

1 Installation and General Information

1.1 Purpose

This guide is the user manual for Addsum Advanced Accounting 7i.

Last documentation update: May 21, 2013

Initial release date of this document: December 31, 2001 (ver. 6.0)

How to get help:

Support:
801-277-9240

Sales/non-support inquiries:
888-923-3786 or 800-648-6258

Fax:
801-277-4220

Web:
<http://www.addsuminc.com>

E-mail:
support@addsuminc.com

1.1.1 What's new in 7i?

Release 6: (12/29/12 - 5/21/13) - published May 21, 2013

Bill of materials module:

BM-B - ability to print all bills of material in system, with category and class filters for parent codes.

BM-F - the internal logic of the bill of materials build programs has been completely overhauled and optimized for nested levels and additional error checking

Payroll module:

PR-A - employees with no year to date amounts can be deleted (whether terminated, entered in error,

hired initially but never paid anything, etc.)

PR-B, PR-N-B, PR-R-A - support for the additional medicare tax

PR-C - ability to include the expected check date and pay period date plus a free form note on the payroll register

PR-G - enhancements to several of the W-2 options

Sales order module:

Module-wide: selling prices are no longer limited to 99,999.9999 (i.e. under \$100,000 per product/item and can be as high as 999,999,999.9999 (without formatting). Also, the sales order module's tax amount field has been increased so that the maximum tax per sales order can be, fully formatted, as much as 9,999,999.99 rather than the prior 9,999.99 limitation.

SO-A - owner name/record locking enhancements; prevention of duplicate SO's if SO is entered directly by user; enhancements to negative quantity checked if user is restricted

SO-B - open sales order enhancements including extension calculation

SO-G - recalculation of order total for lookup purposes will be accurate when a surviving SO had lines that were not ready at the time of posting a prior invoice

Quotes module:

Module-wide: see Sales order module-wide description

Accounts receivable module:

Module-wide: with respect to expanded sales order price expansion, see Sales order description

AR-D - new option to not charge interest on prior outstanding finance/interest charges

AR-E - PO # option and new side note memo option

AR-F - new option to base aging based off of original invoice term days

AR-O - modernized, new options and updates

Purchase order module:

Module-wide: purchase prices are no longer limited to \$99,999.99 per product/item can be as high as \$999,999,999.9999 (without formatting). the practical ability

PO-A - owner name/record locking enhancements, ability to add locations on the fly based on the PO master/default location, and depending on user settings

PO-C - new sorting and other options

Accounts payable module:

Module-wide: with respect to expanded purchase order price expansion, see Sales order description

AP-F - post check enhancements

AP-G - new option to base on the original invoice term days

AP-L - transfer vendor balances option now can also process discounts

Inventory module:

Module-wide: with respect to expanded sales order and purchase order price expansion, see Sales order description

IC-D - inventory value report sorting additions, and other enhancements

IC-H - inventory price matrix program entry has been modernized and made to be hopefully more intuitive, and includes a new lookup feature of existing percentage based matrices.

General ledger and related:

GL-C - option to print unposted GL transactions

SY-E/GL-A - reformatted screen to be larger and show larger numbers more easily.

System/utilities:

E-mail - ability to send up to five attachments (previously only one attachment per e-mail capability was

provided)

SY-E - see general ledger section

SY-J - logic added so that if a company's system fail fails to open, this option will still function

Main menu - significant enhancements that improve remote handling, and that compensate for events triggered by mouse clicks when the menu is trying to load programs or when certain program options are open

Help - system-wide changes to help functionality which now innately supports the CHM Windows standard

Ongoing updates and enhancements to the runtime engine and to the workstation setup programs (see the UT-C set configuration section which explains these in more detail below)

[UT-C Set Configuration](#)

You can now maintain separate setting (INI) preferences per user that was not previously possible. Additional INI files are potentially saved and created in the application folder to allow users to have separate settings and preferences within a single instance of a program installation). The UT-C option now also shows additional information about the current logged in session. The settings in TASP7.INI are the default options used when individual user configuration files are created which happens simply by (a) establishing the new preference and then (b) running tp7rtsetup.exe (preferably with the path where taspro7.ini is located, even though that normally would be in the same folder in the case of multiple occurrences/installations of programs using tp7runtime.exe) from each user logon and clicking on Apply after making preference selections. This approach also allows for using font sizes larger than 96 DPI (i.e. medium and large fonts and not just small/regular) in connection with legacy style RUN programs, and will also be expanded to include more separate user options in the future.

Release 5: (r5 final Dec. 19-21, 2012) - corresponds to all updates released in the year 2012

Some changes to the significant updates made late in the r4 release with respect to the payroll module (see the release 4 discussion below) are included and improved in the r5 release (designated on the menu and under help as r5f to distinguish it from earlier interim releases of r5 provided during the year to new and upgrade users).

More main menu shortcut options shortcut options, with also the new ability to turn those off under [UT-F Global Startup Options](#)

Scalability options with various forms/options that will be continued with future releases and a larger main menu screen.

Internal technology changes throughout including new restrictions as to what can be clicked on in the background under certain circumstances.

More modern Microsoft help standard (compiled HTML) implemented throughout to ensure strong compliancy with Windows 7, Windows 8 and equivalent server versions (impacts every program). You may need to click on the "register help file" option under Help if the help window is not fully displaying help text (from each PC on a network; not required on standalone option).

[AP-D - Pick Vouch/Inv to Pay](#) now has an "oldest date to pick" option to expedite retrieval for vendors with large amounts of historical data.

The [AP-E - Print Pro-forma Chk Reg](#) and [AP-F - Print Checks](#) options have been modernized and improved. The AP-F print checks option now includes significant internal tracking logic in the case an AP check processing batch is interrupted and provides an immediate glimpse of starting and ending balances without having to print a pro forma.

Powerful new [AP-L - Transfer Vendor Balance](#) option now available.

[PR-N-B Pay Summary By Date](#) now has an EFTPS option to provide the calculations needed when processing payroll tax deposits on-line along with a lookback calculation.

FUTA reports under [PR-F - Print Quarter Info](#) have been enhanced (relating in part to mid-year rate changes).

[IC-A - Enter/Change Inventory](#) now has the ability to show which user has a record locked (requires the Pervasive database engine). This is feature that will be added to other options. Weight was being limited to two decimal places and has been expanded. Also, if user is restricted to not seeing costs, disable supplier and sales by month options that could also potentially show costs.

[IC-C-A - Sales/Purch By Month/Year](#) has new filters including: short description, manufacturers code, from/thru customer class plus option to turn off commas

Value as of a date enhanced in [IC-D - Print Available/Order/Value Info](#).

[AR-A - Enter/Change Customers](#) will now refresh the amount due after posting a sales order on the fly and will also refresh itself frequently to show any recent changes if the customer record is in read only mode and left on-screen.

Text export options that potentially launch spreadsheet programs improved and attempt to obtain installed locations of both Microsoft Excel and OpenOffice's Calc. This currently applies primarily to the export option in [AR-F - Print Aging](#) but will be expanded for use elsewhere.

Significant control logic when "going negative" incorporated in [SO-A - Enter/Change Sales Orders](#)

[SO-C - Print Packing Slips](#) improved with respect to when bar codes print based on either of the many options provided; new UPC option.

UPC options (in addition to Code 39) bar code options added to printing and reprinting sales invoices ([SO-F - Print Invoices](#) and [SO-N - Reprint Invoices](#)). Turning off postnet codes when e-mailing. Enhancement when using center-based images.

Going negative and more external interruption handling enhancements in [SO-G - Post Invoices](#)

The invoice history report accessible from several places including the Print report option of [SO-K - Display Invoice History](#) as well as [IC-C - Product Sales/Purch Reports](#) and [AR-I-B Invoice History Detail](#) includes several new options and ranges for report filtering.

[PO-A - Enter/Change Purchase Orders](#) has a new change vendor code option.

[PO-B - Print Purchase Orders](#) layout changes and postnet bar code fix.

[BM-A - Enter Bill of Materials](#) has a new drop down lookup for users with many bills.

Notes attached to inventory, customer, and vendors can now be more easily and quickly printed directly

from the notes lookup.

[POS-A - Run POS Register](#) and [POS-J - POS Configuration Maintenance](#) now support a 25 col. receipt.

An issue with both the 6.x and prior 7.x versions was being able to allow for a 100% discount which has been addressed. Larger POS-A screen. New option menu to void/clear or to logout.

A problem with follow-up notes was resolved with [QC-E - Follow-ups](#) and most recently entered notes are now defaulted for follow-up.

Release 4: (r4 final Feb. 2, 2012)

A new [SY-K-C Change/Merge Product Codes](#) has been added. This new option replaces and improves on the old functionality to change product codes in SY-K-A. Included is the ability to make changes based on an import file, and it also incorporates the ability to merge one product code into another that previously existed in the Addsum utilities inventory section.

The payroll module has been extensively updated and now has the ability to make an archived copy of the prior year's payroll information so that W-2's can be processed later in the month and not prior to the first payroll. The existing e-file option has been improved and more tightly integrated with year end processing, and there have been extensive changes to forms 941 and 940 and required 2011 logic, W-2/ W-3 changes.

Void payroll check program enhanced.

The 1099 program has been enhanced and updated to reflect latest IRS requirements.

A time card daily summary in the job cost and payroll programs that was available in 5.1 that has not previously functioned in the 6.1 and 7i versions has been added.

New option to import GL budgets, [UT-K-B Import GL budget amounts](#).

New option that allows user to specify whether to always default the current date when printing invoices.

New AP-M recurring vouchers report option.

[SO-A - Enter/Change Sales Orders](#) can now process up to 500 line items (including messages lines) with now up to 100 of those message lines. Previously the limits were 250 and 40 respectively.

New assign and unassign invoice number options in [SO-A - Enter/Change Sales Orders](#).

[GL-K - Reconcile Check Register](#) has an option to sort by uncleared transactions by date (toggle).

Ability to specify a default SO or PO location.

Many changes/enhancements added to [POS-A - Run POS Register](#) in terms of navigation, order cancellation and more.

Electronic transfers can now be voided. Other [AP-O - Void A/P Checks](#) enhancements.

PO prepayments have been improved and extensive new capabilities exist for multiple prepayments per

purchase order and new logic to find prepayments and apply amounts remaining. See [How to handle purchase order AP prepayments](#).

The [IC-C-A - Sales/Purch By Month/Year](#) option has been enhanced to include a "limit to vendor" option, and now when reporting on purchases uses the inventory movements file, rather than the PO history files, for more accurate and complete reporting.

Backdated aging reports are now supported in [AP-G - Print Aging](#).

Complete internal overhaul of the job costing module, new features in several of the reports, extensive support added relating to record locking issues.

[IC-D - Print Available/Order/Value Info](#) which is now multiple reports in one. The inventory value report can now also produce as "as of date" inventory report. The available order now provides "needed" amounts and with many new options.

[AR-E - Print Statements](#) now includes an option to include invoice history detail within the statement.

[UT-J-B-1 Inventory values export](#) analysis option enhanced and new [UT-J-B-2 Inventory values export - web](#) allowing for web site integration with the ability to establish a timed event that FTP's inventory value information.

Extensive changes in the underlying technology including error exceptions, plus many other options not listed.

Addsum utilities enhanced, new job synch utility, AR and AP merge utilities improvement, IC synch utility improved.

Releases 1 through 3:

(r1 July 2009, to existing users Dec. 2009; r2 July 2010, r3 Feb 16, 2011):

A new underlying runtime engine (which is also published and controlled by us) which provides us with many new abilities and allows us to integrate changes in technology that could not be accommodated in the prior version (dual monitor support is but one example).

One of these new options includes the new find text tool which is now available in all reports. Allows a user to essence free form search the contents of any Advanced Accounting report.



(the new find text binoculars tool is circled - simple click on it when in any report preview)

Completely re-designed inventory lookup [Inventory Lookup](#). See also the discussion under in the Inventory Options of [IC-A - Enter/Change Inventory](#). New related option in [IC-A - Enter/Change Inventory](#) that allows a user to tie images, documents, links and more to any given product code and the ability to view those images/documents/links.

Add image links to sales order line items, view images linked to sales order line items or invoice history, print images linked to sales orders/invoices. See the Message Line Notes topic in [SO-A - Enter/Change Sales Orders](#) to read about issues and procedure for attaching local images to sales order/

invoices.

Re-designed and more powerful lookups in [IC-A's](#) inventory options 1, 2, 3 and 4 (sales order current, invoiced line items and purchase order current and received line items) and [AR-A's](#) customer options 1 and 2 which now includes support for searching sales order numbers under option 1 and invoice numbers under option 2. In all of these lookups you now also return to last item selected when viewing pending or historical items.

[BM-C - Components: Where Used/Global Change](#) has a new "global change" option allowing one product to be substituted for another wherever used

Support for dual monitors throughout.

[PR-G \(print W-2's\)](#) now supports an expanded state tax ID number of up to 20 characters. The W-2 e-filing and 941 payroll programs have both been enhanced.

New [PR-N-C Calculate Retirement Plan Match](#) option

[PR-N-B Pay Summary By Date](#) has been updated so that FICA/medicare match comparison amounts can be input by the user depending on the year being analyzed (and in light of changes that went into effect in January of 2011).

New [PO-J Create P/O's Based on Levels/History](#) option

A new [Backup](#) option (under File on the main menu) provides Advanced Accounting users with a quick and easy way to backup data files. This option includes the ability to simply point the backup to a drive letter with Advanced Accounting automatically creating a folder based on the current date to store the files. Or a specific path can be used. A straight copy of the data (which includes not only your saved data in whatever locations you have specified but also your INI and other setting files) can be made or the backup can be compressed (recommended). When using the ZIP compression option, you can store as many ZIPped backups per company dataset per day as desired. And, you have the option to automatically upload the compressed data via file transfer protocol (FTP) to your FTP host.

Users can now specify any desired SMTP port in their [e-mail settings](#). Also, when [sending e-mail](#) a trace option is provided to troubleshoot connectivity issues. SMTP passwords are now also encrypted when stored (but programs will continue to work as in the prior version until e-mail settings are re-saved in the [e-mail setup](#) option for each user/logon, so no special conversion or other action is required).

New global ERD update option [PO-K Update PO receipt date](#)

New [IC-B - Print Price List](#) options allow you to print a price list on a desired price level and let you specify decimal precision.

Option [IC-F - Print General Info](#) now has a from/thru "add" date range.

[GL-E-C GL Account Summary View with Drill Down](#) now provides potentially up to two additional drill down levels so that you can isolate the entries relating to a transaction (and print if desired), and, if a sales or purchase invoice was involved, the inventory movement details can also be viewed.

Financial statement percentage calculations are now available for balance sheets (as well as income statements as previously) in [GL-G - Print Financial Statements](#). Also available in [GL-G](#) is the ability to include a subtotal of income before tax or other expenses (and the ability to specify the wording of the

title).

In [GL-K - Reconcile Check Register](#) check register entries can be INSERTed or DELETED to handle special circumstances.

New option to print manufacturer codes when [printing quotes](#).

Default/approved vendor/supplier capabilities added with and extensive related enhancements to [PO-I Create P/O's For a Sales Order](#) and [PO-J Create P/O's Based on Levels/History](#) relating vendor pricing as well as default vendor selection. Also, PO-J can now base reorder levels for BOM users based on components used in historical inventory movements.

New [PO-L PO RNI Report](#).

New options for printing directly to a printer or to the default printer as well as settings that relate to how SO-F behaves when e-mailing that are established in [SY-A-B - Enter/Change Invoicing Defaults](#) (see the **SO-F printer options** button).

While viewing line items in [invoice history](#), you can now copy/clip line items (allowing to then paste all or part of those details elsewhere) as well as directly track a UPS or FedEx number. See further information under Message Line Notes in [SO-A - Enter/Change Sales Orders](#) and [SO-O - Addsum Shipping Interface](#).

Numerous updates to the [SO-O - Addsum Shipping Interface](#) add-on include the ability to use both UPS and FedEx software at the same time, or neither in which case a user-defined tracking prefix can be entered, county code validation and preferences stored by company.

Customize your company name and address to appear the way you want it on certain Advanced Accounting customer/vendor documents (invoices, purchase orders, quotes, statements, sales orders, POS tickets) and/or add your business logo. See [using your logo and customizing your name/address](#). In addition to adding your logo to printed documents (and therefore also to PDF's), your company logo can be added to the point of sales screen, see [POS-J - POS Configuration Maintenance](#) for more information.

Flow and other enhancements to [POS-A - Run POS Register](#) and to the [POS-B - Print POS Reports](#).

Section AR-I is now Customer Sales Reports and includes a new [AR-I-C Top Customer Analysis](#) report. Via new option AR-I-B, provides access to a powerful invoice detail history option that has also been available (and still is) via [SO-K - Display Invoice History](#)'s Print Reports button which has been often overlooked by users.

Location restriction options in [SO-B - Print Open S/O List](#) and [SO-C - Print Packing Slips](#) ; additional columns for customer order and location in [SO-B - Print Open S/O List](#).

Redesigned [SO-D - Print Backorder List](#) with new location, salesperson and sort by options

Section IC-C is now Product Sales/Purch Reports and includes as suboption A the prior Sales/Purch by Month/Year option, an ease of use access to Invoice (sales) history detail as option B, and a new report C - Top Products Sold Analysis.

Section AR-I (Customer Sales Reports) now has three options the first being the normal Sales By Month and then B is Invoice History Detail and C is a new Top Customer Analysis report.

Some new one-click icon type images have been added to the main menu to simplify access to common functions with the full normal menu system still available (which retains the ability of the menu to be completely driven by the keyboard if desired). These appear based on the user's security level just like with other options. This means that there are now as many as three ways to access certain core programs.

Customer names, vendor names, inventory description and general ledger code descriptions are now case insensitive. So regardless of whether these names or descriptions are entered in upper, lower or mixed case, they will be easily found in searches and will sort in the same order as if all typed in the same case.

To eliminate any chance of duplicate customer codes, vendor codes, product codes, GL codes and depts, inventory location codes, master inventory codes, and employee numbers this fields have been identified as unique at the database level. The prior program and its predecessors previously always attempted to ensure that this could not occur, but by defining these at the database level, an even higher level of integrity will result and help to now avoid support issues that can arise with duplicate codes.

Employee payroll history has new indices that ensure that each employee's history is in period ending date order, plus other new keys that allow reports to process faster.

All purchase order number lookups have been significantly enhanced with several new indices including order date, vendor code plus order date and vendor code plus PO number.

PO line items also have a new index to ensure that when looking at pending or historical PO's, data is always in date order (utilized now in [IC-A](#)).

When invoicing a purchase order in [PO-D - Receive Purchase Orders](#), a range of items within certain lines numbers can be selected quickly and easily.

Ongoing improvements to the handling of average cost in negative unit situations.