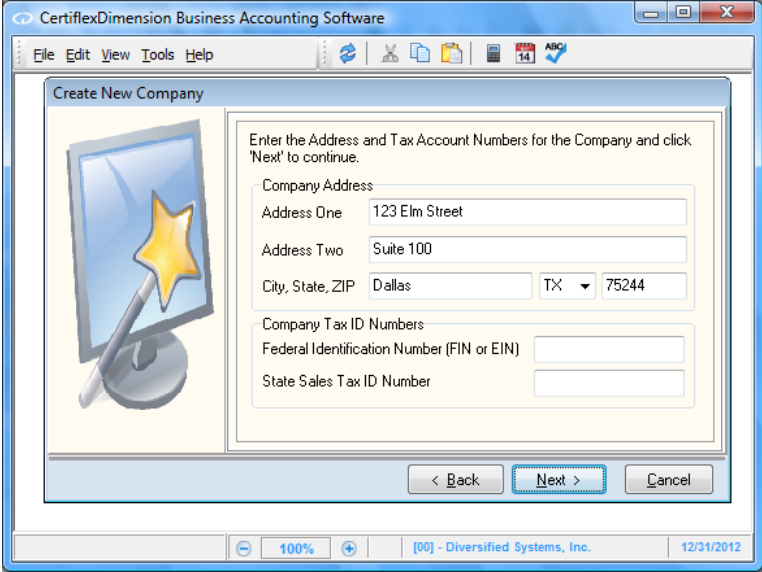


- **12 Monthly Periods:** For companies that use a 12-period calendar year.
- **13 Monthly Periods:** For companies that use a calendar year with an adjusting entry month where each period is a calendar month with the adjusting month (the 13th period) at year end.
- **13 4-Week Periods:** For companies that use a 13-period accounting system with each period having an equal 4 week term.
- **12 Periods (5-4-4):** For companies that use a 12-period accounting system with the first period of each quarter always having 5 weeks and the other two periods of the quarter having exactly 4 weeks each.
- **12 Periods (4-5-4):** For companies that use a 12-period accounting system with the first and third period of each quarter having exactly 4 weeks and the second period of each quarter having exactly 5 weeks.
- **12 Periods (4-4-5):** For companies that use a 12-period accounting system with the first and second period of each quarter having exactly 4 weeks and the third period of each quarter having exactly 5 weeks.
- **Fiscal Year End:** The system will display a list of each period of the year. Select the period for the company's fiscal year end.

NOTE: The system will not allow the **Accounting Period Type** and **Fiscal Year End** information to be changed once the company is added.

After selecting the **Accounting Period Type** and **Fiscal Year End**, click **>Next** to continue.

Address and Tax Account Numbers

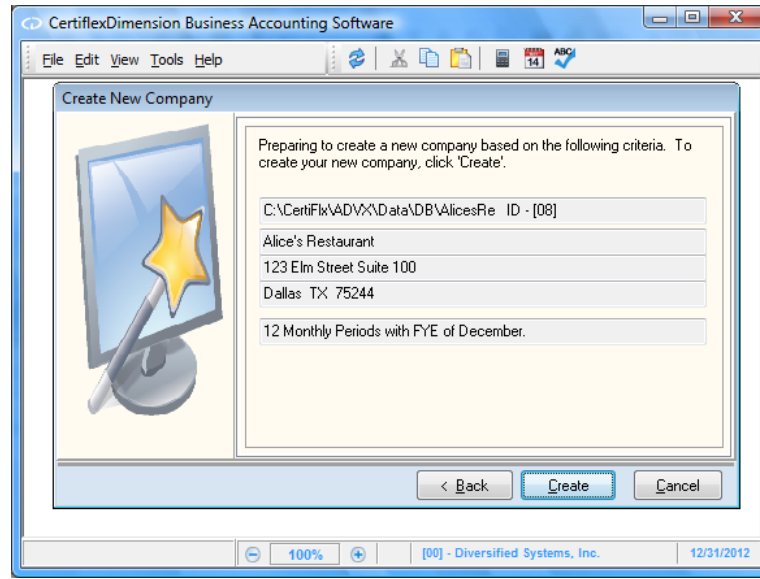


The screenshot shows the 'Create New Company' window in the CertiflexDimension Business Accounting Software. The window has a title bar with the software name and standard Windows window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', 'Tools', and 'Help'. The main area of the window is titled 'Create New Company' and contains a graphic of a computer monitor with a yellow star on it. To the right of the graphic, there is a text box with the instruction: 'Enter the Address and Tax Account Numbers for the Company and click 'Next' to continue.' Below this instruction are several input fields. Under the heading 'Company Address', there are three fields: 'Address One' with the text '123 Elm Street', 'Address Two' with the text 'Suite 100', and 'City, State, ZIP' with the text 'Dallas'. To the right of the 'City, State, ZIP' field is a dropdown menu showing 'TX' and a text field with '75244'. Below these fields is a section titled 'Company Tax ID Numbers' with two fields: 'Federal Identification Number (FIN or EIN)' and 'State Sales Tax ID Number'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border. The status bar at the bottom of the window shows '100%' zoom, '[00] - Diversified Systems, Inc.', and the date '12/31/2012'.

- **Address One:** Enter the **First Address Line** for the company.
- **Address Two:** Enter the **Second Address Line**, if applicable, for the company.
- **City:** Enter the **City** for the company.
- **State:** Select the **State** for the company. The selected State is used when creating Payroll data files to determine that default state tax tables to be created.
- **Zip:** Enter the **Zip Code** for the company.
- **Federal Identification Number:** Enter the **Federal Identification Number** for the company. Many federal and state tax forms created using CertiflexDimension will refer to this number.
- **State Sales Tax ID Number:** Enter the **State Sales Tax ID Number** for the company.

After entering the **Address** and **Tax Numbers** for the company, click **>Next** to continue.

The **Create New Company Wizard** will display a summary page of all defined company criteria.



To create the new company with the displayed selections, click **>Create**. To make changes to the displayed selections, click **>Back** and edit the desired selections. To abort the process entirely, click **>Cancel**.

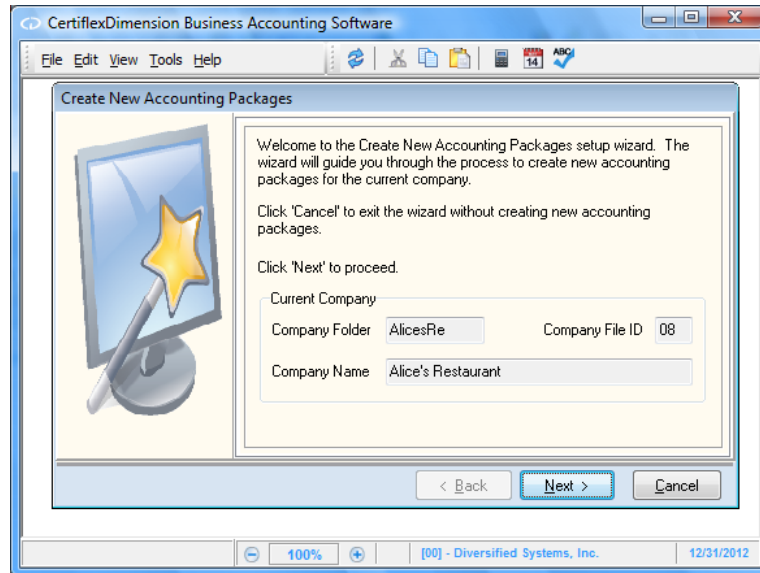
After creating the new company, the system will automatically run the **Create New Accounting Packages Wizard**. **Create New Accounting Packages** allows you to pick the accounting packages that will be active in your new company.

Accounting packages can be added immediately after creating a new company or at a later date. To add accounting packages from the **System Manager Screen**, click **>File >Company Maintenance >Create New Accounting Packages**.

Create New Accounting Packages

Create New Accounting Packages is automatically selected when **Creating New Companies**, or manually selected to add new accounting packages to an existing company. **Create New Accounting Packages** allows you to select which accounting packages you wish to use for a company.

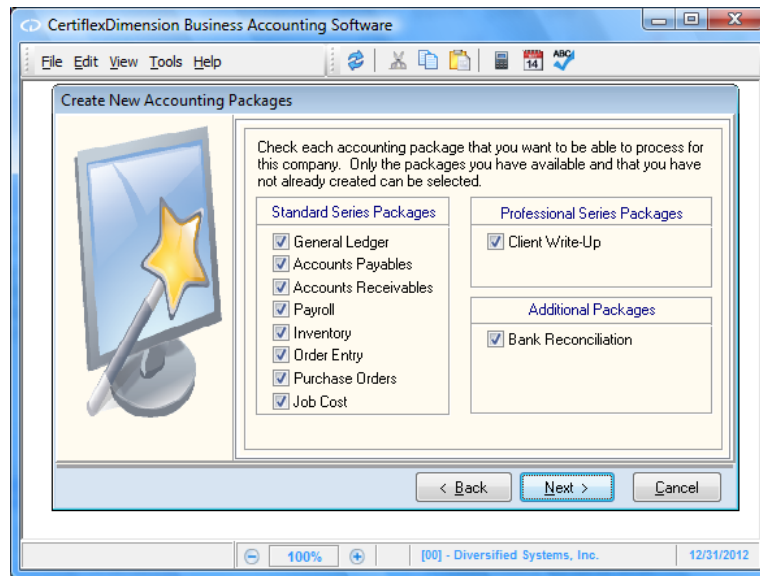
To add accounting packages to a company, click **>File >Company Maintenance >Create New Accounting Packages**. The system will execute the **Create New Company Accounting Packages Wizard** to guide you through the setup.



Create New Accounting Packages will display the current company information. To start the Wizard, click **>Next**.

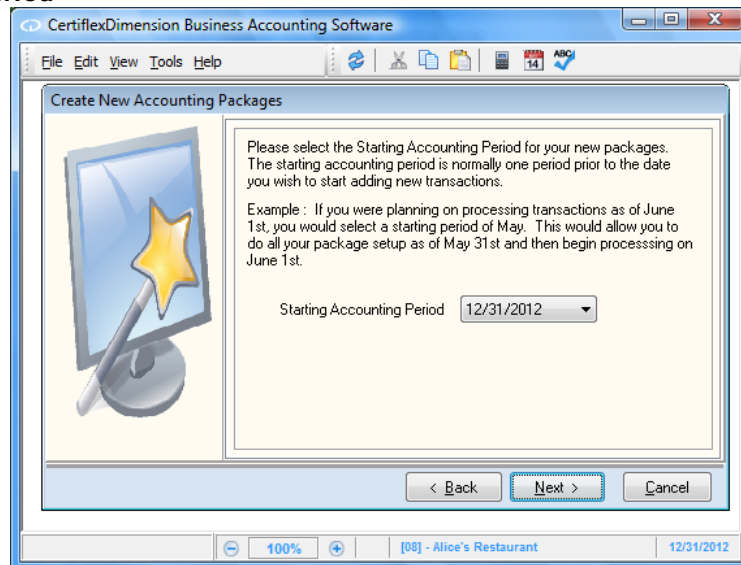
Select Accounting Packages

The system will display all packages available for the company. Any accounting package already created for the company will be pre-selected and disabled from creating again.



Only licensed and registered accounting packages may be selected. Select the accounting packages you wish to add to the company and click **>Next**.

Starting Accounting Period



Starting Accounting Period: You must decide on a starting date to use for the accounting packages. This date is normally one accounting period prior to the date you actually wish to start adding transactions. For example, suppose you begin using the CertiflexDimension General Ledger in June 2012, and are up to date with the General Ledger through May 2012 using your existing system. Using this example, you would probably want to use a starting date of 05/31/12.

If you wish to start processing with CertiflexDimension in the first month of your fiscal year, start the files on the last day of prior fiscal year. In the above example, the file starting date would be 12/31/11 assuming a January through December fiscal year. Add the Ledger accounts and record the account balances for 12/31/11. Then start files for a new period to create 2012. Using a date of December 31, 2011 will perform the fiscal year closing and create new files for 2012. You will then be ready to begin entering January 2012 monthly activity.

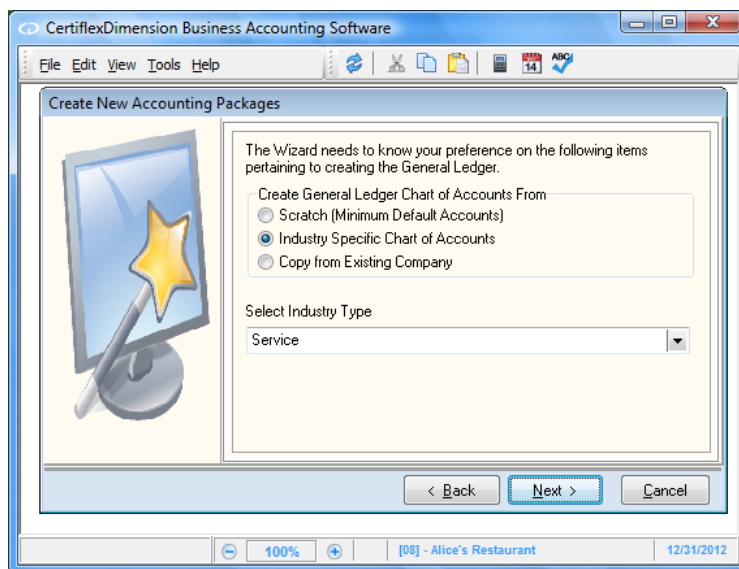
NOTE: You may optionally change the year of the available starting periods by clicking [-] or [+] under the section Change Starting Year.

After carefully selecting the appropriate **Starting Accounting Period**, click >**Next** to continue.

General Ledger Preferences

NOTE: The following prompts will only appear if you chose to create program files for General Ledger or Client Write-up.

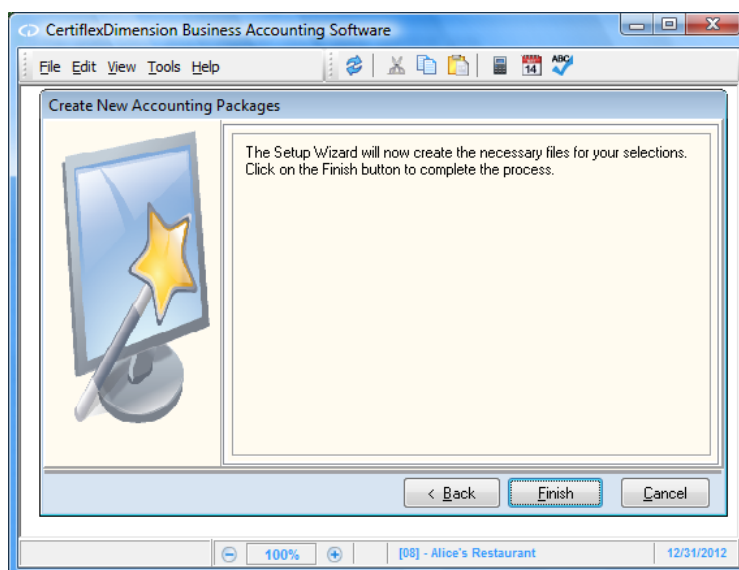
You must define how you would like to create the Chart of Accounts for the company.



- **Scratch (Minimum Default Accounts):** **Scratch** allows you to create the Chart of Accounts for the company from scratch.
- **Industry Specific Chart of Accounts:** **Industry Specific Chart of Accounts** allows you to create the Chart of Accounts by copying an existing Sample Chart of Accounts from predefined industry specific COA's. Examples of industry specific Chart of Accounts are found in the *CertiflexDimension General Ledger* and *Client Write-Up Operations Guides*.
- **Copy from Existing Company:** **Copy from Existing Company** allows you to create the Chart of Accounts by copying an existing Chart of Accounts from another company. If you are processing multiple companies with the same or similar Chart of Accounts, this feature can save substantial time.

If you select **Copy from Existing Company**, the system will prompt you for the company from which you wish to copy. The system will also prompt you as to whether you wish to copy the budget information and beginning balances.

Once you have selected the above preferences, click **>Next** to continue.



To create the new accounting packages, click **>Finish**. To make changes to the settings you've defined to the accounting packages, click **>Back** and edit accordingly. To abort the process entirely, click **>Cancel**.

Once you select **>Finish**, the wizard will close and the system will automatically select **Open Company File** with a **Processing Date** set to the starting accounting period you selected. You are now ready to continue adding records and transactions. For more information on adding detailed records to each accounting package, please refer to each package's *Operations Guide*.

CertiflexDimension Bank Accounts and Bank Reconciliation

Your company's bank account(s) are vital to the accurate distribution and control of your most valuable asset. Before using CertiflexDimension, you must set up at least one bank account for each company you are processing.

In CertiflexDimension, bank accounts can be used in a variety of ways, depending on which modules you use and the level of interactivity between these modules.

For example, the **Client Write-up** module uses bank accounts for balancing entries. **Bank Reconciliation** is an optional ancillary module that fully integrates with **Client Write-up**, **Accounts Payable** and **Payroll**, using bank accounts to routinely reconcile transactions with their monthly bank statements. CertiflexDimension users who have licensed both the **Bank Reconciliation** and **Client Write-up** modules have the ability to tie these processes together, using bank accounts to balance their batch entries and to reconcile these transactions against their bank statements.

Likewise, CertiflexDimension **Payroll** and **Accounts Payable** users who have licensed the **Bank Reconciliation** module may apply bank accounts in a similar manner to import and reconcile **Payroll** and **Accounts Payable** transactions.

For more information on creating and maintaining bank account and how to best implement them into your processing, please refer to the **Maintain Bank Accounts** section located within the *System Manager*, *Client Write-up*, or *Bank Reconciliation Operations Guides*.

Due to the interactive collaboration between bank accounts and bank reconciliation, initial setup options for the **Bank Reconciliation** module are located under **Maintain Bank Accounts**.

For more information on creating and maintaining bank accounts and how to best implement them into your processing, please refer to the **Maintain Bank Accounts** section located in this *Guide*.

CertiflexDimension Bank Accounts and MICR Checks

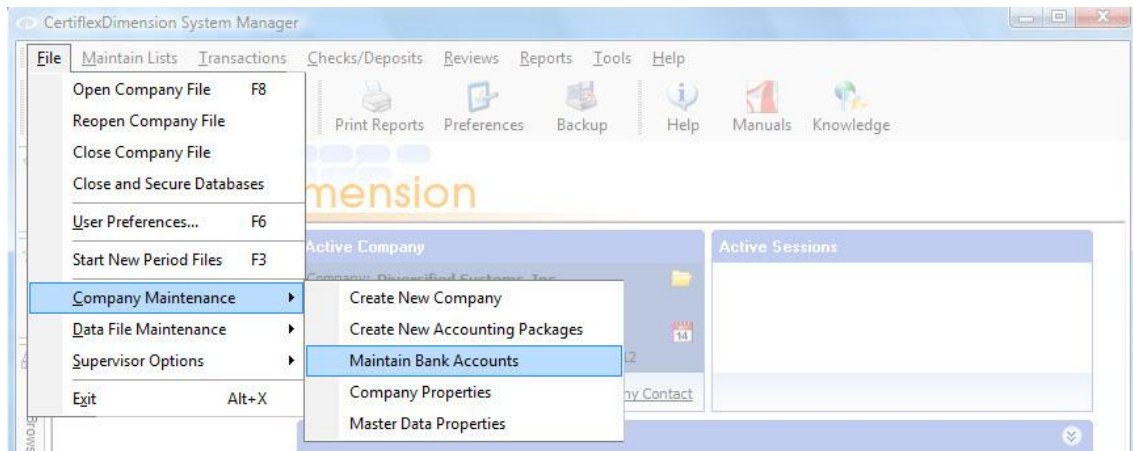
The publishers of CertiflexDimension accounting software recognize the inherent advantages of writing checks on security embedded blank check stock. **MICR Checks** is an optional ancillary module that fully integrates with the **Client Write-up**, **Accounts Payable** and **Payroll** modules.

Initializing and maintaining the **MICR Checks** program, if licensed, is incorporated within **Maintain Bank Accounts**. To access from the **System Manager** session, click **>File >Company Maintenance >Maintain Bank Accounts**.

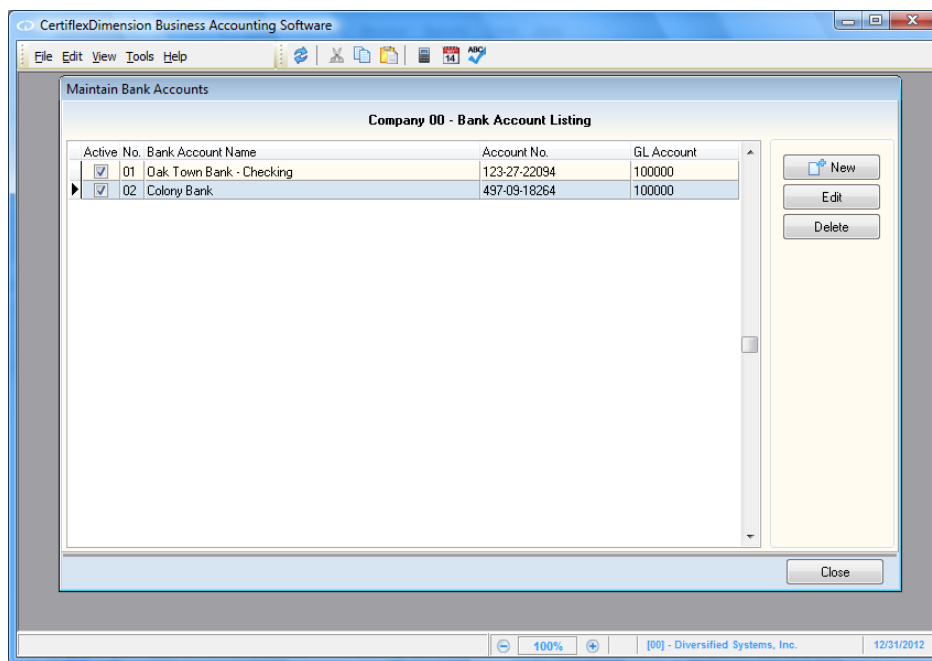
For more information on creating and maintaining MICR checks, please refer to the *MICR Checks Operations Guides*.

Maintaining Bank Accounts

This option allows you to add, review, edit and delete bank accounts. To access Bank Account Maintenance from the System Manager screen, click >**File >Company Maintenance >Maintain Bank Accounts**.



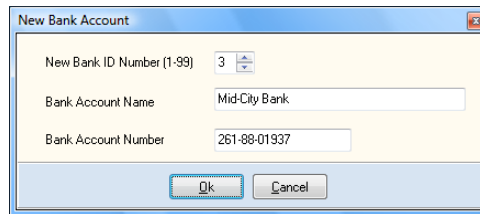
Adding a Bank Account



NOTE: The system will add the new bank account to the company you currently have loaded. Be sure that you load the correct company to add this bank account to prior to selecting this option.

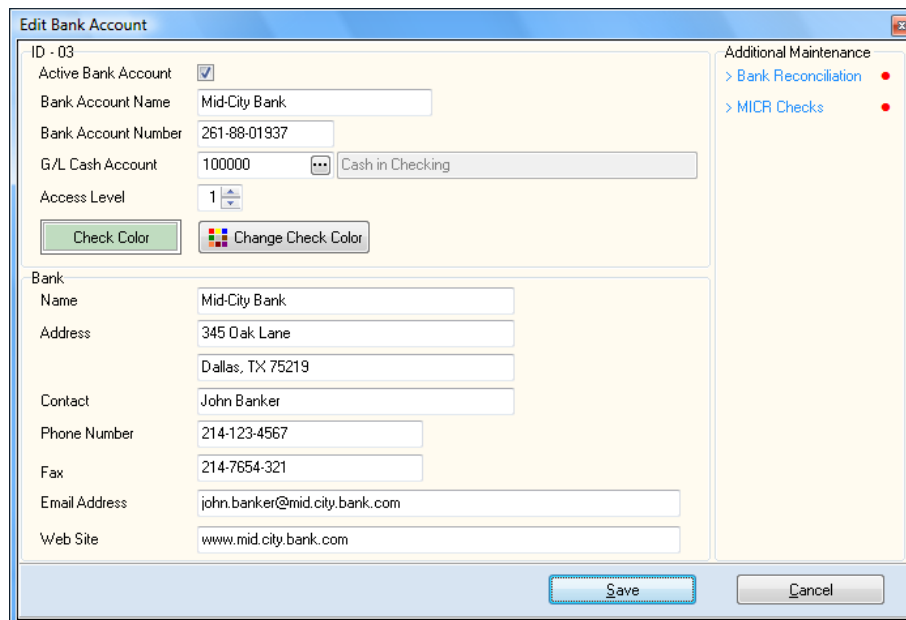
To add a new bank account, click **>New**.

The system will then prompt you for the following:

A dialog box titled "New Bank Account" with a yellow background. It contains three input fields: "New Bank ID Number (1-99)" with a dropdown menu showing "3", "Bank Account Name" with a text box containing "Mid-City Bank", and "Bank Account Number" with a text box containing "261-88-01937". At the bottom are "Ok" and "Cancel" buttons.

- **New Bank ID Number (1-99):** Select the new bank account number.
- **Bank Account Name:** Enter the name of the bank for this bank account.
- **Bank Account Number:** Enter the bank account's checking account number. This field is for your reference only and is not used by the system.

Click **>Ok** and the **Edit Bank Account** window will appear, displaying the bank account information you just defined and prompting you for the following:

A dialog box titled "Edit Bank Account" with a yellow background. It contains several sections: "ID - 03" with a checked "Active Bank Account" box; "Bank Account Name" (Mid-City Bank) and "Bank Account Number" (261-88-01937); "G/L Cash Account" (100000) with a "Cash in Checking" button; "Access Level" (1) with a "Check Color" button and a "Change Check Color" button. Below these are fields for "Bank Name" (Mid-City Bank), "Address" (345 Oak Lane, Dallas, TX 75219), "Contact" (John Banker), "Phone Number" (214-123-4567), "Fax" (214-7654-321), "Email Address" (john.banker@mid.city.bank.com), and "Web Site" (www.mid.city.bank.com). On the right is an "Additional Maintenance" section with links for "> Bank Reconciliation" and "> MICR Checks", each with a red dot. At the bottom are "Save" and "Cancel" buttons.

- **Active Bank Account:** A new bank account will default to Active status, indicated by a check marked box. To make a bank account inactive, remove the check from this box.
- **G/L Cash Account:** Select the ledger cash account associated with the CertiflexDimension General Ledger for this bank account. If the incorrect cash account is assigned, the system may not properly import transactions from the CertiflexDimension General Ledger.

NOTE: If you are not using the CertiflexDimension General Ledger program, leave this field blank.

- **Access Level:** This will determine whether or not a bank account will be available to users of a certain Access Level. For example, users with Level 5 Access will be able to

see and access bank accounts with access levels of 1 – 5, but will not be able to access bank accounts assigned access levels of 6 – 10.

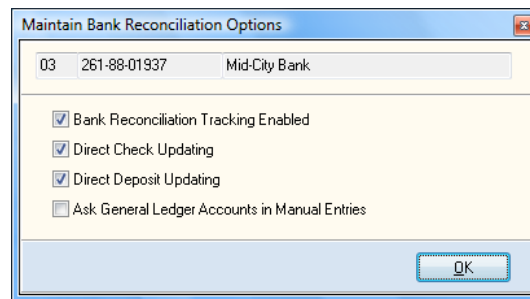
- **Check Color:** Select the check color for this account. This is an on-screen color that can be used to differentiate between bank accounts when recording checks.

The following bank information options are provided for user convenience and are not required for processing.

- **Name**
- **Address**
- **Contact**
- **Phone Number**
- **Fax**
- **Email Address**
- **Web Site**

Additional Maintenance

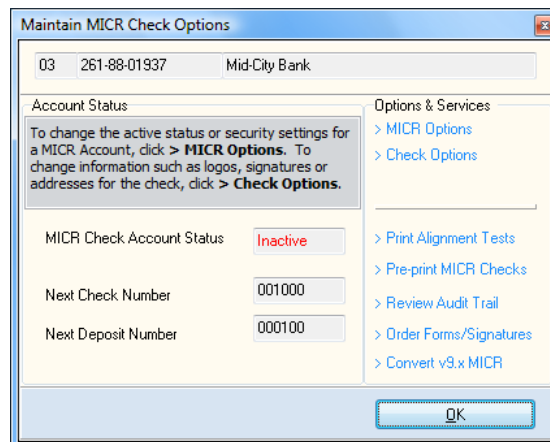
Bank Reconciliation



The dialog box titled "Maintain Bank Reconciliation Options" displays account information: 03, 261-88-01937, and Mid-City Bank. It contains four checkboxes: "Bank Reconciliation Tracking Enabled" (checked), "Direct Check Updating" (checked), "Direct Deposit Updating" (checked), and "Ask General Ledger Accounts in Manual Entries" (unchecked). An "OK" button is at the bottom right.

For more information on creating and maintaining bank account and how to best implement them into your processing, please refer to the **Maintain Bank Accounts** section located within the *Bank Reconciliation Operations Guides*.

MICR Checks



The dialog box titled "Maintain MICR Check Options" displays account information: 03, 261-88-01937, and Mid-City Bank. It is divided into two main sections. The "Account Status" section on the left contains a text box with instructions: "To change the active status or security settings for a MICR Account, click > MICR Options. To change information such as logos, signatures or addresses for the check, click > Check Options." Below this, it shows "MICR Check Account Status" as "Inactive", "Next Check Number" as "001000", and "Next Deposit Number" as "000100". The "Options & Services" section on the right lists several links: "> MICR Options", "> Check Options", "> Print Alignment Tests", "> Pre-print MICR Checks", "> Review Audit Trail", "> Order Forms/Signatures", and "> Convert v9.x MICR". An "OK" button is at the bottom right.

For more information on creating and maintaining MICR checks, please refer to the *MICR Checks Operations Guides*.

Changing a Bank Account

When the **Maintain Bank Accounts** screen is displayed, click on the bank account you want to change and then click **>Edit**. For detailed information on each field displayed, refer to the **Adding a Bank Account** section above.

Deleting a Bank Account

When the **Maintain Bank Accounts** screen is displayed, click on the bank account to delete and then click **>Delete**.

NOTE: If the system locates a transaction file for the selected bank account, it will prompt you to delete the transaction file. If the system locates a reconciliation file for the selected bank account, the system will prompt you to delete the reconciliation file.

Company Properties

Changing a Company's Properties

To change a company's properties from the System Manager window, click **>File >Company Maintenance >Company Properties**.

The screenshot shows the 'Company Properties' dialog box in the CertiflexDimension Business Accounting Software. The 'Main' tab is selected, displaying various fields for company information. The 'Folder & ID' section includes 'Company Folder' (Required) and 'File ID' (00). The 'Name Address' section includes 'Company Name' (Diversified Systems, Inc.), 'Address One' (1000 Main Street), 'Address Two' (Suite 103), 'City' (Dallas), 'State' (TX), and 'Zip Code' (75555). The 'Contact' section includes 'Contact Name' (Randall Jones), 'Phone/Fax' ((214)484-4747), and '(214)489-1232'. The 'Tax ID's' section includes 'Federal Tax ID' (65-6565656) and 'Sales Tax ID' (12-5555-555). The 'Company Color' section includes a color selection button. The 'Company Security' section includes 'Company Access Level' (1) and 'Company Password'. The 'Advanced Security Password' section includes 'General Ledger', 'Bank Reconciliation', 'Payroll', and 'Password'. The 'Additional' and 'Checklists' tabs are also visible. The 'Save' and 'Cancel' buttons are at the bottom right.

Main

- **Address:** Displays the company's name and address information. You can make changes as necessary.
- **Contact:** Enter the company contact's name, phone number, and fax number.
- **Tax ID's:** Displays the Federal and Sales Tax ID numbers.
- **Company Color:** Select the **Company Color** to be displayed on the **Active Company** and **Current Session** backgrounds.
- **Company Security:** These fields allow you to define company access levels and passwords. Only users with a menu access level of 10 can define or edit **Company Security**.
- **Company Access Level (1-10):** Set the **Company Access Level** required for a user to be allowed to see the company in their company list. For example, if a company was set up with a **Company Access Level** of 6, a user with a **Company Access Level** of 5 would not be able to see the company on their **Company List**.
- **Company Password:** You can optionally set up a **Company Password**. The password must be eight or less alphanumeric characters. If a **Company Password** is defined, **ALL** users must enter the password before being allowed access to the company.

- **Add-on-fly Access Level:** In several CertiflexDimension transaction and review programs (i.e. accounts, customers, vendors, etc.) you can add records on-the-fly. Add-on-fly Access Level allows you to define who is authorized to add records on-the-fly. A user must have an access level equal to or greater than the level defined here to add records on-the-fly for that package.
- **Advanced Security Password:** You can assign an **Advanced Security Password** required for access to the company's General Ledger, Payroll and Bank Reconciliation packages. An **Advanced Security Password** doubles the protection for the critical applications listed above. If a user opens the company without entering the **Advanced Security Password**, all features except access to General Ledger, Payroll and Bank Reconciliation will be allowed. If the user enters the **Advanced Security Password** access to General Ledger, Payroll and Bank Reconciliation will be granted.

To set user access levels from the System Manager window, click >**File >Supervisor Options >Maintain Users**.

Additional

Select the **Additional** tab to define the following:

The screenshot shows the 'Company Properties' dialog box with the 'Additional' tab selected. The 'Decimals' section has three spinners, all set to 2: 'Number of Decimals on Costs', 'Number of Decimals on Prices', and 'Number of Decimals on Quantities'. The 'Job Cost Company' checkbox is checked. The 'Period Dates' table lists 12 periods with their end dates. The 'Edit Fiscal Periods' button is visible below the table. The 'Save' and 'Cancel' buttons are at the bottom right.

Period	Date
Period 01	1/31/2012
Period 02	2/28/2012
Period 03	3/31/2012
Period 04	4/30/2012
Period 05	5/20/2012
Period 06	6/30/2012
Period 07	7/31/2012
Period 08	8/31/2012
Period 09	9/30/2012
Period 10	10/31/2012
Period 11	11/30/2012
Period 12	12/31/2012

- **Decimals:** Decimals allows you to define the number of decimal places for prices, costs, and quantities. These settings are used in Accounts Receivable, Accounts Payable, Inventory, Order Entry, and Purchase Order programs.

The system defaults with a decimal place of 2 for each field. The system will allow you to enter any number between 0 and 4. However, the system only allows a maximum number of 7 digits for price, cost, and quantity fields. As you increase the number of decimal places, you also decrease the maximum number available in these fields. For example, if you set the decimal place to 4, the largest cost, quantity, or price you could have is 999.9999.

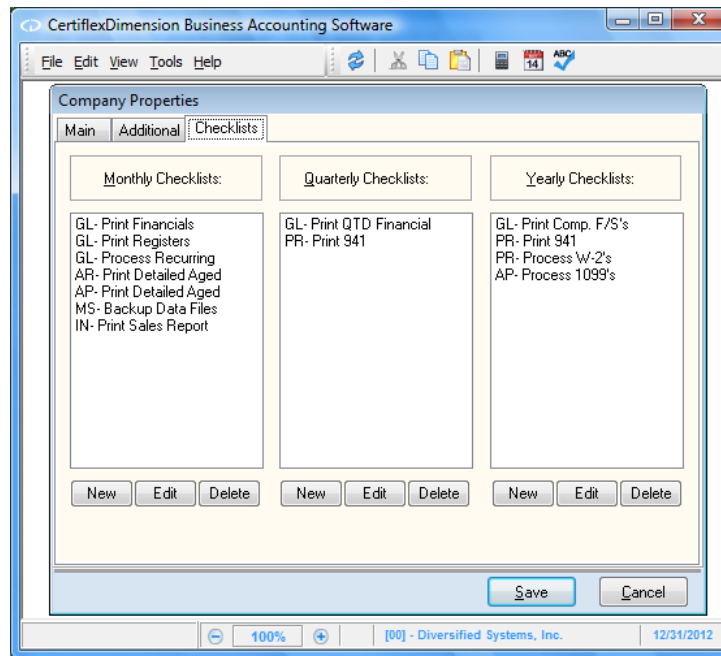
- **Job Cost:** If the company is using CertiflexDimension Job Cost, select this check box.
- **Edit Fiscal Periods:** The system displays the period ending dates for each of the fiscal year periods and calculates these dates based on the **Period Type** and **Fiscal Year End Date** defined when the company was created.

WARNING: These dates should not be edited without direct supervision of your accountant and even these changes should never adjust the fiscal year-end by more than 1 or 2 days (13 four week periods).

NOTE: If you are changing dates for a floating fiscal year end, check the option for **Archive for Floating FYE**. This option forces the system to keep track of the floating FYE between years for this company. Any additional changes, such as changing the physical month of the year-end, will require additional changes available only by contacting our Technical Services Department.

Checklists

Select the **Checklists** tab to maintain checklist information. These fields are for information and management reporting only and are not necessary for the operation of the software.



You can use checklists to keep notes on tasks or operations that need to be performed on a monthly, quarterly, or annual basis. If you begin any of these fields with the initials of the CertiflexDimension program you are adding the checklist to, the note will display when you start a new period, new quarter, or new year files.

For example, if you defined a monthly checklist description of **GL Print Financial Statements**, the system will display this description each time you start new period files for General Ledger.

To save your selection, click **>Save**. The system will return to the **Open Company** window so any changes just made can be used immediately.

NOTE: You cannot delete a company from **Maintain Company**. Deleting a company must be done from **Supervisor Options** under **Advanced System Maintenance Options**.

Master Data Properties

Each package in CertiflexDimension has a variety of settings that will define how the package will be used. Since there can be over 100 settings for each package, the respective **Master Data Settings** are described in detail in the **Getting Started** section of each package's *Operations Guide*.

Defining CertiflexDimension Users and Security

Security Overview

CertiflexDimension includes a very sophisticated and detailed approach to implementing security. It is important to note that the best security measures start with each workstation. User and password controls should be implemented on all workstations accessing the accounting system. Access to the main **Certiflx\Advx** folder should be limited to only those workstations and users that need to be in the accounting system. Once a user has logged in to CertiflexDimension and accessed a specific company, internal security features within the system will grant access to authorized tasks for the company.

If a workstation is left unattended with no additional precautions taken, any person at that computer will have access to those tasks. Most recent Operating System releases include security features in which workstations will lock access and not reactivate until the login password is re-entered. If your Operating System does not support this feature, you should always either logout of CertiflexDimension before leaving a workstation, or select the **Close and Secure Databases** under **File** as a minimum precaution. Selecting **Close and Secure Databases** forces the workstation to close all active **Sessions** and deactivates the System Manager. System Manager will not reactivate until the CertiflexDimension User Password has been re-entered.

NOTE: Once security restrictions have been set for CertiflexDimension users, full file access (read, write, create) is normally required to successfully open a company. A network technician may restrict a company folder (i.e.

Certiflx\Advx\Data\Db\Company1) to prohibit access by unauthorized network users. If you implement this level of security, it is also helpful to restrict access to companies in CertiflexDimension by setting the **Company Security Access Level** on the CertiflexDimension user. This will prevent users from opening companies to which they should not have access. Additional restrictions may be placed on individual CertiflexDimension user folders. For more detailed information on all folders used in CertiflexDimension, please refer to **Directory and Data File Names** at the end of this *Guide*.

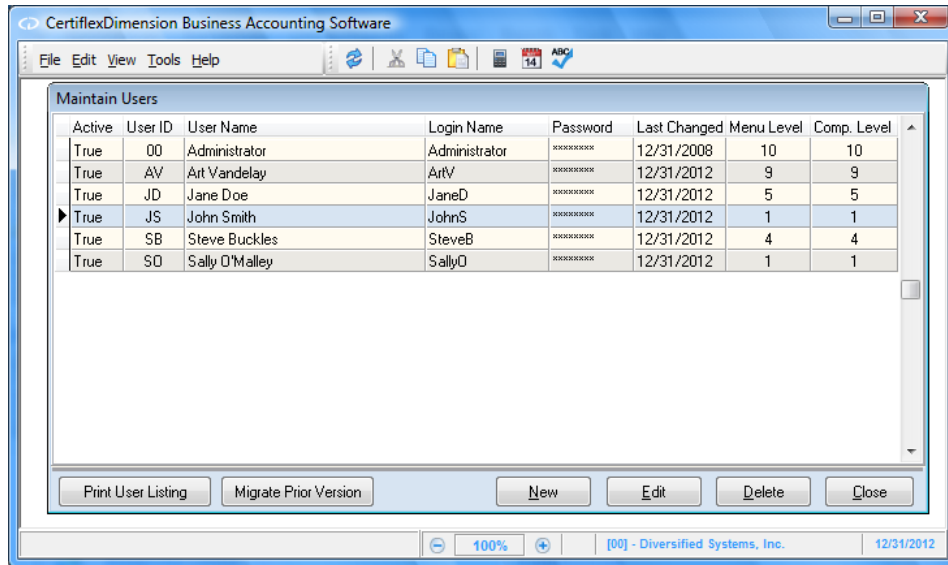
CertiflexDimension security measures start with the CertiflexDimension user. CertiflexDimension installs with a default administrative user with the **Login Name** of **Administrator** and a **User ID** of **00**. If you do not add additional users and change the Administrator's password, the system assumes you do not want to implement any security measures in CertiflexDimension and will not prompt for user information when you login. Users added to CertiflexDimension may be assigned login passwords and security access levels to specific companies and tasks.

Maintain User Lists

Maintain User Lists allows you to define and maintain CertiflexDimension users. You must have Supervisor rights (advanced security access level of 10) to add users and define system security. CertiflexDimension allows up to 99 users. **Maintain Users** requires special file locking, therefore only one workstation may access **Maintain Users** at a time.

Maintain Users

To access **Maintain Users**, click **>File >Supervisor Options >Maintain User List**. The current Dimension User List will be displayed.



NOTE: The Administrator (user 00) cannot be deleted or modified, with exception of the password. The default password for Administrator is **PASSWORD**. For obvious security reasons, we suggest that you change this password. You cannot change user information for a user currently logged in.

To add a new user, click **>New**. The following prompts will appear:

- **First Name:** Enter the user's **First Name**.
- **Last Name:** Enter the user's **Last Name**.
- **New User ID:** Enter a unique 2-character **User ID**. The system will default to the initials of the new user. This default is acceptable if the ID is not used previously. The **User ID** is used to identify a user, not as part of the security login.
- **Default Security Setting:** Select one of the following **Default Security Settings**. The setting may be modified later by selecting **Set User Menu Access**.
 - **Clerk:** Select this setting to automatically grant access to **Transactions, Reviews** and **Reports** for all accounting packages except General Ledger, Payroll and Bank Reconciliation.
 - **Manager:** Select this setting to automatically grant access to **Maintain Lists, Transactions, Reviews** and **Reports** for all accounting packages except Bank Reconciliation.
 - **Supervisor:** Select this setting to automatically grant access to all features.

Click **>Save** to add the new user.

Once a new user has been added, the following information may be changed by clicking **>Edit**.

The screenshot shows a Windows-style dialog box titled "Edit Dimension User - [SB]". It contains several input fields and checkboxes. The "User Name" field is filled with "Steve Buckles" and the "Last Used" field shows "9/26/2008". The "User Login Name" field contains "SteveB". The "Password" field is masked with "xxxxxxx" and has a "Change Password" button next to it. There are checkboxes for "Password Required" and "Active User Account", both of which are checked. Below these are a "Set User Menu Access" button and checkboxes for "Allow Multiple Control Data Paths" (unchecked) and "Restrict Prior Period Adjustments" (checked). There are also spinners for "Advanced Security Access Level (1-10)" and "Company Security Access Level (0-10)", both set to "4". A "Default Company to Load" field contains "01". A "User Memo" text area is empty. At the bottom are "Save" and "Cancel" buttons.

- **User Name:** This is the name that will appear on the user's System Manager Menu.
- **User Login Name:** This is the user name that must be entered to login to Dimension. The **User Login Name** must be a minimum of 3 characters and a maximum of 15 characters.
- **Password:** An Administrator can change a user **Password** at any time without knowing the existing password. To change a user **Password**, click **>Change Password**. A user **Password** can be up to 8 characters in length. The default password assigned to new users is **PASSWORD**. A user may change their password under **User Preferences**. The date of any password change will be recorded.

NOTE: The Administrator can view the current password for any user by placing the mouse on the password prompt. The user password will be displayed in readable format.

- **Password Required:** Select **Password Required** if you do not want the user to be able to leave their password blank.
- **Active User Account:** Enable this selection if you wish to prohibit the user from logging in, but do not wish to delete their user account.
- **Allow Multiple Control Path Access:** For more information on how to use **Multiple Control Paths** refer to **Add New Company** in this *Guide*.
- **Restrict Prior Period Transactions:** Select **Restrict Prior Period Transactions** if you wish to prohibit this user from entering transaction in a prior accounting period.
- **User Memo:** Add any additional information (such as user phone numbers, extensions, etc.) related to the user. The **User Memo** field allows a maximum of 254 characters, including spaces.
- **Default Company:** Identifies the company that will automatically load when the user logs in. Users can change their **Default Company** under **User Preferences**, unless their **Company Security Access Level** is 0.

NOTE: Due to the complex nature of system security, users are not automatically converted from the prior version. You may optionally convert users from a prior version by selecting **>Migrate Prior Version**. Please note that all other users must be logged out of both versions of CertiflexDimension prior to executing this option.

Print User Listing

The **Print User Listing** function produces a report detailing each user's **Name**, **Login Name**, **ID**, **Password** and **Active** statuses, **Access Level**, **Company Level**, **Company ID**, and a detailed **Company Access** list.

If a user has full access to all menu items, their **Company Access** will print as "Full Access." If the user has restricted access, their **Company Access** listing will detail which accounting packages and menus they have access to, using the abbreviations below:

ACCOUNTING PACKAGES

FC - File Control
GL - General Ledger
AP - Accounts Payable
AR - Accounts Receivable
PR - Payroll
IN - Inventory
OE - Order Entry
PO - Purchase Order
CW - Client Write-Up
JC - Job Cost
BR - Bank Reconciliation
SF - State Forms

MENU ACCESS

M - Maintain
T - Transactions
C - Checks/Deposits
V - Review
R - Reports

For example, if a user has full access to General Ledger, but is restricted from using the "Maintain" and "Checks/Deposits" features in Payroll, their **Company Access** would be listed as [GL-MTCVR] [PR-TVR].

Migrate Prior Version

The **Migrate Prior Version** allows you to copy your User List from CertiflexDimension Version 9. Click on the **Migrate Prior Version** button and a window will display pointing to the v9 user list file (X:\Cfx9\CUsers\UserList.CDN). Click **>Migrate Now** and the system will update your User List to match the Version 9 list.

NOTE: If you have created new users in Version 10 and then run the **Migrate Prior Version** feature, the migrated Version 9 list will replace your existing Version 10 user list.

Maintain Users (Advanced Options)

The following security features can be very complex. Please read the remaining sections thoroughly before attempting to implement these features. There are over 400 individual **Menu Items** in CertiflexDimension. A small operation with less than 5 companies could have over 2000 combinations of companies and menu options that can be configured with unique security access.

Company Security Access

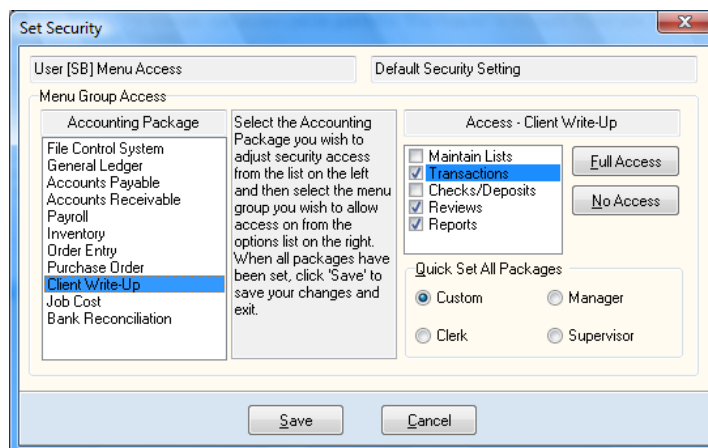
Company Security Access is by far the easiest to comprehend. Use **Company Security Access** if you have users not granted any access to certain companies. Each user has a **Company Security Access Level** from 0-10 and each company has a **Company Access Level** from 1-10. If a user does not have a **Company Security Access Level** high enough to allow access dictated by the **Company Access Level**, the user will not be able to see or access the company. For example, if a user has a **Company Security Access Level** of 5 and a company has a **Company Access Level** of 6, that company will not show up on the **User's Company List**.

NOTE: You can set the **Company Security Access Level** for a user to 0 and define a default company for the user. This special setting will force the company list for the user to contain the default company only.

Menu Security Access

A more thorough method of system security is User Menu Access. This type of menu security applies to accounting packages and their functions. For example, a user can be granted access to **Print Reports** in Accounts Receivable, but restricted from **Print Reports** in Accounts Payable. Menu access can also be specified within a single accounting package. For instance, a user can be granted access to Payroll **Transactions**, but restricted from Payroll **Checks/Deposits**.

To change a user's menu security, click **>Set User Menu Access**, highlight the **Default Security Setting** in the **User's Menu Security Access List**, and click **>Edit Selected**.



The **Set Security** window displays a list of all CertiflexDimension accounting packages on the left and a corresponding function list on the right. To grant access to a function, highlight the accounting package and check the function from the list on the right. To restrict access to a function, highlight the accounting package and remove the check from the function.

- **Full Access:** To select all functions for an accounting package, highlight the package and click **>Full Access**.
- **No Access:** To de-select all functions for an accounting package, highlight the package and click **>No Access**.
- **Quick Set All Packages:** You can automatically assign security access for all packages by staff position. Choose the appropriate option below:
 - **Clerk:** Select **Clerk** to grant access to **Transactions, Reviews and Reports** for all accounting packages except General Ledger, Payroll and Bank Reconciliation.
 - **Manager:** Select **Manager** to grant access to **Maintain Lists, Transactions, Reviews and Reports** for all accounting packages except Bank Reconciliation.

- **Supervisor:** Select **Supervisor** to grant access to all packages and options in Dimension.

Click **>Ok** to save.

NOTE: To see how a **Menu Security Access** setting will affect a user, click the **Show Sample Menu**. The system will display a simulated menu showing the effect of the current settings. To copy another user's security setting to the current user, click **>Copy from User**.

Menu Security Access By Company

The menu security setup described above assumes that a user's **Menu Security Access** is the same for every company. In larger multi-company installations, you may wish to specify different **Menu Security Access** settings for each company. To set company specific menu security access, you must add the company to the user's **Menu Security Access List**.

For example, to allow a user access to Accounts Receivable and Accounts Payable for all companies and Payroll Transactions for only one company, do the following:

Set the user's **Default Security Setting** to allow full access to Accounts Receivable and Accounts Payable. Then define the company specific security access for the company in which the user records Payroll Transactions. On the company specific security access account, allow access to all Accounts Receivable, all Accounts Payable and Payroll Transactions.

To add a company specific record to a user, enter the 2-character **Company ID** under **Add New Company** and then click **>Add Company**. The system will copy the default setting for the user and add a new record to the **User's Menu Security Access List** for the selected company. You can highlight the company record in the access list and click **>Edit Selected** to change menu access for certain users. To delete a user's company specific menu access, highlight the company record in the access list and click **>Delete Selected**.

NOTE: Using individual menu security access by company dramatically increases the memory overhead needed. Therefore, it is recommended that you set a user's default setting to those most commonly used and add company specific settings only as required.

Advanced Security Access Level (1-10)

The final security feature in CertiflexDimension is **Advanced Security Access Level**. An **Advanced Security Access Level** from 1 to 10 can be set for each user. Setting a user's **Advanced Security Access Level** to 10 will grant the user supervisor status. A user with supervisor status will have the following capabilities:

- Full access to all menus regardless of settings.
- Access to supervisor only options.
- Rights to change company passwords and company access levels.

User's **Advanced Security Access Levels** are used to grant access to digital reports in the Report Catalog system. As you save a digital report in the Report Catalog, you can set a required access level for the report. If a user's **Advanced Security Access Level** is less than the access level set for the report, the user will not be able to retrieve the archived report for viewing or printing.

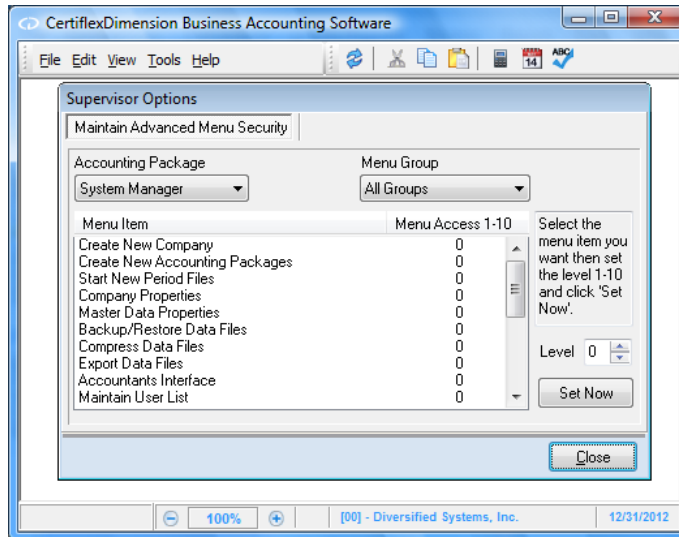
The final use of **Advanced Security Access Level** is restricting access to an individual **Menu Item** within a function the user has access to. For example, you can grant a user access to all transactions in Accounts Payable except **Post Recurring Entries**. If a user's **Advanced Security Access Level** is less than the required access level set on an individual **Menu Item**, the user will not be granted access.

Once all changes are made, click **>Save** to update and return to the **User List**.

To delete a user from the **User List**, highlight the user's record and click **>Delete**. If a user is on a leave of absence, you may wish to set the user's record to inactive in lieu of deleting their record. When you set their record back to active, all user preferences will be available.

Maintain Advance Menu Security

Maintain Advance Menu Security provides the ability to set a required access level on any individual **Menu Item**. To access **Maintain Advance Menu Security**, click **>File >Supervisor Options >Maintain Advance Menu Security**.



Maintain Advanced Menu Security will list all **Menu Items** available in CertiflexDimension. If a user's **Advanced Security Access Level** is less than the required access level set for a **Menu Item**, the user will not be granted access. To change a menu level access on any **Menu Item(s)**, highlight the desired item(s) in the Options List, enter a level from 1-10 at the **Level** prompt and click **>Set Now**. The system will change the selected item(s) to the access level chosen.

NOTE: The Options List supports Windows standard conventions for multiple **Menu Item** selections (Shift-Click and Alt-Click). You can also show individual items in the Options List by selecting the package or function.

User Preferences

Defining User Preferences

Each CertiflexDimension user can define a unique set of **User Preferences**. A user must be logged in before defining preferences. To set **User Preferences**, click **>File >User Preferences**.

User

A user can change their login password by clicking **Change Login Password**. A blank password field is not allowed if the user account is set to require a password.

Preferences

Select the **Preferences** tab to define the following information:

- **Enter Key Works as Tab Key:** Using standard Windows protocol, you must press the <Tab> key to move from field to field. If you prefer to use the <Enter> key to move you from field to field, check this box.
- **Auto Select Day on Date Prompts:** Select this check box if you only want to automatically highlight the day field when you access a date. This allows you to change the day without having to key the month or year. If you do not select this check box, the system will highlight the entire date when a date is accessed.

The system accepts date entries from 1 to 8 characters in length. You can type the day, the day and month, or the day, month, and year without using separators. Different ways you can key date fields without using separators are:

- 1 - 2 digits = Day (1-31)
- 3 digits = Month (1-9) and two-digit day (01-31)
- 4 digits = Month (01-12) and two-digit day (01-31)
- 5 digits = Month (1-9) and two-digit day (01-31) and two-digit year (01-99)
- 6 digits = Month (01-12) and two-digit day (01-31) and two-digit year (01-99)
- 7 digits = Month (1-9) and two-digit day (01-31) and four-digit year (2000-2099)
- 8 digits = Month (01-12) and two-digit day (01-31) and four-digit year (2000-2099)

If you use separators when keying dates, they must be entered in the format mm/dd/ccyy where the century (cc) is optional. You can use a slash (/) or period (.) as the separator.

- **Calculator Mode on Numeric Entry:** During numeric entry, if you wish to always assume two decimal places for keyed entries, check this box.

For example, if this box is selected, an entry of 1234 will appear as 12.34. If this check box is not selected, the system will accept an entry of 1234 as 1234.00.

- **Display Negative Numbers in Red:** Check this box to display negative numbers in red on the screen.
- **Maximize Session on Run:** Select this box to display sessions in a full screen (maximized) mode.
- **Auto Save Position and Scale:** Select this box to have the system remember each session window's position and scale (100, 125 or 150).
- **Minimize Sessions on Exit:** Select this box to automatically minimize a session window when you activate any other function including System Manager.

NOTE: If you **Minimize Sessions on Exit**, you can restore a minimized session by double-clicking on the session in the System Manager's **Active Sessions List**.

- **Use Background Company Color:** Select this box to have all the session window backgrounds use the individual company's color.
- **Alternate Row Color:** Select the **Alternate Row Color** you wish to use for data listings.
- **Selected Row Color:** Select the **Selected Row Color** you wish to use for data listings.

Printing

Select the **Printing** tab to define the following:


- **Override Standard Report Headings:** Select **Override Standard Report Headings** to remove the gray bar heading from all standard reports.
- **Default Special Reports Output:** Select either **Printer** or **Preview Screen** for the default output device for special reports such as Transaction Listing.
- **Check Printer:** Select the default printer you wish to use for printing checks. All other forms and reports will use current default printer selected for your workstation

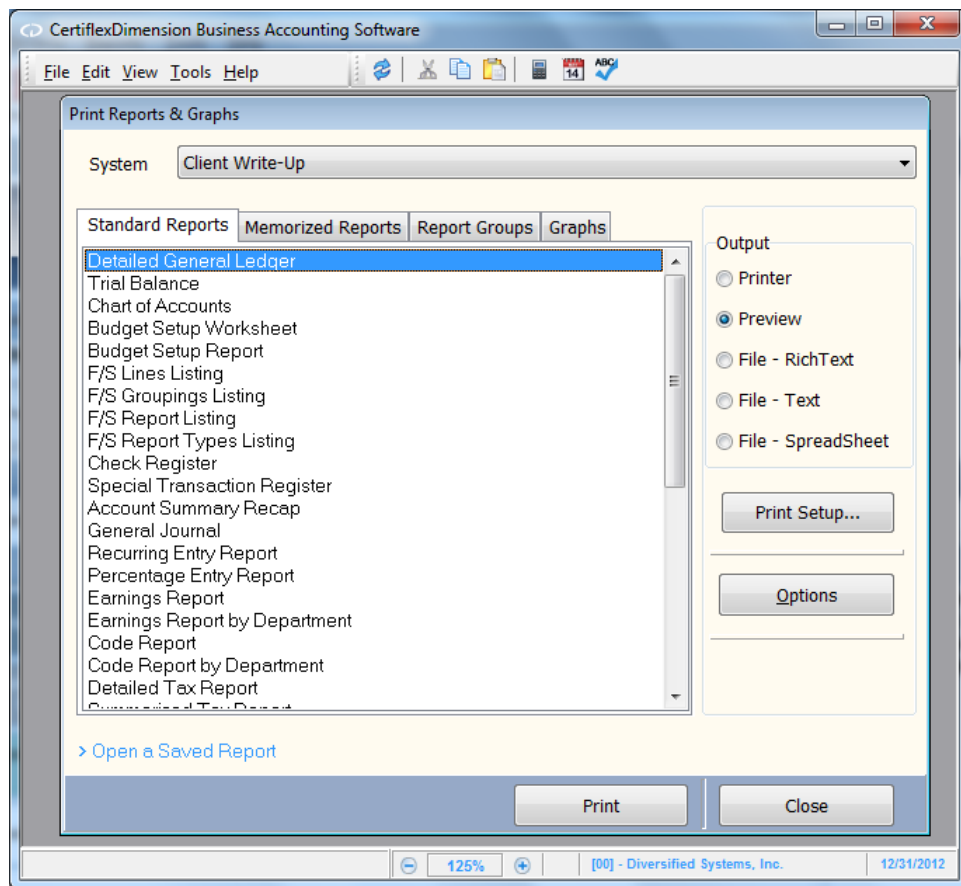
Printing Reports, Graphs and Forms

Printing reports, graphs and forms in CertiflexDimension is an easy, yet powerful feature of the program. You can print almost any report based on almost any criteria you desire. You can also modify or completely design forms in CertiflexDimension.

Standard CertiflexDimension Reports

The mechanics of printing standard reports works the same way for each CertiflexDimension program. Each CertiflexDimension package comes with an *Operations Guide* listing the standard reports and options available for that package. Reports are printed based on the criteria you define.

To access the standard reports system, click the  **Print Reports** button on the System Manager Icon bar.



Printing Standard and Memorized Reports

The **Standard Reports** tab contains a list of all standard reports for the selected system. Standard reports always print with default report settings. To change these setting prior to printing a selected standard report, select **>Options**. To save report settings for a standard report for future printing, select **>Options** and once your changes have been made, select **>Memorize**. The **Memorized Reports** tab contains a list of all memorized reports for the selected system.

- **System:** Select the package you are printing the report from (i.e. General Ledger, Accounts Payable, etc).
- **Output:** This section allows you to define the device output of the selected report.
 - **Printer:** Select this box if you want to print the report directly to your default printer. Items printed directly to a printer will print all pages and cannot be saved to the catalog system or emailed.
 - **Preview:** Select this box if you want to print the report to the CertiflexDimension Report Viewer. Once a report has been printed to the Report Viewer, you can easily print the complete report or select pages to the printer. The Report Viewer can also store reports in the Reports Catalog system and convert any digital report to PDF format. For more information on the Report Viewer, refer to **CertiflexDimension Report Viewer** in this *Guide*.
 - **File – Rich Text:** Select this box if you want to print the report to a file in a Rich Text file format.
 - **File - Text:** Select this box if you want to print the report to a file in an ASCII Text file format.

- **File – Spreadsheet Format:** Select this option if you want to print the report in a format to use within a Windows spreadsheet application.

NOTE: When any of the printing to file options are selected, the system will prompt you for additional output criteria after the report has been completed. For more information on printing to file output, please refer to the **Options - Output to File** at the end of this section.

- **Open Saved Reports....:** Select **Open Saved Reports** to activate the **CertiflexDimension Report Viewer** and **Report Catalog** to retrieve a previously saved report. For more detailed information on the **Report Viewer**, refer to **CertiflexDimension Report Viewer** in this *Guide*.
- **Print:** Select this option to print your report, graph or group of reports to the currently selected output.

NOTE: You can delete a memorized report by selecting the report you wish to delete and clicking **>Delete**.

Options – Standard and Memorized Reports

- **Report Subtitle:** Select this option if you want to redefine the report subtitle. For example, if you are printing a sales report for a specific location, you may choose to enter a subtitle for *Dallas Office Location*.
- **Print Normal Report Headings:** Select this option if you want to print the report with a reverse report heading line (white text on a gray background). If you do not select this feature, the report heading line will default to print in standard black text on a white background.
- **Center Company Name:** Select this option if you want the company name to be centered at the top of the printed report. If you do not select this feature, the company name will print flush right.
- **Print Company Designation:** Select this feature if you want to include the two-digit company ID on the report.
- **Print User Number, Date, Time:** Select this feature if you want to include the user number, date, and time stamp at the bottom of the report.
- **Page Number Options:** **Page Number Options** allows you to define where and how page numbers should print on reports. You can choose from the following:
 - **Right Justify:** Select this option if you want all page numbers to print on the right side of the pages.
 - **Center:** Select this option if you want all page numbers to print in the center of the pages.
 - **Left Justify:** Select this option if you want all page numbers to print on the left side of the pages.
 - **Don't Print:** Select this option if you want to suppress printing page numbers.
 - **Bottom of Page:** Select this option if you want the page numbers to appear at the bottom of the page. If you leave this option unchecked, page numbers will be printed at the top of the pages.

- **Width Factor:** You can scale the proportion of the report by a **Width Factor** of 90 to 150 percent. Most reports are designed for letter format on 8 ½ x 11 paper. To print the report in landscape mode, you could decrease the selected font size or increase the **Width Factor** of the report.
- **Dot Matrix Mode:** Print reports in a pure ASCII format, removing all graphical information. If you are using a dot matrix printer, your printer is probably capable of printing any report without selecting this feature, however, the printing may be slow. Checking this feature allows a dot matrix printer to print faster.
- **Page Orientation:** Allow you to select portrait or landscape mode.
- **Copies:** Enter the number of **Copies** of the report you want printed. This setting is used only if printing directly to the printer.
- **Page Margins:** All reports allow adjustments of the left page margin while the top, bottom and right margins may only be available on specific reports.
- **Font Settings:** To change the font for this report, click **>Font Settings** and select the desired font from the Windows font listing.
- **Report Criteria:** This tab selection will allow you to change what type of information will be displayed for your selected report. All report criteria options are described in detail within the reference manual on each system.
- **Sorts and Selects:** This tab allows you to specify which records to include on the report, how to filter the report, and in what order to print the report.

NOTE: The available options on the **Sorts/Selects** screen will coincide with the package you are using.

The screenshot shows the 'Detailed General Ledger' window with the 'Sorts/Selects' tab selected. The 'Ledger Account Selection' section has four radio buttons: 'All Records', 'Range of Records' (which is selected), 'Selected Records', and 'Filtered Records'. Next to 'Selected Records' is a 'Select Records...' button, and next to 'Filtered Records' is a 'Filter Criteria...' button. Below this is the 'Range of Records' section with 'From' and 'To' text boxes containing '100000' and '89500A' respectively, each with a magnifying glass icon. At the bottom left, 'Sort Report By:' is set to 'Account Number' with a dropdown arrow. On the right side, there is an 'Output' section with three radio buttons: 'Printer', 'Preview' (which is selected), and 'File'. Below this are buttons for 'Print Setup...', 'Memorize...', 'Print', and 'Close'.

- **All Records:** Select **All Records** to include all records on the report.
- **Range of Records:** Select **Range of Records** to include only a specified sequence of records on the report.
- **Selected Records:** Select **Selected Records** to choose specific records to include on the report. Click **>Select Records** and the system will display a listing screen. Select the records you want included on the report and click **>Ok**.

NOTE: A maximum of 15 specific records can be saved on memorized reports.

- **Filtered Records:** Select **Filtered Records** to filter the report results by keyword or phrase. For more information on utilizing this dialog, please refer to the section labeled “Using the CertiflexDimension Filter Dialog.
- **Range of Records:** If you selected to report a **Range of Records**, you will be prompted to define the range by beginning and ending record.
- **Sort Report By:** **Sort Report By** allows you to specify the order in which the report should be printed (in alphabetical order, numerical order, etc.). The available **Sort Report By** selections will coincide with the package you are using.

Output: This section allows you to define the device output of the selected report.

- **Printer:** Select this box if you want to print the report directly to the default printer. Items printed directly to a printer will print all pages and cannot be saved to the catalog system or emailed.
- **Preview:** Select this box if you want to print the report to the CertiflexDimension Report Viewer. Once a report has been printed to the Report Viewer, you can easily print the complete report or select which pages to print. The Report Viewer can also store reports in the Reports Catalog system and convert any digital report to PDF format. For more information on the Report Viewer, refer to **CertiflexDimension Report Viewer** in this *Guide*.
 - if you want to print the report to a file in a Rich Text file format.
 - **File - Text:** Select this box if you want to print the report to a file in an ASCII Text file format.
 - **File – Spreadsheet Format:** Select this option if you want to print the report in a format to use within a Windows spreadsheet application.

NOTE: When any of the printing to file options are selected, the system will prompt you for additional output criteria after the report has been completed. For more information on printing to file output, please refer to the **Options - Output to File** at the end of this section.

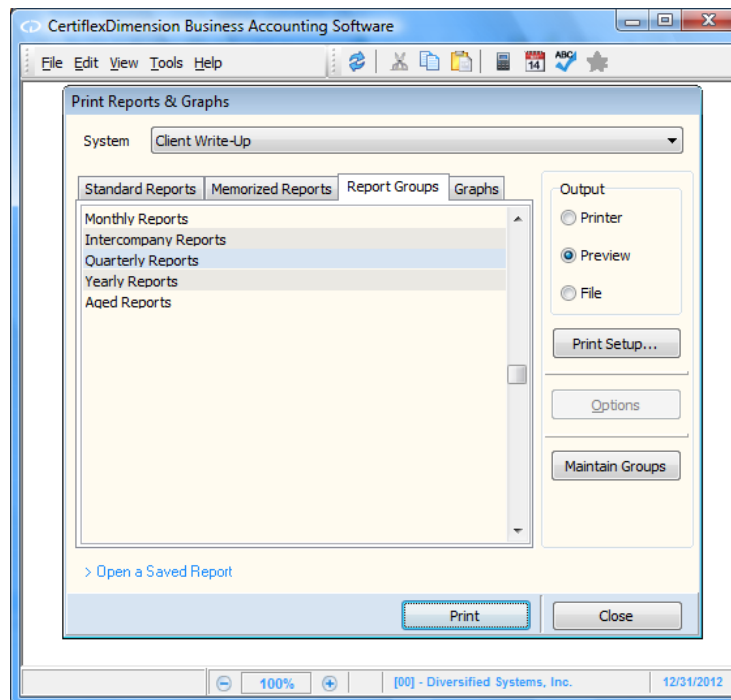
- **Printer Setup:** To change the default printer for this report, click **>Printer Setup** and select the appropriate printer from the Windows printer list. The system will default to your Windows default printer.
- **Memorize:** To save changes to a report’s setting for future use, click **>Memorize**.

NOTE: If the current report is already memorized, you will be prompted to either replace the existing memorized report or create a new memorized report.

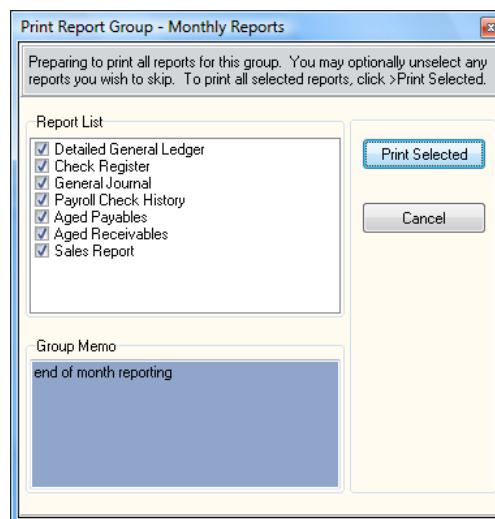
- **Memorized Report Name:** Enter a description for the memorized report. Each memorized report must have a unique report name. You may want to include something in the description that helps you remember how the report settings are configured. For example, you may want to memorize an “Aged Accounts Receivable” report that you have selected to print “Past Due Only”. In this case, you could call your memorized report “Aged AR – Past Due Only.”
- **Add to Report Group:** Select this option if you want your memorized report to be added to a report group.
- **Print:** Select this option to print your selected report using the current setting.

Report Groups

Report Groups are sets of standard and/or memorized reports that have been “Grouped” together and can be printed all at once.



- **Print Report Group:** To print a report group, highlight the group you wish to print and click **>Print**.

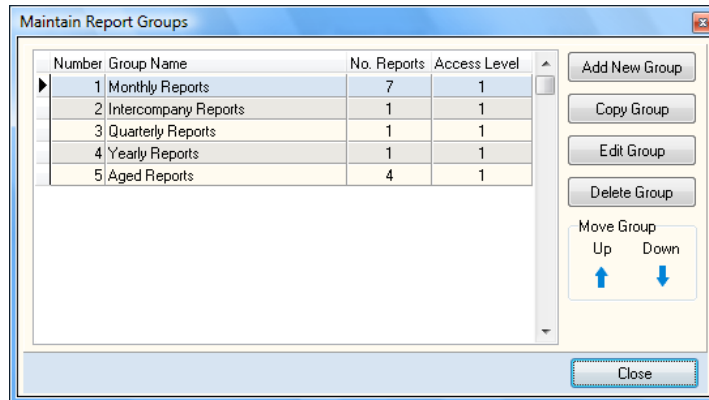


You can optionally check or uncheck any report you wish to print from the report list. To begin printing reports from the selected list, click **>Print Now**.

Note: Since Report Groups do not support changing printer output during execution, it is important to make your printer and output selection prior to printing your Report Group.

- **Maintain Report Group:** To add new report group or change existing ones, click **>Maintain Report Groups**.

Note: Supervisor Level access (Level 10) is required to fully maintain report groups.



A Maintain Report Group window will appear with a list of existing Report Groups for the current company. Each listed Group includes the number of active reports contained within and the default security level needed to access or print the Report Group.

Add New Group

To add a new macro to the existing macro list, click **>Add New Group**.

Report Name	Pause	Memo
Detailed General Ledger	<input type="checkbox"/>	
Check Register	<input type="checkbox"/>	
General Journal	<input type="checkbox"/>	
Payroll Check History	<input type="checkbox"/>	
Aged Payables	<input type="checkbox"/>	
Aged Receivables	<input type="checkbox"/>	
Sales Report	<input type="checkbox"/>	

- **Report Group Name:** Enter the name you wish to assign this item. The name is displayed in the Report Group.
- **Report Group Memo:** Enter any additional instructions to display when playing this macro.
- **Report Group Security:** Access Level (1-10): Enter the minimum user Access Level required to print this Report Group. If you enter an access level of 5, users with an access level 1 thru 4 will not be allowed to print this Report Group.
- **Active User List:** You can also grant access to specific users for any Report Group. To create a specific active user list for any Report Group, click **>Edit User List**.

NOTE: Report Groups are designed to respect existing security access. For example, if you added a report Group that contained month-end reports for Accounts Payable, Account Receivable and General Ledger and allow access by a user restricted from General Ledger; the Group Report will skip all Ledger reports when printed by the user.

- **Report Group – Active Report List:** This section is a list of active reports for the current Group. To add a new report to the list, click **>Add Report**. To edit an existing report, click **>Edit Report**. To delete an existing report from the list, click **>Delete Report**. You can also change the order in which the reports are printed by highlighting a report and clicking the up/down arrows.
- **Add Report – Report System:** Select the system from which the report you are adding will be printed. All systems are available during this setup, but reports added for packages not registered will be skipped at Group Report Printing.

NOTE: The reports list will include all memorized and standard reports for the selected system.

- **Add Report – Report List:** Select the report you wish to add from the selected report system.
- **Add Report – Report Notes:** Add any additional information to display prior to this report being printed. For example, you could inform the user to insert special paper into the printer before the report starts printing.
- **Add Report – Report Sub-Title:** Add any additional sub-title you wish to print with this report.
- **Add Report – Pause before Printing:** Select this option if you want the system to ask additional report setting options prior to printing this report. If you have selected this option and the user cancels from the Options Menu during the execution of the Report Group, the Report Group will stop printing.

After adding all the reports you desire to this Report Group, click **>Save**.

Other Maintain Report Group Options

- **Copy Group:** To create a new Group based on the criteria of an existing Group, highlight the Group you wish to copy and click **>Copy Group**.
- **Edit Group:** To edit an existing Report Group, highlight the Group you wish to edit and click **>Edit Group**.
- **Delete Group:** To delete an existing Group, highlight the Group you wish to delete and click **>Delete Group**.
- **Move Group:** To change the order in which Group appear on the Group list, highlight the Group you wish to move and click the up/down arrows.

Options – Output to File

If you have selected your output to be one of the file options, the system will prompt you for additional information once the report has been completed.

File – Rich Text or File - Text

- **Auto Load File after Saving:** Select this option if you want the system to open the saved file in another Window's Application once it has been saved.
- **File – Save As:** Use this option to change the name or folder of the file to be saved.
- **Save Setting:** Use this option to save any setting of the **Save Report to File** system as defaults.

File – Spreadsheet

Note - Remember that the Standard Reporting system has reports that are designed for optimal presentation to a printer or a digital report viewer. The **Output to File – Spreadsheet** option will automatically remove additional headings and all report footers but the actual detail of the report is WYSWYG to the original report presentation. Some reports will stack multiple types of data in a single column which may not be optimal your specific spreadsheet usage. If you need pure single column data (un-stacked) for your specific task within a spreadsheet, you should consider using WorkSheet Reports or the File Control – Data Exports. Both of these systems are optimally designed for interfacing with external applications including spreadsheets.

Spreadsheet Style

- **Excel:** Select this option if you wish to create an 'XLS' type file designed for Microsoft Excel©. When loaded with Excel©, this style of file will automatically load data using the 'General' style formats for all cells that do not contain dates or currency information. Your workstation must have a registered full version of Microsoft Excel© installed for this option to be utilized. Starter versions of Microsoft Excel© at this time do not support direct data integration from an external source.
- **Tab Delimited Text:** Select this option to create a Tab Delimited Text file that when loaded into most common Windows spreadsheet application will automatically launch the spreadsheet wizard that optionally allows you to adjust formatting styles of each individual column of the report.
- **Include Report Title:** Outputting standard reports to a spreadsheet style file will automatically suppress all report titles lines and footnotes. You may optionally select to include a single 'Report Title' at the very first row of your export file.
- **Include Column Headings:** Outputting standard reports to a spreadsheet style file will automatically suppress all report column headings. You may optionally select to include a single set of 'Column Headings' at top rows of your export file.
- **Include Tab Set Numbers for Column:** Complex reports are often designed using multiple sets of tabs that can vary by each row of data being presented. For example, a detailed journal report may have one set of tabs to print each journal entry overhead information such as 'Date', 'Reference', 'Type' etc; while another set of tabs is used to present each detail line of the transaction such as 'Code', 'Account Number', 'Account Name', etc. The end result for some spreadsheet output is that unrelated data can become stacked within a single spreadsheet column. In order to allow easier data parsing from with your spreadsheet application, you may optionally select to include the 'Tab Set Numbers for Columns'. This will allow the system to include an additional column A that represents the Tab Number of the report used to create each row of data.
- **File – Save As:** Use this option to change the name or folder of the file to be saved.

- **Save Setting:** Use this option to save any setting of the **Save Report to File** system as defaults.

Standard CertiflexDimension Graphs

Graphs are available for the following CertiflexDimension packages:

- Client Write-Up/General Ledger
- Accounts Payable
- Accounts Receivable
- Inventory

Printing Graphs


















To print graphs, click the  **Print Reports** button on the System Manager Icon bar.

Click on the **Graphs** tab. The system will prompt you for the following:

- **System:** Select the package you are printing the graph from (for example, General Ledger, Accounts Payable, etc).
- **Select Graph:** Select the graph you want to print.
- **Selected Printer:** This selection displays the currently **Selected Printer**. To change the **Selected Printer**, click >**Printer Setup**.

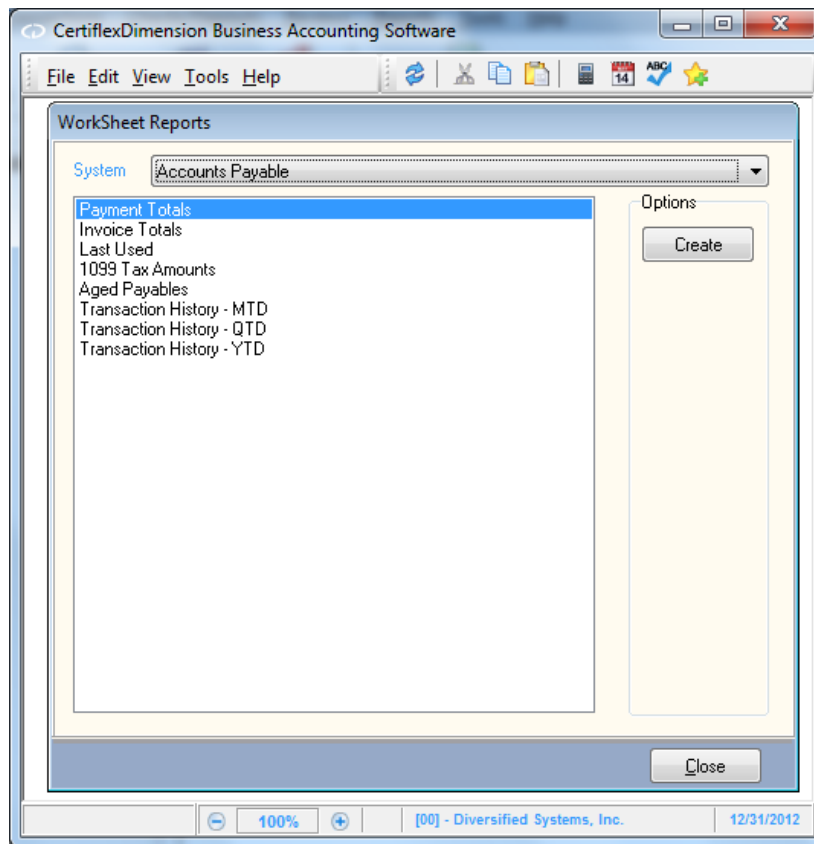
For Report Criteria, **Sorts/Selects**, **Printer Setup**, refer to **Printing a Report** in this *Guide*.

Click >**Display** to view the graph. Click on the following icons to produce the functions as described:

- | | |
|---|---|
| •  Save the graph | •  Display the graph as a line graph |
| •  Copy the graph to a clipboard | •  Display the graph as a pie chart |
| •  Print the graph | •  Zoom out |
| •  Change the color settings | •  Zoom in |
| •  Change the type of graph to a bar graph | •  Scroll Left |
| •  Display the graph as a horizontal bar graph | •  Scroll up |
| •  Display the graph as a stacked bar graph | •  Scroll down |
| •  Display the graph as an area graph | •  Scroll Right |
| | •  Display the graph in 3D |

WorkSheet Reports

WorkSheet Reports are interactive and flexible reporting components available within most CertiflexDimension accounting modules that contain user-defined worksheets that can be quickly and easily changed to fit your specific needs. To access a WorkSheet Report for a specific Accounting Module, click on **>Reports**, your Accounting Module and then **>WorkSheet Reports**.



To create a WorkSheet Report, select the Accounting Module you wish to use from the **System** pull down options and highlight the type of data you wish to use and click **>Create**.

NOTE: To access an individual WorkSheet Report directly from your System Manager, add a Menu Shortcuts directly to your CertiflexDimension Desktop.

Accounts Payable WorkSheet - [Payment Totals]

Search Locate

Vendor Name	Account No.	Active	Class	Last Payment Date	No. Payments	Total Payments
American Express	15280	<input checked="" type="checkbox"/>	98	11/29/2012	2	\$68.43
Automated Metal Molding	18720	<input checked="" type="checkbox"/>	1	12/31/2012	10	\$4,932.33
Builder's Warehouse	28544	<input checked="" type="checkbox"/>	1	11/3/2012	6	\$7,875.99
Cindy's Office Products	33824	<input checked="" type="checkbox"/>	1	11/28/2012	3	\$348.08
Darrel's Garden Shop	40688	<input checked="" type="checkbox"/>	1	11/21/2012	3	\$368.43
Electrified Construction Products	54880	<input checked="" type="checkbox"/>	2	11/3/2012	3	\$3,764.03
Handtool Supply Co.	80624	<input checked="" type="checkbox"/>	1	11/28/2012	3	\$3,089.97
Hardware Supply	80688	<input checked="" type="checkbox"/>	2	11/3/2012	2	\$303.21
Labor Temporaries	120432	<input checked="" type="checkbox"/>	1	11/28/2012	2	\$1,025.50
Masonry Supply Co.	130704	<input checked="" type="checkbox"/>	2	11/3/2012	1	\$302.21
Metal Shop Inc.	132320	<input checked="" type="checkbox"/>	1	11/28/2012	1	\$169.23
Paul Bunyun Lumber Company	160736	<input checked="" type="checkbox"/>	2	11/3/2012	2	\$25,132.56
Sprinkler Warehouse	196688	<input checked="" type="checkbox"/>	1	11/28/2012	1	\$311.91
Texas Utilities Company	202384	<input checked="" type="checkbox"/>	1	11/3/2012	2	\$1,195.54
The Tool Company	203280	<input checked="" type="checkbox"/>	2	11/28/2012	1	\$144.68

\$49,032.10

<< Record 1 of 15 >>

Options

Additional Help

Account Detail

Review Account

Print WorkSheet

Export to "CSV" File

Export to MS Excel

Style Sheet No.

☒ 1 - Default

☐ 2 - Alternate

☐ 3 - Other

Add/Delete Columns

Select Filters

Save WorkSheet Setting

Close

Customizing Your WorkSheet

- **Add/Delete WorkSheet Columns:** To add, delete or change the order of the displayed columns within a WorkSheet, click > **Add/Delete Columns**. The system will display a list of columns that are not currently used in a list on the left-hand side of the screen called **Available Column Listing**. On the right-hand side of the screen, there will be a list of all currently displayed columns called **Selected Column Listing**. To add a new column to the Worksheet, highlight a record from the **Available Column** list and then click >**Add**. To remove a current column from your worksheet, highlight a record from your **Selected Column** list and click >**Delete**. You may change the order of your **Selected Columns** by highlighting the column you wish to move and then clicking >**Move Up** or >**Move Down**.
- **Changing Column Width:** To change the size of an existing column, click and drag the right hand border of a column's title.
- **Filtering a WorkSheet:** To limit the rows appearing in your WorkSheet, click >**Select Filter**. For more information on utilizing this dialog, please refer to the section labeled "Using the CertiflexDimension Filter Dialog".
- **Saving WorkSheet Settings:** To save any changes made to WorkSheet columns or rows, click >**Save WorkSheet Settings**. WorkSheet settings are saved per Company by WorkSheet/Style Sheet No. For example, if you often use the "General Ledger - [Detailed History - MTD]" WorkSheet sorted by account number, select Style Sheet No. '1 - Default', make your changes and save them using the Save Settings option. If however, on this same WorkSheet, you periodically wish to automatically see the MTD Ledger in a Journal Entry format, you could select Style Sheet No. '2 -Alternate', make your changes and save them using the Save Setting option. The next time you access the "General Ledger - [Detailed History - MTD]" WorkSheet, the results will be displayed automatically in accordance with Default Settings. If you wish to see a WorkSheet in the Journal Entry format, simply select the Style Sheet No. '2 - Alternate'.

Other WorkSheet Options

- **Account Detail:** To drill down to the detail associated with a specific record, highlight the row and click >**Account Detail**.
- **Review Account:** To access the full review system of a specific account, highlight the row

and click **>Review Detail**.

- **Print WorkSheet:** To print a WorkSheet Report in a standard CertiflexDimension format, click **>Print WorkSheets**. If the selected columns are wider than the paper size, they will be truncated.
- **Export to “CSV” File:** To export a WorkSheet into a “Comma Separated Value” (CSV) file suitable for loading into many spreadsheet applications, click **>Export to CSV File**. After exporting, the system will ask if you wish to load the file into your default Windows spreadsheet application.
- **Export to Microsoft Excel®:** To export a WorkSheet directly into Microsoft Excel®, click **>Export to MS Excel**. This transfer uses standardized communication links published by Microsoft Excel and requires a full version of MS Excel installed on your workstation. Starter versions of Microsoft Excel do not currently support this type of external communications. Column widths are set within Excel to match your WorkSheet and all cells use General Number formatting for the greatest flexibility.
- **Search and Locate:** To search a WorkSheet by your currently selected sorted column, type the search criteria into the “Search” prompt. To do more advanced searches, click **>Locate** which uses the standard Find Dialog found throughout CertiflexDimension.
- **Exit and Close:** To exit the current WorkSheet and return to the WorkSheet selection menu, click **>Exit**. To close the WorkSheet application, click **>Close**.

Other CertiflexDimension Reports and Forms

There are four types of reports and forms in CertiflexDimension that are not printed from the Standard Reports and Graphs system.

Transaction Listing

Transaction Listings are typically reports that print after a session wherein transactions were entered (voucher listings, check listings, etc.). **Transaction Listings** support printing to the **Report Viewer**.

NOTE: To control the default output device or report heading for all transaction listings, use the **Default Special Report Output** and **Override Standard Report Heading** located in the **User Preferences**.

Special Reports

There are **Special Reports** in CertiflexDimension that must be printed before performing other options. For example, the Accounts Payable - Vendor Pro-Forma Check Run and Payroll - Payroll Summary reports need to be printed prior to check runs. Therefore, they are not located in the standard report systems. However, **Special Reports** typically support the same formatting and output options as standard reports.

Tax Forms and Checks

There are various **Tax Forms and Checks** available in CertiflexDimension, such as 1099s, W2s, 941s, Vendor Checks, and Employee Checks. These types of forms employ specialized applications that assist in their creation. While **Tax Forms and Checks** do not use standard report options, **Tax Forms** do support printing to the Report Viewer.

Rave Forms

Forms such as invoices, statements, packing slips and order forms are used in specialized applications and do not use standard report options. However, **Rave Forms** support printing to the **Report Viewer** and are available in a wide variety of styles. A complete **Rave Forms** generator allows you to modify the layout and design of the forms. For more information on modifying **Rave Forms**, refer to the **Modifying Rave Forms** section in this *Guide*.

CertiflexDimension Report Viewer – Digital Files

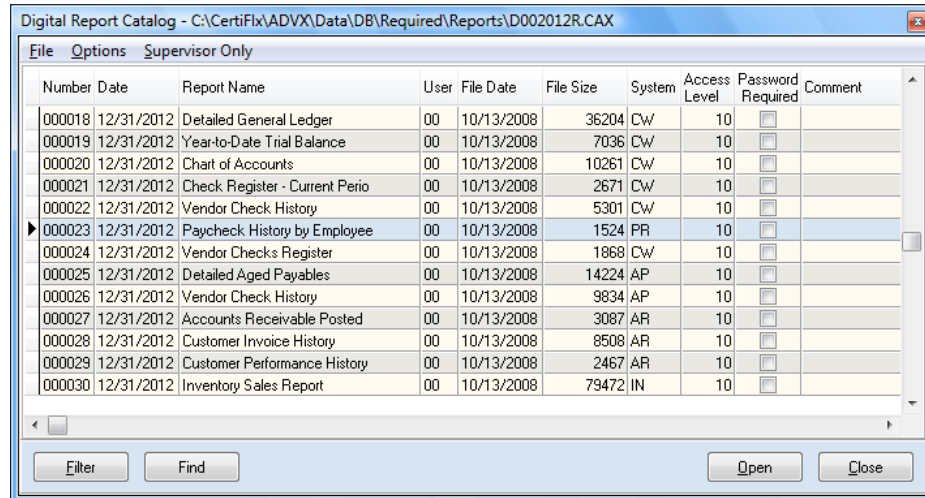
All reports and forms in CertiflexDimension can be printed to the **Report Viewer**. The **Report Viewer** has such a wide variety of features you may never print a report directly to your printer again.

Date	Cd Type	Reference	Description	Debit	Credit	Ending Balance
100000 - Cash in Checking						\$1,306,265.20
12/5/2012	4 Deposit	4589	Deposit	\$55,555.55		
12/23/2012	5 Journal Entry	ADJ-S12	JE Summary for Dec.		\$8,396.96	
12/31/2012	5 Journal Entry	ADJ-S12	JE Summary for Dec.	\$4,102,141.05		
12/31/2012	4 Deposit	DEPOSIT	CASH SALES	\$184,646.22		
12/31/2012	9 Void or Manua	7573	TAXES PAYABLE		\$1,230.00	
12/31/2012	1 Vendor Check	158944	Automated Metal Molding		\$101.00	
12/31/2012	1 Vendor Check	158945	Accounts Payable Check		\$139.00	
12/31/2012	9 Void or Manua	111	Builder's Warehouse		\$20.00	
12/31/2012	9 Void or Manua	111	Accounts Payable Check		\$20.00	
12/31/2012	9 Void or Manua	111	Automated Metal Molding		\$20.00	
12/31/2012	9 Void or Manua	111	Manual Check		\$20.00	
*****Total Entries / Ending Balance				\$4,342,342.82	\$3,852,922.27	\$1,795,685.75
110000 - Short Term Investments						\$1,910,592.01
12/31/2012	5 Journal Entry	ADJ-S12	JE Summary for Dec.		\$124,992.00	
*****Total Entries / Ending Balance				\$0.00	\$124,992.00	\$1,785,600.01
120000 - Trade Accounts Receivable						\$1,190,915.79
12/5/2012	4 Deposit	4589	Deposit		\$55,555.55	
12/31/2012	5 Journal Entry	ADJ-S12	JE Summary for Dec.	\$307,343.72		
12/31/2012	5 Journal Entry	ADJ-S12	JE Summary for Dec.		\$204,153.60	
*****Total Entries / Ending Balance				\$307,343.72	\$259,709.15	\$1,238,550.36
132000 - Inventory						\$851,657.40
12/5/2012	7 AP Voucher	139	Builder's Warehouse	\$45.56		
12/5/2012	7 AP Voucher	146	Inv. # [12-3333]			
12/5/2012	7 AP Voucher	146	Masonry Supply Co.	\$450.00		

The **Report Viewer** will automatically be displayed anytime you print a report and you have selected the output device to be **Preview**. To access the **Report Viewer** and automatically open the **Digital Report Catalog** without printing a report, click **>Print Reports and Graphs >Open Saved Reports**. An integral part of the **Report Viewer** is the **Digital Report Catalog** designed to easily save and retrieve reports.

Open Archived Reports from Digital Report Catalog

To open a previously archived report from the **Digital Report Catalog**, click the  button, or select **Open Digital Report Catalog** from the **Digital Report Viewer File Menu Group**.



NOTE: The list of available reports adheres to any restrictions defined by the user's **Advanced Security Access Level**. A user with Supervisor level clearance will have access to all reports and will not be required to enter a password for password protected reports.

How to Open a Report

- **Open Report:** To **Open** any report, highlight the report and click **>Open** or double-click on the desired report.

How to Use Options Menu

- **Filter Report List:** To limit the number of reports in the list, click **>Filter** or select **Filter Reports** from **Options**.
- **Find Report:** To locate a specific report, click **>Find** or select **Find Report** from **Options**.

How to Open other Year Reports

The **Digital Report Catalog** system lists all archived reports within a calendar year for the current company. The following options can be used to access other years.

- **Open Current Year:** To reopen the current year catalog file, select **Open Current Year** from the **Digital Report File Menu Group**.
- **Open Prior Year:** To open the prior year catalog file, select **Open Prior Year** from **File**.
- **Open Next Year:** To open the next year catalog file, select **Open Next Year** from **File**.

Supervisor Only Options

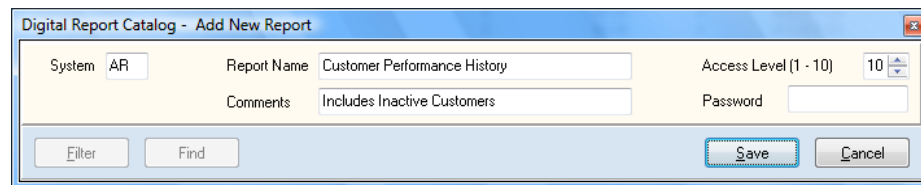
The **Digital Catalog Report** includes options only available to users with supervisor level access rights.

- **Change Report:** Select **Change Report** to change any catalog information on the selected report.
- **Group Change Security:** Use **Group Change Security** to change the security settings for multiple reports. After selecting Group Change Security, press shift and click on each report that you wish to change. Once you have selected all reports to change, set the access level and password you wish to apply to these reports and click **>Save All**.

- **Group Delete:** Use **Group Delete** to delete multiple reports. After selecting **Group Delete**, press shift and click on each report that you wish to delete. Once you have selected all reports you wish to delete, click **>Delete**.
- **Test Archive File Integrity:** Use **Test Archive File Integrity** to ensure all archived reports can be opened successfully.
- **Rebuild Catalog Files:** Use **Rebuild Catalog Files** to rebuild a damaged **Catalog File**. You should always make a current backup of all report files prior to selecting **Rebuild Catalog Files**.

Save Reports to the Digital Report Catalog


To save a report to the **Digital Report Catalog** for future retrieval, click the  icon, or select **Save As Digital Report Catalog** from the **Digital Report Viewer File Menu Group**.



- **Report Name:** Change the **Report Name** by keying the desired name to the field provided.
- **Comments:** Add any **Comments** your desire up to 60 characters in length.
- **Access Level (1-10):** The **Access Level** required to retrieve the report will default to your **Advanced Security Access Level**. You can change the default to any level from 1 to 10. Users must have an Access Level equal to or greater than the setting to retrieve the report.
- **Password:** Select **Password** if you want to be prompted for a password when you save the report.

Click **>Save** to save the report displayed in the **Report Viewer** and archive the report into the **Digital Report Catalog**.


Printing Reports from Dimension Report Viewer

To print the selected report, click the  icon, or select **Print Report** from the **Digital Report Viewer File Menu Group**. You can select a range of pages to print.

NOTE: Dimension **Digital Report Viewer** allows you to reprint a report as many times as you desire, even for a range of pages.

E-mailing Reports from Dimension Digital Report Viewer

E-mailed reports from Dimension **Digital Report Viewer** are sent as attachments in a Portable Document Format (PDF). The e-mail recipient will need a PDF Viewer to display the contents of the attachment. PDF Viewers can be downloaded from a number of web-sites. The most popular PDF Viewers include e-mail capability. To use the E-mail capability of your **PDF Viewer**, click **>[F5]** and Dimension will transfer the selected report to your **PDF Viewer**.

To e-mail a report from Dimension, click the  icon, or select **E-mail Report** on the **Digital Report Viewer File Menu Group**. This option will copy the PDF attachment to your workstation e-mail program.

To save a report as a PDF file, select **Save as External PDF File** from the **Digital Report Viewer File Menu Group**.

[F5] PDF View

To convert the report to a Portable Document Format (PDF) and transfer to a **PDF Viewer**, click **>PDF Viewer** or press **F5**. Your workstation requires a **PDF Viewer** to display the contents of a PDF file. **PDF Viewers** are downloadable from a wide variety of web-sites.

Other Dimension Report View Options

- **[F2] Quick Save:** To save the selected report to the **Digital Report Catalog** with the default setting, click **>Quick Save**, or press **[F2]**.
- **[F3] Quick Print:** To print the selected report without prompting for the pages to print, click **>Quick Print**, or press **[F3]**.
- **[F4] Quick Print and Save:** To print the selected report without prompting for pages to print and save the report to the **Digital Report Catalog**, click **>Quick Print and Save**, or press **[F4]**.
- **Open External DRP File:** To open a report saved as an **External Dimension Report (DRP)**, select **Open External DRP File** from the **Digital Report Viewer File Menu Group**.
- **Save as External DRP File:** To save the selected report as an **External Dimension Report File (DRP)**, select **Save As External DRP File** from the **Digital Report Viewer File Menu Group**.
- **Save as External PDF File:** To save the selected report as an **External PDF File**, select **Save as External PDF File** from the **Digital Report Viewer File Menu Group**.

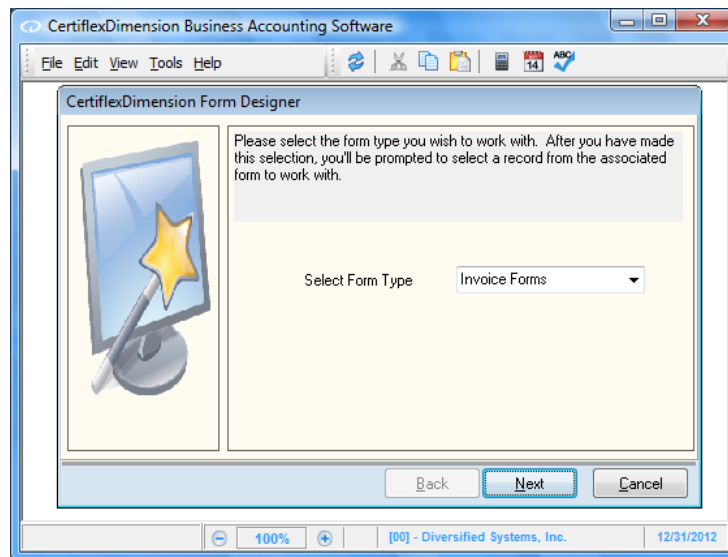
CertiflexDimension Form Designer

CertiflexDimension Rave forms are available in the following programs:

- Purchase Order (Purchase Orders and Receiving Reports)
- Order Entry (Sales Orders, Sales Quotes, and Packing Lists)
- Accounts Receivable (Invoices and Statements)

A Rave Forms Generator is included in CertiflexDimension. The Rave Forms Generator is a commercial software product from Nevrona Design distributed by The Versatile Group under a Library End-User Distribution License.

To modify the layout and design of any CertiflexDimension Rave Form, click **>File >Supervisor Options >CertiflexDimension Forms Designer**.



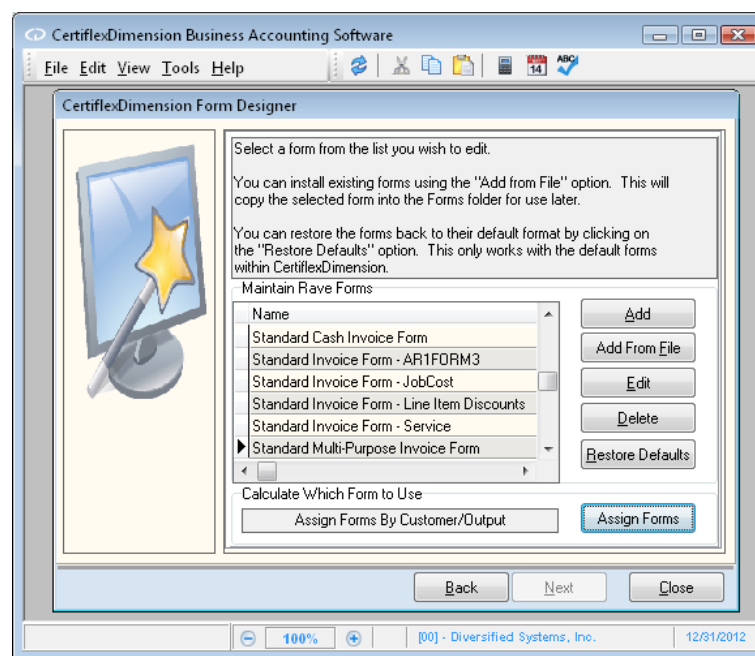
The CertiflexDimension Forms Designer will run a wizard allowing you to select the Form Type you wish to change and the data record to use.

Creating, Editing, and Assigning Forms

CertiflexDimension provides the capability to edit existing forms and create new ones using the Rave Report Generator to edit and create forms. In this section, we will demonstrate how to move fields, add text fields, and add data text fields to create and edit forms.

NOTE: The Rave Report Generator is a complex tool. We recommend that if you want to create a form from the beginning, you read the Help section for the report generator.

The TVG Technical Services Department will not be able to walk you through creating a form from the beginning over the telephone. They can provide some assistance with moving text and adding text or data text fields. TVG offers a service for customizing forms. Please call Technical Services for pricing information.



NOTE: Always make sure to have a current backup of all Rave files before making changes. Rave files are stored in ADVX\Csys\Tranwin\Forms with a .RAV file extension.

- **Add a new Rave Form:** To add a new Rave Form, highlight an existing form to copy from and use as a basis for the new form, and click **>Add**. When prompted, enter the **New Form Name** and the **Form File Name**. The click **>OK**. To make changes to the new form, click **>Edit**.
- **Add From File:** To add a new Rave Form from an existing file, click **>Add From File**. When prompted, enter the file to copy from and the new form name.
- **Deleting a Form:** To delete a form from the forms list, select the form you wish to delete and click **>Delete**. The system will delete the form file from the list and ask you if you wish to also delete the actual rave file from the forms directory.
- **Restore Defaults:** Select **Restore Defaults** to restore all forms shipped with CertiflexDimension to their default formats. This option will remove all changes you have made to the original forms. This option will not affect any forms you have created and saved as a nonstandard Rave file name.

- **Assign Forms:** CertiflexDimension v10 includes the ability to assign different forms to different output devices (**Printer, Email, Fax or Other**), based on a defined [**Customer Style**] of **Standard, Alternate** or **Custom**. This option is available for Invoice Forms, Customer Statements, Sales Order Forms, and Sales Quote Forms.

Click on the **Assign Forms** button to define a form's customer style and output. The following window will display:

- **Global Default:** The Global Default can be used if most customer styles or outputs will be the same, with only a few exceptions.

For example, let's say you want the **Standard Cash Invoice Form** to be used on forms sent to your printer and the **Standard Multi-Purpose Customer Statement Form** to be used for all other outputs. You would first set your form's **Global Default** to **Standard Multi-Purpose Customer Statement Form**. Then you would set your customer style's **Standard Default** to **Use Global Default Form**. Next, set your style's **Output to Printer** to **Standard Cash Invoice Form** and set all other outputs to **Use [Customer Style] Default**.

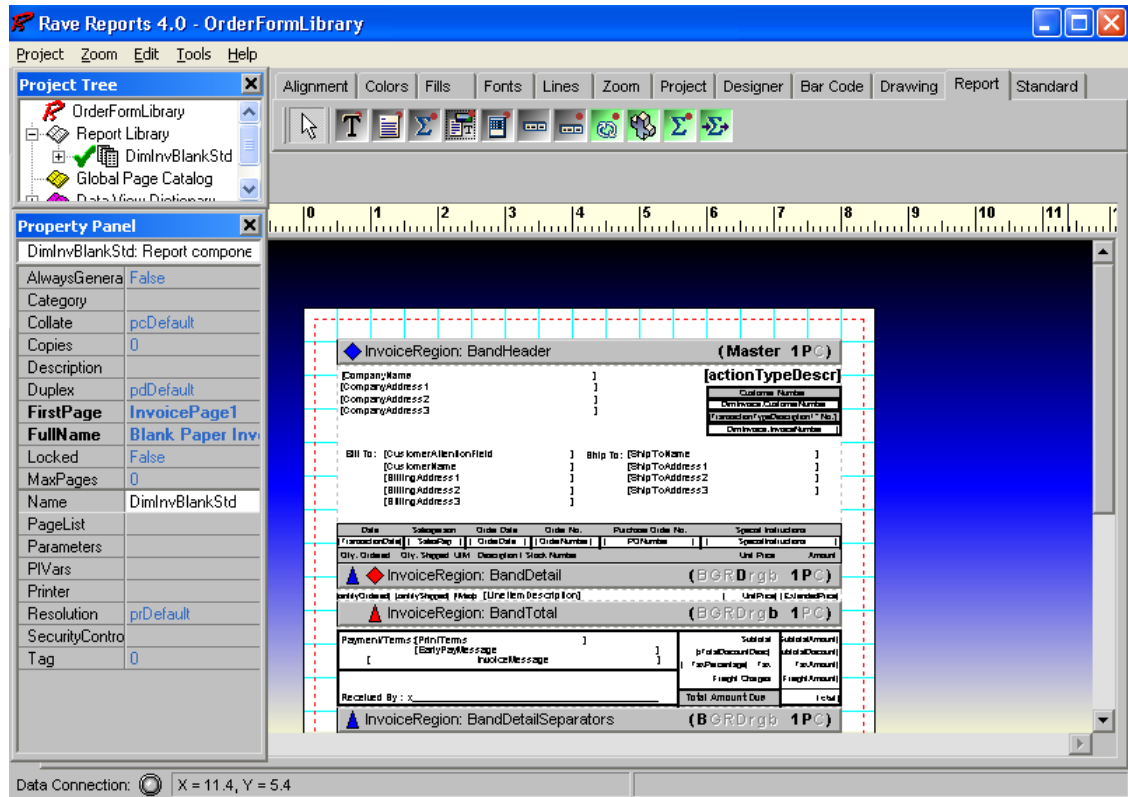
- **Clear All:** Click this button to reset all customer style outputs to **Use [Customer Style] Default**.
- **Standard Form:** Click this tab to access output **Standard** settings.
- **Alternate Form:** Click this tab to access **Alternate** output settings.
- **Custom Form:** Click this tab to access **Custom** output settings.
 - **[Customer Style] Default:** Set the default form type for the selected customer style.
 - **Output to Printer:** Select the format to be used on forms sent to your printer.
 - **Output to Fax:** Select the format to be used on forms sent to your fax machine.
 - **Output to Email:** Select the format to be used on forms sent via email.
 - **Output to Other:** Select the format to be used on forms sent to an auxiliary output.
 - **Clear All:** Click this button to revert all output formats to using the default form.

Once you have defined your form's customer/output assignments, click **>Ok** to return to the previous window. To cancel all changes and return to the previous window, click **>Cancel**.

Once you have assigned forms by customer/output, any user may begin using these form assignments by setting their transaction form type to be **Calculate (By Customer/Output)**. For more information on activating the customer/order feature, refer to the **Forms and Printer** section of your *Accounts Receivable* and *Order Entry Operations Guides*.

Editing a Form

To edit an existing Rave Form, click **>Edit** and select a form to modify. The Rave Report Generator will be displayed.



Moving a Field

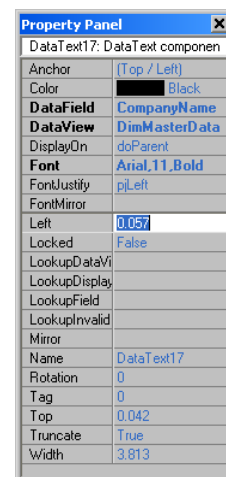
To move a field, click on the field to move and without releasing the mouse button, drag the field to the new location and drop it by releasing the mouse button.


The Property Panel will display the information for the selected field. When you move the field, you will notice left, top, and width property changes.

Adding a Text Field

You can add text fields to the form. Text fields can include items such as the company's e-mail address and special messages (for example, Have a Nice Day, Happy Holidays, etc.).

To add a text field to a form, select the **Standard** tab. The **Rave Report Generator** will display a tool bar for the standard components.



- Click the  Text button and then click the area on the form where the new text should be placed.
 - In the **Property Panel** box, click the **Name** field and enter the name of the field you are adding (this is the fields category name). For example, if you were adding your company e-mail address, enter E-mail in the **Name** field. This name will not display on the report.
 - In the Property Panel box, click the **Text** field and enter the text for the field you are adding. For the example, enter the email address. This is the text that will display on the report.
- To save changes, click **>Save** on the **Project** menu.


Adding a Data Text Field

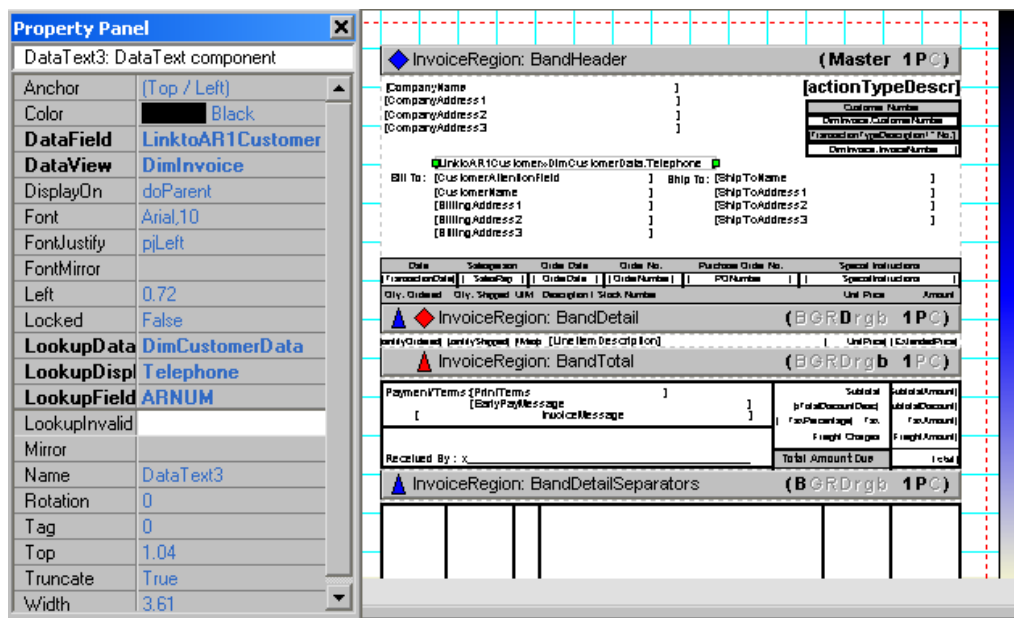
You can add text data fields to a form. A text data field is a field that populated by CertiflexDimension. For example, when we add a customer in the Accounts Receivable program, one of the fields the system prompts us for is the customer phone number.

On the default form, the customer telephone number is not being displayed. You can add this data text field to the form to have the field populated every time the form is printed.

To add a data text field to the form, select the **Report** tab. The **Rave Report Generator** will display a tool bar for the report components.



- Click the  Data Text button, and then click the area on the form where the new text should be placed.
- In the Property Panel box, click the **DataView** field and select the data you are working with. For our example we are working with the Accounts Receivable program, therefore, we would select **DimInvoice**.
- In the Property Panel box, click the **DataField** field and select the field you want to add to the form. For our example, we would select **LinktoAR1Customer**. This is the field that will display on the report.
- In the Property Panel box, click the **LookupDataView** field and select the field you want to add to the form. For our example, we would select **DimCustomerData**. This is the field that will display on the report.
- In the Property Panel box, click the **LookupDisplay** field and select the field you want to add to the form. For our example, we would select **Telephone**. This is the field that will display on the report.
- In the Property Panel box, click the **LookupField** field and select the field you want to add to the form. For our example, we would select **ARNUM**. This is the field that will display on the report.



To save changes, click **>Save** on the **Project** menu.

Using Memos, Notes, Links and Transaction Attachments

Maintain Memo Names

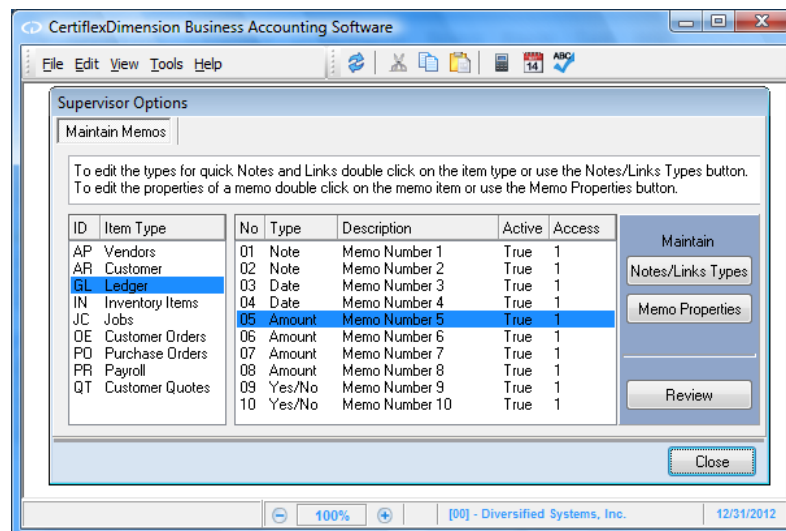
CertiflexDimension allows you to create user-defined memos and define quick notes and links for each CertiflexDimension program. The user defined memos, quick notes, and links are available for:

- Accounts Payable (Maintain Vendor and Review Vendors)
- Accounts Receivable (Maintain Customers and Review Customers)
- Client Write-Up/General Ledger (Maintain Account and Review Accounts)
- Inventory (Maintain Inventory Items and Review Inventory Items)
- Job Cost (Maintain Jobs and Review Jobs)
- Order Entry (Record Customer Orders and Review Sales Orders)
- Purchase Order (Record Purchase Orders and Review Purchase Orders)
- Payroll (Maintain Employees and Review Employees)

Configuring User Defined Memos

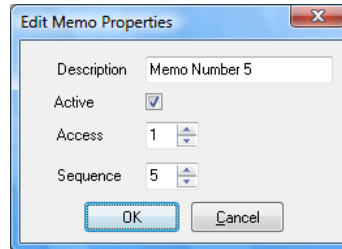
The first step in using the User Defined Memos feature is to define the headings for the Memos Lines and assign security to each Memo Line. You must have Supervisor rights (access level 10) to define the memo headings and security levels.

To define the memo headings and security levels, click **>File >Supervisor Options >Maintain Memo Names**.



When the **Configure Memos** screen displays, select the CertiflexDimension program/type you want to define memos for. Each program/type allows you to define up to 10 memo fields. Each memo field is designated as a type. For example, Memo Number 1 is a note field, Memo Number 3 is a date field, Memo Number 5 is an Amount field, etc.

Double-click on the memo field (Memo Number 1-10) you want to define a heading and security level for.



- **Description:** Enter the **Description** of the memo line.
- **Active:** Check the box to activate the memo. Uncheck the box to deactivate the memo.
- **Access:** Assign the memo line an **Access Level** 1-10. If a user does not have an **Access Level** equal to or greater than the one assigned to this memo line, the user will not be able to edit the memo line.
- **Sequence:** Select the order sequence you wish to use for this memo.

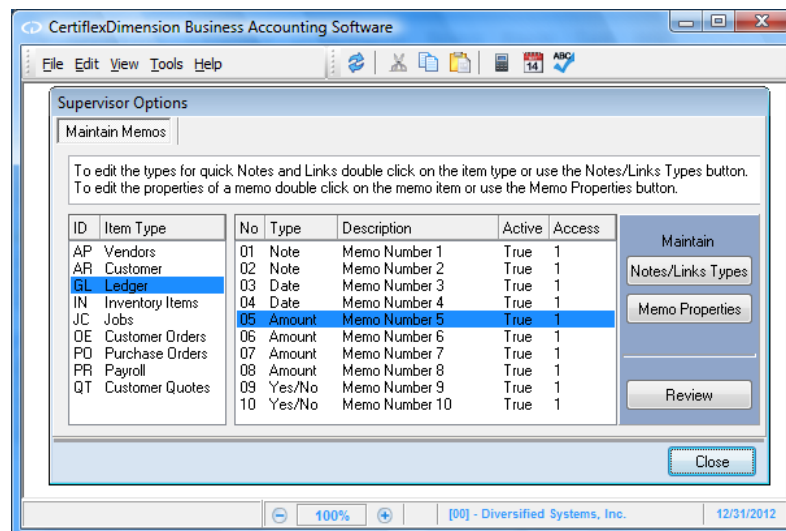
To save the memo line, Click **>OK** and then click **>Save**. You can click **>Review** to have the system display what the heading will look like when you are adding and reviewing memos.

Configuring Quick Notes and Links Categories

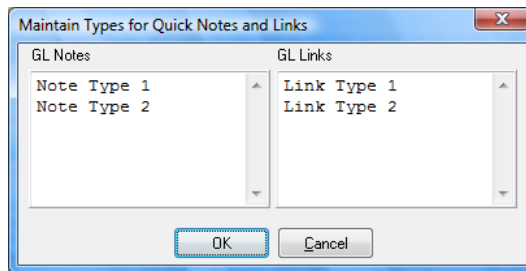
The first step in using the **Quick Notes and Links** feature is to define the categories for the **Quick Notes and Links** for each CertiflexDimension program. **Quick Notes and Links** can be grouped into a category. For example, when working with vendors, you may want to categorize your **Quick Notes** as reminder notes, policies, or procedures. You may also want to have **Links** categorized as contracts or proposals.

You must have **Supervisor** rights (access level 10) to be able to define the categories.

To define Memo categories, click **>File >Supervisor Options >Maintain Memo Names**.



When the **Maintain Memos** screen displays, double-click on the CertiflexDimension **Item Type** you want to add the **Notes/Links Types** categories to.



On the first line, type the name of the category you want to define for the **Quick Note** or **Link**. Press **Enter** and type the next category name. Each category must be on a separate line. Click **>OK** to save your changes.

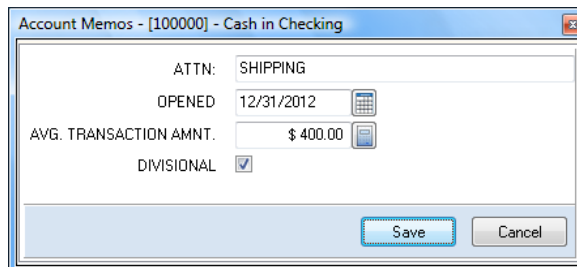
Adding Memos

Add User Defined Memos, Notes, and Links

You can **Add User Defined Memos, Notes and Links** when you are in the **Maintain** function of a program, or when you are in the Order Entry and Purchase Order **Transactions** functions.

Adding a Memo

When you are in the **Maintain** function for Accounts, Vendors, Customers, Inventory Items, Employees, and Jobs there will be a Memo option available. Click the **Memo** option to add user-defined memos.



Account Memos - [100000] - Cash in Checking

ATTN:	SHIPPING
OPENED	12/31/2012
AVG. TRANSACTION AMNT.	\$ 400.00
DIVISIONAL	<input checked="" type="checkbox"/>

Save Cancel

- **Memo Line:** If you have access to the memo lines, enter the information in each appropriate field.

When you are in the **Review** function for Accounts, Vendors, Customers, Inventory Items, Employees, Jobs, Purchase Orders, and Sales Orders you will be able to review the memos, notes and links.

Adding Notes

Adding Notes

The **Notes** option is available in the **Maintain** and **Review** functions for Accounts, Vendors, Customers, Inventory Items, Employees, and Jobs.

Notes allow you to organize and access information easily. You can add notes to document price changes, reminders, special considerations, secondary contacts, etc. To add a quick note to any of the aforementioned records, select the **Notes** option.

Description	Type	User	Note
CLOSED FOR HOLIDAY	Note	00	Bank closed for Federal holiday.
CONTACT	Note	00	Jim Sales: 214.555.1234
PRICING	Note	00	prices to be restructured in July
CONFIRM	Note	00	Call Susan to confirm order before processing

To add a new Note, click **>New**.

Description: CONFIRM

Type: Note

Memo: Call Susan to confirm order before processing.

Last Updated: User : 00, Date : 12/31/2012

Save Cancel

- **Description:** Enter a **Description** for the **Note**.
- **Type:** Select the **Type of Note** you are recording. The **Types** are defined in the **Configure Memos** option. Refer to the **Configuring Notes and Links Categories** section.
- **Memo:** Enter the information you want to record for this **Note**.

After you have completed the information, click **>Save**.

To open or edit a note, click on the note to highlight it, then click **>Edit**.

To delete a note, click on the note to highlight it, then click **>Delete**.

Adding Links

Adding Links

The **Links** option is available in the **Maintain** and **Review** functions for Accounts, Vendors, Customers, Inventory Items, Employees, and Jobs.

Links allow you to organize and access information quickly. You can add **Links** to a vendor or customer's web site, inventory images, management databases, etc.

To add a **Link**, select the **Links** option. To add a new link, click **>New**.

The screenshot shows a 'Link' dialog box with the following fields and values:

- Description:** User Guide
- Type:** Link
- Link Last Updated:** User : 00, Date : N/A
- Memo:** (Empty)
- Linked File Information:**
 - Name : userguide.pdf
 - Date : 1/21/2008
 - Time : 9:29:20 PM
- Link:** C:\DOCS\userguide.pdf

Buttons at the bottom: Save, Cancel, Browse.

- **Description:** Enter a Description for the link.
- **Type:** Select the **Type** of link you are adding. The **Types** are defined in the **Configure Memos** option. Refer to **Configuring Notes and Links Categories** in this *Guide*.
- **Memo:** Enter the information you want to record for this link.
- **Link:** Enter the path name for this **Link**. This can be a web site address or a file path name. If you do not know the file path name, click **>Browse**.

After you have completed the information, click **>Save**.

To open or edit a link, click on the link to highlight it, then click **>Edit**.


To delete a link, click on the link to highlight it, then click **>Delete**.

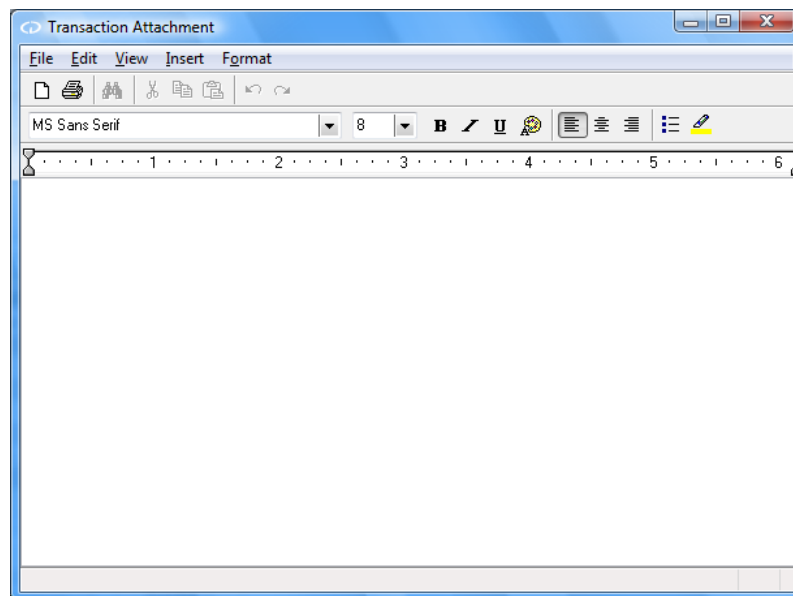
Transaction Attachments

General Ledger Journal Entries, Accounts Payable Vouchers/Direct Checks and Accounts Receivable Invoices all support **Transaction Attachments**. A **Transaction Attachment** allows you to store a wide variety of information along with your each one of the above transaction types. Audio, video, spreadsheets, scanned documents and more can now be saved and made available in review transaction detail.

A **Transaction Attachments** is a rich text file (RTF) document that uses the same style of windows OLE technology that allows you to add spreadsheets in the middle of your word processing documents. The inserting of information, such as text or graphics, from other documents into the **Transaction Attachment** is called embedding. The embedded information, or object, is then part of the new document.

Adding a Transaction Attachment


To add a **Transaction Attachment** during a transaction, click the  **Attachment** button, or press **[F8]**. The system will launch a blank **Transaction Attachment** window.



The base document for an attachment is a Windows style word processing document that allows you to enter text using standard Window's WordPad conventions. To insert an object such as video, audio or graphics, click **>Insert >Object**. The system will then display the Window's Insert Object Dialog that will allow you to embed or link another document from any other Window's application on your workstation that supports OLE. For example, to add audio to an attachment, click **>Insert Object** and then select **Wave Sound** from your **Object Type** list and click **>Ok**. The system will launch your sound recorder. Record the audio that you wish to save with this attachment and when you exit your recorder, the audio will be embedded into your attachment displayed with the Sound Icon.

When you save your transaction, the attachment will be saved as well.

Viewing a Transaction Attachment

To **View a Transaction Attachment**, use the review system to drill down to your detailed transaction (i.e. Invoices and Vouchers – double click on history item, Ledger – select Audit detail and highlight the entry). If the current transaction includes an attachment, the  **Attachment Icon** will appear. To display the attached document, click on the **Attachment Icon**.

NOTE: If you have saved embedded objects to your attachments and saved the objects as icons, double-click an icon to activate the embedded object.

Automated Software Updates

Always keep your software up-to-date

A convenient **Software Updates** web service is available for customers subscribed to the Software Maintenance Service. Updates for CertiflexDimension are available via scheduled CD mailings for mid-year and year-end. Additionally, tax update CD's will be mailed at the end of the 1st and 3rd quarters, as needed.

Since software updates are routinely produced on a six-week basis, there are times when updates may be available weeks and possibly months before the next scheduled CD mailing. The automated web service allows Disk Maintenance subscribers to immediately download software updates as they become available.

Service Requirements:

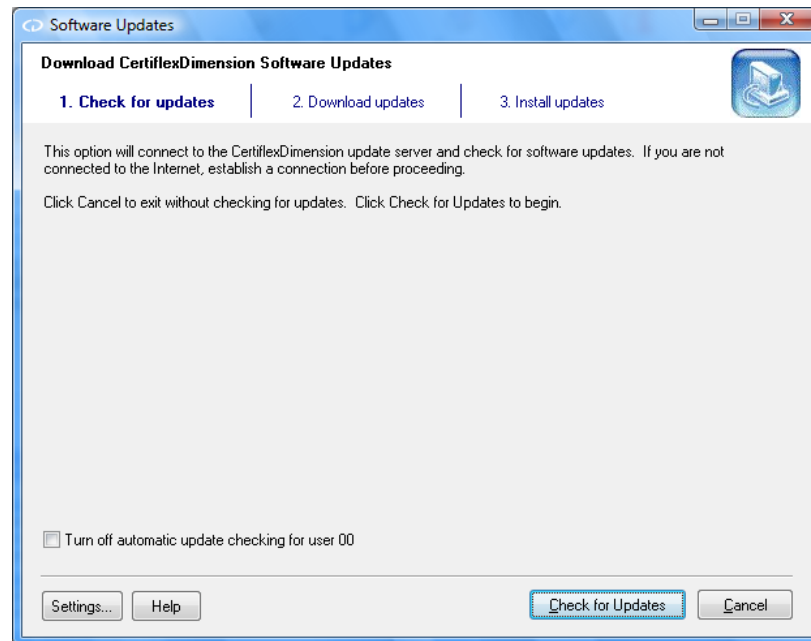
- Active Software Maintenance Subscription
- Active Internet connection (high-speed connection recommended): Individual updates are published on a per-application basis and download sessions will normally range from 5 to 20 Megs. Most dial-up Internet connections will not be fast enough or reliable enough to handle this amount of downloaded data.
- Supervisor Security Access Level (10): Single user installations that are not using a specific user login will automatically have access to the service.

NOTE: This service will download individual applications (zip format) from our Remote Web Server into your CertiflexDimension installation via FTP style transfer. The allowance of this file transfer is strictly controlled by your hardware and the settings of your active firewall software.

Activating the Web Service

From the CertiflexDimension System Manager Menu, click **>Tools >Software Updates**

NOTE: This option is only available for users with a Supervisor security access level 10.



The software update process works on three specific stages of checking, downloading and installing. All three stages are described in detail below:

Stage 1 – Check for Updates

To activate this service stage, click **>Check for Updates**. This option will authenticate your CertiflexDimension installation with our Remote Web Server and check to see if your system requires available updates. If there are new updates available, the system will automatically transfer you to stage two.

NOTE: To minimize duplicated downloads, the system uses a smart check analysis system to quickly determine and list only updates that are not currently installed on your system.

Stage 2 – Download Updates

Currently available downloads will be displayed in a download file list. To begin downloading the displayed files, click **>Download Updates**.

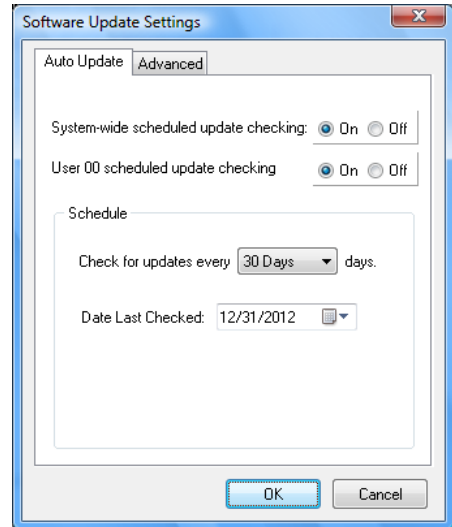
Stage 3 – Install Updates

After all files have been downloaded, you may install the downloaded updates by clicking **Install Updates**. If you are operating in a multiple user environment and there are other users logged into CertiflexDimension at the current time, you will be notified that these users must log out before the downloaded updates can be installed. You can select the option to **Install Updates Later**. If you select this option, the updates will be automatically installed the next time CertiflexDimension is accessed by a user.

TECHNICAL NOTE: The system automatically creates backups of all application files prior to installing. The prior version backup files are stored in:
\\Advx\\Cdmn\\CExe\\WebUpdates\\BackUp

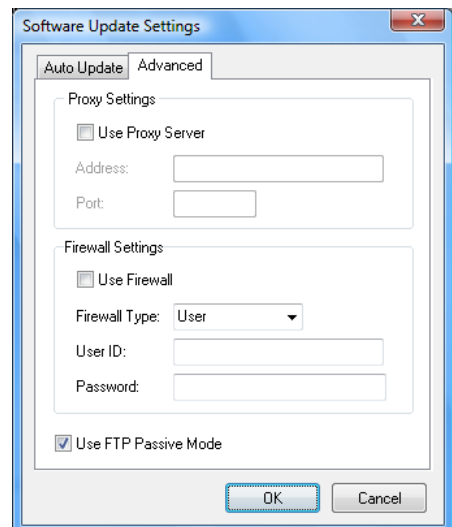
Settings: Auto Update Setting

- **System-wide scheduled update checking:** Turn on this option if you want all users with supervisor level security to automatically update using this web service. Uncheck this option if you wish to disable the automatic update feature of this web service on all users.
- **User scheduled update checking:** Turn off this option if you wish to disable the automatic update feature on this web service for the current user.
- **Schedule:** You can set the number of days between checking for updates and review the date last checked.



Settings: Advanced

- **Proxy Setting:** If you are using a specific proxy server for Internet connections, you can select this option and set the proxy address and port used for transfer.
- **Firewall Setting:** If you are using a restricted firewall that requires additional security criteria, you can select this option and set your Firewall Type, User ID and password.
- **Use FTP Passive Mode:** Select this option if you wish to enable passive mode during file transfer. This option should only be turned on if you are unable to successfully connect to the update server.



Backup/Restore Data Files

What You Need to Know First

The CertiflexDimension Backup/Restore utility allows you to easily create backups of your CertiflexDimension data files for later restoration should the need arise.

This feature should be used in conjunction with the backup of your computer's hard drive and **SHOULD NOT** replace your daily backups of your entire system. The best possible way to ensure protection against an unforeseen catastrophe is to have an automated nightly backup of your entire system, and to store that backup offsite a minimum of once per week. If you do not have a proper backup regimen, you should contact your MIS department or hardware consultant and have one established.

We cannot begin to count the number of clients who have called our Technical Services Department after a burglary, fire, earthquake, etc., to ask us what can be done to recover their data. The answer is always the same: restore your last good backup. Unfortunately, their reply is, "We don't have one" or "We had a backup procedure in place, but we discovered that it was outdated and wasn't backing up the information we believed it was."

If you don't have a sound backup process in place, you should. It should be tested a minimum of once a month to ensure that the correct data is being backed up and that the backups are of the highest integrity.

The CertiflexDimension backup utility uses a compressing and archiving system commonly referred to as 'Zip'. Files backed up by CertiflexDimension may be restored with almost any 'Unzip' utility. Make sure no other users are active in the companies you are backing up. As with all backup systems, the CertiflexDimension backup utility will work best when archiving files that are not open.

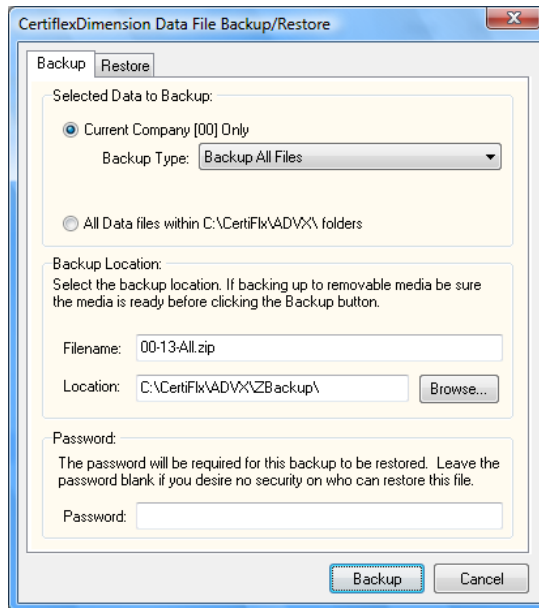
NOTE: The default drive path where files backed up by CertiflexDimension are stored is **Advx\Zbackup** located on the same drive where CertiflexDimension is running. We strongly recommend changing this default to either a portable media drive (i.e. CD Read/Write, USB Snap, or Zip drive). There are two important reasons for this. Storing backups on the same drive as your executable program will not do any good if your drive crashes or your computer is stolen. The second reason is security. Most people do not enter a password when backing up which means any data files can be restored to any system using any Unzip utility program. Portable media solves both of these potential trouble areas because backups can be stored off site, or in a secure location.

We do not recommend you backup to floppy diskette. For most companies there will be a large number of diskettes required and there is an extremely poor reliability record for this type of storage media.

Create a Backup of CertiflexDimension Data Files

Creating a Backup

To create a backup, click **File >Data File Maintenance >Backup/Restore Data Files**, and select the **Backup** tab.



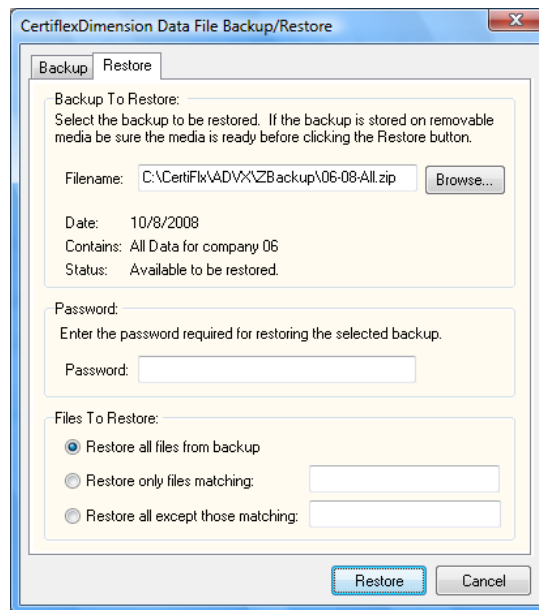
- **Current Company Only:** Select this option to backup only the **Current Company**.
- **Backup Type:** If you have selected to backup only the Current Company, you may optionally select one of the following backup types:
 - **Backup all Files:** Select this option to backup all data files for the Current Company.
 - **Backup Payroll Check Run Only:** Select this option to backup Payroll, General Ledger and Job Cost files only. Use to make a quick backup prior to printing Payroll checks.
 - **Backup Accounts Payable Check Run Only:** Select this option to backup Accounts Payable, General Ledger and Job Cost files only. Use to make a quick backup prior to printing Vendor checks.
 - **Backup Client Write-Up Batch Update Only:** Select this option to backup After-the-fact Payroll, After-the-fact Accounts Payable and General Ledger files. Use to make a quick backup prior to updating the batch in Client Write-Up.
 - **Backup Order Entry Invoices Only:** Select this option to backup the Order Entry and Accounts Receivable files only. Use to make a quick backup prior to printing and updating shipped invoices from Order Entry.
 - **Backup Selected Files:** Select this option if you wish to backup only specific data files for the currently open company. Normally this option is only used when specific data files have been requested by our technical support department for analysis.
- **All Data Files Within [Main Folder]:** Select this option to backup all data files within the main folder and sub-folders (Advx*.*). This option will include all data files for each company along with all forms and configurations.
- **File Name:** Select the file name by which you wish to identify the backup.
- **Location:** Select the drive/path assignment you wish use for the backup.

- **Password:** The backup file can be password protected. Type a password in this box to keep other users from being able to restore the backup. If you choose to password protect the backup, make sure you write down the password. If you forget the password, Technical Services will not be able to assist you to restore the backup.

Click **>Backup** to backup the selected files.

Restoring a Backup

To restore files that have been backed up using the CertiflexDimension backup utility, click **>File >Data File Maintenance >Backup/Restore Data Files** and select the **Restore** tab.



- **File Name:** Select the file name you wish to restore. You can optionally click **>Browse** to select the file.
- **Password:** If used, type the password for the backup file. The correct password must be entered before you will be allowed to restore any files.

If you wish to restore all files from the backup, select **Restore all files from backup**. Select **Restore only matching files** and enter your file mask to restore only files that match the mask (i.e. D00*.CAX). Select **Restore all except those matching** and enter your file mask to exclude (i.e. D00YYIN?.CAX).

Click **>Restore** to restore the selected files.

NOTE: The **Restore** utility will attempt to replace your existing files. A file may not be restored if the file is open. Using the CertiflexDimension Restore utility for a backup made with all company files selected can be used to restore a company to another workstation or server. The backup includes special Company List detail to insert the archived list into the Company Control List if the company being restored does not exist.

If you wish to restore selected files from a backup made with CertiflexDimension, use any Windows utility that supports 'Unzip'. Caution should be used to ensure you restore the files to the correct folder. Avoid restoring single files that are dependent on other files.

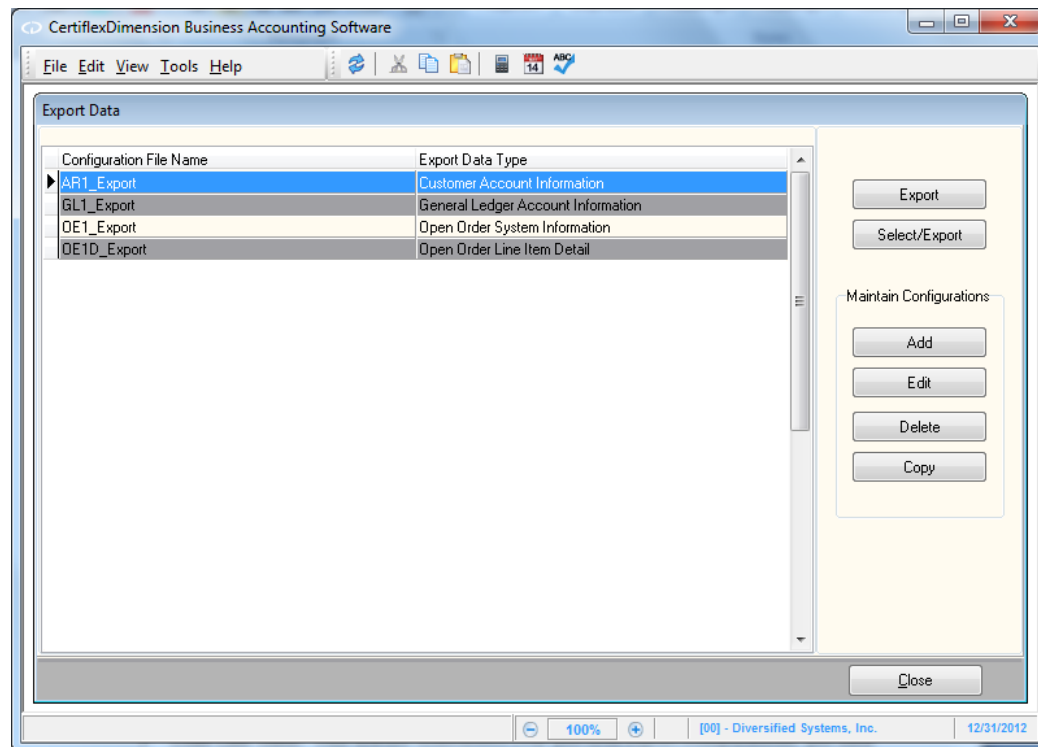
We do not recommend you backup to floppy diskette. For most companies there will be a large number of diskettes required and there is an extremely poor reliability record for this type of storage media.

Importing/Exporting Data

Export Data

Exporting data allows you to extract certain information from the CertiflexDimension data files. You can save the extracted information in a format readable by spreadsheet programs, database programs, word processors, and random access read programs. You can define which fields from the data files you wish to export.

To export data, click **>File >Data File Maintenance >Export Data**.



NOTE: First time users to the data export system will need to **Add** new datasets to export before using the export option.

You will see a list of all Export Datasets you have previously defined.

- **Export:** Select this option to Export the selected dataset. Once the export is complete and the export file has been created with your predefined setting, the system will optionally allow you to preview the exported dataset if you so desire.

- **Select/Export:** Select this option to be prompted for a range of records to use prior to exporting. You may optionally select a range of classes. If your selected dataset is history-based, you will also be able to select dates ranges. You may optionally change the name of the output file to create for this export. Make any of your desired changes and then click **>Export** to complete the process. Any change to selection prompts are only used in the current export session. If you want to make permanent changes to this dataset's export configuration, use the **Edit** option listed below.

Maintain Configurations

- **Add/Edit:** To add a new Dataset Exports to your system, click **> Add**. To change an existing Dataset Export, highlight the desired export and click **>Edit**. For a full listing prompts for these options refer to section *Dataset Export Properties* below.
- **Delete:** To delete an existing Dataset Export, highlight the record you wish to remove and click **>Delete**.
- **Copy:** To copy an existing Dataset Export into a new Dataset, highlight the record you wish to replicate and click **>Copy**. The system will prompt you for the new Dataset Name. Click **>Ok** to create a new dataset based off of the copied record.

Dataset Export Properties

If you are adding a new dataset, the system will prompt you to select the **System** and then the **Export Data Type** you wish to use for this export. Once you have made your selections, click **>Ok** to enter the Maintenance Wizard for the Dataset Export Properties.

- **Export Data Ranges:** You may optionally select a default range of records and classed to be used with the dataset. If you are using a dataset type based on account history, you may also specify a period type or date range to use.

Click **>Next** to continue the maintenance of the Dataset Export Properties

- **Field Selection:** You need to tell the system which fields you wish to export. On the left side of the screen is the **Fields to Export**. This is a set of Files that contain list of fields that could be exported that are not currently selected. On the right side of the screen is a **Selected Field List**. This is a list of fields that have been selected to export.

To move an unselected field from the left side of the right hand selected side, highlight the desired field and click **>Select**. To move a selected field from the right hand side of the screen back to the left hand unselected side, highlight the desired field and click **>Deselect**. You may also change the order of your selected fields by using the up and down arrows on the far right hand side of the screen.

NOTE: Some export types contain a single File for fields that can be exported while of types like history style exports will contain a File list for the primary list like Customers, Vendors, etc. and then a secondary list of the actual history detail. You may select fields to be added from any File List on the left hand side.

- **Export Field Names:** Select this box if you want the system to include the field names in the export file. If you do not want the field names exported, do not select this box.

Click **>Next** to continue the maintenance of the Dataset Export Properties

- **Define Record Filter:** You may filter any exported data set so only matching records appear (i.e. Show only Ledger Accounts that contain the word "Payable" in their Account Name) by using the standard CertiflexDimension Filter dialog. For more information on utilizing this dialog, please refer to the section labeled "Using the CertiflexDimension Filter Dialog."

- **Sort By:** This field defines the order in which the exported information should be sorted. The selections for this field will change, depending on the data file selected.
- **Date Type:** If you want to export your dates as Windows controlled xx/xx/xx format, select **Standardized**. If you want to export your dates in the CCYYMMDD format, select **Text**.
- **Export Type:** Select the format you want the system to export the data in.
 - **Fixed Length** will export the field in the same field size for all records.
 - **XML File** will export the data in a standard XML format.
 - The **Excel File** option will export directly to Microsoft Excel©. Your workstation must have a registered full version of Microsoft Excel© installed for this option to be utilized. Starter versions of Microsoft Excel© at this time do not support direct data integration from an external source.
 - **Variable Length** will export the field in the length of the information for that field. If you are using the **Variable Length** export type you also need to assign the **Field Delimiters**. You can select Tab, Comma, Double Quote Fields or Other specified delimiter.

Click **>Next** to continue the maintenance of the Dataset Export Properties

- **Output File:** Enter or select the file name to use for the saved exported information. The system will default to save the output file to the \ADVX\XConnect directory.
- **Automatically Overwrite Existing File:** When you begin the export process, if the data file name you have specified already exists, the system will automatically overwrite the existing file with the new export information if this box is selected. If this box is not selected, the system will prompt you before overwriting an existing file.

To Save your export configuration, click **>Save**.

Other Export Options

There are other ways to extract data from CertiflexDimension. Any standard report can be printed to a file in Text or Rich Text format. The Payroll package includes a Tax Report Worksheet allowing you to print to a file, or copy to a spreadsheet. Any data listing in CertiflexDimension can be copied to the Windows Clipboard and pasted to a spreadsheet or word processor.

Import Account Setup - IntelliTrans

Introduction

CertiflexDimension IntelliTrans is an intelligent data translation tool activated from within many of the Maintenance options. IntelliTrans can be used to add or change Ledger Accounts, Vendors, Customers, Employees and Inventory Item records.

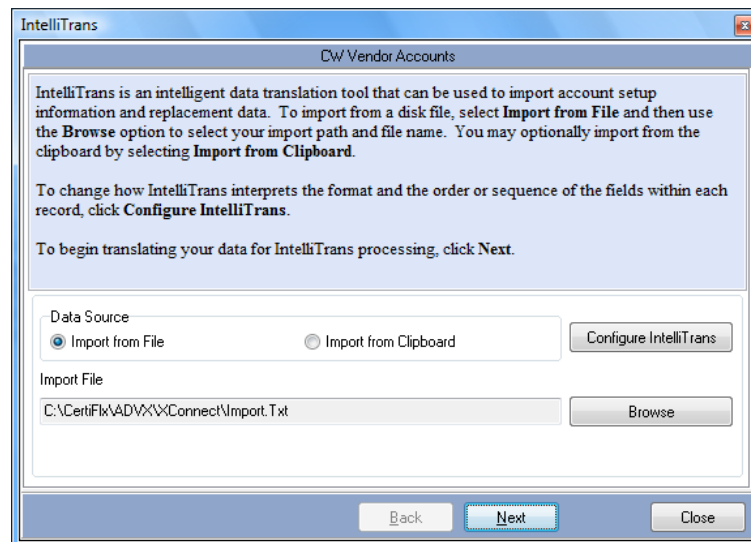
This Section contains an overview of everything you will need to know about IntelliTrans before using the program. To get the most out of the CertiflexDimension IntelliTrans program and to guard against wasted definition time, it is very important that you read this section and familiarize yourself with the product before you begin actual translation.

Activating IntelliTrans

IntelliTrans can be activated from the following **Maintenance** options:

- | | |
|--|-----------------------------------|
| 1) General Ledger or Client Write-Up | <i>[Maintain Accounts]</i> |
| 2) Accounts Payable or Client Write-Up | <i>[Maintain Vendors]</i> |
| 3) Accounts Receivable | <i>[Maintain Customers]</i> |
| 4) Inventory | <i>[Maintain Inventory Items]</i> |
| 5) Client Write-Up | <i>[Maintain Employees]</i> |

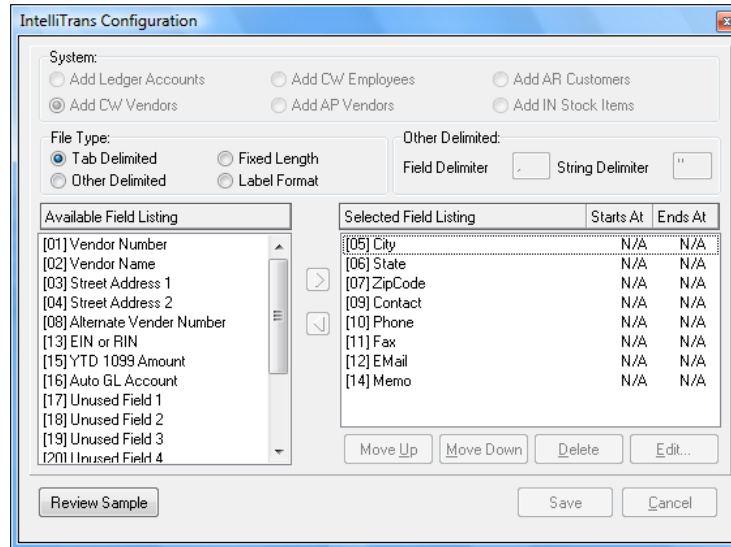
For example, to process ledger records, launch IntelliTrans from the Client Write-Up **Maintain Vendors** screen and then click **>IntelliTrans**.



Configure IntelliTrans

Before proceeding with any import of data, you must first configure IntelliTrans for the file you wish to import. The configuration option tells IntelliTrans the format and the order or sequence of the fields within each record to be translated.

To run the configuration option, select **Configure IntelliTrans**.



Selecting the File Type

The first and most important part of configuring IntelliTrans is selecting the correct **File Type**.

You must select one of the following **File Types**:

Tab Delimited: This **File Type** is used by many popular spreadsheets when copying data to the Windows Clipboard. A **Tab Delimited** file uses a Tab or CHR (9) to separate the different fields within records.

Example: [9] = Tab - Most systems do not show Tabs as a viewable character on the screen.

1 - Vendor No.xxxx[9]Vendor Namexxxxxx[9]Vendor Contactxxxxxx[9]1099.xx

2 - Vendor No.x[9]Vendor Namexxxxxx[9]Vendor Contactxx[9]1099.xx

3 - Vendor No.xx[9]Vendor Namexxxxxx[9]Vendor Contactxxxxxx[9]1099.xx

Other Delimited: This **File Type** uses a consistent character other than a Tab to separate the fields within each record. When selecting **Other Delimited** file type, you must also select the character used for the field delimiter. The most commonly used characters are a comma and/or an asterisk. Some software also includes an extra character around text fields called a String Delimiter. String Delimiters are almost always double or single quotation marks. Most software exporting data to an ASCII file will create a comma delimited file with double quotation marks as a String Delimiter.

Example: Comma Delimited with Double Quotes as Strings.

"Vendor No.xxxx","Vendor Namexxxxxx","VendorContactxxxxxxx",1099.xx

"Vendor No.x","Vendor Namexxxxxx","Vendor Contact",1099.xx

“Vendor No.xx”, “Vendor Namexxxxxx”, “Vendor Contactxxxxxx”, 1099.xx

NOTE: The field at the end of each record above does not have quotations around it because it is value and not a text field.

Any desired changes can be made prior to saving the record.

Fixed Length: In a **Fixed Length** file type each field within each record begins and ends at a specific location. **Fixed Length** file types are found mostly in DOS applications where reports are printed directly to a file. This type is the most difficult type to configure. You must specify where each field begins and ends. This format will only read a maximum of 255 characters per line.

Example: Fixed Length file type

```
Vendor No.xxxx Vendor Namexxxxxxx Vendor Contactxxxxxx 1099.xx
Vendor No.x    Vendor Namexxxxx  Vendor Contactxxxxxx 1099.xx
Vendor No.xx   Vendor Namexxxxxx Vendor Contactxxxxx 1099.xx
```

Label Format: In a **Label Format** file type each line of data represents a unique field within the same record. **Label Format** is commonly used when moving data from very old software that does not support any type of exporting or printing to file.

Example: Label Format file type

- 1) Vendor Number
- 2) Vendor Name
- 3) Vendor Contact
- 4) 1099.xx
- 5) Blank

Selecting Data Fields

The IntelliTrans configuration window displays two lists of data. The **Available Field Listing** is the sorted list of fields that IntelliTrans could use. The **Selected Field Listing** is the active list IntelliTrans will use to gather data.

To move a data field from one list to the other, highlight the field by clicking on it and use the appropriate arrow key to complete the transfer. If you delete a field from the **Selected Field Listing**, it will automatically return to the **Available Field Listing**. Make sure the order of the data fields match the data you will be sending to IntelliTrans. Use the **Move Up** or **Move Down** button to change the order of the fields. If you are using a **Fixed Length** file format make sure to edit each line and specify the beginning and ending byte location of each field.

NOTE: If the data IntelliTrans will be receiving contains unwanted fields, mark the position(s) with an **Unused Field** from the **Available Field Listing**.

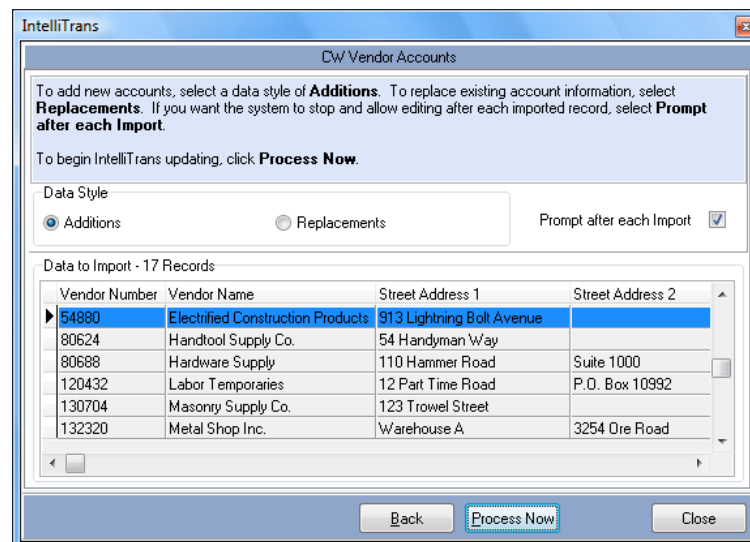
Reviewing Sample

The **Review Sample** button is used to confirm you have correctly configured IntelliTrans. When selecting **Review Sample**, you will be asked to select a data source. If the source is an ASCII file, select **Open File**. If the source is the Windows Clipboard, select **Clipboard**. The data will be transferred to a temporary file. Once the data has been transferred, select **Next Record** to scroll through the file for verification. Select **Return** to return to the Configuration screen to save or continue editing the configuration, as needed.

Processing with IntelliTrans

- **Data Source:** If you will be importing data from a file, select **>Import from File**. You may optionally import data from the Window's clipboard by selecting **>Import from Clipboard**.
- **Import File:** To change the file name to import, click **>Browse**.

To begin translating your data for IntelliTrans processing, click **>Next**.

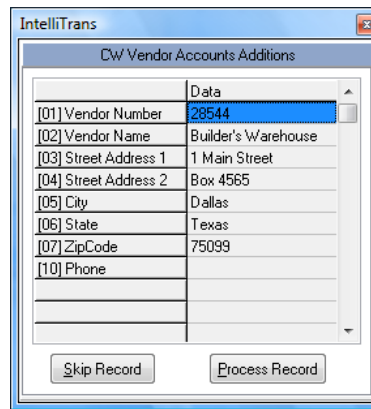


- **Data Style:** If you are adding new records, select the **>Additions** option. If you will be changing existing records, select the **>Replacement** option.

NOTE: The **Replacement** option will require the primary account number to be included in the import file so that CertiflexDimension can successfully locate the record to be edited.

- **Prompt after each Import:** Select this option if you want the IntelliTrans application to process records one at a time. This is convenient if you need to add additional information to each new or existing account using the standard maintenance application edit options.

To begin IntelliTrans processing, click **>Process Now**.



If you have selected the option to prompt after each import, IntelliTrans will show you each record. To process an individual record, click **>Process Record**. To skip an individual record and move to the next record without processing, click **>Skip Record**.

If you have selected not to prompt for each record, IntelliTrans will remind you that you should have a current backup of your data before continuing and then replace or add all records available for processing.

Things to Think About

IntelliTrans can be used to translate and add new records, or to change and replace existing records.

To use IntelliTrans for multiple systems (i.e. Customers and Vendors), you must configure IntelliTrans for each system.

Considerations When Adding New Records

- Previously assigned numbers are not necessary for Vendor, Customer, and Employee records. The system will automatically assign the next available record number.
- Ledger Accounts and Inventory Items must have numbers pre-assigned.
- Duplicate pre-assigned numbers will not be added.
- If a number is pre-assigned, the number must contain a first character of 0 through 9, or A through Z.
- The name field for new records must not be blank.
- Duplicate names will be checked when adding. If a duplicate is detected, a warning message will appear.
- Adding Employees requires Employee First Name, Last Name and Middle Initial to be separate data fields to meet various tax reporting requirements. If you are importing data where the employee name is one field, define IntelliTrans to import the full name into the Employee Last Name field, and then make the necessary changes in the Employee Maintenance window.
- It is recommended that you set up and use default fields for vendor, customer, employee and inventory item records as much as possible. Your source data will probably not contain all the information you need (i.e. Default Pay Codes for employees). When processing additions, IntelliTrans will copy the default information before adding records.

Considerations When Replacing or Changing Records

- IntelliTrans must be able to locate the record by first searching for the record number (i.e. Vendor Number, Customer Number, etc.)
- Alternate number (User Key) searching is fully supported.
Example: Your source file has Joe Smith defined as JS100. In Accounts Receivable, Joe Smith's customer number is 12345. IntelliTrans will still find the correct customer if Alternate Customer Number is selected in IntelliTrans, and the User Key for Joe Smith's Accounts Receivable record is JS100.

Frequently Asked Questions

What is IntelliTrans?

IntelliTrans is an intelligent data translation tool activated from within many of the Maintenance options in CertiflexDimension. IntelliTrans can be used to add or change Ledger Accounts, Vendors, Customers, Employees and Inventory Item records within CertiflexDimension accounting modules.

How does IntelliTrans work?

While working within CertiflexDimension Maintenance programs, IntelliTrans can be activated to import master records from an external data source. Changes can be recorded one at a time and/or globally.

What CertiflexDimension systems currently support IntelliTrans?

CertiflexDimension includes IntelliTrans for Maintain Accounts in General Ledger and Client Write-Up, Maintain Vendors in Accounts Payable and Client Write-Up, Maintain Customers in Accounts Receivable, Maintain Inventory Items in Inventory and Maintain Employees in Client Write-Up.

Why does IntelliTrans work inside Maintenance options?

In a simplified world, all accounting data would be stored in a universal format, which all software systems could understand. In reality, accounting data is stored in literally thousands of formats. Attempting to transfer information from 'Software System X' to 'Software System Y' is like trying to compare apples to oranges. While apples and oranges are similar, there are obvious differences. IntelliTrans takes a unique approach to gathering information from an external data source and translating it into a format acceptable by CertiflexDimension, even though format differences exist.

What exactly is an external data source?

An external data source is an ASCII file and/or data residing in the Windows Clipboard. ASCII files remain an industry standard data format that is platform and database independent. Most accounting systems have incorporated some method of moving data (importing and exporting) in an ASCII format. Data can be copied to the Windows Clipboard from any program operating in a Windows environment.

Can IntelliTrans automatically read data from higher-level database formats like Microsoft Access or dBase?

The current release of IntelliTrans does not directly read higher-level databases. With hundreds of database engines and versions, the task of selecting correct versions and formats would be extremely confusing and difficult. However, most higher level databases include an easy method of downloading data to an ASCII format.

How does IntelliTrans know the order or sequence of data to be imported from other software?

IntelliTrans includes a simple to use configuration option allowing you to define the order in which the information will be received.

Is the customer name first, followed by the shipping address? Is the data a Tab delimited format, a fixed format, or a label format?

IntelliTrans will even allow you to actively review imported data during the configuration process.

Does IntelliTrans support all data that is accessible from the CertiflexDimension Maintenance Options?

IntelliTrans supports translating data fields like names, addresses, fax numbers, etc. Information updated by recording transactions such as Date of Last Check and Check Number are not supported because they are automatically updated by the next accounting transaction. Account Budgets and Beginning Balances can be translated, but Ending Balances cannot because they are calculated amounts.

Import Transactions

CertiflexDimension supports importing General Ledger transactions, Accounts Payable Invoices, Accounts Receivable Invoices, Order Entry Sales Orders and Payroll time clock data. The importing of time clock data into Payroll is fully explained in Record Pay Data of the *Payroll Operations Guide*. All other transaction imports are fully covered in the external document **Advx\Cdmn\Doc\ImportTrn.RTF**.

Accountants Interface

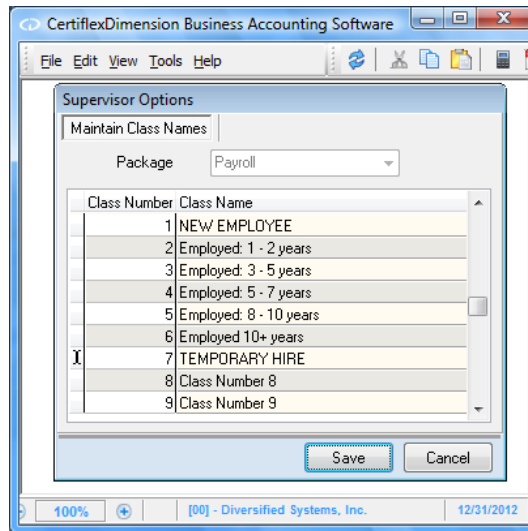
Accountants Interface is used to interchange data between CertiflexDimension Client Write-up and other packages in the Dimension product line. This feature requires Client Write-Up. Contact your CPA or accountant to learn more about this feature.

Other Supervisor Options

Maintain Class Names

Accounts Payable, Accounts Receivable, Inventory, Payroll and Job Cost packages support Classes to accumulate information in meaningful groups (i.e. Each vendor in Accounts Payable has a class number from 1-100). You can change the class names for each package to make them more meaningful.

To change a Class Name, click **>File >Supervisor Options >Maintain Class Names**. Select the package and Class Number you wish to change.



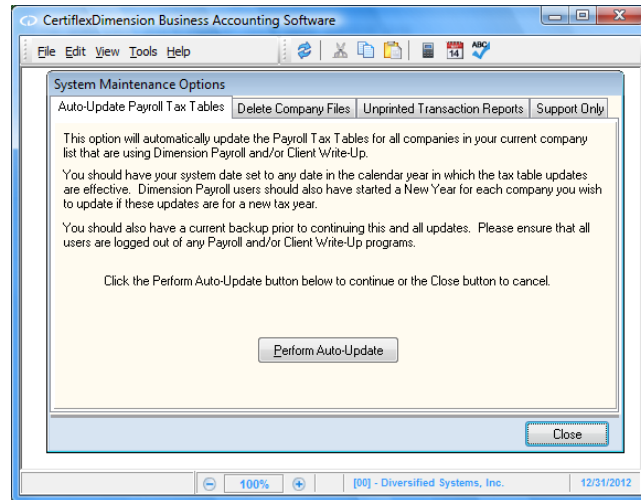
Click on a Class Name and enter the new name as desired. Click **>Save** to save your changes.

Advanced System Maintenance

Advanced System Maintenance includes the ability to delete a Company, update tax tables and a wide array of Supervisor level Maintenance options. To access **Advanced System Maintenance**, click **>File >Supervisor Options >Advanced System Maintenance**.

Auto-Update Payroll Tax Tables

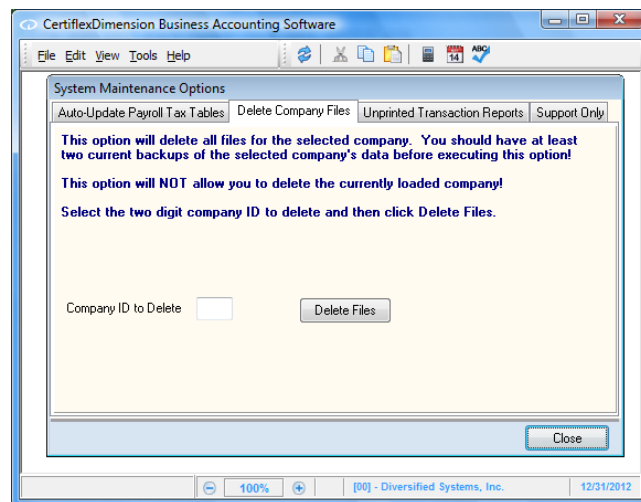
Customers that subscribe to Disk Maintenance service will receive tax updates as part of the service. After installing these updates, you can apply new tax table changes to all companies by selecting **Auto-Update Payroll Tax Tables**.



If you have received tax updates for a new tax year, make sure you have created Payroll files for all companies for the new year and have your **Processing Date** set to the new year before selecting this option.

Delete Company Files

You can remove all files and folders for a company from Dimension. **Deleting Company Files** will also delete the selected company from the **Company List**. You should have a least two current backups of a company prior to selecting this option.



View Current User Activity

You can review the Sessions any user is currently using in Dimension. To access **View Current User Activity**, click **>File >Supervisor Options >View Current User Activity**.

Dimension will display a list of all users. To view the Sessions a User has active, double-click on the User.

Changing Registration Information

You can change company address and contact information at any time and print and fax or email the updated information to TVG. To access this menu item, click **>File >Supervisor Options >Change Registration Information**.

Networking with CertiflexDimension

Networking with CertiflexDimension

All CertiflexDimension installations require a System Manager to operate. System Manager is available for multiple workstations licensing to be used in a network environment sharing accounting data between licensed workstations. If you are installing CertiflexDimension in a shared resource environment, please carefully review **Networking with CertiflexDimension** and **Pervasive Database Drivers – Btrieve Data Files**.

Dedicated File Server

A network server performs the task of processing and storing CertiflexDimension shared programs and data to and from each workstation. Of all software being used on a network server, accounting will almost always be the system that creates the most network traffic. Writing one transaction in CertiflexDimension is often the equivalent of saving 25 spreadsheets or documents all at one time. CertiflexDimension is designed to handle thousands of transaction daily with many on them occurring simultaneously. Therefore, a faster and more efficient network server will benefit all workstations.

NOTE: CertiflexDimension strongly recommends a dedicated computer be used as a network file server. A dedicated file server is a computer not being used as a workstation. Even a system with only two workstation sharing CertiflexDimension programs and data should have a third computer dedicated as the file server for the workstations. This will allow the dedicated server to handle all file sharing responsibilities without using valuable processor time actively running other applications. Systems designed with a non-dedicated server (a computer acting as a server and a workstation) are prone to file corruption because file server responsibility can be interrupted by other active applications. These interruptions can result in lost data and processes from all other workstations needing file server attention. Today's cost effective computers dictate an investment well worth the increased speed and reliability of a dedicated file server.

Network Software and Hardware

- **Corporate Networks – Server Operating System:** Windows 2000, 2003 or 2008 Server Edition.
- **Peer-to-peer Networks – Server Operating System:** Windows XP Professional or Windows Vista (Business).
- **WorkStation Operating System:** Windows XP Professional or Windows Vista.
- **Network Protocol:** TCP/IP.
- **Connection Speed:** Minimum 10 Mbps with 100 Mbps, or above, recommended.

NOTE: Additional server operating systems may be added to this list in the future as they are released. Please refer to our Knowledge Base at <http://support.certiflexdimension.com> for updated information.

Installing CertiflexDimension in a Network Environment

The first step to install CertiflexDimension in a shared network environment is to prepare a commonly shared folder on your file server accessible to all workstations using CertiflexDimension (i.e. F:\. . .). While all workstations do not require consistent mapping of shared folders, you will find it easier to install updates and use external links if all workstations use consistently mapped drive letters. After creating a commonly shared folder on the dedicated file server, add access to it at each workstation accessing CertiflexDimension. For more information on mapping and creating shares, refer to Windows Help. After adding access to the shared folder from all workstations, install CertiflexDimension on the dedicated server from a workstation or directly from the server.

Installing from a Workstation to a Dedicated File Server – Setup.exe

To install CertiflexDimension to a dedicated file server from a workstation that will be using CertiflexDimension, insert the Dimension CD into the workstation's CD drive. When prompted for **Installation Type**, select **Workstation Installation – Dedicated File Server**. The installation will actually perform two installations. First the system will do a full server installation of CertiflexDimension to the selected file server. Next, the system will run a workstation installation to register the workstation for access to CertiflexDimension. For more information on additional installation prompts, refer to *Installation Instructions*. To register additional workstations for access to the server, see *Installing Workstations*.

Installing Directly from a File Server – Setup.exe

To install CertiflexDimension directly from the file server, insert the CD into the server's CD drive. When prompted for **Installation Type**, select **Server Only Installation**. A full server installation of CertiflexDimension to the selected file server will occur. For more information on additional installation prompts, please refer to *Installation Instructions*. Since a dedicated server does not access CertiflexDimension as a Windows application, no registry entries for CertiflexDimension are required on the file server. To register workstations for access to the server installation, refer to *Installing Workstations*.

NOTE: Since a dedicated file server does not actively log into CertiflexDimension as a Windows Application, a **dedicated** file server does not require registration keys or a workstation license for CertiflexDimension. **Each workstation** using shared programs and data on the dedicated file server **will require a workstation license**.

Installing Workstation Clients

Each licensed workstation accessing a file server must run a workstation installation. To run a workstation installation, from the workstation's Windows Explorer, access the shared folder created on the dedicated file server. Select the **Certiflx\Advx\Users** folder and then click on the workstation setup file, **WkSetUp.exe**. The workstation setup program will register the workstation and create CertiflexDimension Icons and links on the desktop.

Remote Workstations

Remote workstation access is available with a third party application such as Windows Terminal Server or Citrix Server as long as there are sufficient CertiflexDimension workstation licenses to cover all local and remote workstations. Sharing data with remote terminals will also require additional Pervasive Client Server licenses. For more specific information on remote terminal access with Pervasive, please refer to <http://www.pervasive.com>.

Optimizing Speed in a Network Environment

Small systems (5 workstations or less) will significantly improve performance by installing Pervasive Workgroups database engine. Larger systems can significantly improve performance by installing Pervasive Client/Server database engine. For more information on Pervasive products, refer to **Pervasive Database Drivers**.

Advanced Network Support

Technical Service contracts are available for all CertiflexDimension products with a current Software Maintenance subscription. Technical Service personnel are experts on CertiflexDimension. While they have general knowledge on networks and databases, they are not Certified Network Engineers or Client/Server Database Specialists. If you require network or database assistance, a Network/Database Specialist is available by contract. For more information on this special service, contact the Manager of Technical Services at 800-237-8435.

Data File Locking

CertiflexDimension software uses two types of file locking to ensure that all users are working in tandem with one another. You should instruct each of CertiflexDimension User the meaning of and proper response to various locking messages. Knowing the proper responses to locking messages can save you and your company hours of valuable time.

Record Locking

Record locking usually occurs at the Maintenance or Transaction level. Most CertiflexDimension programs place a record lock on a record being changed. For example, recording a voucher to a vendor in Accounts Payable will place a record lock on the vendor to which the voucher is being recorded. While the vendor is locked, no other user is allowed to change or lock the vendor's record. If another user attempts to change or lock vendor's record, they will receive a lock message similar to the following:

You are attempting to access a record that is temporarily locked by another user. Press [ENTER] to retry or [ESC] to exit.

The proper procedure to this lock message depends on what you were doing when the message occurred. The majority of the time you receive this message is when you are first attempting to record a transaction and have entered the name or number of the recipient of the transaction. If you receive the lock message in this situation, you can press [ENTER] to try again or [ESC] to exit the process.

If you receive this lock message after updating has begun, you should only press [ENTER] to try again. **Never press [ESC] in this situation.** This message is usually occurs when another user has received the record you are processing on, locked the record, and will immediately make their changes and unlock the record momentarily. Since this process usually happens instantly, normally you will not even receive a lock message. If you do, the record will most probably be unlocked by the time you press [ENTER]. If you press [ESC] and bypass the warning message, the transaction you were attempting to process will not occur correctly.

How could you receive a lock message during a transaction if the record is locked before the transaction began? Because CertiflexDimension normally updates multiple files upon validation. An example with Accounts Payable interactive with General Ledger will help explain the scenario.

Five users are all entering vouchers to Accounts Payable at the same time. Each user is guaranteed to be on a separate vendor because of record locking during the vouchering process. When the users enter the journal entry legs for the vouchers, each user is distributing a leg of the journal entry to the exact same General Ledger account. During voucher input, the system will verify the validity of each account. The system does not lock the accounts. Therefore, if all five users were to validate their vouchers at exactly the same time and their workstations were processing at exactly the same speed, all five users would be attempting to update the same General Ledger account at exactly the same time.

Internally, CertiflexDimension would handle the first three or four users' attempts successfully. However, the last user, or possibly last two users would receive a record lock message. By the time one or both of the last users received the lock message, the other users would have complete the update the account. When the remaining users press [ENTER] to retry, all systems would continue to update.

File Locking

File locking occurs during most multiple level transaction processing options and in high level maintenance options like **Start New Period Files** or **Compressing History**. File locking is technically equivalent to an exclusive lock on a file. In CertiflexDimension, this file locking is used when doing an extensive update to multiple records dictating no other users should have access to the file during the process. If a user attempts to lock a file already in use, the user will receive a lock message similar to the following:

“You are attempting to lock a file that is being used by another user. Press [ENTER] to retry or [ESC] to exit.”

If a user attempts to open a file already locked, the user will receive a lock message similar to the following:

“You are attempting to open a File that is locked by another user. Press [ENTER] to retry or [ESC] to exit.”

If a user receives either of these file lock messages, the user should consult with their Network Administrator to see what type of operation is being attempted that is creating a conflict with other users. File locks are for processes meant to be run exclusively with no other user accessing the files.

Since processes that require file locks limit another user's activity, it is the Network Administrator's responsibility to previously assign activity times for processes that require file locking. A well-planned outline of these types of transactions will make a system operate much smoother. Below is a list of the processes for CertiflexDimension requiring a file lock:

System	Option - Description	File Locked
General Ledger	Consolidate Entities	GL1 - Accounts
General Ledger	Start New Period File Fiscal Year End Closing	GL1 - Accounts
General Ledger	Recalculate Balances	GL1 - Accounts
Accounts Payable	Check Run	AP9 - Check File
Accounts Payable	Start New Period Files	AP1 - Vendors
Accounts Payable	Compress History	AP1 - Vendors
Accounts Receivable	Print Unposted Transactions Report	ARA - Salesperson
Accounts Receivable	Consolidate Transactions	AR1 - Customers
Accounts Receivable	Start New Period Files	AR1 - Customers
Accounts Receivable	Compress History	AR1 - Customers
Payroll	Payroll Summary	PR1 - Employees
Payroll	Payroll Checks	PR1 - Employees
Payroll	Start New Period Files	PR1 - Employees
Payroll	Compress History	PR1 - Employees
Inventory	Recalculate Standard Costing	IN1 - Items
Inventory	Update Perpetual Quantities	IN1 - Items
Inventory	Start New Period Files	IN1 - Items
Inventory	Compress History	IN1 - Items
Inventory	Special Inventory File Maintenance	IN1 - Items
Order Entry	Compress Orders	OE1 - Orders
Order Entry	Compress Quotes	OE2 - Quotes
Purchase Order		
All Programs	Compress Purchase Orders	PO1 - Purchases
All Programs	Change Master Data	FMN - All
Client Write-Up	Special File Maintenance	FMN - All
	Batch Transactions	GL1 - Accounts CA1 - Vendors CP1 - Employees

Pervasive Btrieve® Database Files and Drivers

Btrieve files and database drivers are published by Pervasive Software Inc. (<http://www.pervasive.com>). Btrieve, Pervasive and Pervasive.SQL are registered trademarks of Pervasive Software, Inc.

Btrieve Database Files

CertiflexDimension uses Btrieve database almost exclusively. A Btrieve file is a fast and efficient data file designed to handle a large volume of data. One of the primary reasons many software developers choose to deploy Btrieve files is their ability to repair themselves when unexpected events occur. Btrieve files are not indestructible, but reliability and performance make them a common solution for accounting software publishers.

NOTE: CertiflexDimension uses Btrieve database files based on Btrieve v6.x format. Btrieve v6.x and v7.x files are structurally similar. Btrieve v6.x files are limited to 2 gigabytes. Btrieve v7.x file size limitation is expanded to 4 gigabytes.

Pervasive® Database Drivers/Engines

To use any Btrieve database files in a Windows environment, Pervasive Database drivers and the Pervasive database engine are required. Pervasive database drivers are the Windows libraries (DLL's) installed on each workstation to allow an application like CertiflexDimension to communicate with the Pervasive database engine. The database engine is what actually does all the work of retrieving, updating, deleting and locking data in Btrieve database files. If every network system was the same size and CertiflexDimension was the only software that used Btrieve database files, you would never have to consider Pervasive database drivers and engines. However, networks come in all sizes and there other software applications that deploy and use Btrieve database files and Pervasive database drivers and engines. Selecting the right drivers and engines is actually quite simple. The challenge becomes much greater when you are using many different software applications needing to use one common set of drivers and engines. For more information on Pervasive Database Driver/Engines review the Pervasive Knowledge Base at www.pervasive.com/support.

Pervasive Workstation Engine

CertiflexDimension ships with a Pervasive v6.15 **Workstation®** engine and drivers. The Workstation engine is designed for single-user or small network systems with 2 or 3 workstations with minimum network locking requirements. In this environment, each workstation contains a separate database engine which can slow down dramatically as database usage, file I/O and locking increases. Other Pervasive Workstation engines currently supported by CertiflexDimension are Pervasive.SQL v10 and v11. Please note that Pervasive.SQL **Workstation®** engines can only be deployed in a single-user non-shareable environment only.

Pervasive Workgroup Engine

Pervasive.SQL **Workgroups** engines are designed for small peer-to-peer networks with a maximum of 5 concurrent users. In this environment, the dedicated file server on the peer-to-peer network contains the Workgroups engine. With a single engine doing all the work, data throughput can be increased exponentially when compared to a system using multiple Workstation engines. For a small networking system Workgroups is an inexpensive solution delivering both speed and power. CertiflexDimension is currently supporting Pervasive.SQL® Workgroups engine versions – v10 and v11.

Pervasive Client Server Engine

Also available from Pervasive is a **Client Server** engine recommended for networks with 6 or more concurrent users. In this environment, the Client Server engine is loaded at the server as a network service. The client server engine is the fastest of all available engines. It is strongly recommended for any network with 6 or more concurrent users. CertiflexDimension is currently supporting Pervasive.SQL® Client Server engine versions – v10 and v11.

How Can I Purchase Additional Pervasive Products?

The Versatile Group is an authorized Pervasive Software reseller. We bundle Network Specialist support into our Pervasive supplied products. If you purchase Pervasive products from another source, you must rely on that source for Pervasive Product support, if needed.

Mixing Software Using Btrieve Database Files

If you have transaction processing software, chances are it uses Btrieve database files. Although CertiflexDimension requirements are low, other software may have higher configuration requirements. All Windows applications using Pervasive drivers on a single workstation uses a single configuration set.

If you have multiple software products using Btrieve database files, current versions of Pervasive usually works best. For example, Product 1 requires Pervasive 5.x Driver and Engine. Product 2 requires Pervasive v10 Driver and Engine and CertiflexDimension requires Pervasive 6.15 Driver and Engine. Pervasive v10 required for Product 2 will be used for all three products.

NOTE: During the installation of CertiflexDimension, the installation process will search for newer versions of Pervasive database drivers. If newer versions are detected, the system will automatically skip installation of the v6.15 drivers.

Minimum Pervasive Configuration Settings for CertiflexDimension

Pervasive.SQL v9 or newer versions of Pervasive database drivers will default to settings compatible with CertiflexDimension. However, if you need to adjust settings of drivers not installed by CertiflexDimension, make sure you have configured Pervasive to use a compression buffer of at least 8 kilobytes and set your number of active files to 400 or greater.

Directory and Data File Names

Directories

CertiflexDimension uses a number of directories or folders for proper operation of the program. When you install a CertiflexDimension, the following directories are automatically created.

The base directory path for CertiflexDimension is **.. \Certiflx\Advx**. For the demonstration version, the base directory path is **.. \Certiflx\DemoAdvx**.

CDmn: Main application folder and sub-folders (CExe, Defaults, etc.)

- **Description:** The **CDmn** folder and sub-folders contain all non-database files required to run CertiflexDimension.
- **Archiving:** The **CDmn** folder and sub-folders do not require archiving (backup) because they can be restored by installing CertiflexDimension from the most recent CD. Installations with large capacity backup systems may choose to archive these folders instead of installing from the CD, should it become necessary. The Backup utility included with CertiflexDimension does not archive these folders.

CGlobal: Main static database file folder

- **Description:** The **CGlobal** folder contains all static database files required to run CertiflexDimension.
- **Archiving:** The **CGlobal** folder does not require archiving because the files in the folder are not altered during operation and may be replaced by installing CertiflexDimension from the most recent CD. Installations with large capacity backup systems may choose to archive this folder instead of installing from the CD, should it become necessary. The Backup utility included with CertiflexDimension does not archive this folder.

CSys: Main system database folder. See **CSys\..** folders for more details.

CSys\Config: Universal configuration system folder

- **Description:** The **CSys\Config** folder contains configuration files for CertiflexDimension.
- **Archiving:** The **CSys\Config** folder requires archiving when changes to user or security settings have occurred. The Backup utility included with CertiflexDimension archives these files when **Backup All Data Files in the Advx Folder** is selected.

CSys\TranWin: Universal options system folder and sub-folders (forms, images, etc.)

- **Description:** The **CSys\TranWin** folder and sub-folders contain all database files not company specific such as forms, images, and class and type lists.

- **Archiving:** The **CSys\TranWin** folder and sub-folders require archiving when changes to database files not company specific such as forms, classes and types have been made. The Backup utility included with CertiflexDimension archives these files when **Backup All Data Files in the Advx Folder** is selected.

CUsers: Main user database folder

- **Description:** The **CUsers** folder contains access and activity files for all users set up in CertiflexDimension.
- **Archiving:** The **CUsers** folder requires archiving when new users have been added. The Backup utility included with CertiflexDimension archives these files when **Backup All Data Files in the Advx Folder** is selected.

CUsers\{User}: Configuration folder for each individual user

- **Description:** **{User}** is the unique User ID assigned each user in CertiflexDimension. The **CUsers\{User}** folder(s) contains each individual user's preferences.
- **Archiving:** The **CUsers\{User}** folder(s) require archiving if user preferences have been changed. The CertiflexDimension Backup utility included with CertiflexDimension archives these files when **Backup All Data Files in the Advx Folder** is selected.
- **Advanced Security Access:** Each user requires full access to their unique **CUsers\{Users}** folder. **CUsers\{User}** folders may be hidden from all other users.

CUsers\{User}\Temp: Individual user temporary file folder

- **Description:** **{User}** is the User ID assigned each user in CertiflexDimension. The **CUsers\{User}\Temp** folder(s) contains each individual user's temporary transaction and sorting files.
- **Archiving:** Not required. User temporary files are automatically deleted when the user logs out of CertiflexDimension.

Data\{DB}: Main Company List Folder (Control0, Control1, Control2)

- **Description:** The **Data\{DB}** folder contains a list of all companies set up in CertiflexDimension and data files used by all companies. This folder and the individual company sub-folders are the only folders that can be created and accessed outside the standard CertiflexDimension directory structure. **If you create Data\{DB} folders outside the standard directory structure, extreme care must be used to insure assigned Pervasive database drivers are installed and accessible.**
- **Archiving:** The **Data\{DB}** folder requires archiving when you have added new companies or changed a company's properties. The CertiflexDimension Backup utility included with CertiflexDimension archives from the files within the folder only **the records** that pertain to the specified company when **Backup Company Only - All Files** is selected.

Data\{DB}\{Company}: Specific company folder(s) and sub-folders (Main, Reports, etc.)

- **Description:** **{Company}** is the company number assigned to each company set up in CertiflexDimension. The **Data\{DB}\{Company}** folder(s) and sub-folders contain the data files and tables such as vendors, customers, employees, etc. for a specific company.
- **Archiving:** The **Data\{DB}\{Company}** folder(s) and sub-folders require archiving when you change any data for a specific company. In normal operation, this is daily activity. The CertiflexDimension Backup utility included with CertiflexDimension archives all files for the specified company when **Backup Company Only - All Files** is selected.

- **Advanced Security Access:** The **Data\{DB}\{Company}** folder(s) and sub-folders normally require full read/write access for any user requiring access to the specific company.

Data File Names

Below is a list of the data files associated with CertiflexDimension programs. All CertiflexDimension data file names begin with the letter D and have an extension of CAX. Upper case letters below represent the part of the file name that is always the same. Lower case letters represent the part of the data file name that will change.

dz = Company ID
du = Two Digit User Number
cy = Calendar Year
fy = Fiscal Year

Files that have a calendar or fiscal year code in the name are considered a dated file. You can archive and delete dated files for prior, closed periods when necessary. File names that do not have a calendar or fiscal year code in the name are not dated files and are accessed by the programs on a continual basis. **YOU SHOULD NOT DELETE NON-DATED FILES.**

Control

CONTROL0.CAX	Company Control File
CONTROL1.CAX	Company Control Database
CONTROL2.CAX	Company Control Checklist File
JOBLIST.CAX	Job List File
BANKLIST.CAX	Bank Account List File

Accounts Payable

DdzYYFMN.CAX	Unique Numbering File
DdzYYFMD.CAX	Master Data File For All Programs
DdzfyAP1.CAX	Master Vendor File
DdzfyAP2.CAX	Vendor Open Item File
DdzfyAP3.CAX	General Ledger Transaction File (if you are not interactive with the General Ledger program)
DdzYYAP4.CAX	Vendor History File
Ddzdu#A6.CAX	Temporary Recurring Entry File (created and deleted during recurring entry processing)
Ddzdu#A7.CAX	Temporary Voucher Transaction File (created and deleted during transaction processing)
DdzYYAP8.CAX	Recurring Entry File
DdzYYAP9.CAX	Pro-Forma Check Run File (created when printing the pro-forma check run, deleted when check run is completed)
DdzYYAPP.CAX	Accounts Payable User Defined Memos File
DdzfyAPH.CAX	Accounts Payable Historical Aging File
DdzYYAPN.CAX	Accounts Payable Notes and Links File
Ddzdu#T1.CAX	Temporary Transaction Register File (created when vouchering invoices, writing direct checks, rescheduling transactions, or removing offsetting transactions, deleted when transaction register prints)

Accounts Receivable

DdzYYFMN.CAX	Unique Numbering File
DdzYYFMD.CAX	Master Data File For All Programs
DdzfyAR1.CAX	Master Customer File
DdzfyAR2.CAX	Customer Open Item File
DdzfyAR3.CAX	Unposted/Posted Header File
DdzYYAR4.CAX	Unposted/Posted Detail File
DdzYYAR5.CAX	Tax Rate File
DdzYYAR6.CAX	Tax Entity File
Ddzdu#R7.CAX	Temporary Transaction Posting File
DdzYYAR8.CAX	Customer History File
DdzYYAR9.CAX	Sales Code File
DdzfyARA.CAX	Salesperson File
DdzYYARB.CAX	Ship-To-Key File
DdzfyARH.CAX	Accounts Receivable Historical Aging File
DdzYYARV.CAX	Reprint Invoices Date File
DdzYYARP.CAX	Accounts Receivable User Defined Memos File
DdzYYARN.CAX	Accounts Receivable Notes and Links File
Ddzdu#PM.CAX	Temporary Apply Payment Transaction File (created and deleted during apply payments, reschedule and remove offsetting transactions)
Ddzdu#T1.CAX	Temporary Transaction Register File (created and deleted when posting invoices, applying payments, rescheduling transactions, removing offsetting transactions or when transaction register prints.)

General Ledger

DdzYYFMN.CAX	Unique Numbering File
DdzYYFMD.CAX	Master Data File For All Programs
DdzfyGL1.CAX	General Ledger Chart of Accounts
DdzfyGL2.CAX	General Ledger Transaction File
DdzYYGL4.CAX	Standard Financial Statement Line File
DdzYYGL5.CAX	Closing Entity File
DdzYYGL6.CAX	Percentage Entry File
Ddzdu#G7.CAX	Temporary General Ledger Transaction File (created and deleted during transaction processing)
DdzYYGLG.CAX	Financial Statement Groupings File
DdzYYGLH.CAX	Financial Statement Groupings Accumulator File
DdzYYGLV.CAX	Financial Statement Line Types File
DdzYYGLM.CAX	General Ledger Master Accounts File
DdzYYGLR.CAX	Financial Statement Reports File
DdzYYGLP.CAX	General Ledger User Defined Memos File
DdzYYGLN.CAX	General Ledger Notes and Links File
DdzduGLW.CAX	Temporary Financial Statement Print File (created when calculating financial statement printing)
CONSOL.CAX	Consolidated Entity File
DREPORTS.CAX	Reports Type File
GLTYPE.CAX	General Ledger Transaction Type File

Inventory

DdzYYFMN.CAX	Unique Numbering File
DdzYYFMD.CAX	Master Data File For All Programs
DdzYYIN01.CAX	Master Inventory Item Information and Location #1 Information File
DdzYYIN2.CAX	Inventory History Information File
DdzYYIN3.CAX	Unit of Measure Conversion Table Information File
DdzYYIN4.CAX	Bill of Materials Component Information file
DdzYYIN5.CAX	Location 2-10 Information File (This file is active only if you are operating with multiple locations)
DdzYYINH.CAX	Historical Cost File
DdzYYINP.CAX	Inventory User Defined Memos File
DdzYYINN.CAX	Inventory Notes and Links File

Job Cost

000000D1.CAX	Master Job Cost Codes
000000D2.CAX	Master Detail File
000000D4.CAX	Master Job Categories
#####fy.CAX	Job Cost Codes File
#####D2.CAX	Job Ledger Detail File
#####D3.CAX	Job Notes File

Purchase Order

DdzYYFMN.CAX	Unique Numbering File
DdzYYFMD.CAX	Master Data File For All Programs
DdzYYPO1.CAX	Purchase Order Header and Detail File
DdzYYPO2.CAX	Purchase Code File
DdzYYPO3.CAX	Purchasing Agent File
DdzYYPO4.CAX	Purchase Order History File (if the Master Data is defined to maintain this file)
DdzYYPOP.CAX	Purchase Order User Defined Memos File
DdzYYPON.CAX	Purchase Order Notes and Links File

Order Entry

DdzYYFMN.CAX	Unique Numbering File
DdzYYFMD.CAX	Master Data File For All Programs
DdzYYOE1.CAX	Order Entry Header and Detail File
DdzYYOE2.CAX	Order Entry Quote File
DdzduOE3.CAX	Order Entry Temporary Posting File
DdzYYOEC.CAX	Order Entry Closed Order File
DdzYYOED.CAX	Order Entry Deleted Order File
DdzYYOEP.CAX	Order Entry User Defined Memos File
DdzYYOEN.CAX	Order Entry Notes and Links File
Ddzdu#T1.CAX	Temporary Report File (created when printing packing lists by bin number, deleted when packing list printing is completed)

Payroll

DdzYYFMD.CAX	Master Data file for all programs
DdzeyPR1.CAX	Employee Master File
DdzeyPR2.CAX	Employee Accumulated History
DdzeyPR3.CAX	Payroll Information Table File
DdzYYPR4.CAX	Payroll Departments File
DdzYYPR5.CAX	Employee Check History File
DdzYYPR6.CAX	Payroll Pay Data Information Temporary File (created during pay data entry, deleted after paychecks are completed)
DdzYYPR7.CAX	Payroll Hours Pay Data Temporary File (created during pay data entry, deleted after paychecks are completed)
DdzYYPR8.CAX	Codes File
DdzYYPR9.CAX	Payroll Hours Allocation History File
DdzYYPRA.CAX	Departmental/Tables and E/D Codes Allocation File
DdzYYPRB.CAX	Payroll General Ledger Update Temporary File (created and deleted when printing Paycheck Summary)
DdzYYPRC.CAX	Tax Reports Configuration File
DdzYYPRD.CAX	Temporary Employee Maintenance File (created and deleted when maintaining employees)
DdzYYPRE.CAX	Temporary Manual/Void Check Entry File (created and deleted during manual/void check entry)
DdzYYPRF.CAX	Temporary Manual/Void Check Hours Entry File (created and deleted during manual/void check entry)
DdzduPRG.CAX	Temporary Manual/Void Check Update File (created and deleted during manual/void check validation)
DdzYYPRT.CAX	Temporary Paycheck Printing File (created and deleted during paycheck printing)
PRTABLE.CAX	Default Payroll Information Tables File (used to copy to DdzYYPR3.CAX for each company, stored in \Cfx9\Csys\Tranwin directory)

Client Write-up

DdzYYCWB.CAX	Batch Transaction File
DdzduCWX.CAX	Individual User Batch File
DdzYYCWC.CAX	Batch PR Check File
DdzYYCWU.CAX	Batch Archive File

After-the Fact Payables

DdzYYCA1.CAX	Vendor Master File
DdzYYCA2.CAX	Check History File

After-the-Fact Payroll

DdzYYCP1.CAX	Employee Master File
DdzYYCP2.CAX	Employee Main History File
DdzYYCP4.CAX	Department Payroll Ledger Account Code File
DdzYYCP5.CAX	Payroll Check History File
DdzYYCP6.CAX	Payroll Account Code File

Bank Reconciliation

Ddz##BK1.CAX	Bank Account Detail File
Ddz##BK2.CAX	Bank Statement File