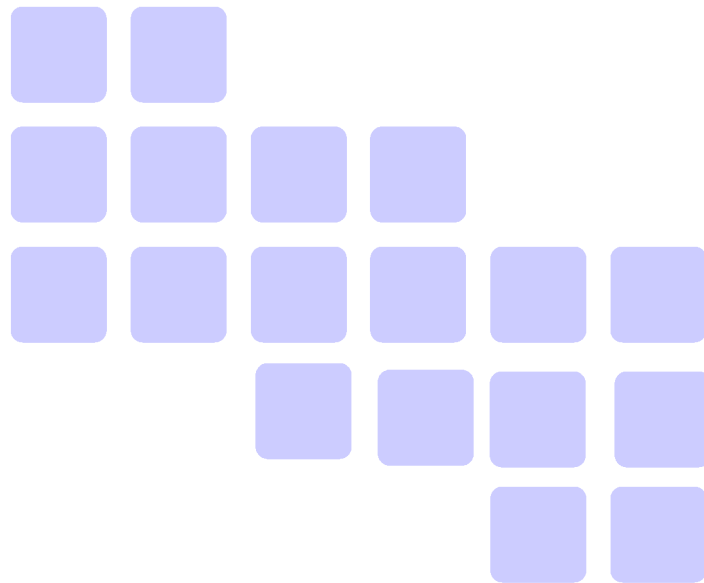




Section 1

INTRODUCTION



"Quality Business Software Since 1976"

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PREFACE

This manual is designed to support you in the optimal use of the Starr Computer Systems Inc. *Starr Accounting Plus* system. In addition to describing and explaining the system, the manual will guide you step-by-step through the operation of each program.

STARR DOCUMENTATION ON THE WEB








The latest versions of our documentation are available free from our Web site at “<http://www.starrcs.com/>”. The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

READER’S COMMENTS FORM

Please note the Reader’s Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
TEXT	This bold typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <i>bold italic</i> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  , it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

CHAPTER ONE INTRODUCTION

ABOUT THIS DOCUMENTATION

This documentation was written as reference for Starr Accounting Plus. It will guide you with a step-by-step approach to running the software. This first chapter is designed to make you familiar with the commands and controls of the system in general. This chapter, **Introduction to Starr Accounting**, should be read by all those who will be using Starr Accounting Plus, and the contents are applicable to all modules. The last chapter, **System User's Guide**, is the technical manual meant for the system administrator. The rest of the documentation is broken down so that each chapter covers a different module.

As a general rule, when something appears in caps it symbolizes a key to be pressed on the keyboard. For example, EXECUTE means to press the Execute key on the keyboard. When two or more keys are to be pressed at the same time they will be connected with a "+" symbol. For example, SHIFT + F12 would mean to press the Shift and the F12 button at the same time.

CHAPTER TWO SYSTEM OPERATION

STARTING THE SYSTEM

The Starr Accounting system is activated by typing "SA" (for Starr Accounting) from the AMOS command period prompt. "CMD:SA.CMD" is the command file that starts the system; you may rename this file to any other name you wish.

After the system is activated the operator sign on menu is displayed. Enter your assigned operator key followed by the ENTER key.

Enter your operator password followed by the EXECUTE key. For security reasons, your password does not display on the screen. If the system does not take your password, check your CAPS LOCK key; the password is case sensitive (i.e. distinguishes between upper and lower case).

After entering your operator password, the company menu is displayed. Enter the company number followed by the ENTER key. If the company is password protected, the company password is requested next.

At this point, the master menu is displayed. Each item represents complete accounting system which will handle all of the tasks necessary to perform the functions for that system.

HOW TO OPERATE THE SCREENS

This section contains a brief discussion of how to operate the screens within Starr Accounting. We use the ESP screen handler package; see the ESP documentation for a complete discussion.

You can move through the screen fields via the UP ARROW and DOWN ARROW keys. The RETURN key takes you to the next field, just like a DOWN ARROW. The LEFT ARROW and RIGHT ARROW keys move you through a field. All of the Vue editing characters work within a field.

The EXECUTE key is used to indicate that the program is to accept your input. The MENU key is used to indicate that the program is not to accept your input, and you want to stop the current

process. On a PC using Zterm, the EXECUTE key is the INSERT key and the MENU key is the END key.

HOW TO OPERATE THE MENUS

This section provides you with detailed instructions on how to operate the major programs that make up the system. Each program within a system is run by a menu. All menus work in exactly the same manner. Each menu option has a number. A menu option is selected in one of two ways:

From any place on the screen, enter the number of the desired option, followed by the ENTER key or the EXECUTE key.

1. Move the cursor to the requested menu option and press the EXECUTE key.
2. To go to the previous menu, press the MENU key.

All menus “remember” the last option used, and return to that menu option.

FUNCTION KEYS

We have pre-defined some of the ESP function keys for special use within Starr Accounting. Function keys are used to control individual program features, thus have different meanings within each program; their use is explained within each program via on-line help. When the on-line help used syntax “sFx” it means “shifted function key x”. The remaining keys are pre-defined as follows:

EXECUTE	Process the input. If processing a file, update the file. Note: nothing happens to a record until you press EXECUTE.
F7	Previous page In maintenance programs, used to go to the previous page of a multiple page screen.
F8	Next page In maintenance programs, used to go to the next page of a multiple page screen.
F9	First record

	In maintenance programs, used to get the first record in an ISAM file.
F10	Last record
	In maintenance programs, used to get the last record in an ISAM file.
F11	Zoom in
	This feature is used in maintenance programs within change mode of an ISAM file. The zoom in feature is used when the user places the cursor on an ISAM Plus key in the first database that references a second database, but wants to "zoom in" (search) the second database.
F12	Zoom out
	In maintenance programs, turns off the zoom in feature; i.e. returns you to the first database.
	In reports, this key is used to submit the report to the task manager.
F13	Menu
	Stop the current process and return to the previous process or menu. When in doubt about what to do, press the menu key and start over.
F16	Print screen
	Print the current screen to the default printer.
Shift + F16	Toggle between 80 and 132 column screens.
NEXT WORD	Get next entry in a pop-up field. A pop-up field has "(P)" at the end of the on-line help.
PREV WORD	Get previous entry in a pop-up field. A pop-up field has "(P)" at the end of the on-line help.
NEXT SCREEN	Get the next record.
PREV SCREEN	Get the previous record.
HELP	Get additional help. Additional help is available when "(H)" appears at the end of the on-line help. If no help key on your keyboard, use the universal key sequence "ESC" followed by "?".

See the ESP documentation for the universal key sequences for the above keys, and the standard usage of function keys within ESP.

FILE NAMES

All company file names are stored in the Master Control file. All system file names are stored in the System Control file. See the "System User's Guide" for details.

HOW TO ALLOCATE/EXPAND FILES

Control files are allocated automatically, when you run the Control File Maintenance programs.

All ISAM Plus files are allocated or expanded using the Starr Accounting "Allocate/Expand Files" program. See the "System User's Guide" for details.

HOW RECORDS ARE ACCESSED

Starr software uses two types of files:

- Random Files:

Control files are random files. They are accessed by record number. You can browse through a file by using the PREV SCREEN key (or CONTROL + R) for the previous record, and the NEXT SCREEN key (or CONTROL + T) key for the next record. One important thing to remember about control files is to *always* press the return key after entering the record number as this is what causes the record to be read; if you don't press return you will see the default values for the screen fields and this may fool you into thinking you are seeing current data.

- ISAM Plus files:

All files other than control files are ISAM Plus files. This includes master files, transaction files, order files, etc. (about 95% of all files).

The access works somewhat differently in add, change, delete, and display modes; thus they are discussed separately.

- a) Add mode

Any time the cursor is on an ISAM key field, you can browse through the file represented by that key by using the PREV SCREEN key (or CONTROL + R) for the previous record, and the NEXT SCREEN key (or CONTROL + T) for the next record. This is the same as zoom in (discussed below).

b) Change mode

In this mode, previous screen and next screen have two different sets of meanings, depending whether the zoom feature is either off or on. The zoom in feature is used when the user places the cursor on an ISAM Plus key in the first database that references a second database, but wants to "zoom in" (search) the second database. "Zoom in" is turned on with the F11 key. "Zoom out" is turned on with the F12 key.

i) Zoom out

The cursor can be on any field. Browse through the first database using the PREV SCREEN key (or CONTROL + R) for the previous record, and the NEXT SCREEN key (or CONTROL + T) for the next record.

ii) Zoom in

The cursor must be on the key field of the second database. Browse through the second database using the PREV SCREEN key (or CONTROL + R) for the previous record, and the NEXT SCREEN key (or CONTROL + T) for the next record.

c) Delete and display modes

The zoom key is set to "zoom out", and cannot be changed.

FILE BACKUP

All of the data files should be backed up regularly (usually daily). The frequency of backups depends on how much new data has been added since the last backup. The more new data added, the greater the need for a backup. Remember, to make an old file current requires re-entering all the data since the last backup.

Another important time to backup is before a "major" process, (e.g. posting, closing out a month, etc.). If there is a problem with the data, we usually will want to go back to some previous step and correct it. This is easy to do if we have made backups.

Backup processes are executed from the "System utilities" menu. The menu program executes command files to do the actual file backup. There are two types of backup:

1. Backup/restore files via disk

Used to do a backup to disk of an individual accounting module. Backs up to ersatz account "SCSBAK:". Tells you the date and time of your previous backup.

2. Backup to tape

Backup either all files or all Starr Accounting data files to streamer or VCR tape.

The backup to tape has to be set up by the system administrator before being used. Both methods are documented in the "System User's Manual".

DOCUMENT HISTORY

INTRODUCTION USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	07/14/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release
03	4.09	09/01/99	September 1, 1999 release

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