BS&A Courseware: The Basics of BS&A Applications

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BS&A Software Courseware

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About this Courseware

This "Basics" courseware is intended to provide students with an understanding of the interface shared by all of BS&A Software's applications, and how to execute basic commands such as sorting and blocking records, and searching for data. General maintenance of your database is also covered.

The screen shots used in this Basics courseware come from General Ledger, the foundation of our Financial Management suite of applications.

This courseware assumes students understand the basics of using a Windows-based computer, and are comfortable using the keyboard and mouse. Students should also be comfortable navigating the file structure of their computer in order to create and manage files and folders. Understanding of and experience with printing and using a Web browser is also encouraged.

This courseware is not exhaustive in covering every possible scenario or area of the application. Its intent is to showcase key areas and procedures that are covered in more detail in the software manual, and it has been designed as a reasonable outline of the information and order followed during your training on the software.

BS&A's applications are designed to anticipate every need of your department. As not all municipalities have identical procedures, some aspects of this courseware may not be necessary, while some of your training might involve scenarios not covered by this courseware. Training is tailored to the individual municipality.

Customers and potential customers have unlimited access to our Tech Support department; feel free to contact them at any time with questions.

Contents

Section 1: Interface

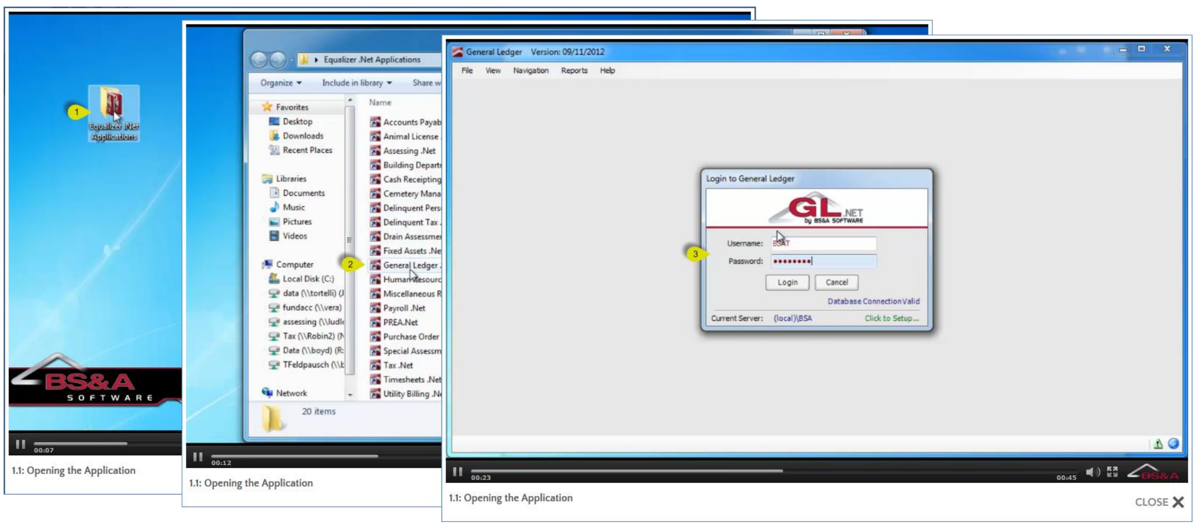
In this section you will learn how to:

- Open the application
- Recognize the basic areas that make up the interface of a BS&A .NET application

Lesson 1.1: Opening the Application

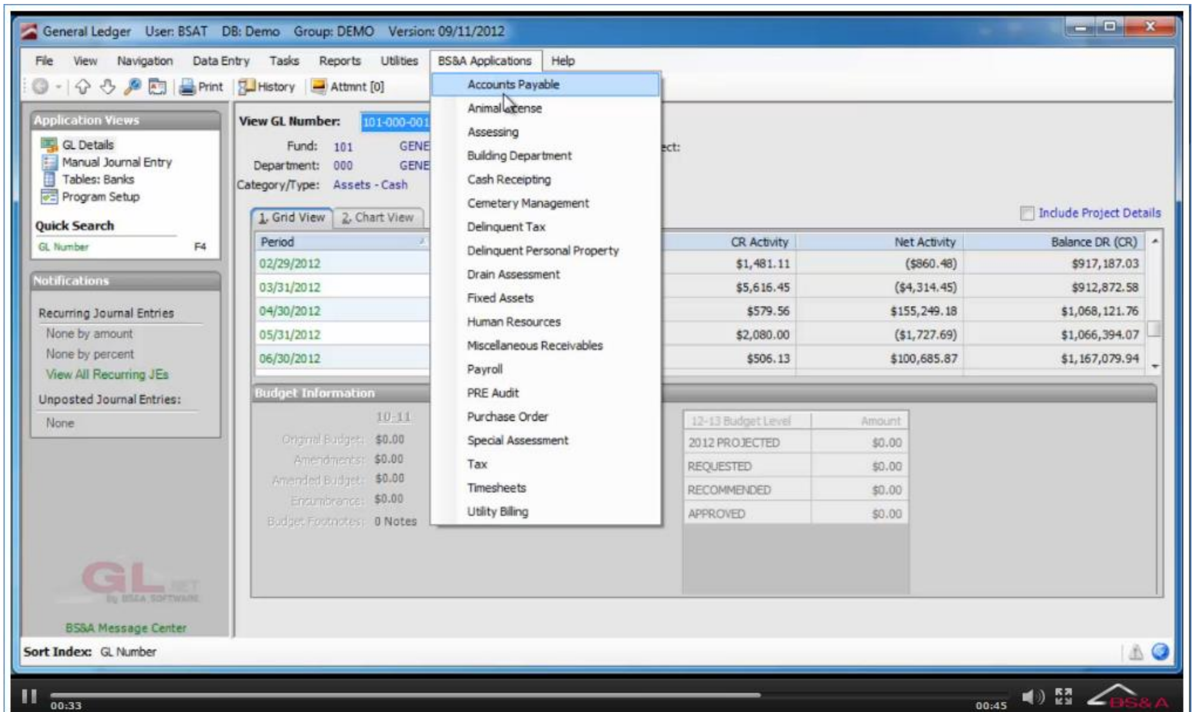
...from the Desktop

1. Look for the Equalizer .NET Applications folder on your desktop and double-click it.
2. Look for the name of the application you want to open (General Ledger is used in this example) and double-click it.
3. Enter the user name and password (if any) assigned to you and click Login.



...from within a .NET Application

1. Open BS&A Applications in the Menu Bar. A list of all installed BS&A applications drops down.
2. Select the name of the application you want to open.



1.1: Opening the Application

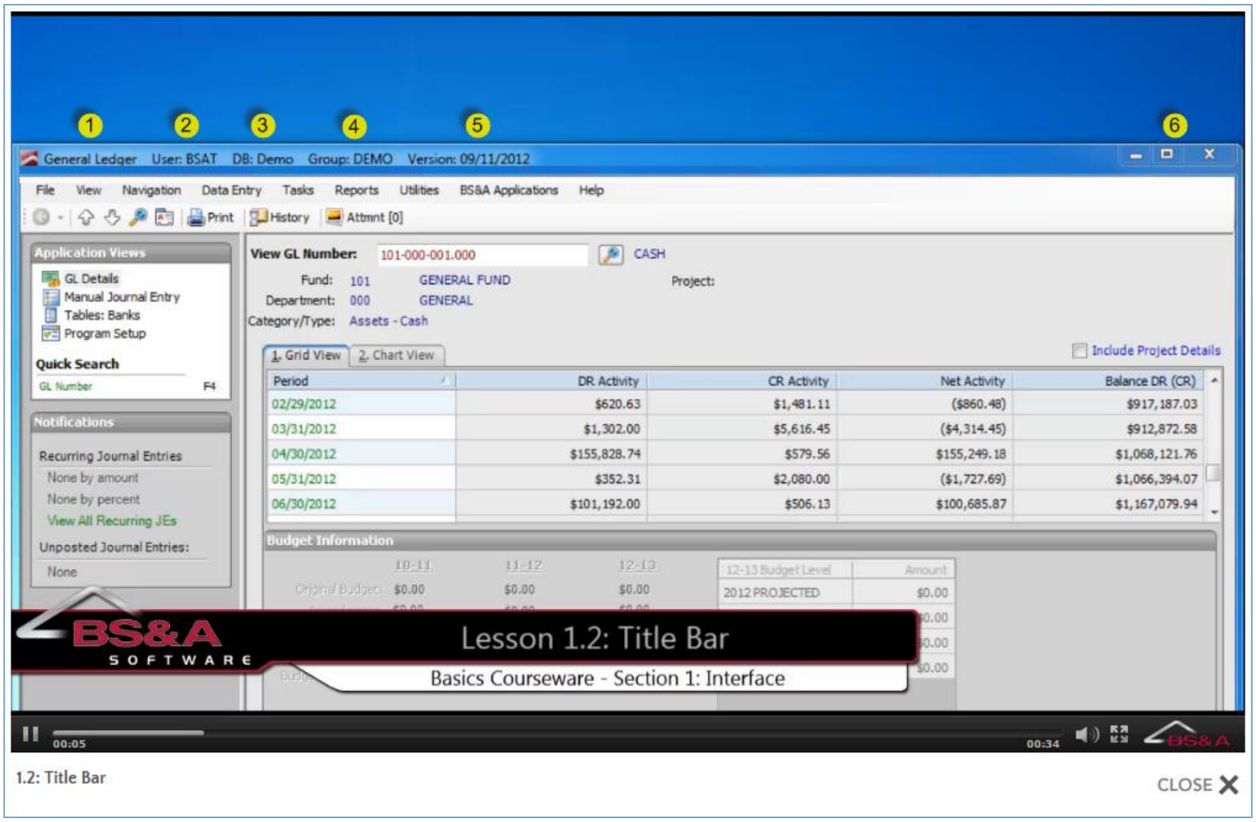
CLOSE

3. The application opens without prompting you to log in.

Notes

Lesson 1.2: Title Bar

The Title Bar is located at the top of your BS&A application and is always visible.



(1) Name of the application

(2) Name of the currently-logged in user

(3) Name of the currently-active database

(4) Name of the Shared Database Group to which the database belongs (if any; otherwise, this says None)

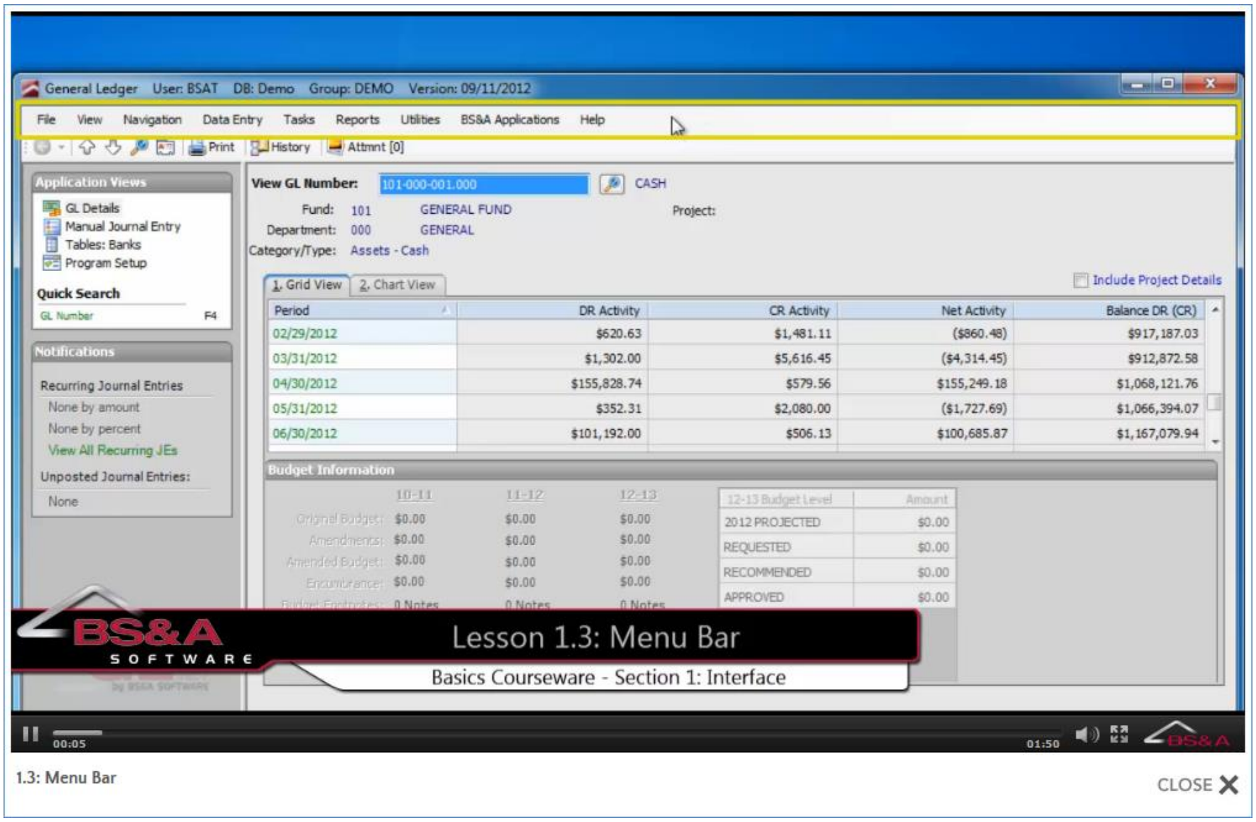
(5) Version date of the application

(6) Windows buttons used to minimize, resize, or exit the application

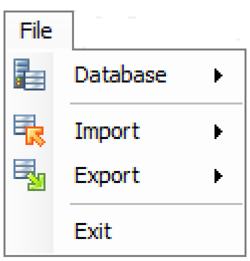
Notes

Lesson 1.3: Menu Bar

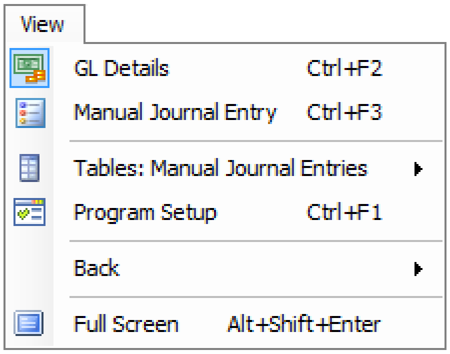
The Menu Bar is located beneath the Title Bar. It, too, is always visible, regardless of the screen you are viewing. Most BS&A programs have the same Menu Bar. The availability of Tasks and Utilities varies from program to program.



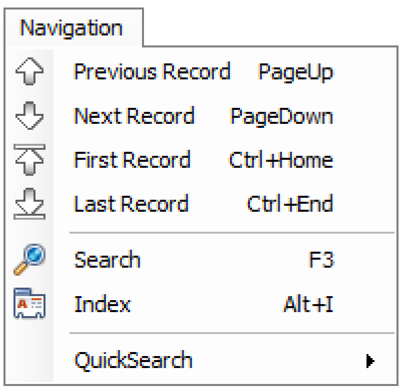
The **File** menu provides options for managing your database (add, open, copy, back up, etc.), importing and exporting data (not available in all programs), and exiting the program.



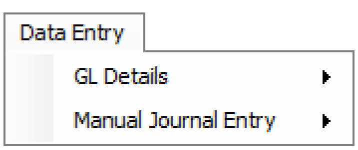
The **View** menu is an alternative to the Application Views pane. It also offers a Back option, which is an alternative to the Back button in the Tool Bar, and an option to go to Full Screen, which removes the Application Views pane and the Program Table Views pane.



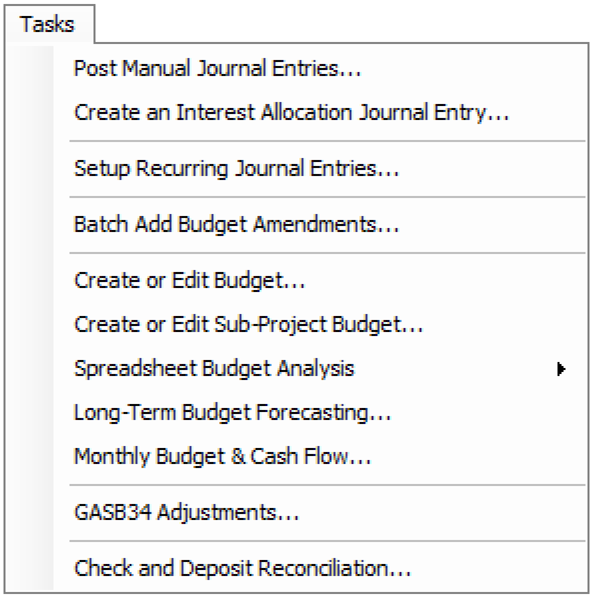
The **Navigation** menu is an alternate way to scroll through your records, conduct searches (see page 50), and sort your records (see page 57).



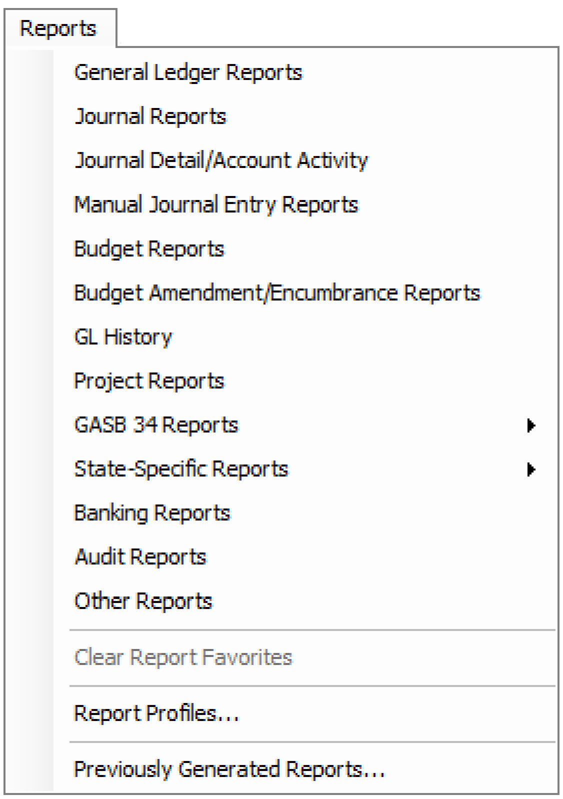
The **Data Entry** menu is an alternative to using the Application Views pane and some of the buttons available on the selected data entry screen.



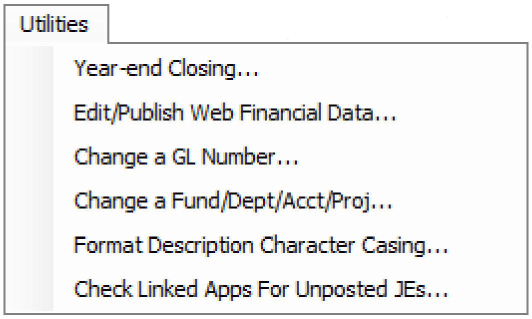
The **Tasks** menu provides items to assist in the day-to-day use of the program.



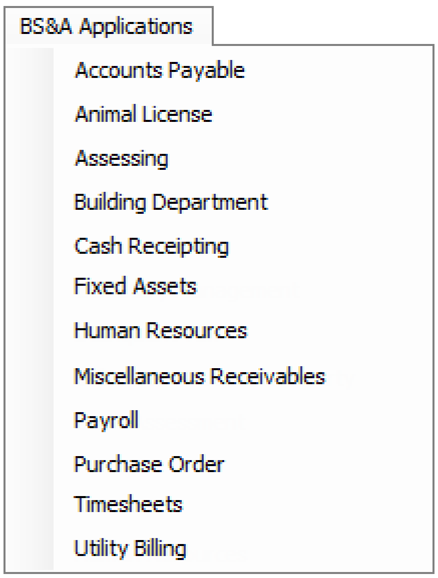
The **Reports** menu opens up to a list of report categories. When a report category is selected, you are taken to the Run Report dialog where you may set up and run a variety of reports.



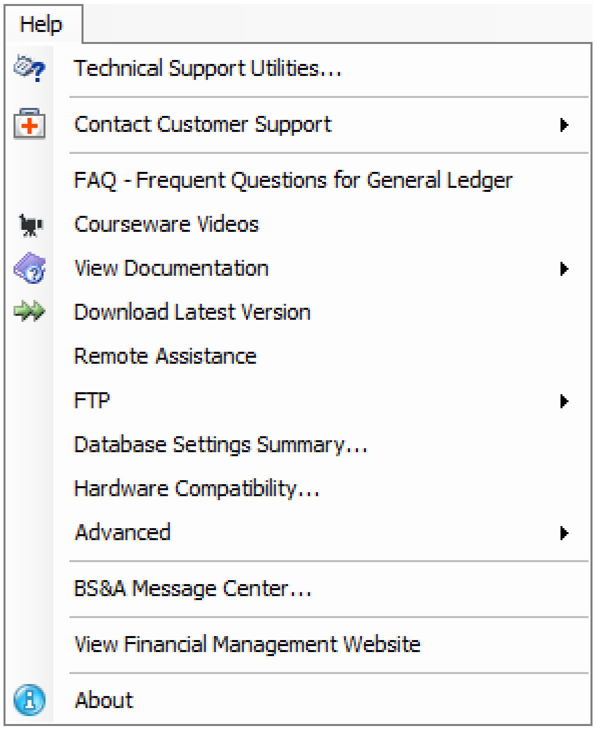
The **Utilities** menu provides items to handle unique situations that surface from time to time.



The **BS&A Applications** menu provides a list of installed BS&A programs. Click a program to open it (no user name/password entry required).



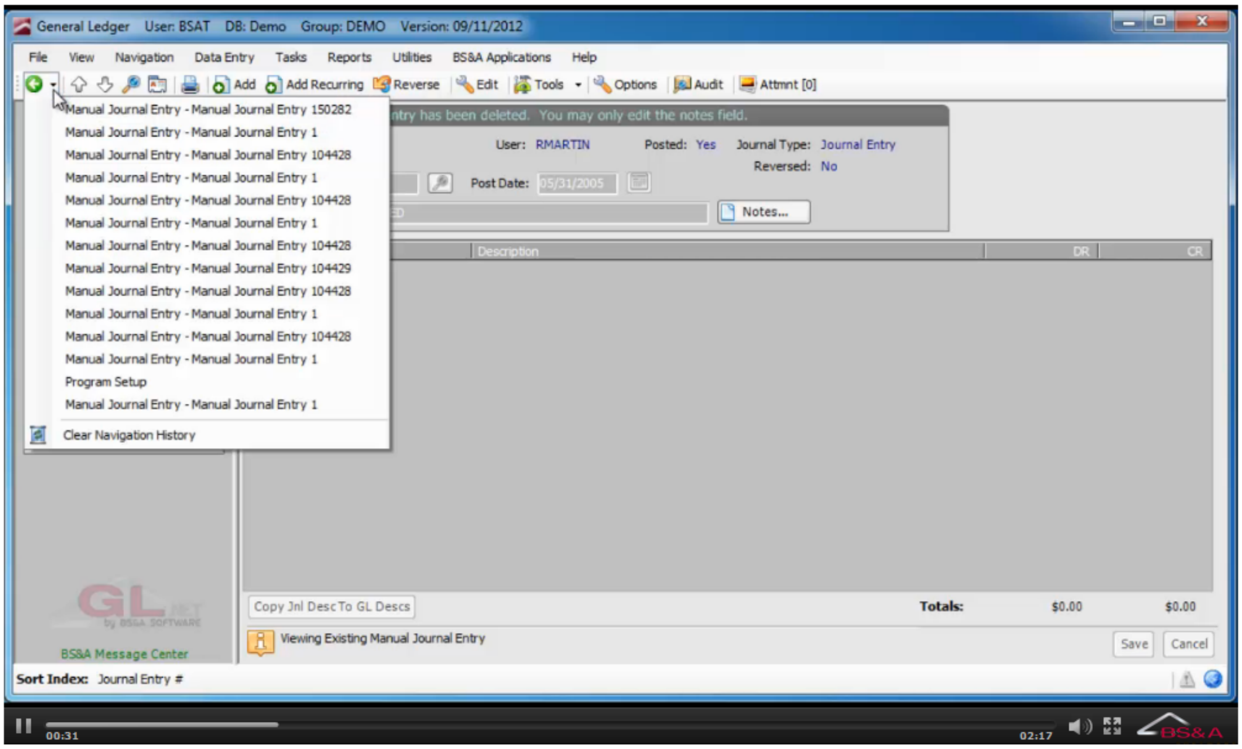
The **Help** menu provides a variety of options to assist you.



Notes

Lesson 1.4: Tool Bar

Tool Bars appear at the tops of Tables, Data Entry screens, some Tasks/Utilities, Reports, Program Setup screens, and other areas. Pictured is a Tool Bar that offers a variety of buttons, including a Back - - button:

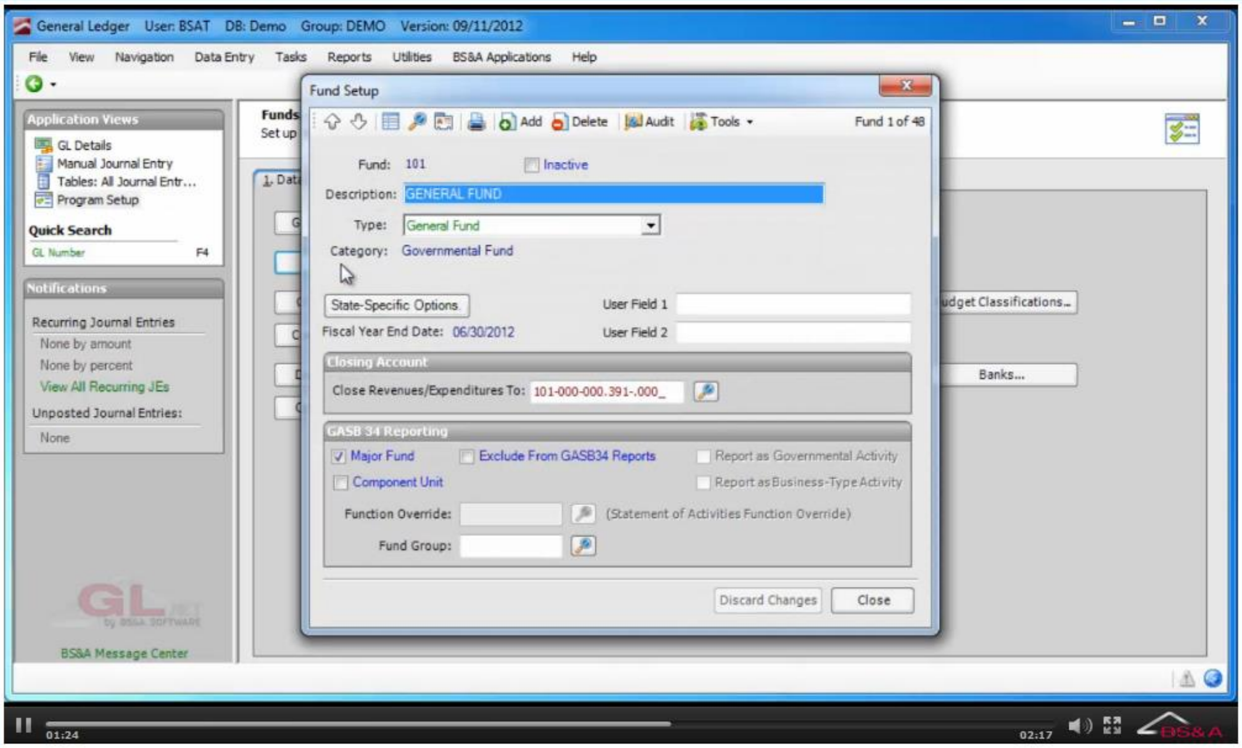


1.4: Tool Bar CLOSE ✕

Following are the most-frequently visible buttons and their functions. Depending on the screen, additional buttons will be available and their functions covered where relevant.

Back		Click to return to the last record viewed; click the area of the button to drop down a selection list of recently-viewed records.
Page Up; Page Down		Click to scroll through the records according to the current index (sort order).
List		Click to bring up a list of records; double-click the record you want to view.
Search	Search or	Click to launch a search dialog.
Index		Click to change the index (sort order) of the records.
Add	Add	Click to add a record or an item to the currently-loaded record.
Delete	Delete	Click to delete the currently-loaded record (not always allowed if the record is linked to another piece of data).
Audit	Audit	Click to view an audit trail of the currently-loaded record or of deleted records.
Tools	Tools	Click to receive tools to use on the currently-loaded record.
Print	Print or	Click to generate one or more printouts for the currently-loaded record or record type. Some screens launch the entire Run Report screen.
Attachment	Attmnt [0]	Click to add a picture or document to the record currently being viewed. The button label may differ among programs (Attachments; Attmt; etc.) due to available space on the Tool Bar, but the function remains the same. The button label reflects the number of attachments found, and updates itself with each attachment added or removed.

Buttons vary depending on the screen. Pictured is a typical Tool Bar available when viewing a Program Setup screen (in this example, Fund Setup):



1.4: Tool Bar

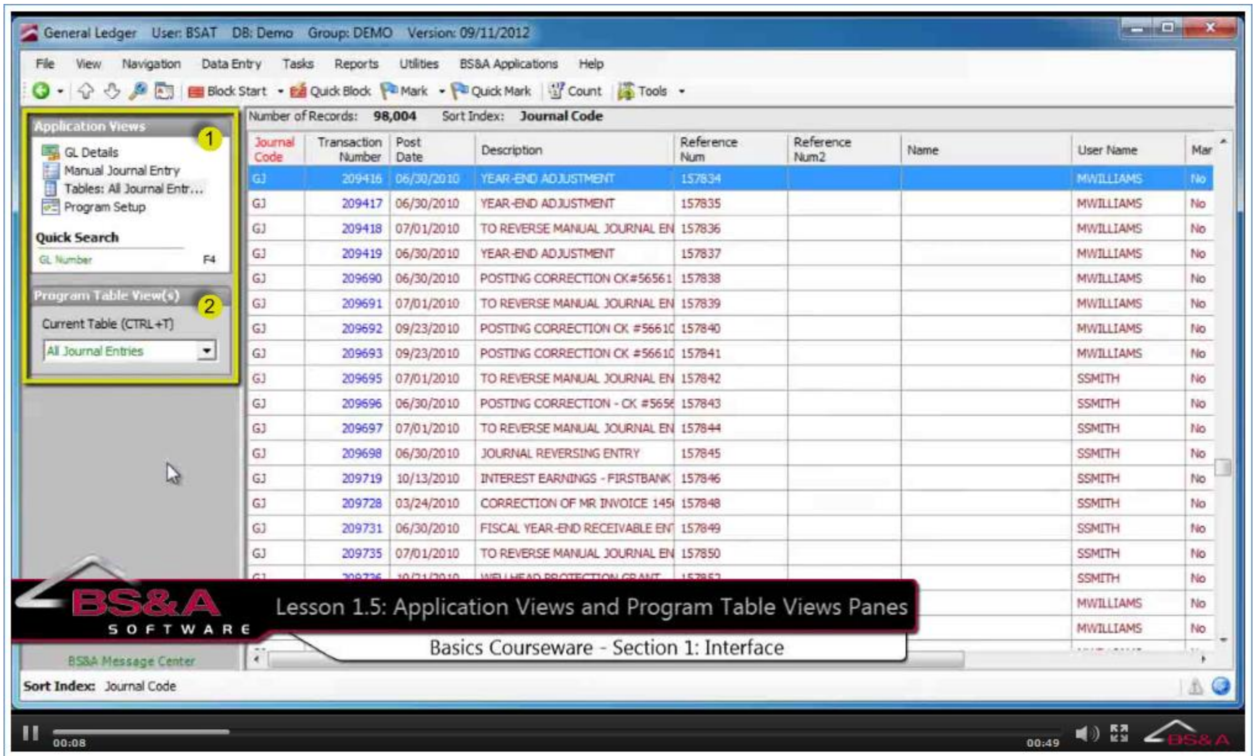
CLOSE

Notes

Lesson 1.5: Application Views and Program Table Views Panes

The Application Views and Program Table Views panes are located on the left side of the screen. If these panes are not visible, Full Screen has been selected in the View menu; press Alt+Shift+Enter to restore the view.

The Application Views pane - **(1)** - displays the different areas that can be reached with the click of your mouse or your ↑ and ↓ keys. The Program Table Views pane - **(2)** - appears when you highlight the Tables: item in Application Views. Click the ▾ button in Program Table Views to open a list of the different tables available; select the Table you want to view.



1.5: Application Views and Program Table Views Panes

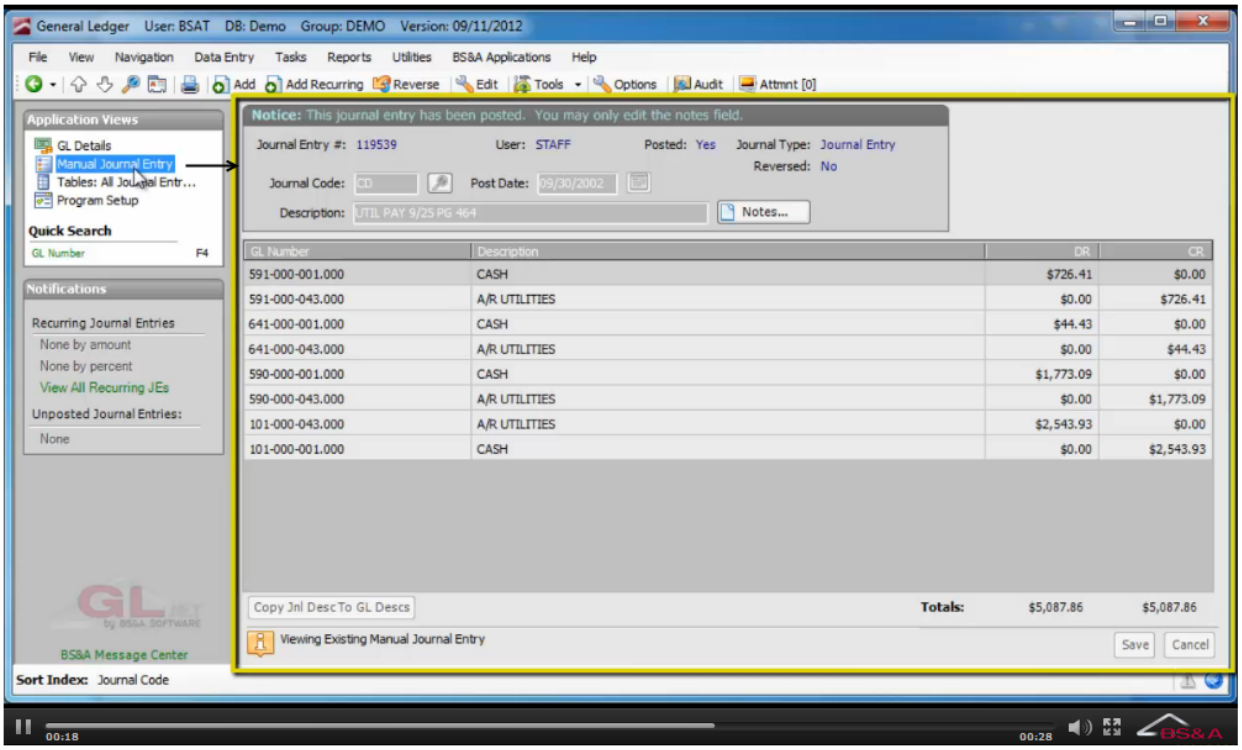
Notes

Lesson 1.6: Work Area

To the right of the Application Views and Program Table Views panes is the work area. The information you see depends on the item selected in the Application Views pane.

Example 1

Manual Journal Entry is selected in Application Views:

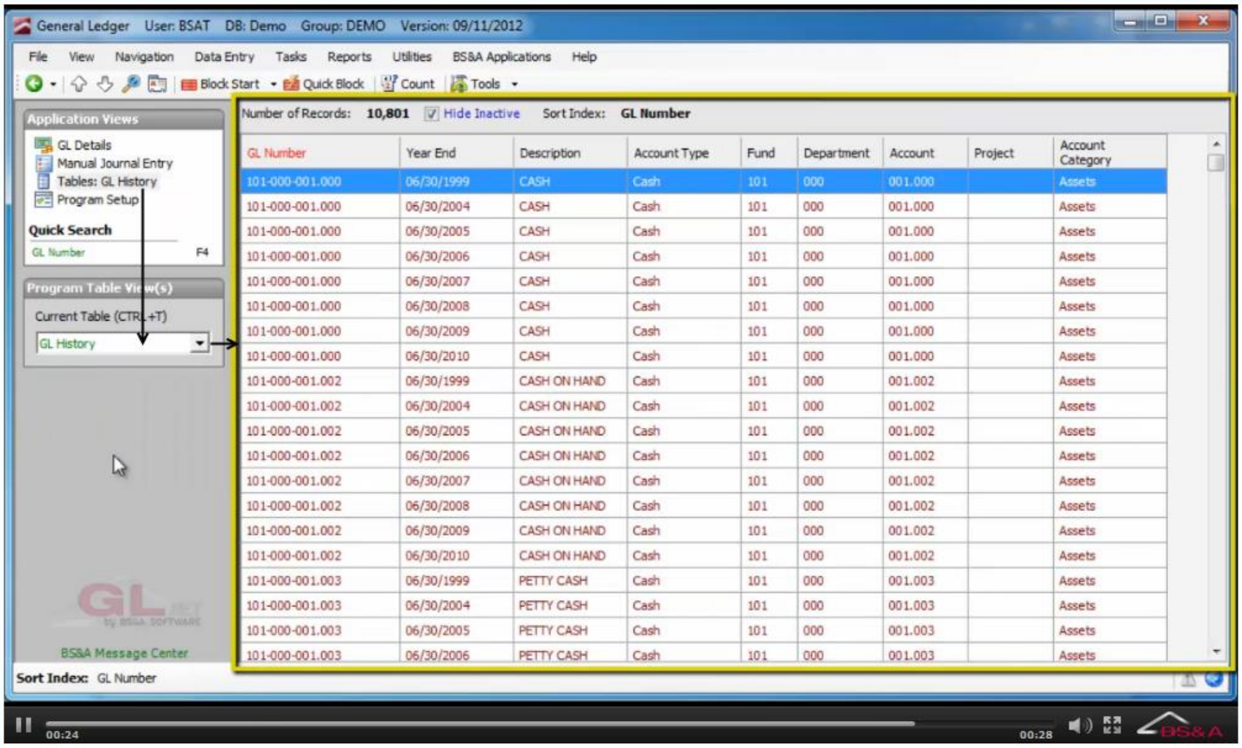


1.6: Work Area

CLOSE ✕

Example 2

Tables is selected in Application Views, and GL History is selected as the table:



GL Number	Year End	Description	Account Type	Fund	Department	Account	Project	Account Category
101-000-001.000	06/30/1999	CASH	Cash	101	000	001.000		Assets
101-000-001.000	06/30/2004	CASH	Cash	101	000	001.000		Assets
101-000-001.000	06/30/2005	CASH	Cash	101	000	001.000		Assets
101-000-001.000	06/30/2006	CASH	Cash	101	000	001.000		Assets
101-000-001.000	06/30/2007	CASH	Cash	101	000	001.000		Assets
101-000-001.000	06/30/2008	CASH	Cash	101	000	001.000		Assets
101-000-001.000	06/30/2009	CASH	Cash	101	000	001.000		Assets
101-000-001.000	06/30/2010	CASH	Cash	101	000	001.000		Assets
101-000-001.002	06/30/1999	CASH ON HAND	Cash	101	000	001.002		Assets
101-000-001.002	06/30/2004	CASH ON HAND	Cash	101	000	001.002		Assets
101-000-001.002	06/30/2005	CASH ON HAND	Cash	101	000	001.002		Assets
101-000-001.002	06/30/2006	CASH ON HAND	Cash	101	000	001.002		Assets
101-000-001.002	06/30/2007	CASH ON HAND	Cash	101	000	001.002		Assets
101-000-001.002	06/30/2008	CASH ON HAND	Cash	101	000	001.002		Assets
101-000-001.002	06/30/2009	CASH ON HAND	Cash	101	000	001.002		Assets
101-000-001.002	06/30/2010	CASH ON HAND	Cash	101	000	001.002		Assets
101-000-001.003	06/30/1999	PETTY CASH	Cash	101	000	001.003		Assets
101-000-001.003	06/30/2004	PETTY CASH	Cash	101	000	001.003		Assets
101-000-001.003	06/30/2005	PETTY CASH	Cash	101	000	001.003		Assets
101-000-001.003	06/30/2006	PETTY CASH	Cash	101	000	001.003		Assets

1.6: Work Area

CLOSE ✕

Notes

Lesson 1.7: Status Bar

The Status Bar is located at the bottom of your BS&A application and, while always visible, changes depending on the screen currently being viewed (for example, the Sort Index - pictured below - disappears when viewing the Program Setup screen). All BS&A programs have a Status Bar, but some of its icons and information vary from program to program.

1.7: Status Bar

CLOSE

(1) When viewing a data entry screen or table, the current sort order of the records is shown in the Sort Index. You may click the text to change the sort order (sorting is covered beginning on page 57).

(2) In GL, this icon indicates the status of your journal entries. When greyed out, as pictured, no unposted journal entries are detected. If unposted journal entries are detected, the icon is red - . Other BS&A applications use this icon in a similar fashion.

(3) This globe indicates the status of available software updates (updates are covered beginning on page 45).

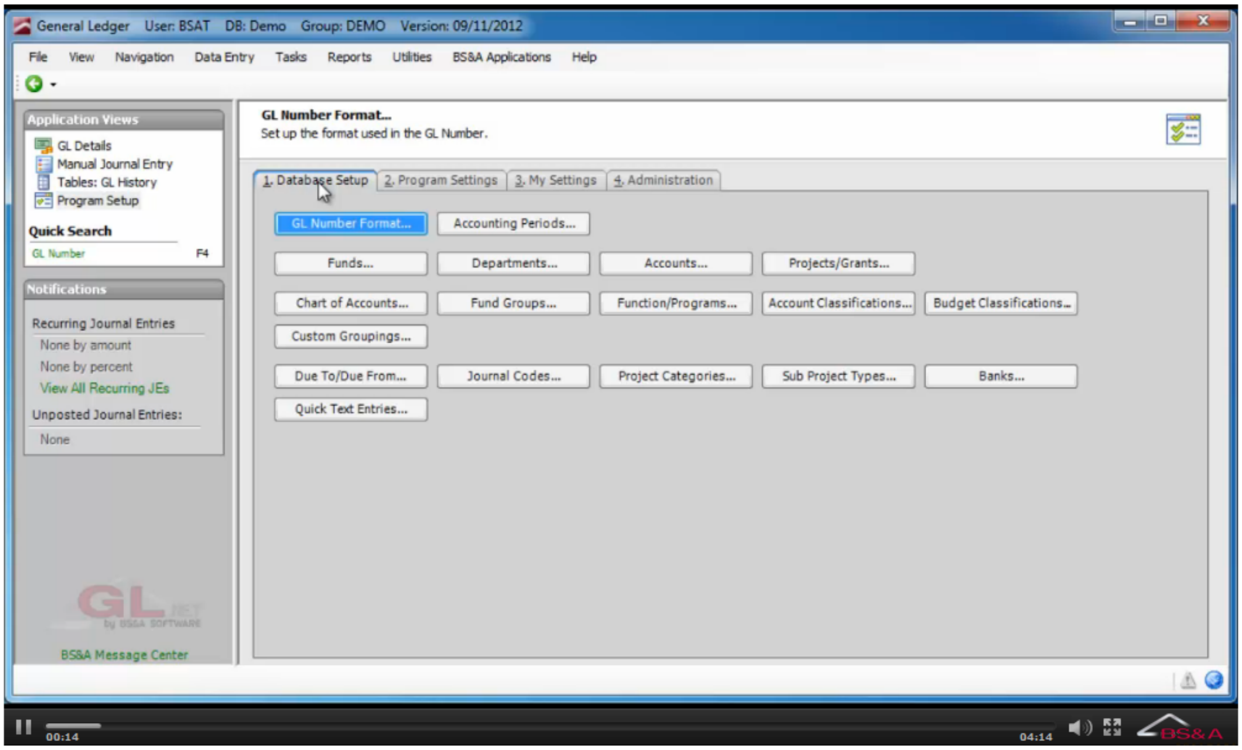
Notes

Section 2: Program Setup

In this section you will learn the layout of the Program Setup screen and some of its generic buttons. Buttons/settings relating to a specific application are covered in the relevant courseware.

Lesson 2.1: Database Setup Tab

The Database Setup tab provides buttons containing setup screens for the currently-opened database.



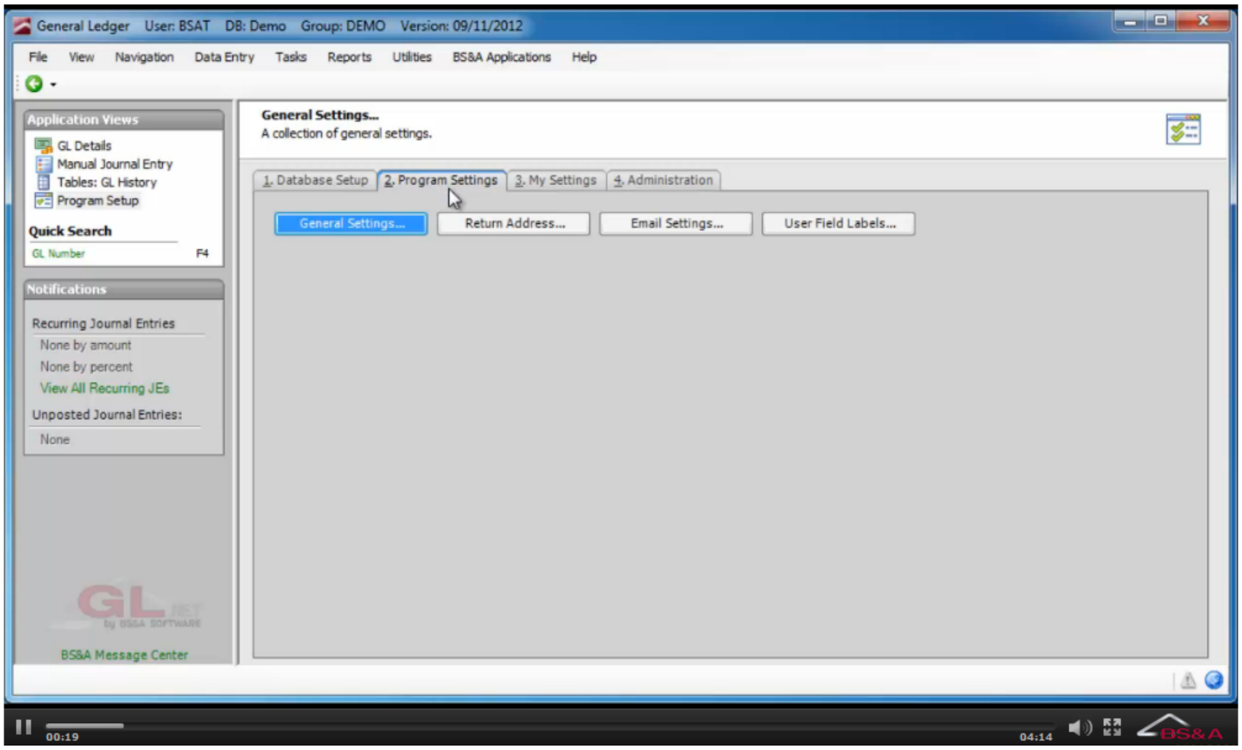
2.1-2.4 Administration Tab

CLOSE ✕

Notes

Lesson 2.2: Program Settings Tab

The Program Settings tab provides buttons containing settings, rather than setup items, for the currently-opened database.



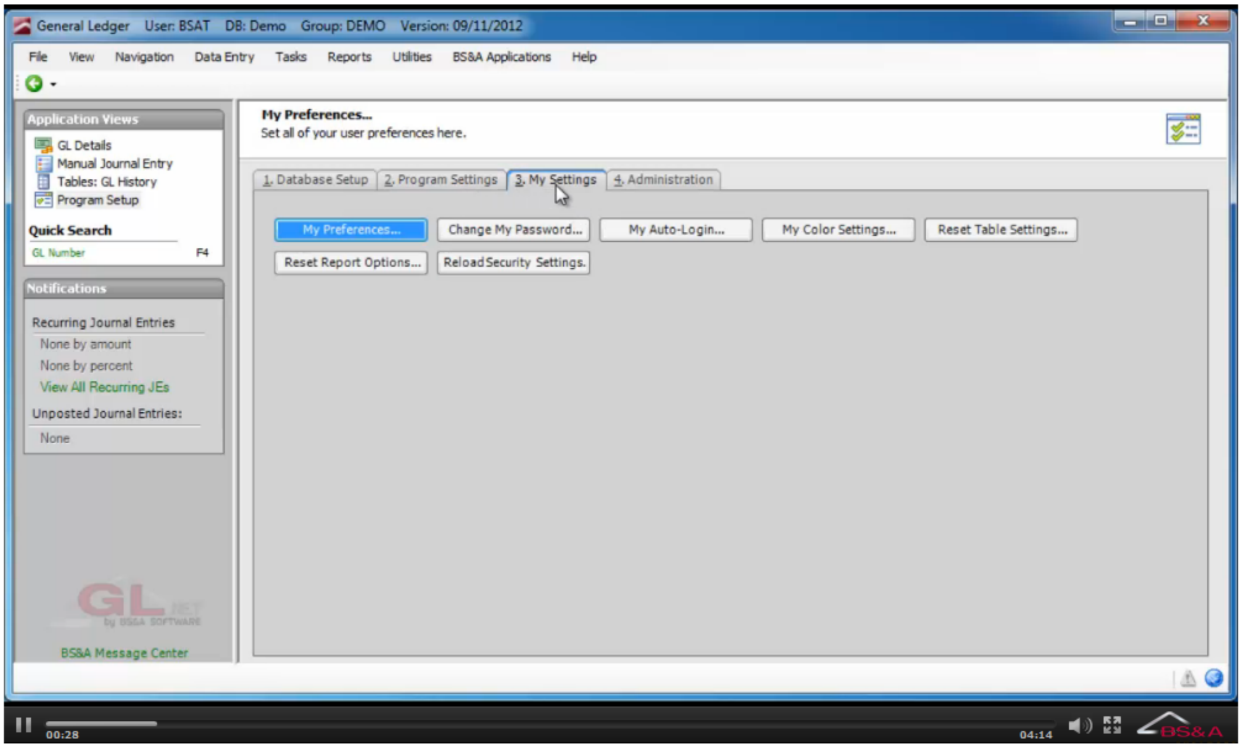
2.1-2.4 Administration Tab

CLOSE ✕

Notes

Lesson 2.3: My Settings Tab

The My Settings tab provides buttons containing settings that affect the currently logged in user.



2.1-2.4 Administration Tab

CLOSE ✕

My Preferences. Select options to be applied when your user name is logged in.

Change My Password. ("BS&A" user names) Change the password currently assigned to your user name. BS&A user names are user names set up in a BS&A application, and are separate from your Windows Active Directory user names.

My Auto Login. ("Active Directory" user names) Tell the program to automatically log you in without being prompted to enter your Windows Active Directory user name and password. Active Directory user names are the user names set up for you to log into your network; rather than setting up separate BS&A names, you may populate your user list with these Windows Active Directory names.

My Color Settings. Change the color scheme of the program for your user name.

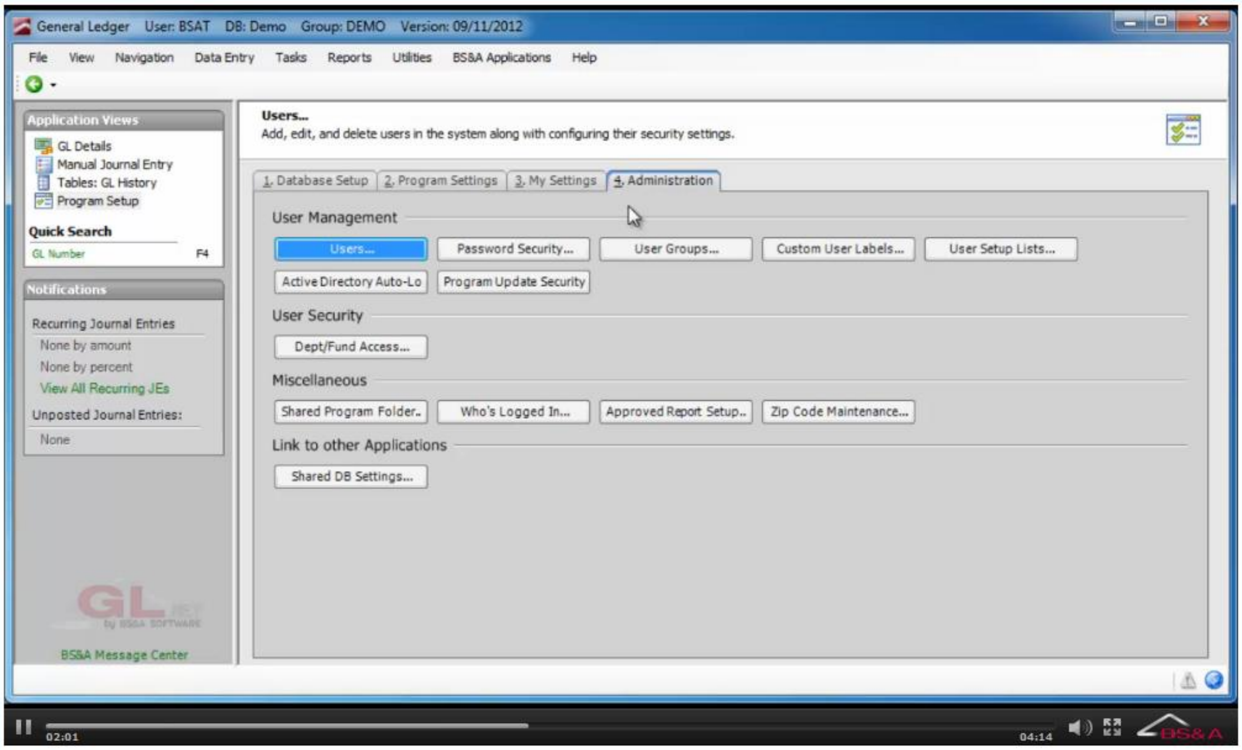
Reset Table Settings. Reset tables to the defaults used by the program.

Reset Report Options. Reset report options to the defaults used by the program.

Notes

Lesson 2.4: Administration Tab

The Administration tab provides buttons letting admin-level users manage other users and their security settings. High-level administrative functions affecting program maintenance and updates, as well as the connection between the various applications' databases, is also managed on this tab.



2.1-2.4 Administration Tab

CLOSE ✕

Users. Add users and manage their individual security.

Password Security. Manage password security for either BS&A users or Active Directory users.

User Groups. Add user groups and manage group security (multiple users who have identical custom security).

Custom User Labels. Relabel the two user fields on the User Setup screen.

User Setup Lists. Set up list items for the two user fields on the User Setup screen.

Active Directory Auto Login. Select whether and how to use Active Directory auto login.

Program Update Security. Set rights for running updates from within the program. These settings are necessary when the users running the programs may not have administrator rights to their own PCs.

Dept/Fund Access. (Selected BS&A programs) Restrict access to specific funds, departments, accounts, and projects.

Shared Program Folder. Specify the path to the Shared Program Folder, which is used to store program updates, the program manual, backups, and - in some cases - attachments.

Who's Logged In. View users currently logged into the program. You may send a message to all or selected users, and log users out if necessary.

Zip Code Maintenance. Add a city/state/zip code record for use with the Zip Code Lookup feature.

Shared DB Settings. Add and manage Shared Database Groups.

Notes

Section 3: Database Management

In this section you will learn about:

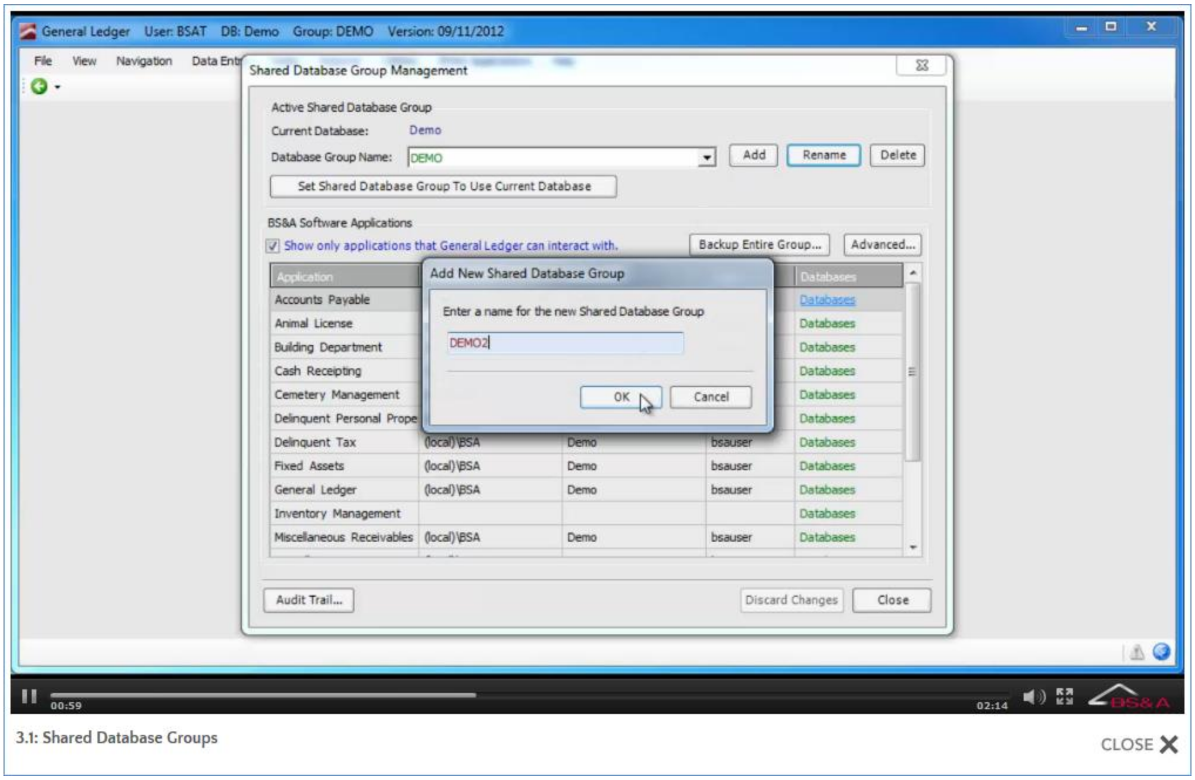
- Shared Database Groups
- Adding a database and attaching it to a Shared Database Group
- Backing up and restoring databases
- Updating your database

Lesson 3.1: Shared Database Groups

Shared Database Groups allow you to minimize your BS&A .NET database management by linking the databases. Databases are not required to belong to Shared Database Groups, but linking your databases lets you take advantage of the numerous data sharing and exchange capabilities within BS&A's .NET programs. For example, the General Ledger database will receive journal entries from other BS&A applications as they are created.

A Shared Database Group only needs to be set up once; it will be accessible to all installed BS&A .NET applications.

1. Go to Program Setup>Administration>Shared DB Settings.
2. Verify Current Database is displaying your currently active (working) database.
3. Click Add.
4. Enter the name of the new Shared Database Group and click Ok.



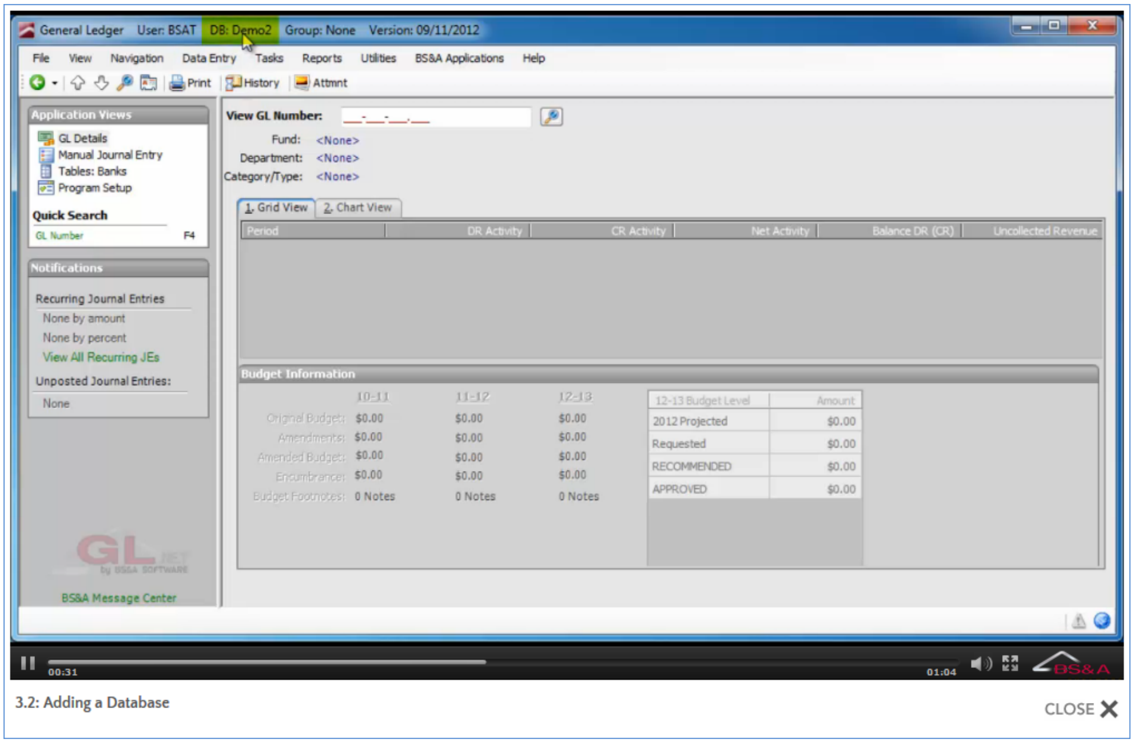
Show Only Applications that [app name] Can Interact With is checked by default, displaying only those (installed) BS&A .NET applications that link with the one you currently have open.

5. (Optional) Click Advanced to allow this Shared Database Group to be used by multiple databases in the current BS&A application. For example, this would allow multiple Tax databases to post to a single General Ledger database.
    i. Check the Allow Multiple Databases for Each Application box.
    ii. Click Close to return to the setup screen.
6. Click Set Shared Database Group to Use Current Database, then Yes.
7. Click Close.
8. You are prompted that any other currently-open BS&A .NET applications will need to be closed and restarted for the change to take effect; click Ok. All users that have affected BS&A .NET applications open will need to exit and restart.

Notes

Lesson 3.2: Adding a Database

1. Go to File>Database>New Database.
2. Enter the name of the new database and click Ok.
3. You are prompted to make this new database your current database (the current database is your working database); answer accordingly.
4. (Optional) Attach this database to the appropriate Shared Database Group:
   i. Verify your database is your active (working) database:



   ii. Go to Program Setup>Administration>Shared DB Settings.
   iii. Select the Database Group Name.
   iv. Click Set Shared Database Group to Use Current Database, then Yes.
   v. Click Close.
   vi. You are prompted that any other currently-open BS&A applications will need to be closed and restarted for the change to take effect; click Ok. All users that have affected BS&A applications open will need to exit and restart.

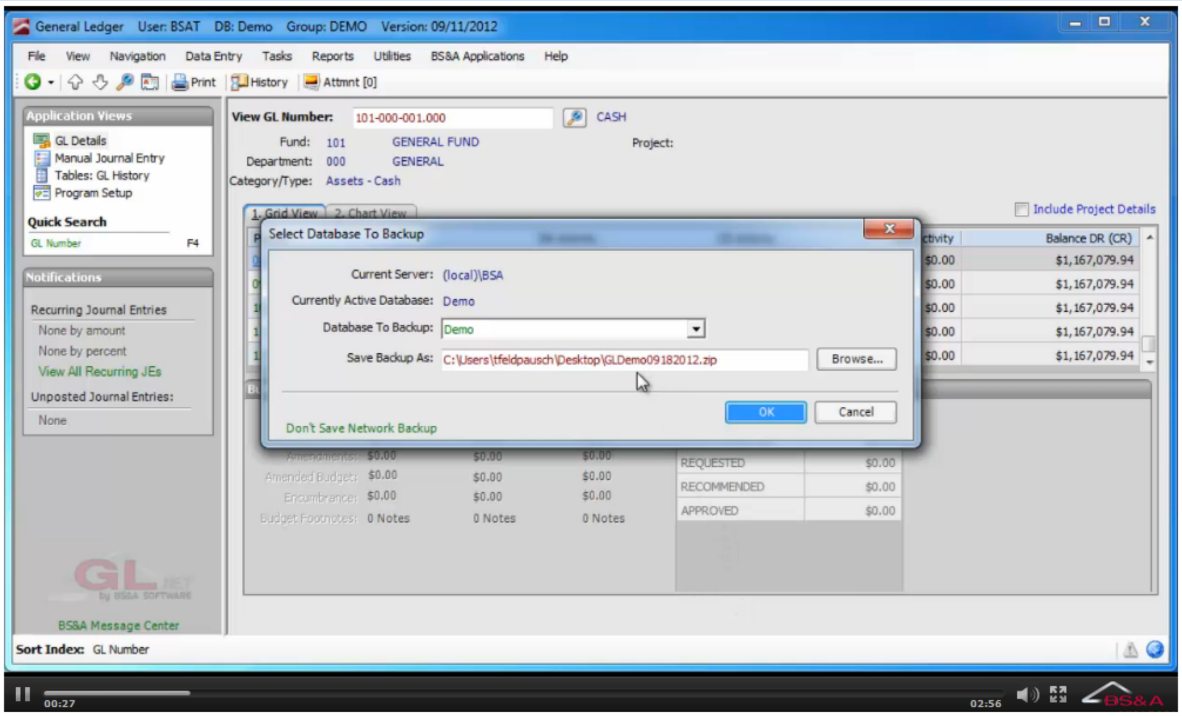
Notes

Lesson 3.3: Backing Up and Restoring Databases

Back Up a Database

1. Go to File>Database>Backup Database.
2. Database to Back Up defaults to the currently-active database and can be changed.
3. Enter or browse to the folder in which to save the file and click Save.

   A file name is automatically supplied in the Save Backup As field, identifying the BS&A application, the database being backed up, and the date the backup is being created; <u>we recommend using this name</u>.



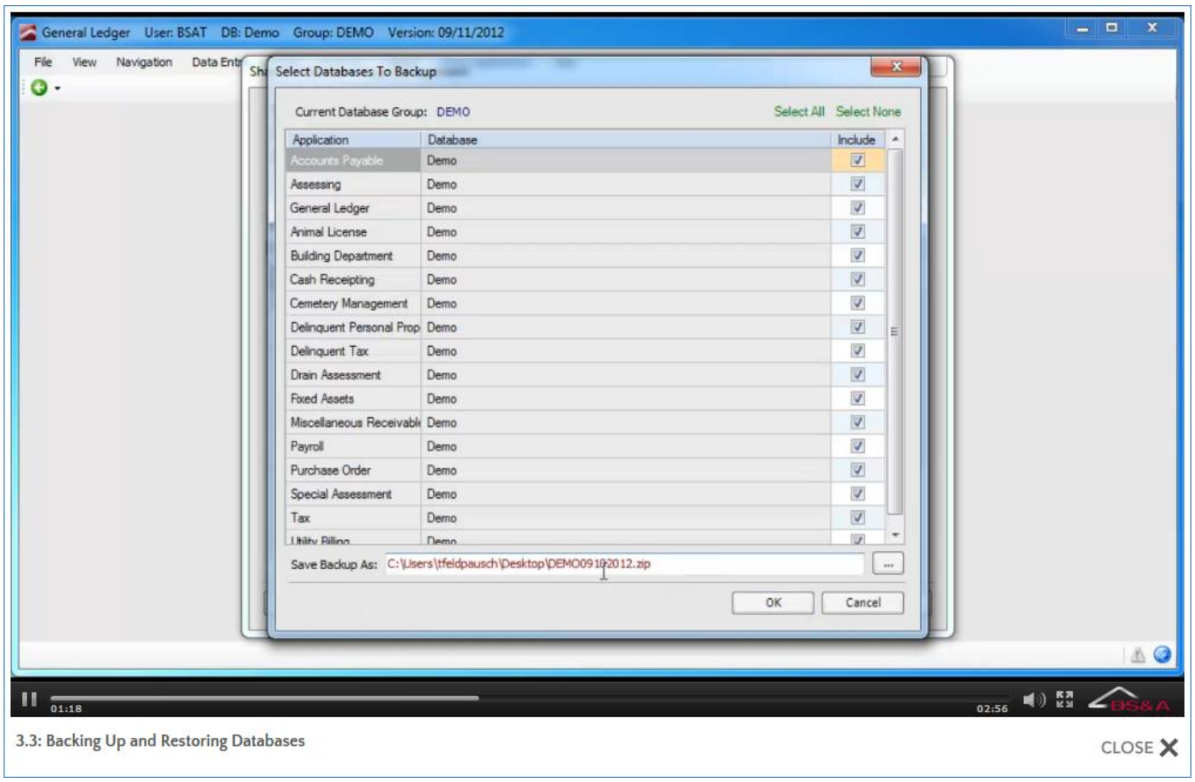
3.3: Backing Up and Restoring Databases CLOSE

4. Click Ok. If the name of the backup file already exists, you are prompted to overwrite it.

Back Up a Shared Database Group

1. Go to Program Setup>Administration>Shared DB Settings.
2. Select the Database Group Name.
3. Click Backup Entire Group.
4. Current Database Group reflects your selection in step 2.
5. Enter or browse to the folder in which to save the file and click Ok.

   A file name is automatically supplied in the Save Backup As field, identifying the group name and the date the backup is being created; <u>we recommend using this name</u>.

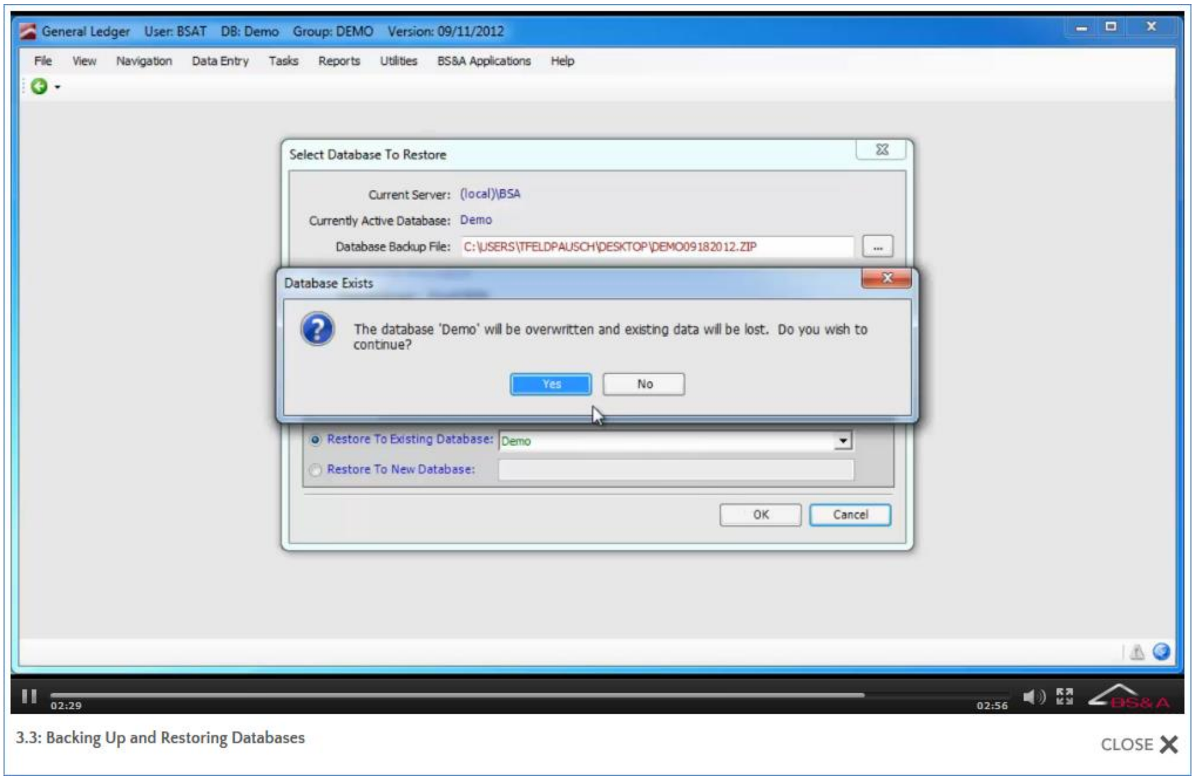


6. A dialog pops up listing the programs and databases being included; provided this list is correct, click Yes.

Restore a Database

Databases can be restored from individual database backups, or from Shared Database Group backups, and can be restored to an existing database or as a new database.

1. Go to File>Database>Restore Database.
2. Browse to the Database Backup File (whether an individual database backup file or a Shared Database Group backup file) and double-click it.
3. Select the Restore Option:
   - Restore to Existing Database. The files in the backup will overwrite the files in the selected database.
   - Restore to New Database. Enter the name of the new database.
4. Click Ok. If restoring to an existing database, you are prompted that it will be overwritten; click Yes.



5. You are prompted that the restore is complete, and asked to select whether or not to make this the active database; answer accordingly.

Notes

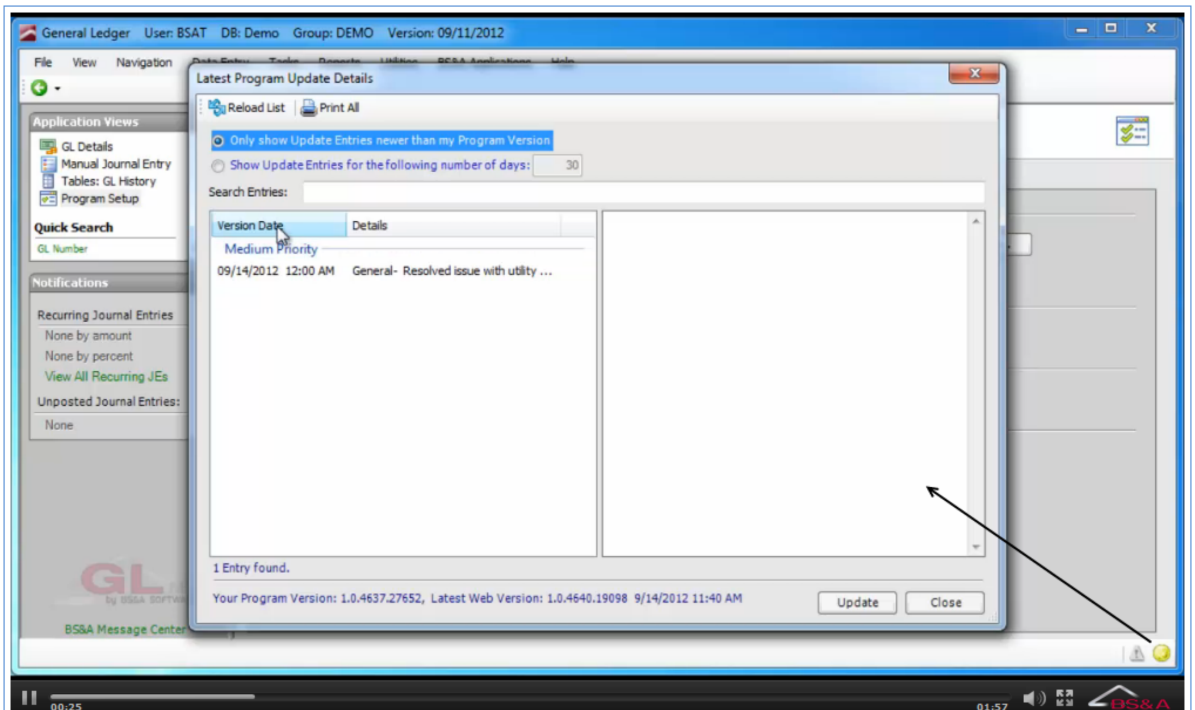
Lesson 3.4: Updating Your Program

Installing updates can be user-restricted (Program Setup>Administration Tab>Program Update Security).

Update Manager

The Update Manager lets you view a log of updated items, broken down into Critical, High Priority, Medium Priority, and Low Priority. You may select from Only Show Update Entries Newer Than My Program Version or Show Update Entries for the Following Number of Days. The bottom of the Update Manager displays your current version date and the version date of the update available on our website.

1. Click the button in the lower-right corner of your BS&A application's screen:



3.4: Updating Your Program

CLOSE ✕

	Low- or Medium-priority updates are detected.
	High- or Critical-priority updates are detected.
	No updates of any importance are detected (or no updates at all).
	You may also click the button to view changes included in previous updates. Select the "Show all update entries" option.

2. Click Update, then Yes. The application shuts down. The update downloads from our website and automatically runs.
3. When finished, re-open the program.

Help Menu

1. Go to Help>Download Latest Version.
2. Select Automatic Download. The program shuts down. The update downloads from our website and automatically runs.
3. When finished, re-open the program.

Notes

Section 4: Record Selection

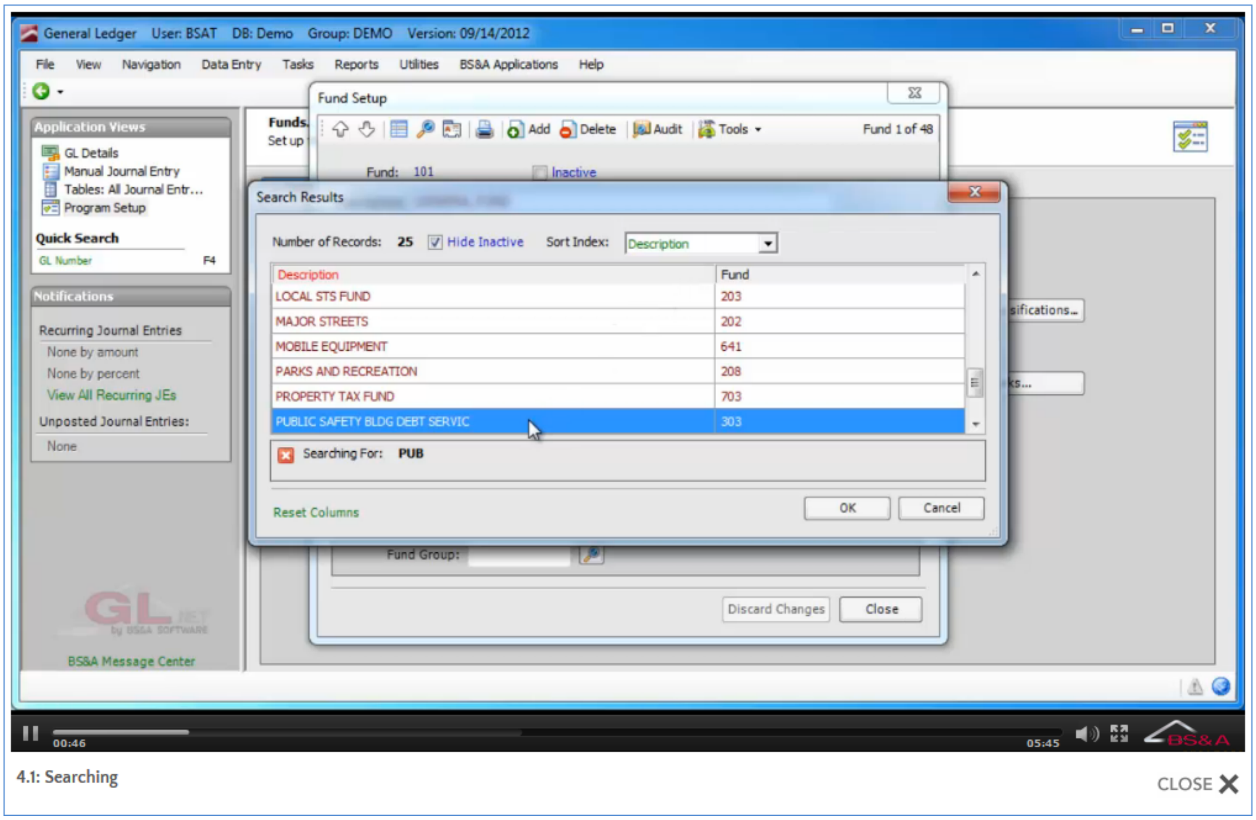
In this section you will learn how to:

- Search
- Sort records
- Block records
- Mark records
- Set a range of records

Lesson 4.1: Searching

List Records Button

Located on most setup screens. Click  to bring up a list of items and select the item you want to view. Rather than scrolling through the list, use the Sort Index field to aid you in your search. To illustrate this, let's say you know the name of the fund you want to search for, but are unsure of the fund number. Change the Sort Index to Description and start typing. As you type a character, the cursor jumps to the first record it finds:



Navigation Menu

1. Go to Navigation>Search or Navigation>Quick Search:
   - Search (the fields available for searching depend on the data you are viewing)
     i. Select the field by which to search.
     ii. Enter the search criteria and click Ok.
     iii. If the Search Results screen appears, locate the record you want to view and select it.
   - Quick Search
     i. Click the quick search field (another option is to press the Function key assigned to the search field without going through the Navigation menu).
     ii. Enter the search criteria and click Ok.
     iii. If the Search Results screen appears, locate the record you want to view and select it.

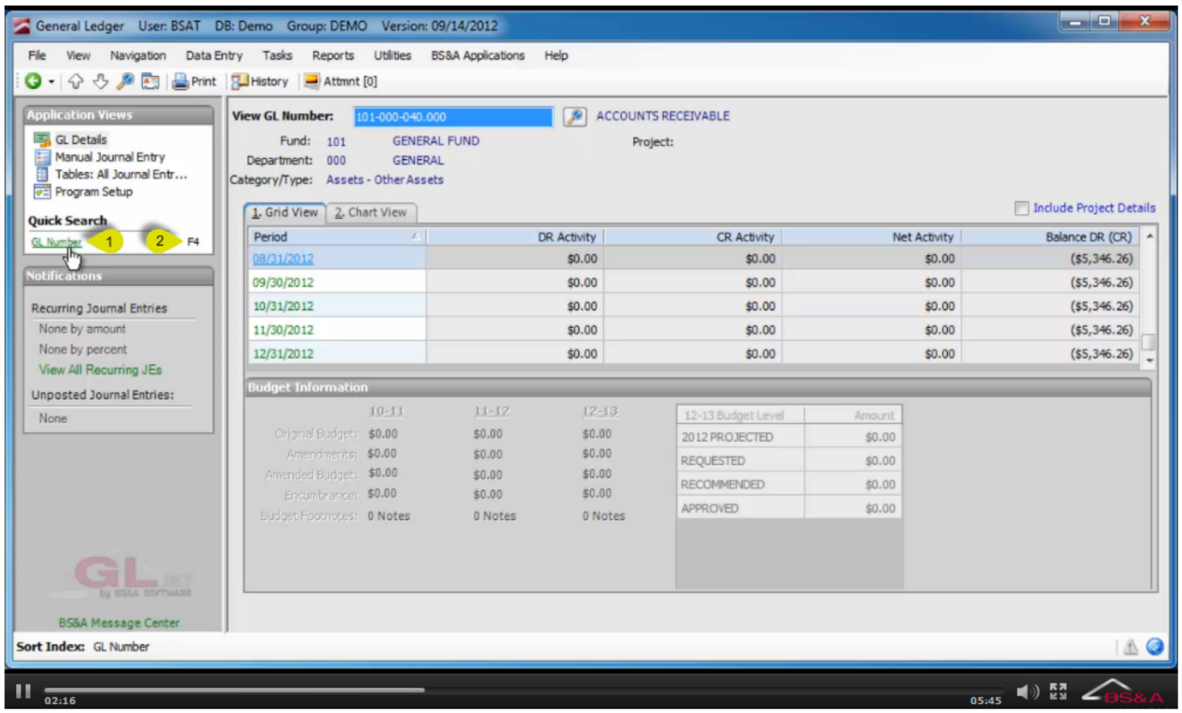
Page Up and Page Down Buttons/Keys

Located on data screens and setup screens. Click the appropriate button -  - or use your PgUp and PgDn keys. In data screens, the records presented are affected by the current sort index (see page 57). In setup screens, the records presented are always in numeric or alphabetical order, depending on the type of setup screen.

Quick Search; Function Keys

Quick Search uses Function keys and occasionally, a hotkey combination. Some BS&A applications provide a Quick Search list in Application Views.

1. Click the green quick search command link **(1)** or press the assigned Function key **(2)**.



4.1: Searching

CLOSE ✕

2. Enter the search criteria and click Ok.
3. If the Search Results screen appears, locate the record you want to view and select it.

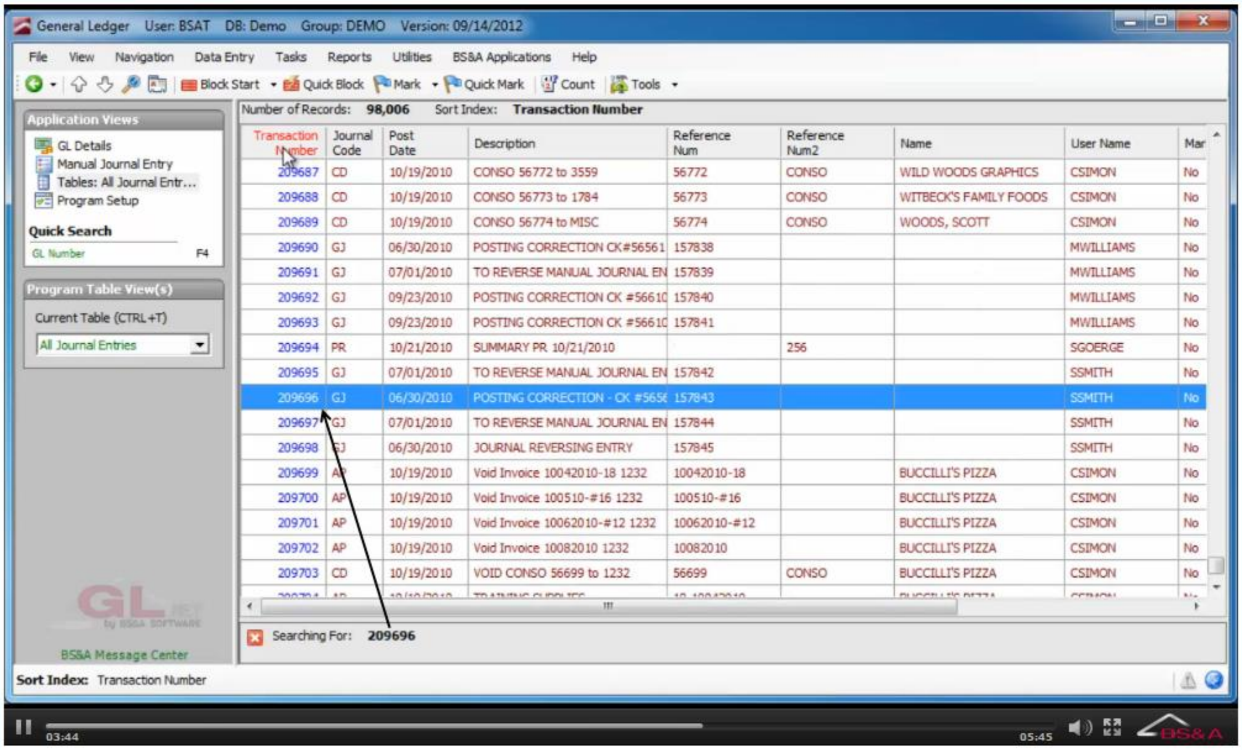
Search Button or Alt+S

The fields available for searching depend on the data you are viewing.

1. Click  or press Alt+S.
2. Select the field by which to search.
3. Enter the search criteria and click Ok.
4. If the Search Results screen appears, locate the record you want to view and select it.

Table Searches

As with the List Records method illustrated at the beginning of this topic, when viewing a table you may start typing the data you are searching for, subject to the current index (sort order). A search template appears at the bottom of the screen to accept the entry. Pictured is an example using the All Journal Entries table in General Ledger. The table is sorted by transaction number. As you type a character, the cursor jumps to the first record it finds.

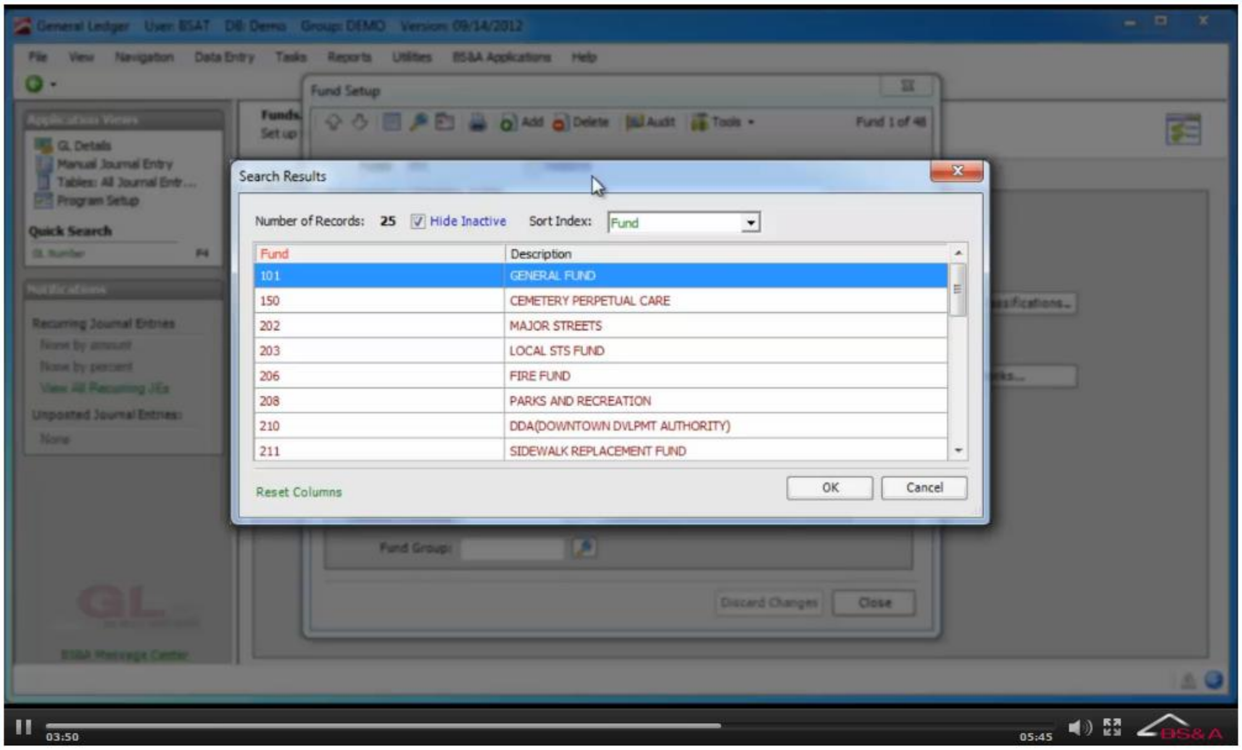


4.1: Searching

CLOSE

Search Results Screen

When executing a search, and multiple records are found (for example, a search on Smith) a Search Results screen appears:



4.1: Searching

CLOSE ✕

This screen can be resized, and its columns resized and reordered. The screen will retain those settings until you reset them to their original state. Search Results screen settings are unique to each user name.

To resize the screen...

i. Position your cursor along a border of the screen. Depending on your cursor location, the cursor will appear as one of the following:

Tip: use the diagonal (appears when positioned on a corner); this stretches out and down (or up).

ii. Press and hold your left mouse button and drag your mouse to stretch the screen; release it when you've achieved the size you want.

To resize the columns...

i. Position your cursor in the column heading between the column you want to resize and the column to the right. Your cursor changes to:

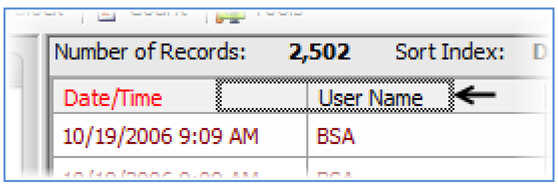
ii. Press and hold your left mouse button and drag your mouse to the right; release it when you've achieved the width you want.

To reorder the columns...

This enables you to move columns around until they are in the order you like; <u>it is not the same</u> as re-sorting the records.

i. Position your cursor in the column heading of the column you want to move.

ii. Press and hold your left mouse button and drag your mouse left or right. A pixelated border appears to indicate the column is being moved:



iii. Release the mouse button when the column is in the position you want.

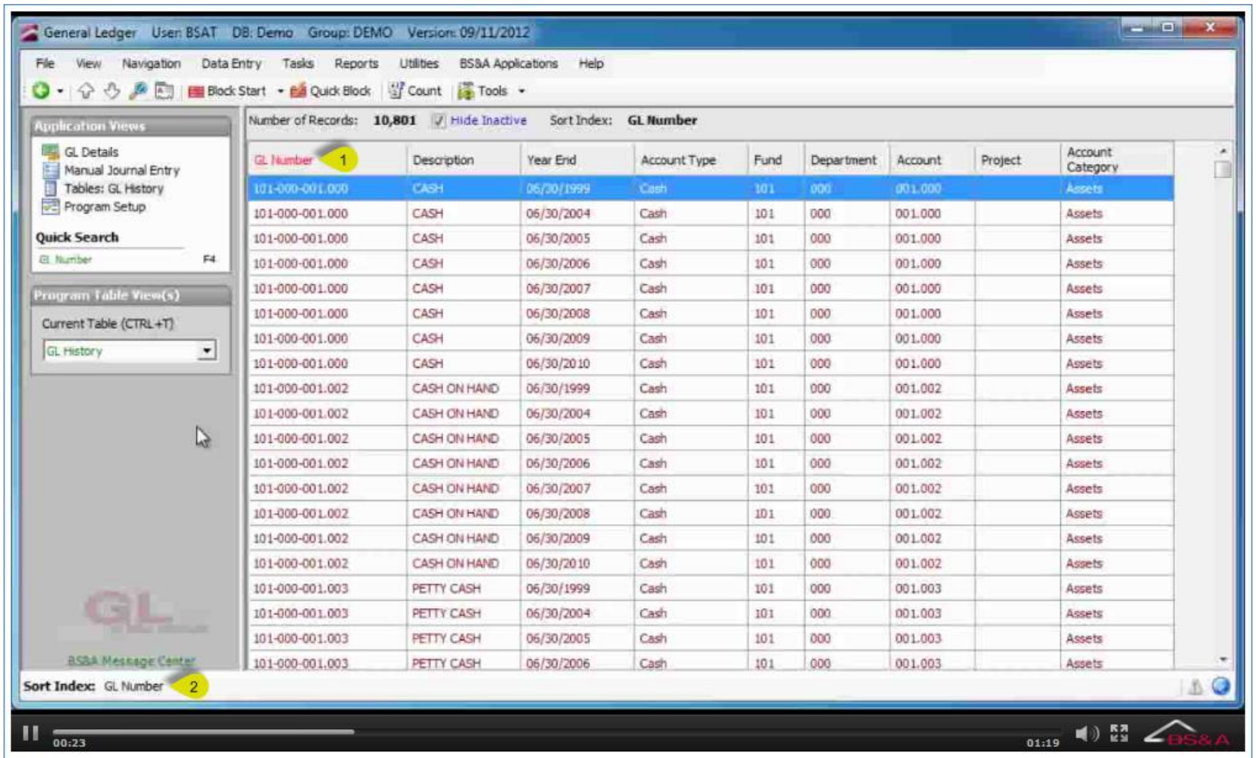
To reset columns to their original state...

- To reset the <u>current</u> Search Results screen's columns, click the Reset Columns command link, then Yes.
- To reset <u>all</u> Search Results screens (and tables), go to Program Setup>My Settings and click Reset Table Settings. Check the Yes, I wish to... box and click Ok. This affects both the size and the columns.

Notes

Lesson 4.2: Sorting

The sort order, or index, of records is important when setting ranges for reports and when blocking off records. The fields available for indexing depend on the data you are viewing. When viewing a table, the primary index appears in red and is the left-most column **(1)**, unless you have moved it to another position. The index is also displayed in the Status Bar **(2)**, whether you are viewing a table or a data entry screen, as illustrated on page 21.



4.2: Sorting

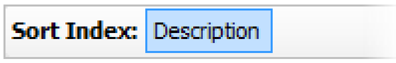
Column Heading (Table View). While viewing a table, double-click the column heading of the field by which you want to sort.

Ctrl+I or Alt+I Keys. Press Ctrl+I or press Alt+I and select the field.

Index Button. Click (available whether viewing a data screen or a table) and select the field.

Navigation Menu. Go to Navigation>Index and select the field.

Right-Click Menu (Table View). While viewing a table, position your cursor anywhere on the table and right-click to receive a menu; click Change Index and select the field.

Status Bar. Click the button representing the current sort order - for example, 

- and select the field.

Notes

Lesson 4.3: Blocking

Blocking records is useful for reports and certain other operations. Blocked records appear highlighted in red.

Block

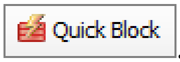
1. Open the table and sort by the field that will determine the block.
2. Determine your method:
   - Use the button in the Tool Bar:
     i. Highlight the first record to be included in the block.
     ii. Click 

. The button changes to Block End.
     iii. Highlight the last record to be included.
     iv. Click 

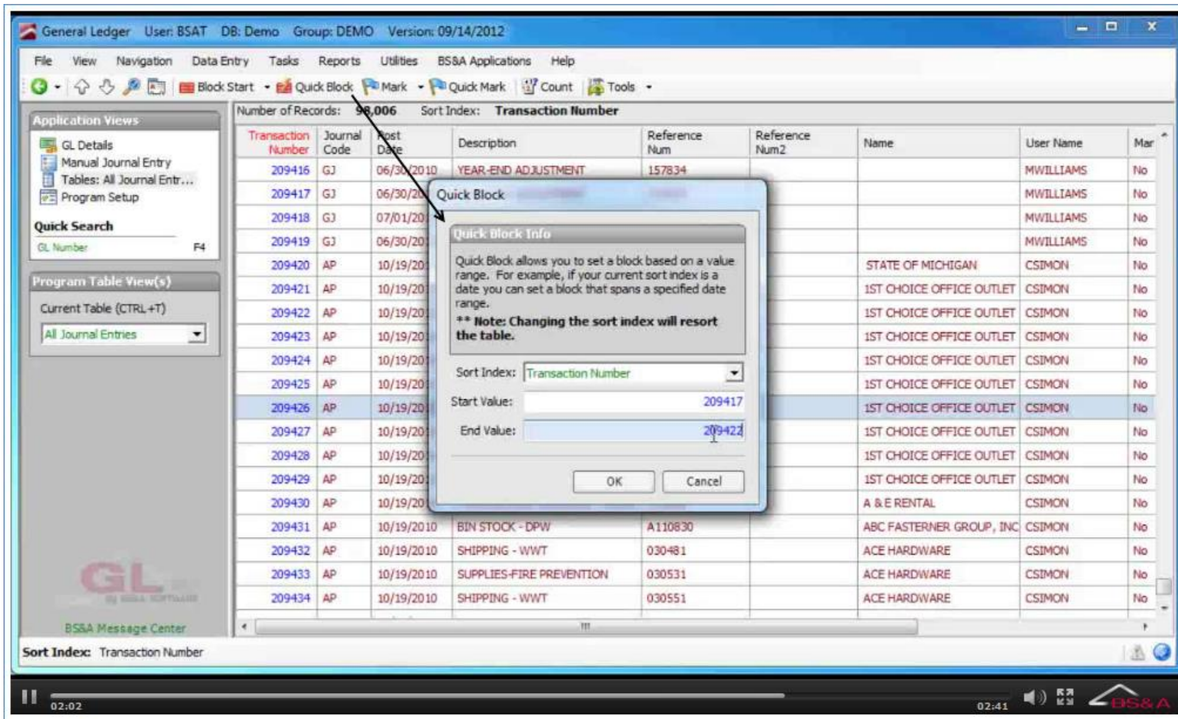
. The button changes to Block Clear.
   - Use the right-click menu:
     i. Position your cursor on top of the first record to be included in the block.
     ii. Right-click and select Block Start.
     iii. Position your cursor on top of the last record.
     iv. Right-click and select Block End.
   - Use your Shift key:
     i. Click the first record to be included in the block.
     ii. Press and hold your Shift key.
     iii. Click the last record to be included and release your Shift key.

Quick-Block

The Quick-Block option lets you quickly set a block by entering parameters dependent upon the current sort order.

1. Open the table containing the records you want to block.
2. Click 

.
3. Verify or select the Sort Index (if changed here, that change will be made on the table as well).
4. Enter the Start Value and End Value.



4.3: Blocking

CLOSE

5. Click Ok.

Increase/Decrease Number of Blocked Records

To increase…

1. Click the <u>unblocked</u> record that is to be the last.
2. Click the  part of the Block Clear button and then Block End.

   OR

1. Press and hold your Shift key.
2. Click the <u>unblocked</u> record that is to be the last and release your Shift key.

To decrease…

1. Click the <u>blocked</u> record that is to be the last.
2. Click the  part of the Block Clear button and then Block End.

   OR

1. Press and hold your Shift key.
2. Click the <u>blocked</u> record that is to be the last and release your Shift key.

Clear a Block

Three options are available:

- Click 

- Right-click and select Block clear
- Change the index of the records (see page 57)

Notes

Lesson 4.4: Marking

Marking lets you flag random records and is useful for reports and certain other operations. Marked records appear highlighted in bright blue.

Mark One or a Few Records

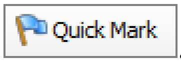
1. Open the table containing the records you want to mark.
2. Highlight the record to mark.
3. Determine your method:
   - Use the button in the Tool Bar:
     i. Click 

     and select Mark Selected Record.
   - Use the right-click menu:
     i. Position your cursor on top of the record.
     ii. Right-click and select Mark Selected Record.
   - Use your Ctrl key:
     i. Press and hold your Ctrl key.
     ii. Click a record.
   - Press your spacebar.
4. Repeat the selected method on the remaining records to be marked.

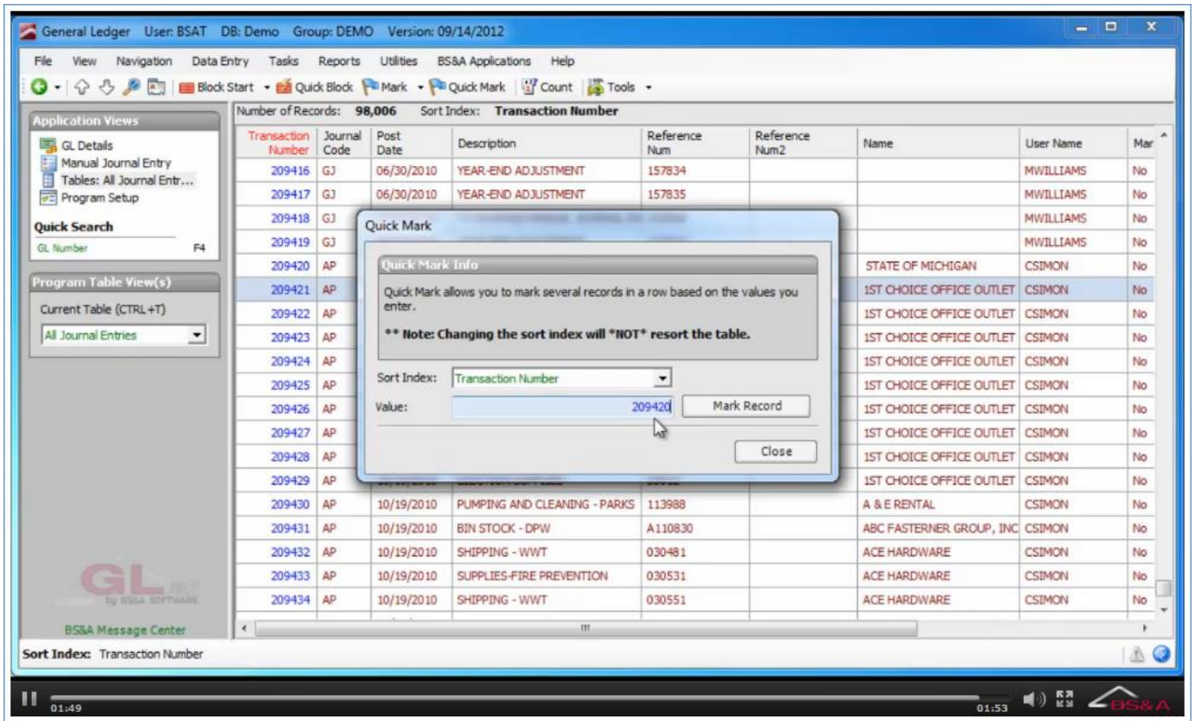
Mark All or Blocked Records

1. Open the table containing the records you want to mark.
2. Click the  part of the Mark button to receive a list of options.
3. Click Mark All Records or Mark Current Block.

Quick-Mark

1. Open the table containing the records you want to mark.
2. Click .

3. Verify or select the Sort Index (if changed here, that change will NOT be made on the table).
4. Enter the Value and click Mark Record.



4.4: Marking

CLOSE ✕

If more than one record is found with that value, you will receive a Search Results screen; double-click the appropriate record.

5. Click Close.

Unmark Records

To unmark one record…

- highlight it and press your spacebar

  OR

- position your cursor on top of the record, right-click, and select Unmark Record.

  OR

- press and hold your Ctrl key on the marked record and click

To unmark all/blocked records…

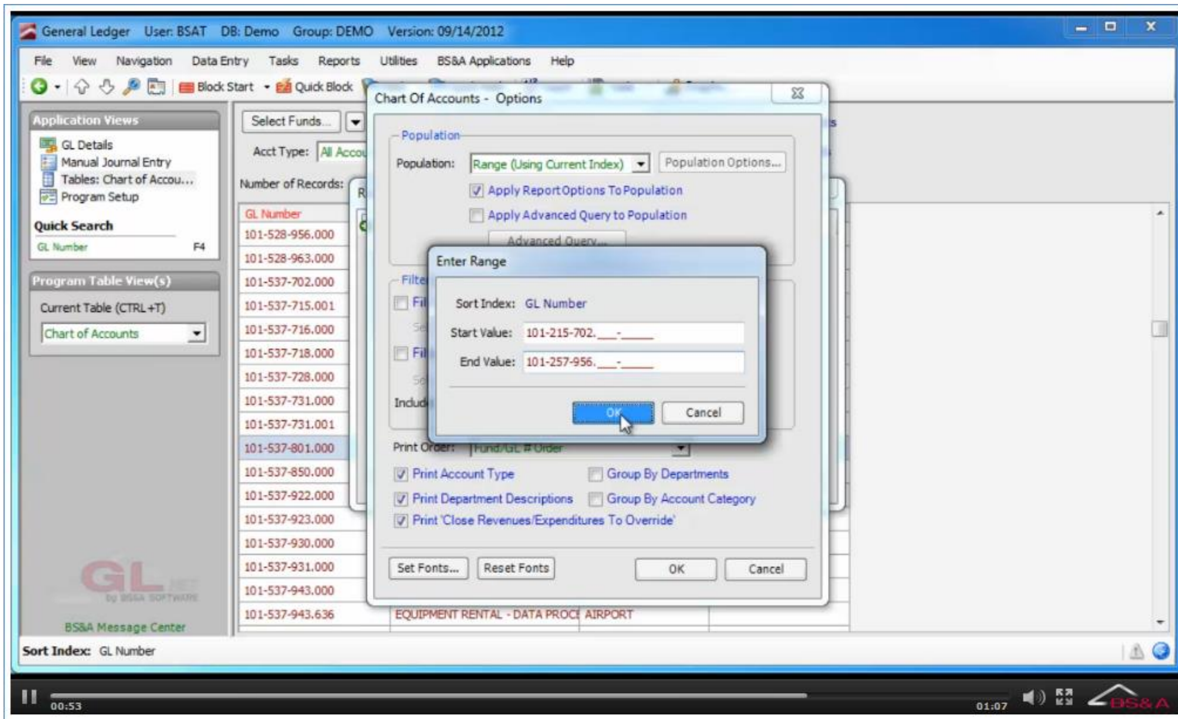
- click the  part of the in the Mark button and select Unmark All Records or Unmark Blocked Records.

Notes

Lesson 4.5: Setting a Range

Setting a range is done when running reports or performing some tasks and utilities. The fields available for selection depend on the current sort order. For example, I want to run a Chart of Accounts report for only accounts between 101-215-702.000 and 101-257-956.000 (running reports is covered in more detail in Section 5 of this courseware):

1. Open the Chart of Accounts table and sort by GL Number.
2. Go to Reports>General Ledger Reports.
3. Select Chart of Accounts as the Name.
4. Click Report Options.
5. Select Range (using current index) as the Population and click Yes.
6. Enter the range and click Ok:



4.5: Setting a Range

CLOSE ✕

7. Click Ok to close Report Options.
8. Select the print Destination and click Run Report.

Notes

Section 5: Running Reports

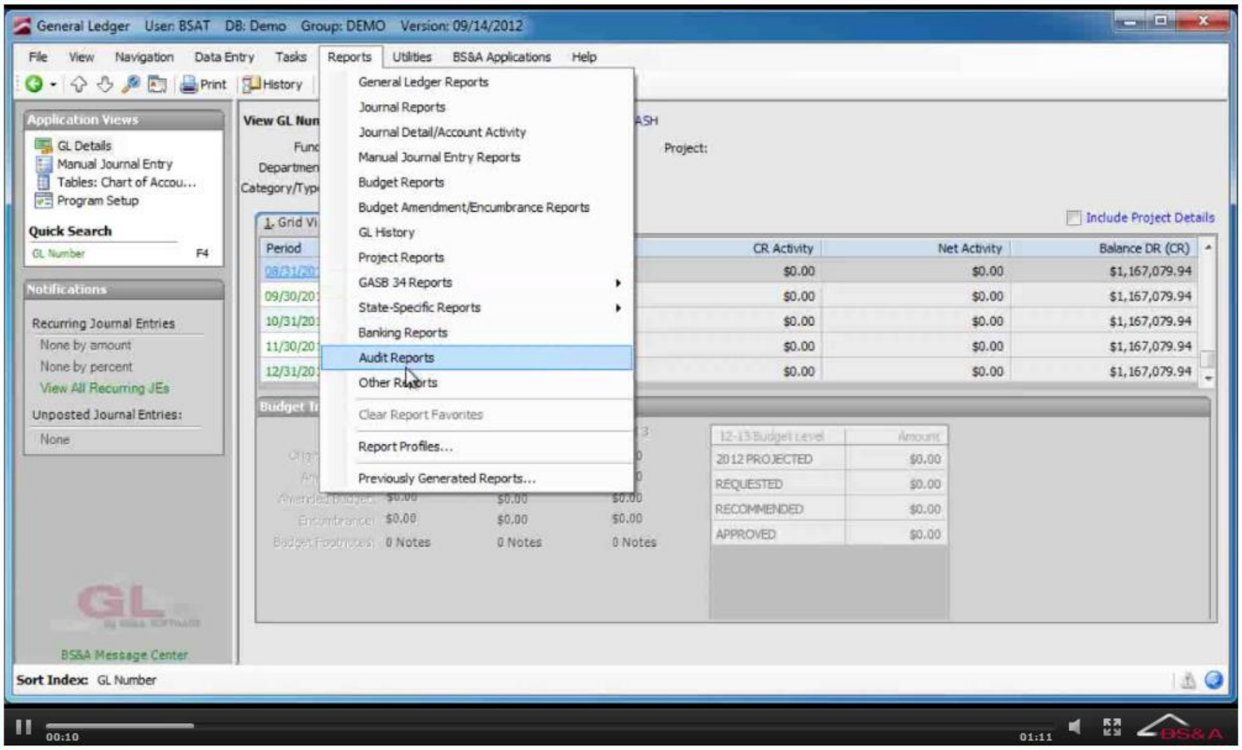
In this section you will learn how to:

- Access a report
- Set report options
- Set filters for more robust reporting
- Set up and use Report Profiles

Lesson 5.1: Accessing a Report

Reports Menu

The Reports Menu drops down a list of Report Categories, each of which contains its own set of reports:



5.1: Accessing a Report

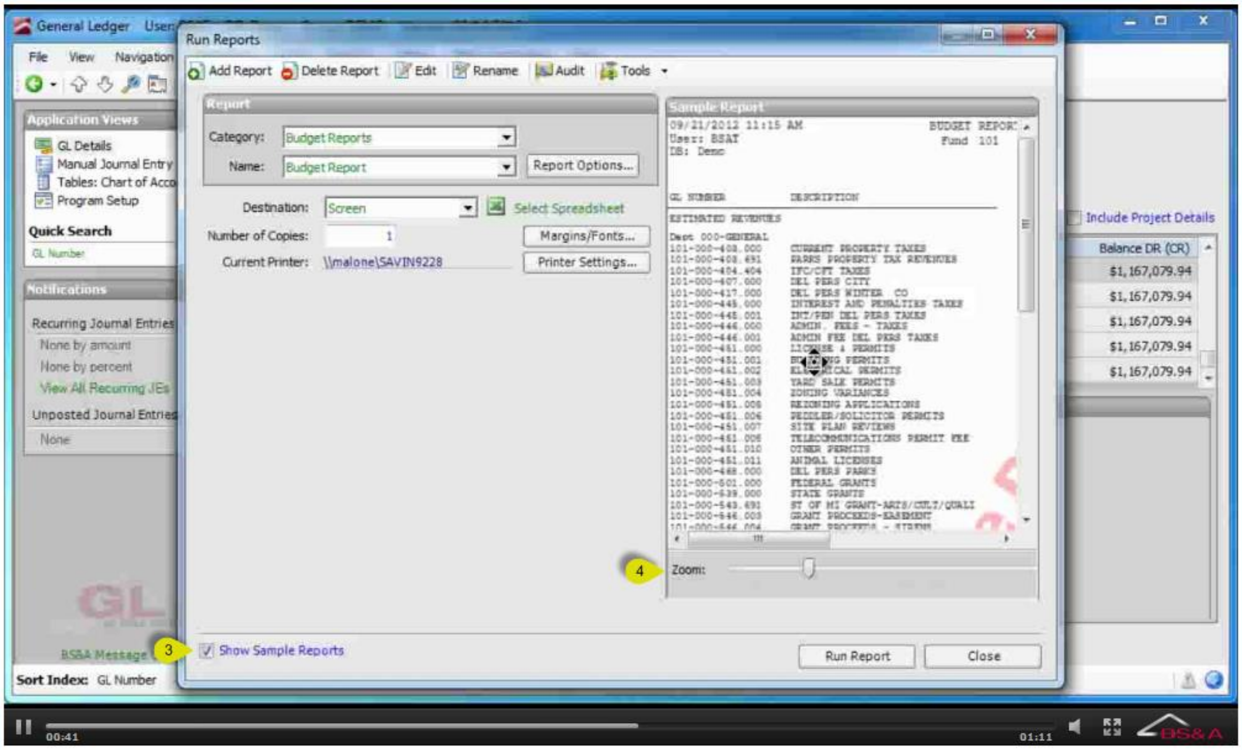
CLOSE ✕

Upon selecting a Report Category, the Run Reports dialog appears. You may select another category from within this dialog **(1)**. Individual reports (dependent upon the selected category) are selected in the Name field **(2)**:

5.1: Accessing a Report

CLOSE ✕

The Show Sample Reports option **(3)** lets you preview the report before printing it (this can also be accomplished by selecting Screen as your Destination). Use the Zoom scale **(4)** to adjust the view.

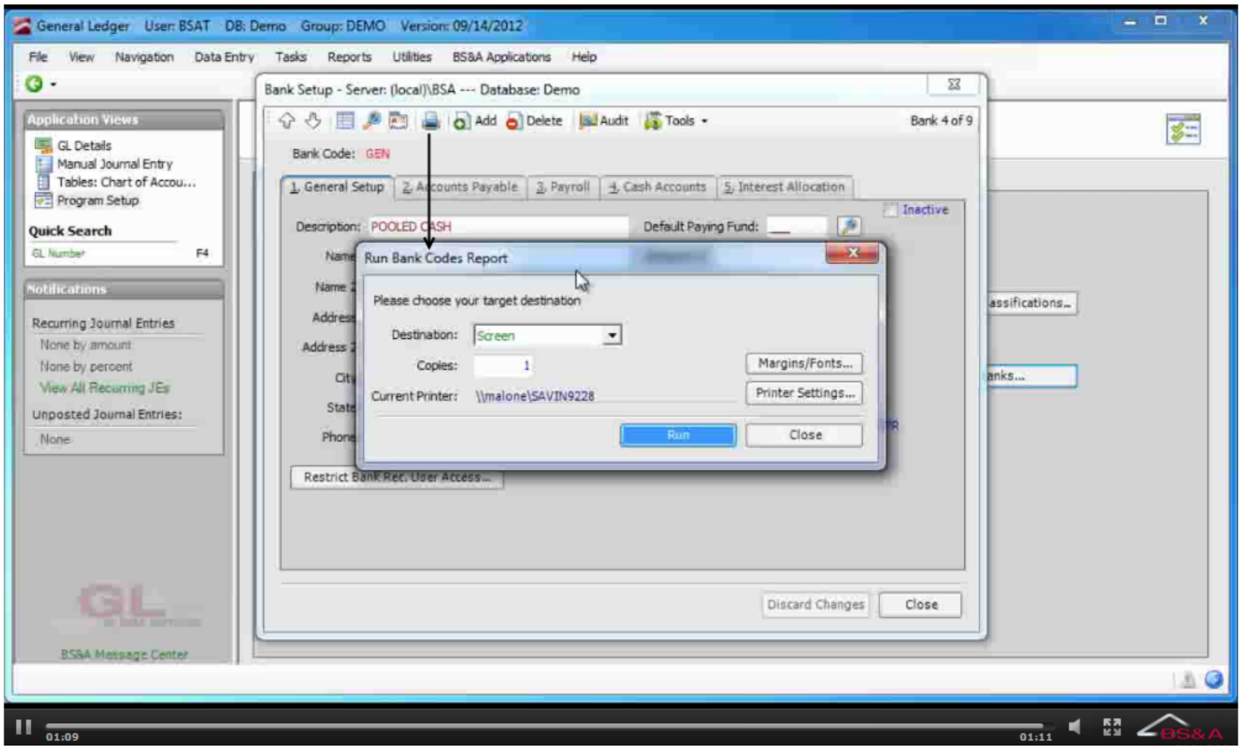


5.1: Accessing a Report

CLOSE ✕

Print Button

Some screens provide a  or  button, which offers a smaller dialog, as it's tailored to a specific report or printout. For example, clicking  on your Banks setup screen yields this dialog:



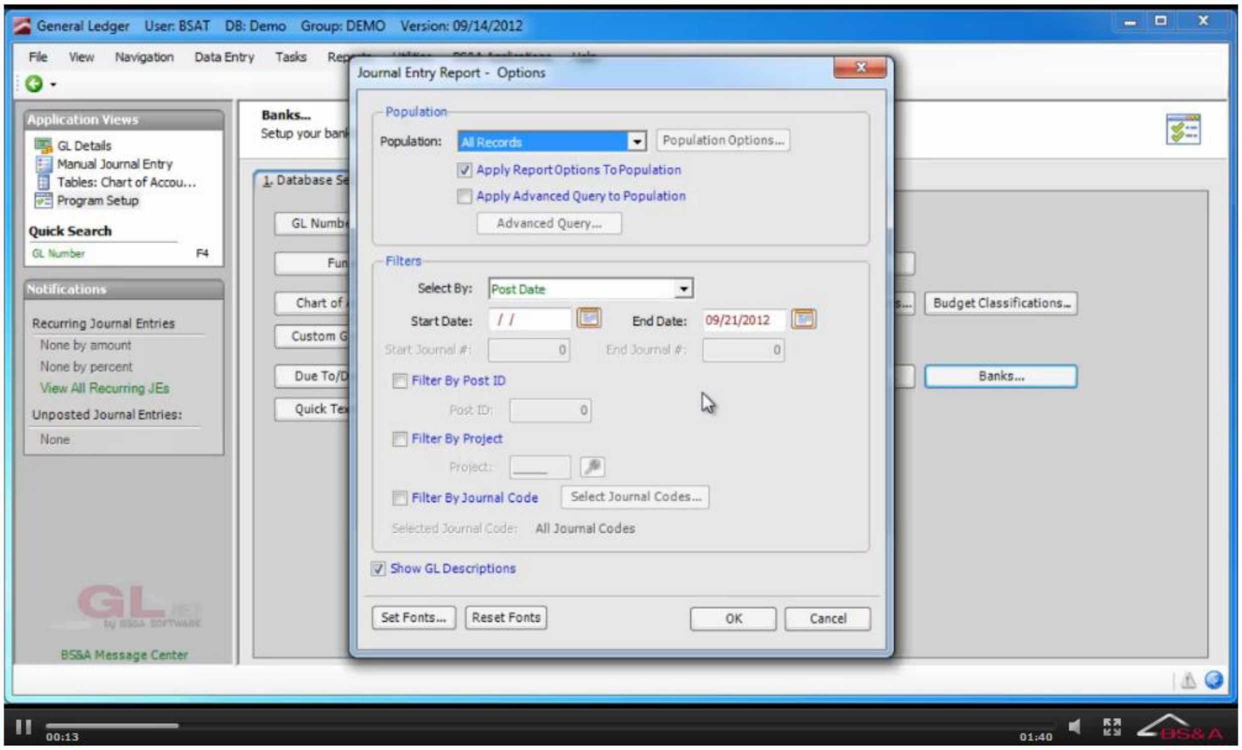
5.1: Accessing a Report

CLOSE

Notes

Lesson 5.2: Setting Options

BS&A strives to make your job easier by providing the most frequently-used filters for reports in a Report Options dialog. Pictured is the Report Options dialog for a Journal Entry Report:

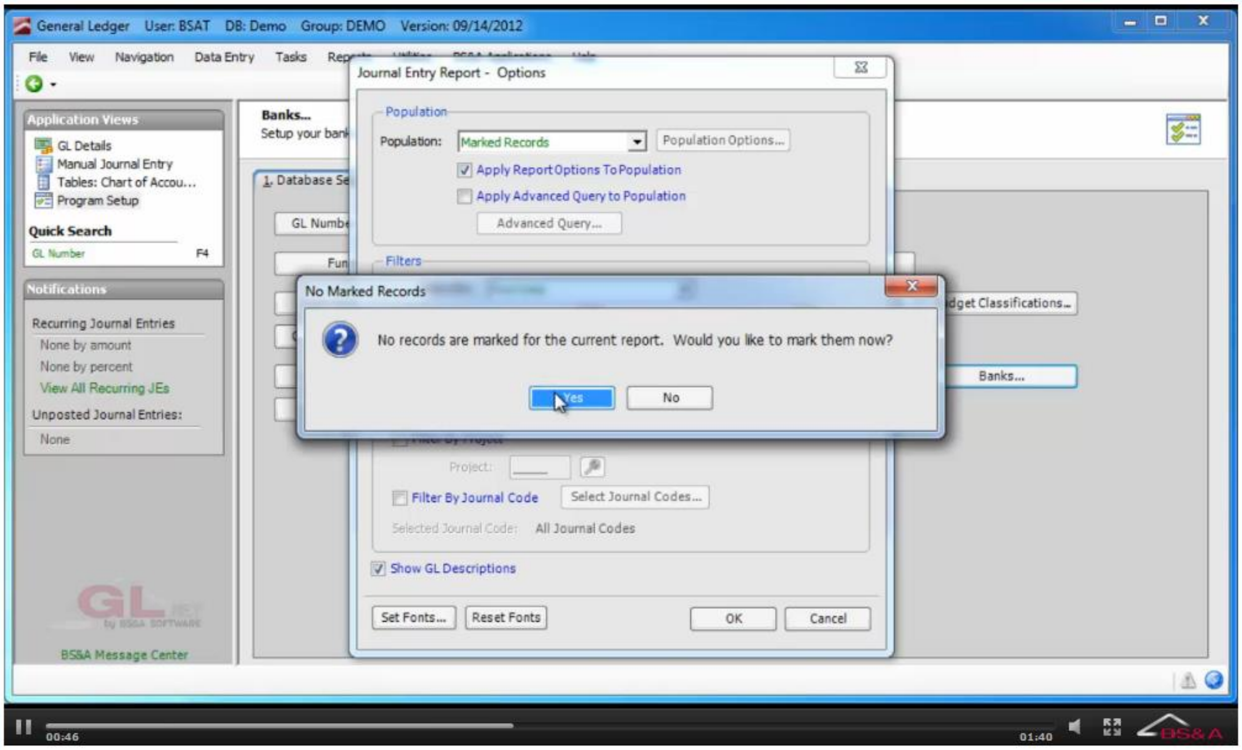


5.2: Setting Options

CLOSE ✕

You can open the dialog by clicking the Report Options button on the Run Report dialog. A user setting, however, can ensure you never overlook this screen (see "Display Report Options," below).

Among the filters for each report, you can select the population of records on which to run the report. The previous section of this courseware - "Record Selection" - illustrates how to mark and block from a Table. You may do so directly in a Report Options dialog:



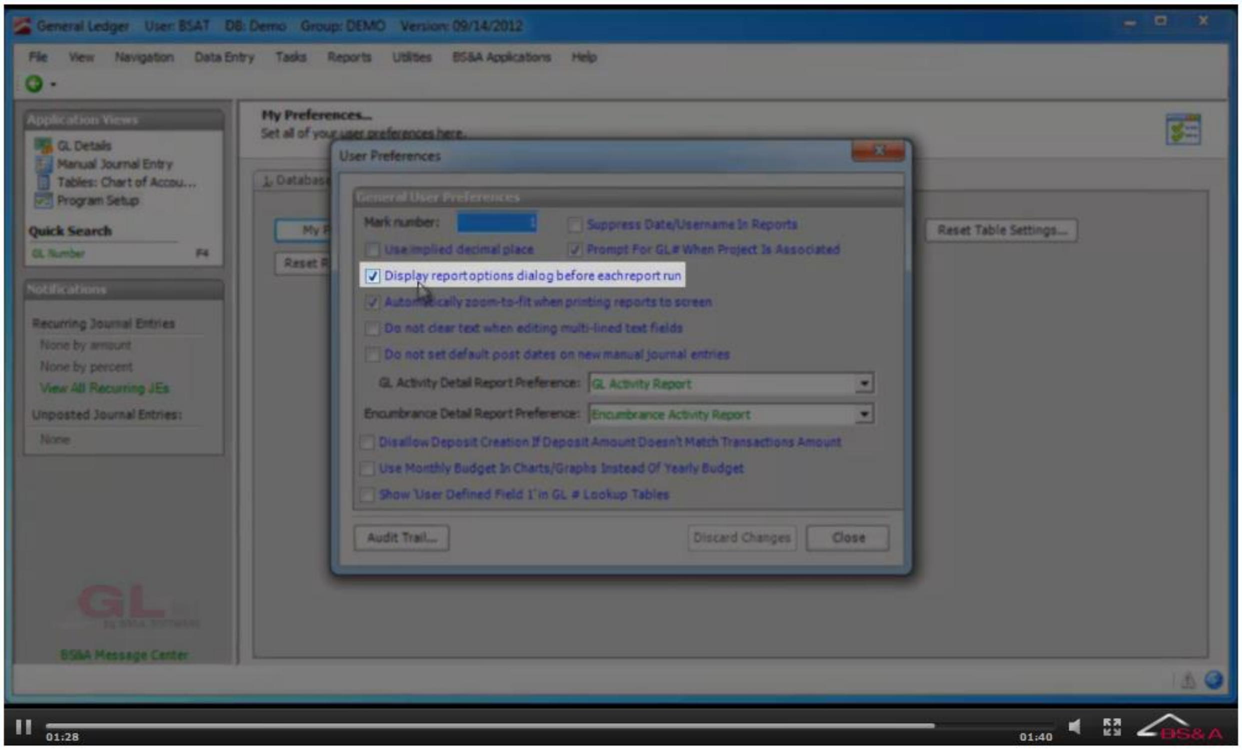
5.2: Setting Options

CLOSE ✕

Once records are marked or blocked, clicking the Population Options button lets you alter the selection or remove the mark/block entirely.

Display Report Options

Program Setup>My Settings>My Preferences contains a setting letting you tell the program to Display Report Options Dialog Before Each Report Run. By default, this setting is checked, meaning you will not need to click the Report Options button prior to running a report, because the report options dialog will automatically pop up when you click the Run Report button.



5.2: Setting Options

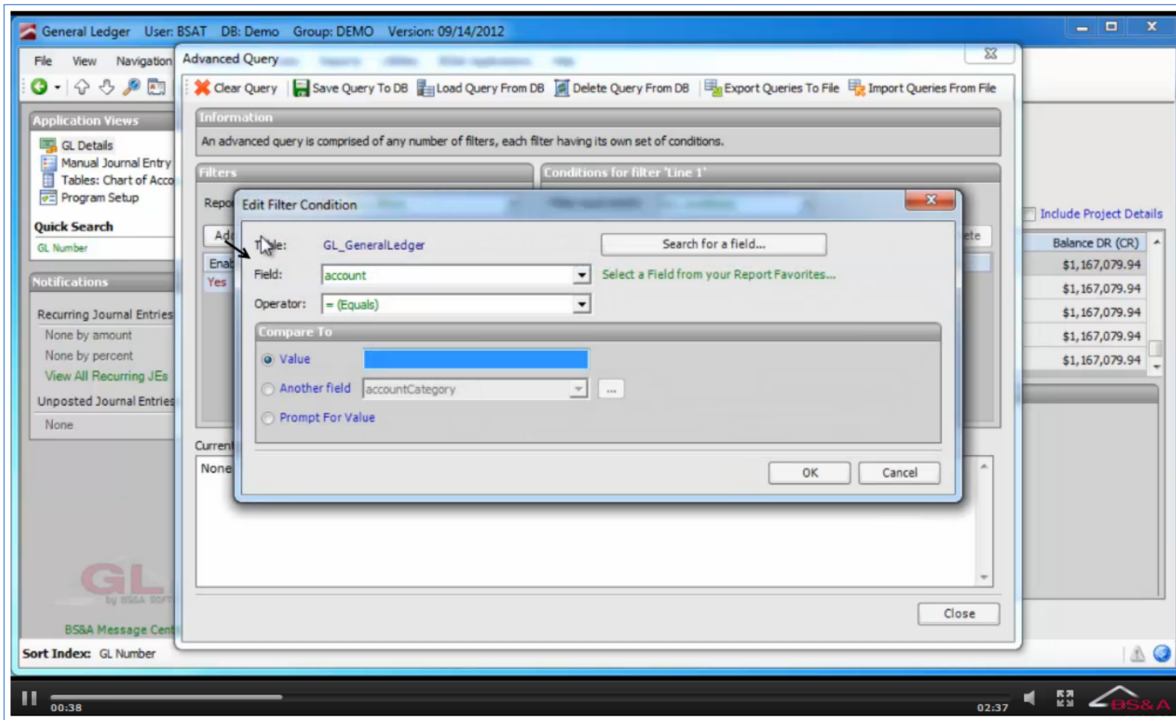
CLOSE ✕

Notes

Lesson 5.3: Using Filters to Query Your Data

Filters are used to query your database for specific information. For example, we want a report of all General Ledger Accounts using the Account number 702.000.

1. Go to Reports>General Ledger Reports>Chart of Accounts.
2. Click Report Options.
3. Select All Records as the Population.
4. Check the Apply Advanced Query to Population box and click Advanced Query.
5. Click Add in the Filters pane (left side). The Edit Filter Condition dialog appears.

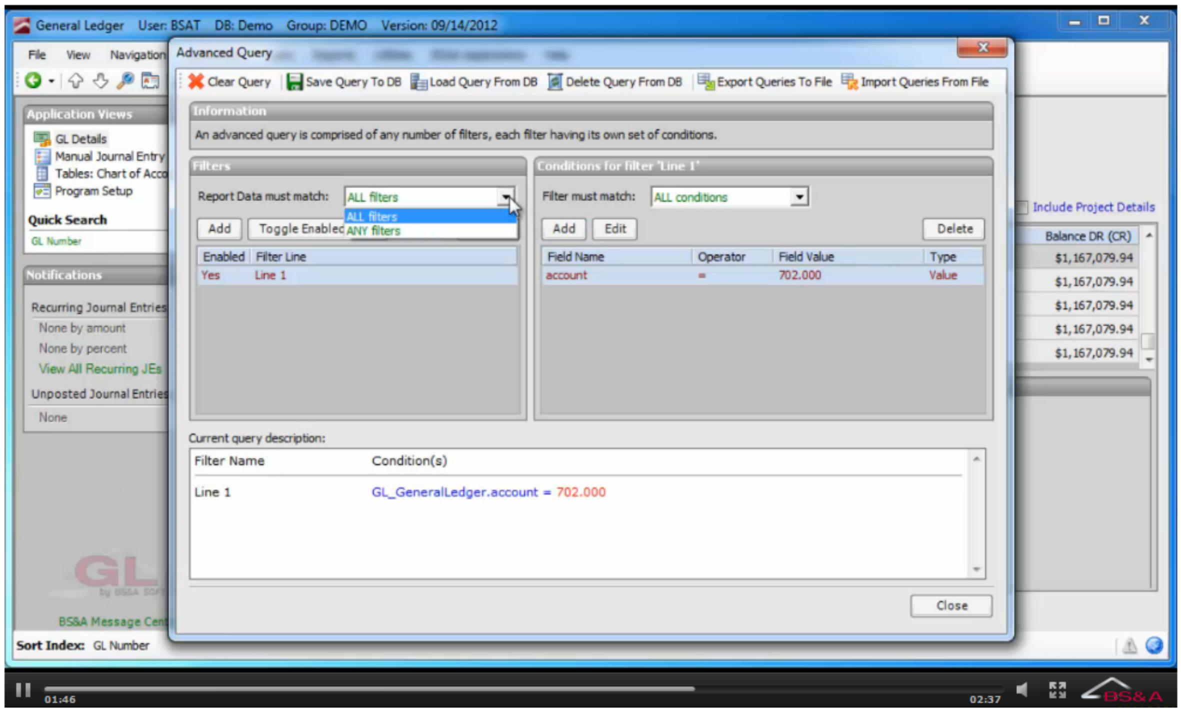


5.3: Using Filters to Query Your Data CLOSE

- Table. Some reports allow the selection of a table; others, as in this example, do not. The table contains the data you are querying.
- Field. Used to select the specific field you are querying. The Search for a Field button can be useful when table selection is allowed, as you may know the field name, but be unsure to which table it belongs. If you've marked any fields as "favorites," you may click the Select a field from your report favorites command link to select it.
- Operator. Used to set the condition for the comparison between the data and the input.

- Compare To. Used to set the parameters for the query.

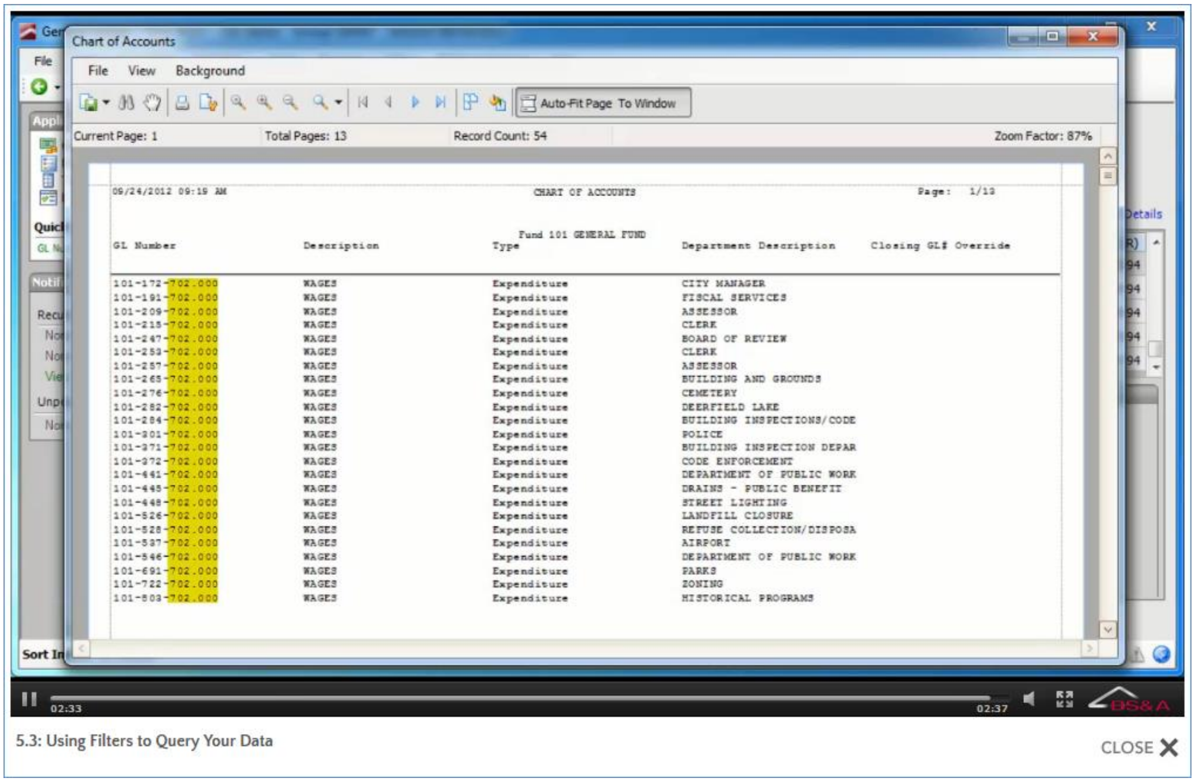
6. Select your options and click Ok.
7. Select the Report Data Must Match option. In general, "All" means the data found by the query must match Filter A <u>and</u> Filter B. "Any" means the data found by the query must match Filter A <u>or</u> Filter B. The same is true on the right side of the screen. Multiple conditions can be set for each filter in the query, using the same AND/OR search.



5.3: Using Filters to Query Your Data CLOSE

8. Click Close to return to Report Options.
9. Click Ok to return to the Run Report dialog.

10. Select Screen as the Destination and click Run Report. Your query is applied:



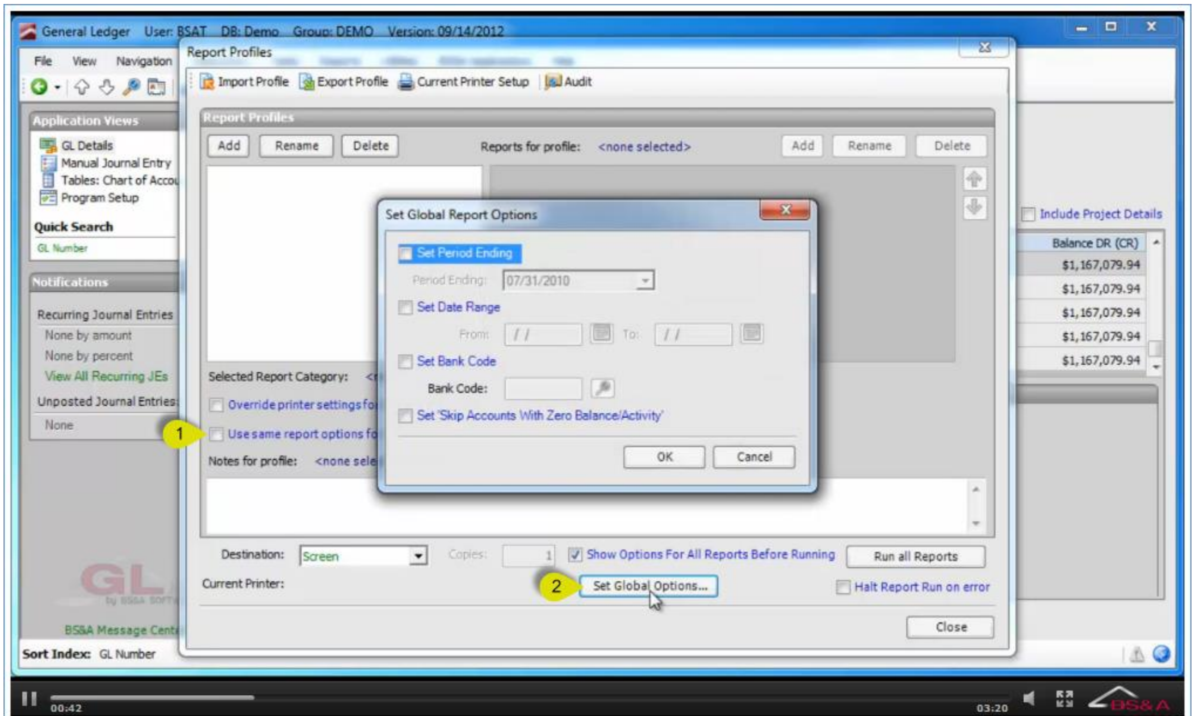
Notes

Lesson 5.4: Report Profiles

In General…

Report Profiles let users group their most-often run reports together for quick retrieval when reporting. Report Profiles store the filters most often used for each report, the Destination (screen, printer, file, or image), and the printer.

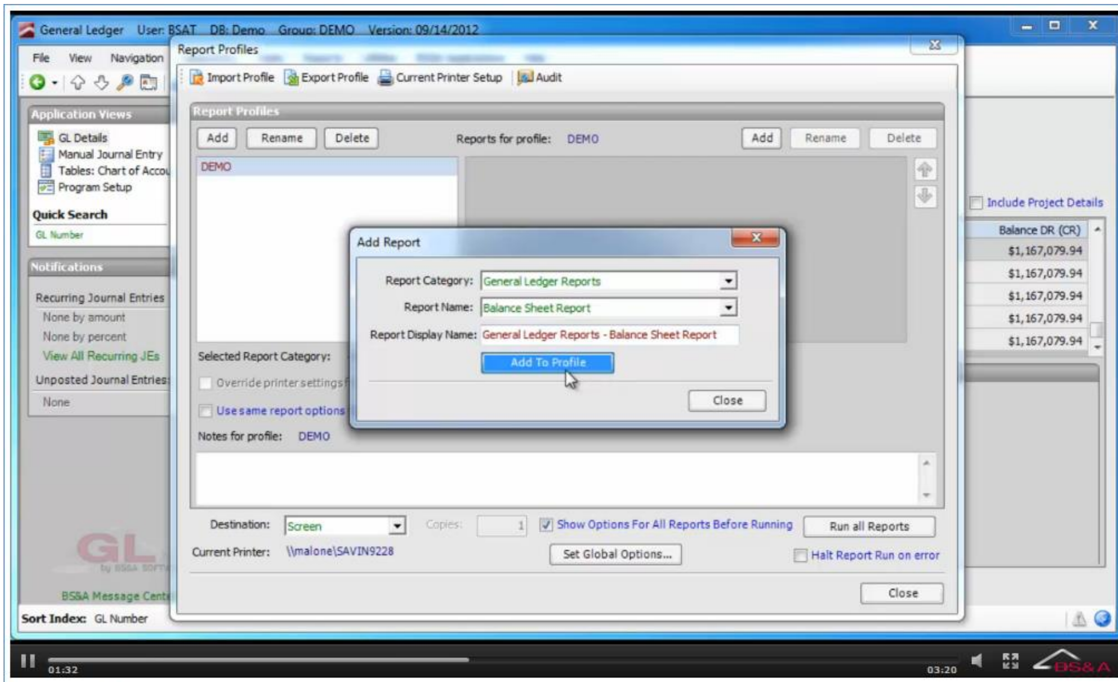
- Use Same Report Options for All Users That Run This Profile **(1).** If checked, the report options set up for the reports in the selected Report Profile will be used regardless of which user is printing. If unchecked, each user can set up his own report options.
- Set Global Options **(2).** (Available in selected applications). Click this button to set general options to be applied to all reports in the profile. For example, if all reports in the profile should be run on a specific date range, set that range here rather than repeating that setup in the Options screen of each report in the profile.



5.4: Report Profiles

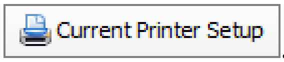
Set Up a Report Profile

1. Go to Reports>Report Profiles.
2. Click the Add button located on the LEFT side of the screen.
    i. Enter the Profile Name and click Ok.
3. Click the Add button located on the RIGHT side of the screen.
    i. Select the Report Category and the Report Name.
    ii. Report Display Name combines the category and report and can be changed at this point or at any time by clicking the Rename button located above the list of reports.
    iii. Click Add to Profile.



5.4: Report Profiles CLOSE

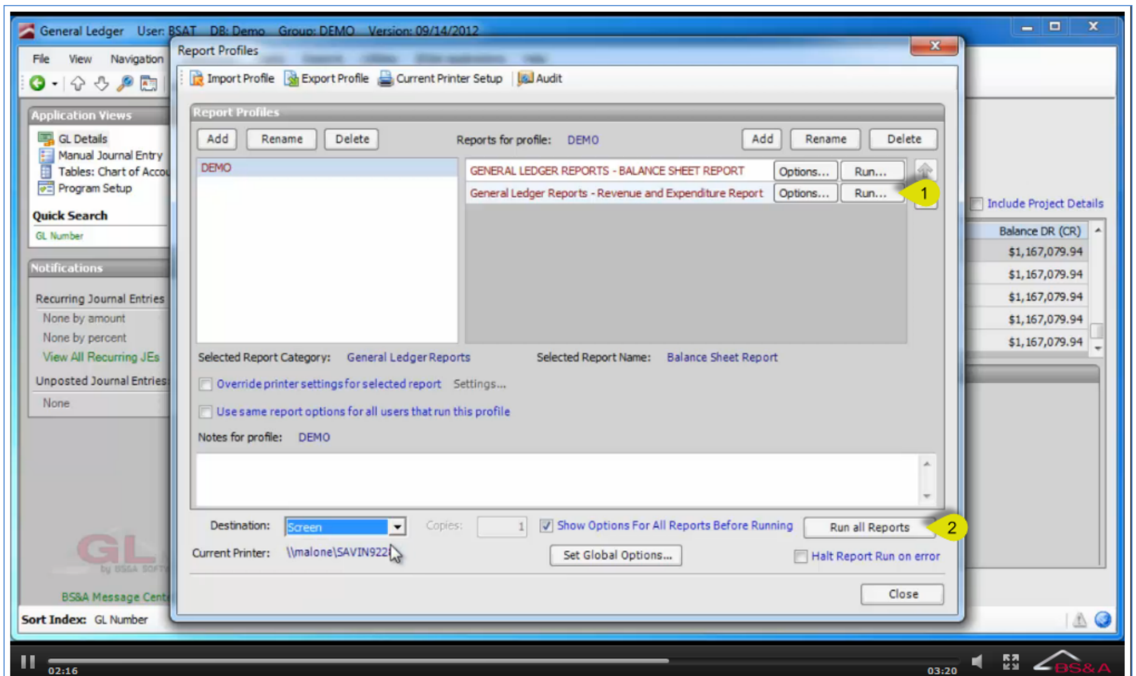
    iv. Select any other reports that you would like to add to the current profile.
    v. Click Close.
4. Click the Options button that appears to the right of a report name.
    i. Click Report Options.
    ii. Set the filters that will be used for this report when run from the current profile.
    iii. Click Ok, then Close.

5. Click 

.
    i. Select the printer that will be used for <u>all reports in the current profile</u>.
    ii. Click Ok to return to the Report Profiles screen.
6. Select the default Destination (screen, printer, file, or image) where all reports in the current profile will print.
7. Select whether or not to Show Options for All Reports Before Running.
8. Click the Run button that appears to the right of the Options button to test the output. Another option is to add the reports and their options for the current profile and then click Run All Reports to test them at once.

Use a Report Profile

1. Go to Reports>Report Profiles.
2. Click the Report Profile you want to work with.
3. Click the Options... button of the report or reports you want to run and verify their settings.
4. Run the report(s):
   - To run the reports individually, click the appropriate Run... button to the right of the Options button **(1)**.
   - To run all reports at once, click the Run all Reports button located toward the bottom of the screen **(2)**.



5.4: Report Profiles CLOSE

Notes

Section 6: Getting Help

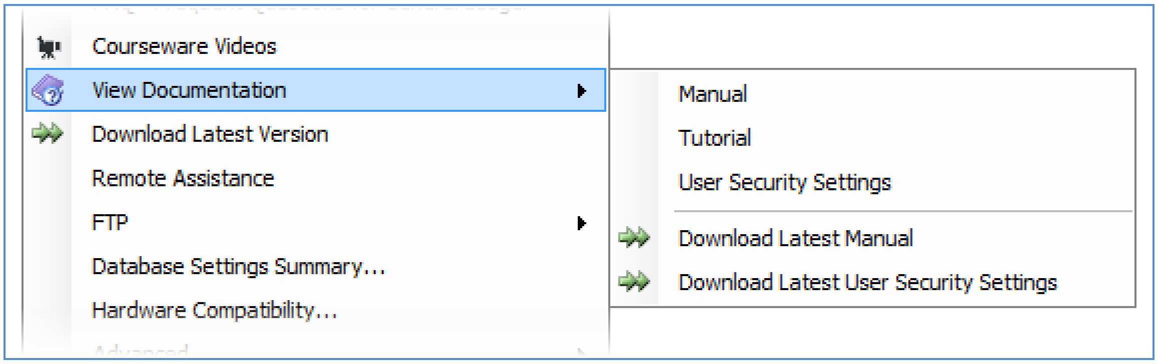
In this section you will learn how to:

- Use the interactive manual
- Contact support in a variety of ways
- Get help with your data via Remote Assistance or FTP

  Due to impending changes in our help system and our website, videos corresponding to the Lessons in this Section have not been created.

Lesson 6.1: Interactive Manual

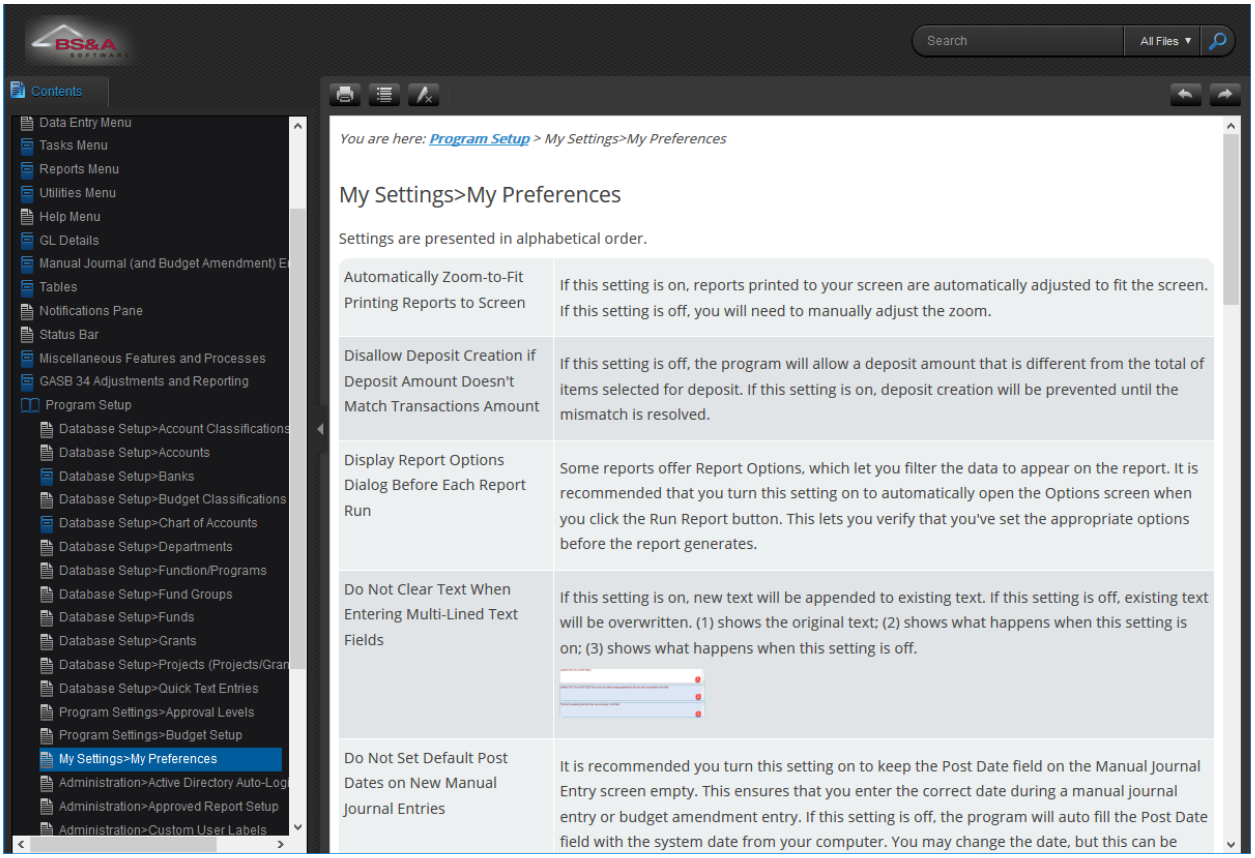
The manual is an electronic, interactive version of a traditional printed manual, and is available in the Help menu. Changes and updates to the manual are ongoing; therefore, we recommend users periodically download the latest version:



The Manual is best viewed in IE9, FireFox, or Google Chrome. If you are running IE8, you may experience functionality issues and will need to disable Compatibility Mode (our I.T. support can assist with this).

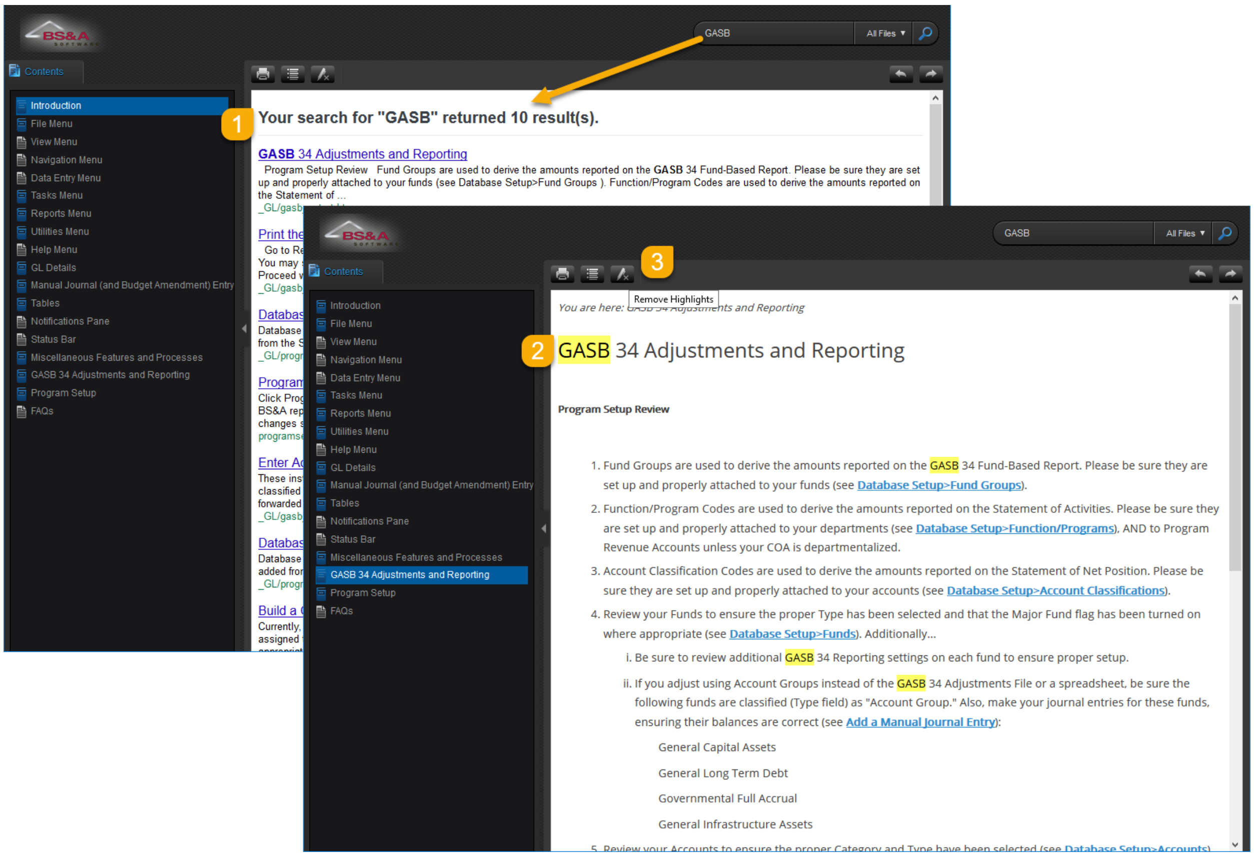
Contents Tab

The Contents tab is the Table of Contents, and is very easy to navigate.



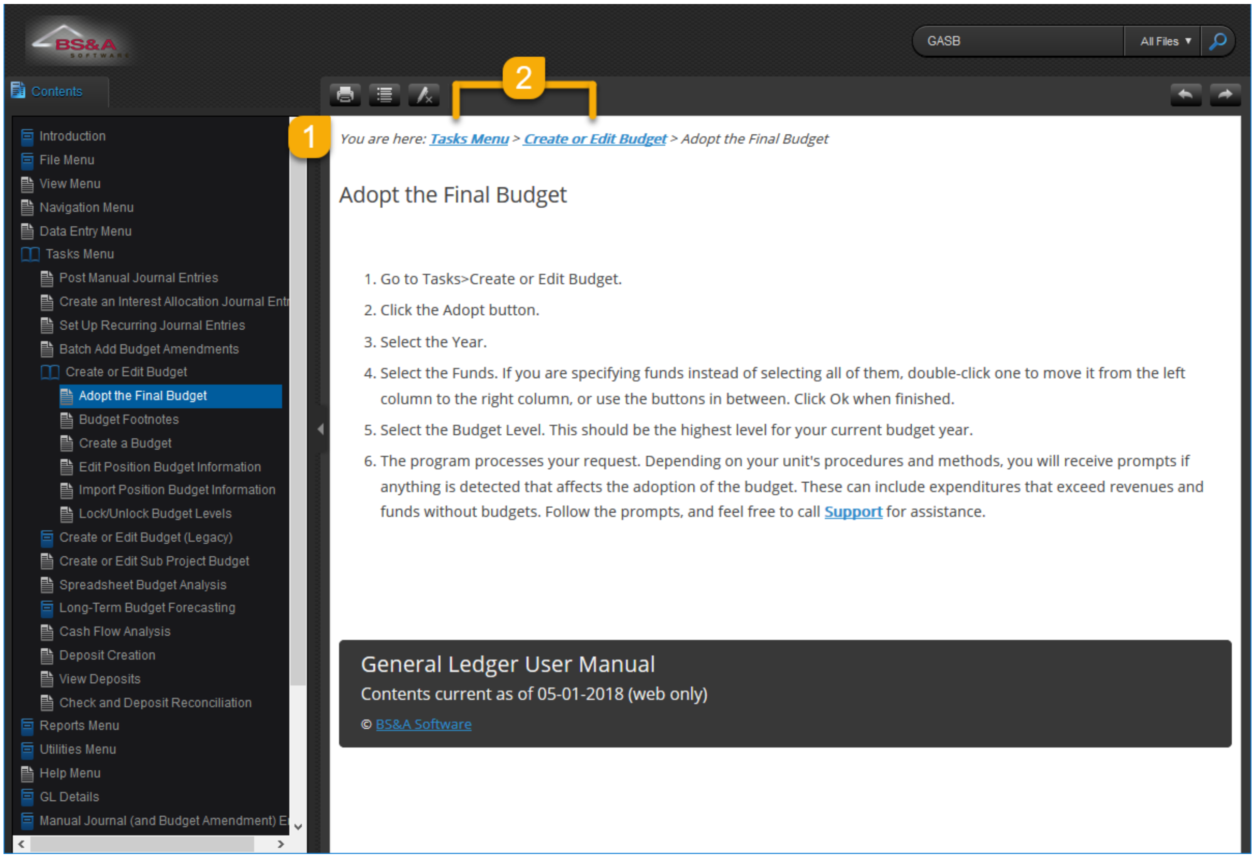
Search Function

Search for a keyword, and topics found are clearly listed **(1)**. When you visit a topic, the keyword is highlighted so you may easily find what you're looking for **(2)**. Click the button to remove the highlight **(3)**.



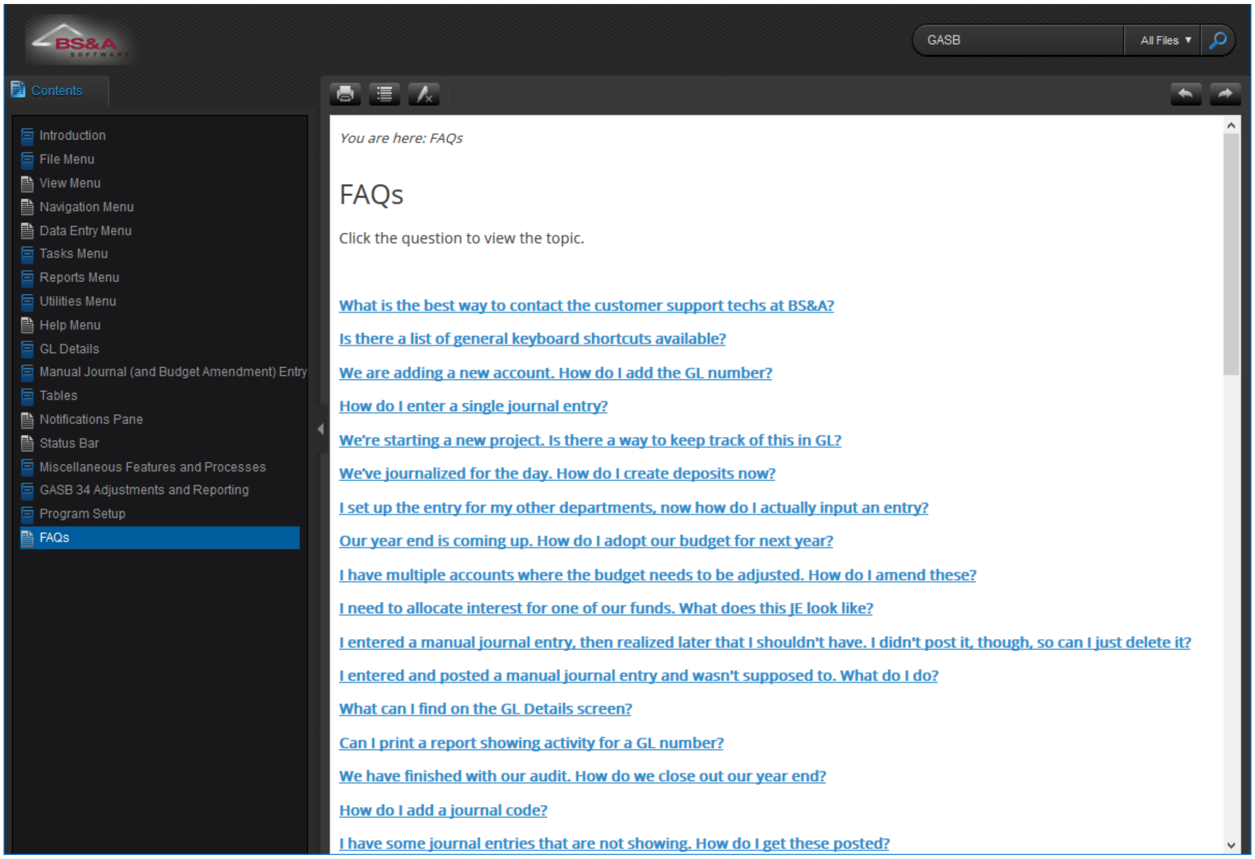
Breadcrumbs

Breadcrumbs appear at the top of each topic **(1)**, letting you know where you are even when the source isn't visible in the Contents tab. Links to the "umbrella" topics and heading topic **(2)** let you quickly navigate back:



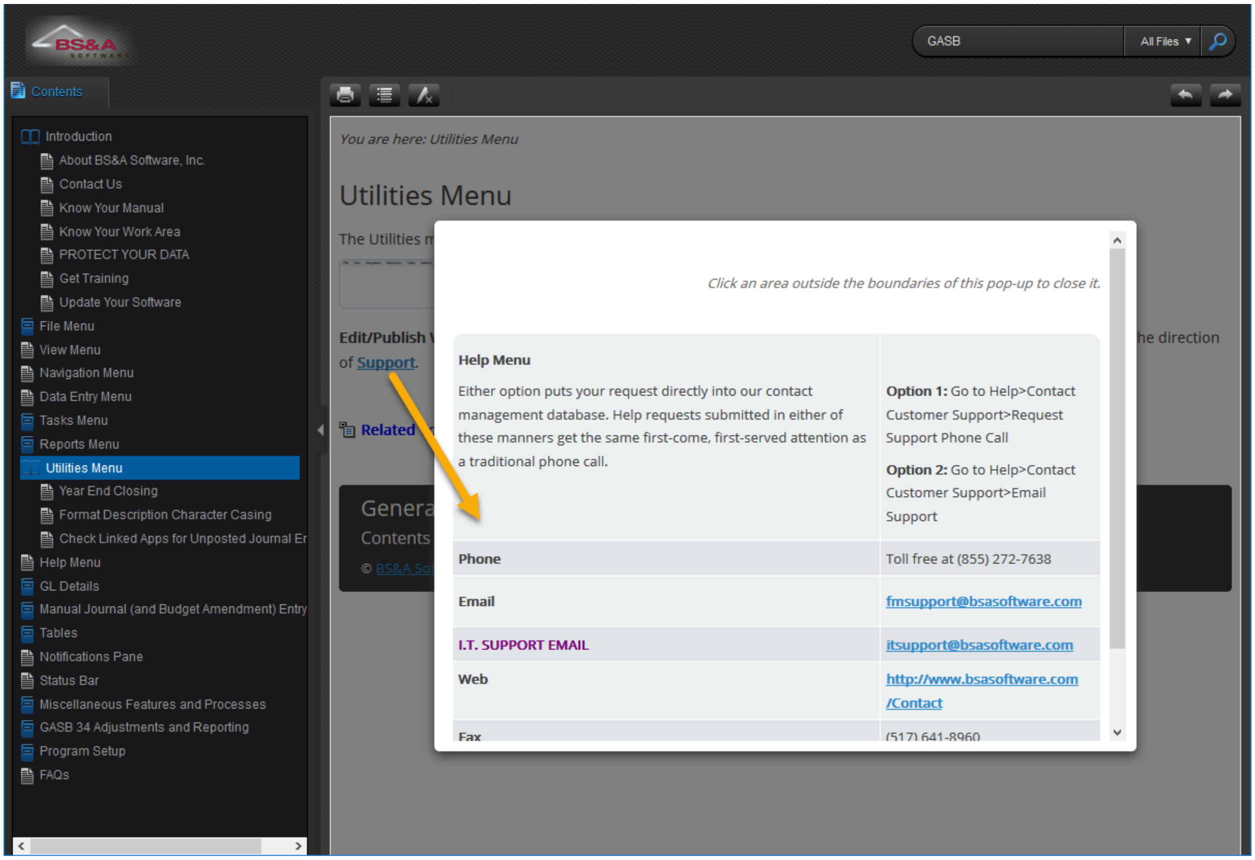
FAQs

The FAQs page presents questions commonly asked by users, with links to the appropriate topics in the manual:



Immediate Access to Support

Located throughout the manual are notes where assistance of Support is recommended or required. Click the Support link to view options. Click the email link to immediately launch your email program; click the website link to be taken directly to our website.



Print and PDF Versions

Print and PDF versions of the manual are available upon request, but please be aware that they are not updated as frequently as the electronic version in the program.

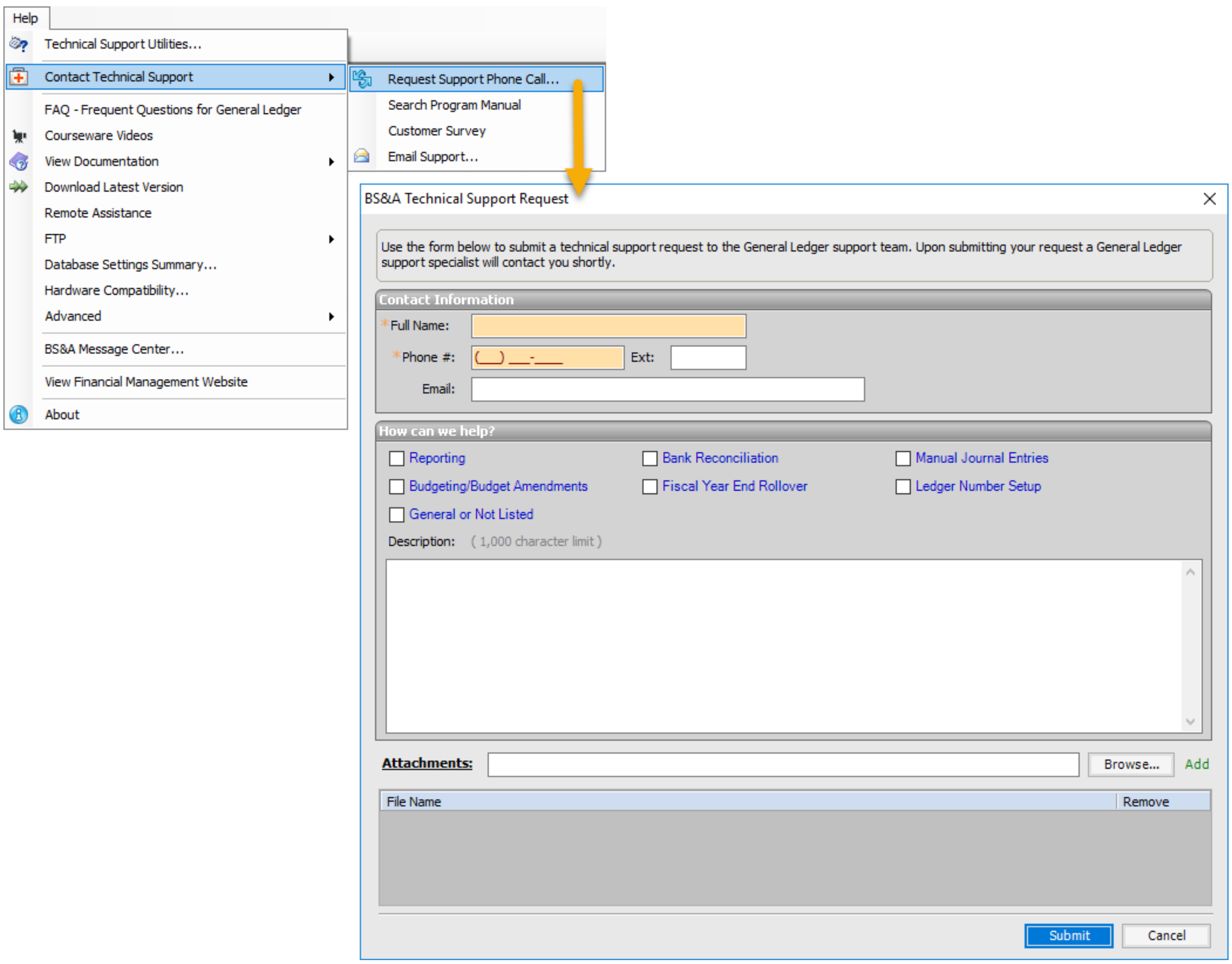
Notes

Lesson 6.2: Contacting Support

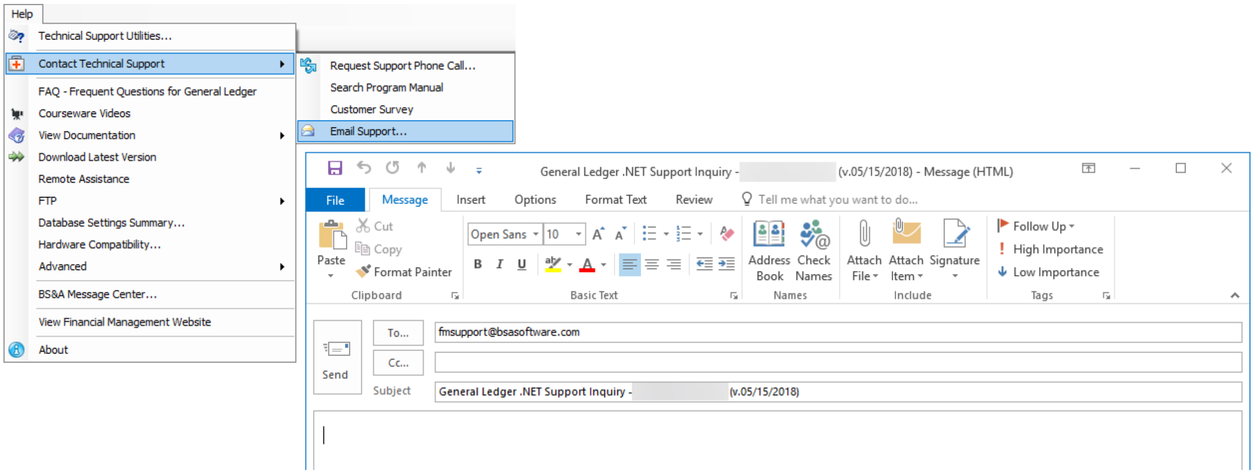
BS&A Application Help Menu

You have two options, both of which submit your request directly into our contact management database.

Help>Contact Customer Support>Request Support Phone Call. Fill out the information and click Submit.



Help>Contact Customer Support>Email Support. Your email program launches, automatically filling out the appropriate To contact, and providing basic information in the Subject line. Type your message (please be sure to include a phone number where you can be reached) and click Send.



Phone

Locally, you may call **(517) 641-8900**, or use our toll-free number: **(855) BSA-SOFT (272-7638)**.

Inform the receptionist of the program with which you need help and you will be directed to the appropriate department or support rep.

Fax

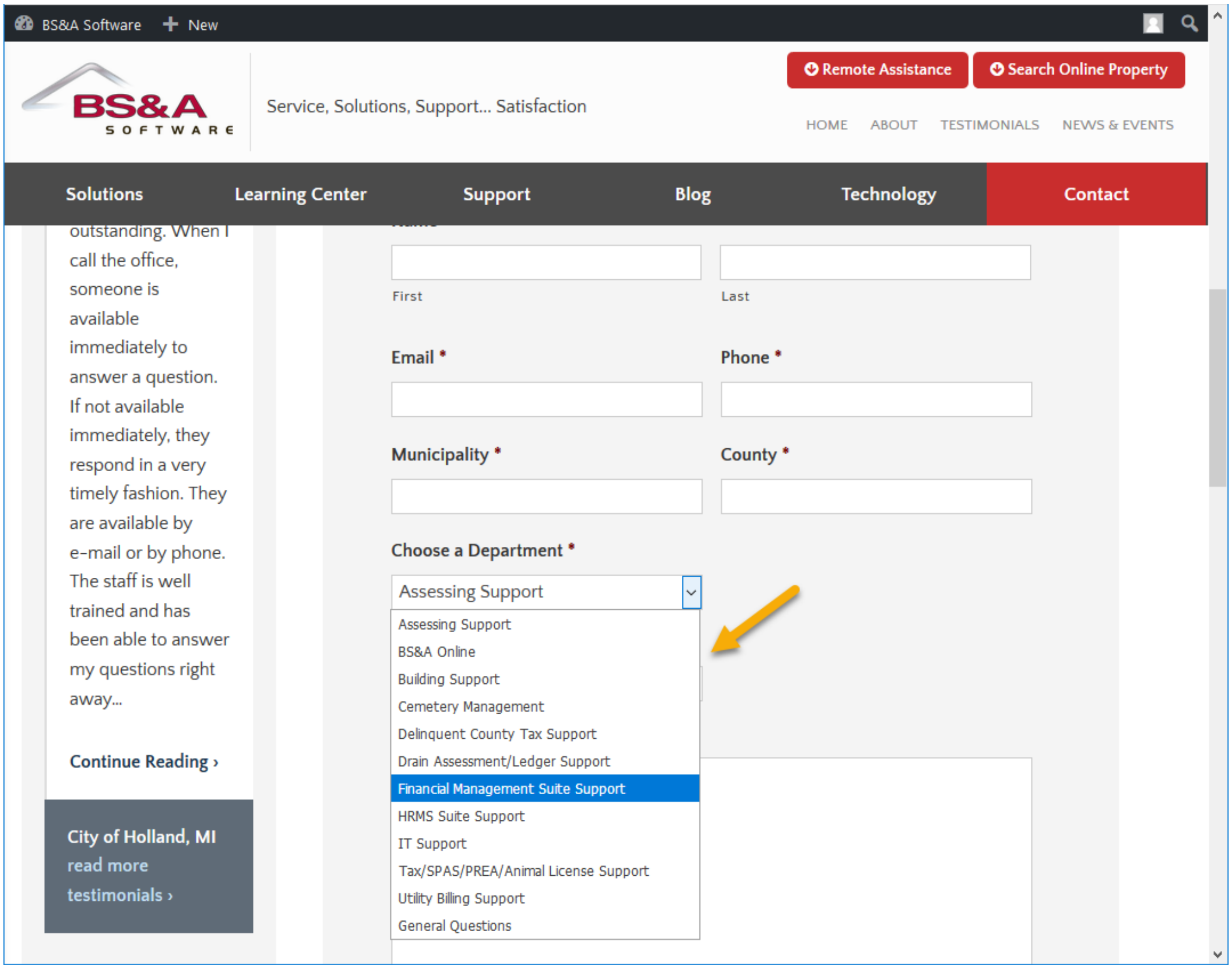
(517) 641-8960

Please include a cover when faxing so we can ensure the document gets to the appropriate department or support rep.

Website

www.bsasoftware.com

Click the red Contact button on our main page. Fill out the information and be sure to select the appropriate department:

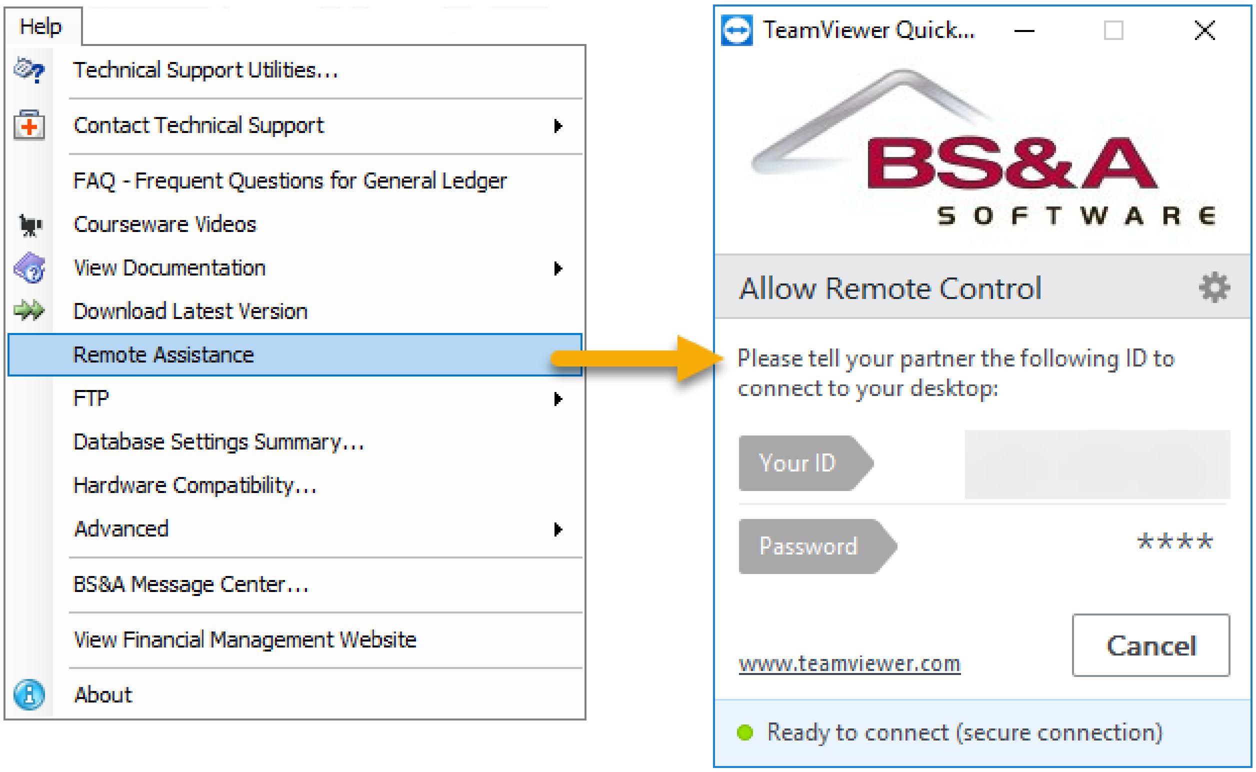


Notes

Lesson 6.3: Getting Help with Your Data

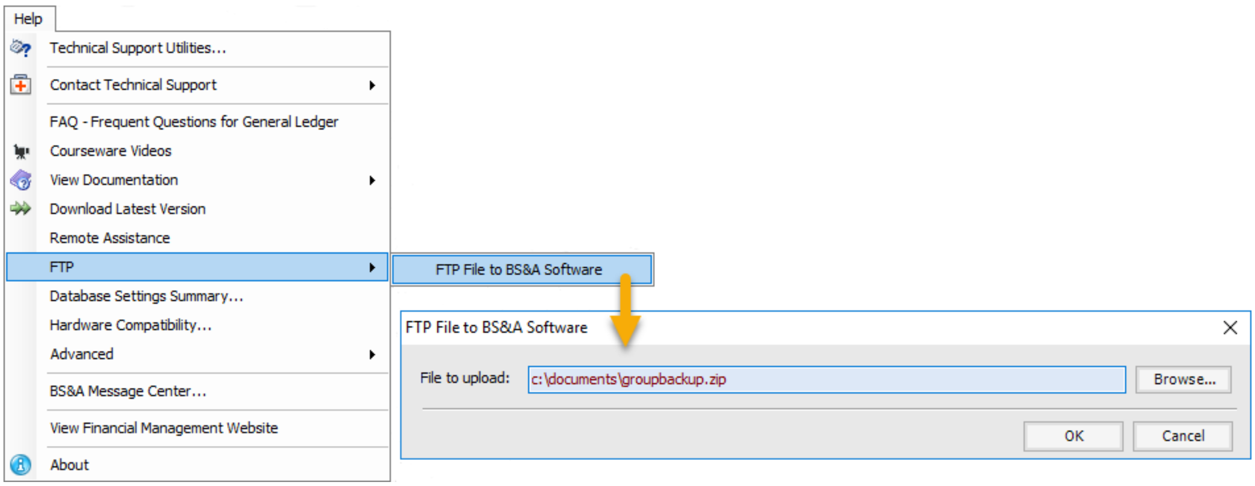
Remote Assistance

Over the phone, a support rep will direct you to go to Help>Remote Assistance. Inform the support rep of the ID and the rep will direct you to proceed.



FTP

Go to Help>FTP>FTP File to BS&A Software. File to Upload defaults to the location of the last backup made by the user. Backups are the most common files sent to us; by defaulting to this location, you can make the backup and then immediately send it to our FTP site without having to search for it first. Inform the appropriate support rep that the file has been uploaded.



Notes