

Operating Applications Environment

Entersoft Business Suite® | Entersoft Expert® | Entersoft CRM®

User Guide

Identity

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MANUAL AIM

The aim of the present manual is...

- ✓ The familiarity with applications environment user interface data, this is the communication method with the users (mouse, keyboard, menu, screens, fields, messages etc)
- ✓ The familiarity with the sub-systems and the main applications conceptual framework as well as their role and importance to the conceptual and operational system model.
- ✓ Users' guidance for the tools provided to all applications, making everyday tasks easier.
- ✓ The provision of essential information for environment justification per user, based on the tasks of his concern.

REFERENCE TO SUB-SYSTEMS

The system consists from applications that manage a number of sub-systems through which the total of business processes is served.

The data are monitored to one or more Data Bases (SQL Server).

The connection logic, of operation and cooperation between data and applications, but also the communication logic with the user is either embodied to the system (compulsory) or is separately described and designed for each installation.

The main functional areas (which are separated to others) where ENTERSOFT Business Suite is divided, are illustrated to the scheme:



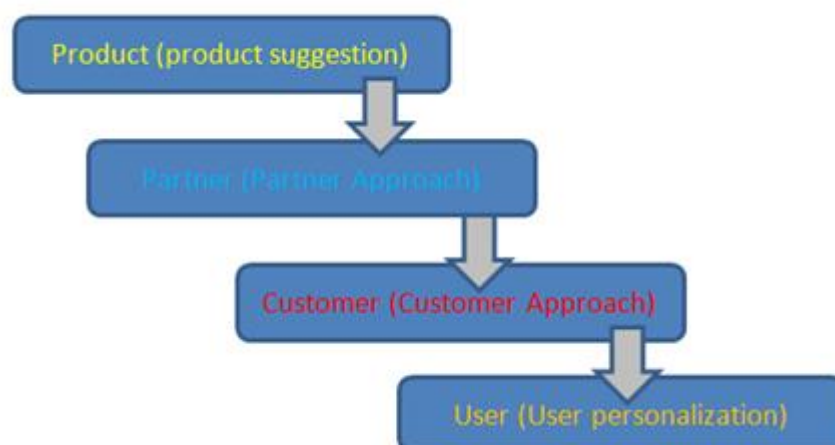
M.I.S. [Management Information](#) with all sub-systems data combination.

C.R.M. Relations with customers and generally with the trade accounts and [salespersons and groups activities to Sales Departments](#) monitoring. Analytical and quality data for evaluation and control, for competition and critical factors. Daily personal and group sales action plans. Operations of [Marketing](#) departments (programs, Campaigns, events, massive actions, etc). Integration with [call center](#). Cycle of [customers service](#) provided to services departments (requests, complaints, typical errors, repair actions, queues per technician). Service contracts management with terms, ρήτρες, Response time, rules, guarantees etc. ([SLAs](#)). [Subscriptions](#) Sub-system & automated periodic invoicing based on models.

Project Management Programming and tasks management in projects terms and theirs [progress](#) as well as the total of transits, payments or other financial facts. [Budget and costing](#). [Projects hierarchies](#). [Projects](#) management to project contracts, expenses estimation, advance payments etc.

- Sales/Distributions** [Sales Processes](#) Quoting, Delivery, Invoicing (sales orders, stock reservation, loading-control-order routing, delivery, invoicing, back orders). Up selling-cross selling processes. Invoicing and discount policies, gifts-offers, return policies, discounts origin, additional charges, automatic rebates based on agreements etc.
- [Retail Sale](#), Loyalty cards sub-system, Credit Cards, Coupons, Gift-cheques, Prepaid cards, Advance payments, Purchases rights (credit notes), Receipt electronic signature, Remoting-Off line sites and synchronization, Agreement of cash register machines with Z, Summarized day posting-analytical warehouse update.
- Purchases/Supplies** [Supplies processes](#), Suppliers and prices investigation, suppliers evaluation, offers comparison, lead times monitoring, goods receipt processes, Imports from Foreign Country, Import to transit place. Programs of [orders](#) proposal based on the shortfalls or based on sales.
- Inventories/Stock Items** Processes of items management, control of [expected items](#), etc, [stock items allocation](#) processes to branches, physical Inventory, corrections, transits, [consignments](#), [bonds](#), third parties warehouses, , [stock valuation](#) with all methods. [BOMs](#), [colors](#), [sizes](#) (season, sortiments), [serial numbers](#), [set](#) and [Assemblies](#).
- Production** Technical Specifications, [Production orders](#) , [phases](#), control of [raw materials adequacy](#), concentrated consumptions, [OEM](#), [budgeted and actual cost](#), [cost analysis per cost factor](#)
- Budget** [Budget setting Tools](#) / Revenue and expenses to "sheets" based on past data, [scenarios](#), [revisions](#), budgets to different [currencies](#), tools of automatic dynamic review and budget cover control depending on the categorizations that each budget sheet monitors.
- Financial Management** [Accounting](#), [Allocations](#) to other Chart of accounts, [validated books](#), branches books, Balance sheet [Automatic closing](#), [Cash and Cash Equivalents](#), Banks, Exchange rates and currencies, [Notes](#), [Credit control](#) processes Trade Accounts Ageing of Accounts, [Cash flow Forecast](#), [Fixed assets registry](#), [Taxes](#), [VAT](#), [Withholdings](#) & Payment, [Debtors](#) and [Creditors](#), [Expenses](#), Costing of [imports from abroad](#), [Tools of Accounting agreement](#) with other sub-systems

For All sub-systems is provided in bigger or smaller degree, a ready parameterized proposal where based on this proposal the trained staff of ENTERSOFT will continue to the next «parameterization levels» in order the final system operation to be the optimal for the needs of the installation.



MAIN CONCEPTS

1. BUSINESS STRUCTURES

Applications communicate with multiple Data Bases and manage multiple business entities of each base, for instance:

- ✓ Group of companies
- ✓ Companies
- ✓ Branches
- ✓ Warehouses
- ✓ Warehouses positions
- ✓ Business Units
- ✓ Company activities
- ✓ Sales areas
- ✓ Users Groups – Working Positions
- ✓ Users
- ✓ Persons/Contacts and Persons Roles
- ✓ Customers and Suppliers
- ✓ Relations between persons/trade accounts

«**System company**» is the main concept, defines a number of data regarding a particular «company» (TRN), a Legal entity for which financial data (transactions, customers, cash, warehouses etc.) are autonomous and independently from other companies that may be monitored from the system.

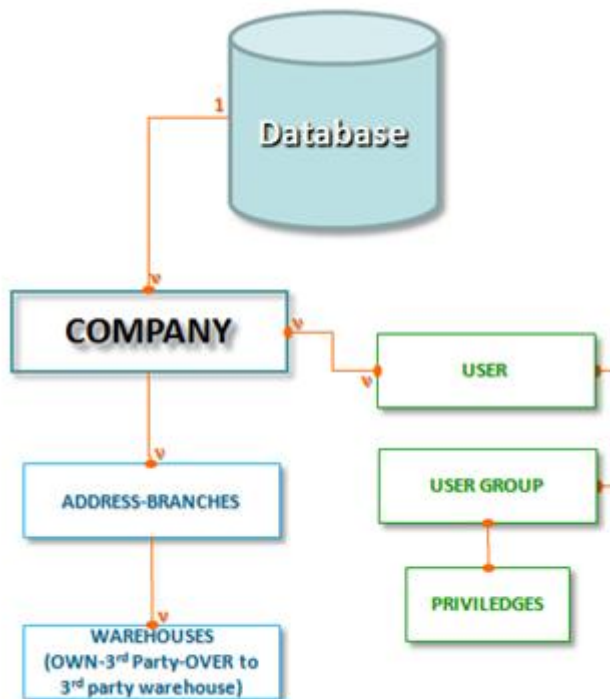
Some of the above **entities** are **COMMON** and AVAILABLE to all «system companies». For instance, the total of the contacts – persons that we know and enter to the system is available to all “companies”. In this way, a 2 companies **group** has common contacts catalogue in order the «demographic» data to be ONLY ONCE entered. On the other hand, «customers» are registers – accounts connected with (common) persons, but are **separated** per company when autonomous financial data per company, exist.

To all sizes, entities, financial or business facts **range** that system manages, are kept **6 «horizontal» dimensions of company information**, for which the available reporting is provided:

- Sub-System
- Business Unit
- Activity
- Project
- 2 user defined dimensions

2. THE COMPANY AND ITS SUB-DIVISIONS

In each Data Base, companies and its "physical divisions" are illustrated to the following scheme:



✓ COMPANIES

In each Base are kept all companies data. This allows consolidated financial data, statistics and comparative data to be easier taken. The system recognizes the «intercompany» transactions. While it provides processes of automatic entries accomplishment, (e.g. sale from company "A" to company "B" as entry to A, to automatically occur purchase to "B" company data), at the same time, these entries are exempted from consolidated results reports.

✓ BRANCHES & WAREHOUSES

Each company consists from the HEAD OFFICE and other ADR/SES-BRA/ES. These may be Warehouses or to have more than one Warehouses.

Warehouses may belong to the company or to be "areas" that goods belonging to third parties are kept, such as Service areas. It may also be areas in Third parties installations, where a company's products are placed, such as, to Exhibitions or samples for test, or merchandises for repair from others or with OEM areas.

✓ USER GROUPS (ROLES) AND USERS

Each user belongs to a number of users groups where "roles" are developed, the "positions" of different system users.

Each user has access to particular system companies and their branches. For intervene to significant fields or particular processes use, is kept users actions history log.

Each users group has access to particular system operations, reports, processes and workflows, issue and particular documents use and sales tasks types, etc.

3. FISCAL YEAR CONCEPT

The FISCAL YEAR of one company is defined from the accounting books. It may be Calendar (1/1-31/12 each year) or Interim (e.g. 1/7-30/6). In each Data Base and to data sub-total concerning a company, are kept all Fiscal Years data that serve all financial reports. This allows the easy and automatic comparison of years, months, "comparative" days etc, the easy navigation to transactions history log without the need of company and data base environment switch and finally allows the full and clear monitoring of "longitudinal" processes, such as of an offer an event etc.

The following scheme illustrates the structure of this entity:



Each Fiscal Year is autonomous as to all of her financial data from any previous or next and is divided to periods. In Greece, the periods are calendar months, for the needs of tax and other reports that are always monthly taken. The «period» defines the keeping of financial data (the data PER period are provided to tables).

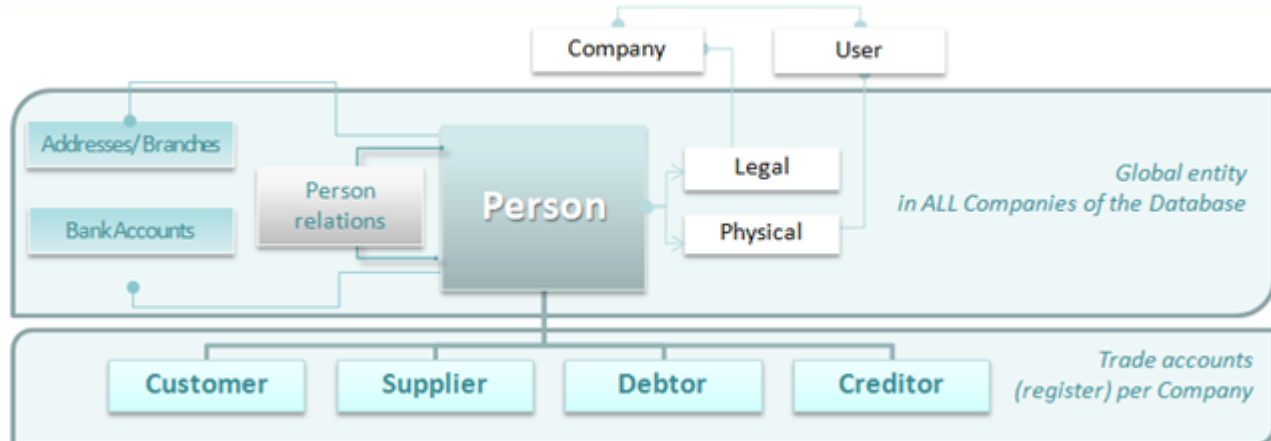
The «period» to the system may be:

- ✓ **Inventory**, are inserted the totals of the previous fiscal Year (for the need of fiscal years "Independent results)
- ✓ **Standard**, are inserted all daily entries of all sub-systems
- ✓ **Closing**, are inserted the entries that accounting departments are entitled to undertake concerning Fiscal year closing, until Balance Sheet closing (corrective entries, depreciations, Exchange differences, etc.) and where balance sheet closing entries are inserted. This is balance sheet and results account configuration, transactions sub-totals that the system SEPARATELY keeps and provides to particular reports columns making fiscal year accounting tasks and related controls, easier.

4. PERSONS AND CONTACTS

The Persons is a **central catalogue** off all companies and all companies' managers and any physical persons that the organization is interested to. Is an "agenda" an index. Company's employees system users, Banks, Cheques guarantors and issuers, constructors and representatives, merchandises receivers, customers, suppliers, the carriers companies, the system Company/ies by itself, are all persons.

For each person, identity data are only kept once, relations with other persons, any Bank accounts (that are later used from different sub-systems for money orders) the addresses that we know about this person (chain branches, home addresses), the photo or logo and a big number of informative data.



For one person («**common entity**») may occur different "roles" some of which consist (and must consist) separate "**financial entity**" (or "register").

An example of physical person roles is "system user" and "salesperson" at the same time. The personal-demographic data are kept to the person ONCE.

An example of a Legal Entity roles that at the same time also constitute separate financial entities, is customer AND supplier or customer of OUR TWO companies. In both cases the identity data are kept ONCE to the "person" whereas TWO "financial entities" (registers" are opened for the monitoring of financial transactions. The system provides "CONSOLIDATED financial overview of the person" (the amount a customer owes to more than one of our companies, what is the debts deference to a supplier that is also a customer etc.)

The relations between persons give a big information range, for example:

- ✓ The position that someone has within a company
- ✓ The employees,
- ✓ Candidate relationship with existing customers,
- ✓ The shareholder relationship, family relationships,
- ✓ People who take decisions affecting agencies,

The Definition of addresses-branches in Persons, gives further separation of the register of the related "financial entities" per branch (e.g. Customer-chain register or Pending orders PER branch of his)

5. ITEMS AND ITEMS CLASSES

Catalogue Items is a **central catalogue** of all items that produces or the company/es are monitored trades, other and competitors items, market items that may be asked instead of ours, items spare parts or market items for which our items, constitute compatible spare parts or parts or accessories, items from suppliers pricelists that are not ordered if there is a customer has not order them etc.

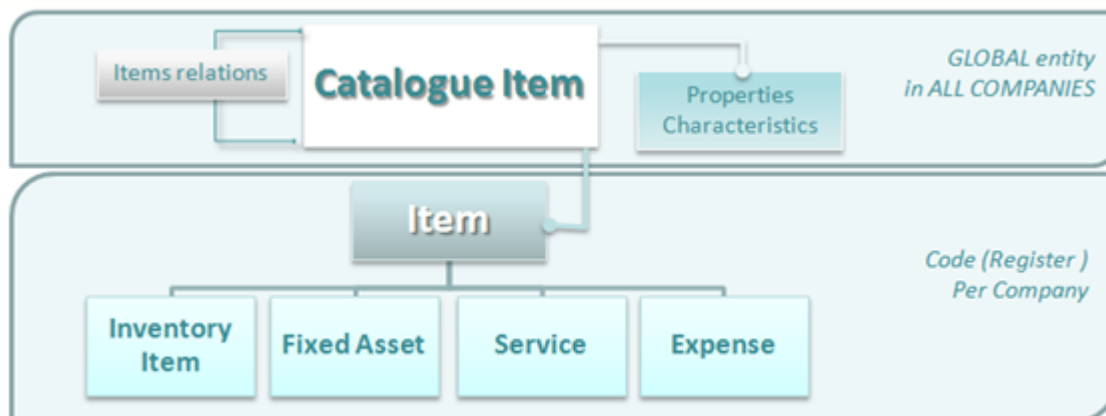
For each catalogue item are kept:

- ✓ Some informative data useful for grouping and selection-“filtering”
- ✓ Indicative sales prices (wholesale, retail) and cost
- ✓ Characteristics and properties that are designed- added to installation level depending on the needs e.g. For technical characteristics properties, values limits, physical dimensions etc.
- ✓ Relations with other items (equivalent, accessories, suggested for up-selling, cross-selling etc.)

For each company, each catalogue item specializes in most cases, obtaining an “account”, an “accounting status”, a “register” as STOCK ITEM or FIXED ASSET. In catalogue item level, someone may have a consolidated picture and **common** items comparison, as shown to the example:

Company	Item code	Item description	Sales quantity	Turnover	Last entry date
Company: 001					
	AMP SONY 002	RADIO - AMPLIFIER SONY STROB-1000	1	792.00 / 10062009	
			1	792	
Company: ESR					
	AMP SONY 002	RADIO - AMPLIFIER SONY STROB-1000	0	0.00	
			0	0	
Σ			1	792	

The **Items** to the system, as «**registers**» belong to one from the 4 categories illustrated to the scheme below and are monitored PER COMPANY quantitative or/and in value:



In Stock items, can be monitored trading items or consumable materials for which quantitative and value monitoring is demanded.

In fixed assets are opened all the items consisting a company's assets and their cost is depreciated with different rules.

Services are items sold having only a value status (intangible).

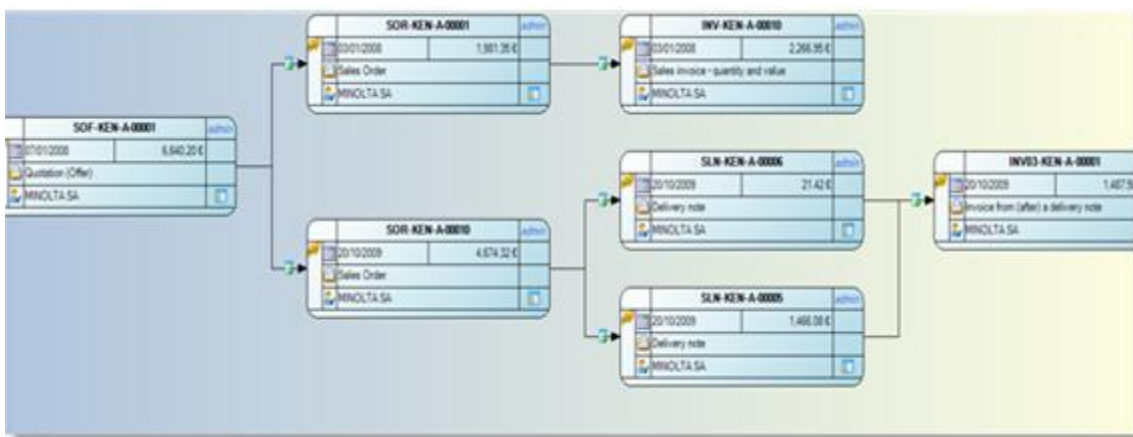
In Expenses are opened all “accounting” items with value status that are usually provided to the company by others.

6. FACTS ILLUSTRATION TO THE SYSTEM

The system includes 2 big entity categories through which **ALL facts concerning the enterprise** are monitored

	✓ Financial Transactions & events (offers, orders, receivables, deliveries, invoices, withdrawals, deposits, receipts, advance payments, returns, destructions etc)
	✓ Internal notes, organizational and (settlement transactions (inventory counting, cash register, deficits, accounting notes, fixed assets depreciations, corrective entries, cost entries, provisions etc)
	✓ Actions and Activities of each personnel member
	✓ Meetings, salespersons presentations, Leads και sales opportunities
	✓ Marketing programs, campaigns, events
	✓ Electronic messages
	✓ Service request and actions, answers, solutions to usual damages etc.
	✓ Articles of internal "data Base"

In each of these circuits, are provided mechanisms of automated "progress" and **workflows** design with "history log" and "status" tracking functionality at any stage.



The applications have ready to use and parameterized all the usual "scenarios" to "documents" or "tasks" in order the basic functionality of the sub-systems that is originally based, to be available without the need of intervention.

7. CURRENCY MANAGEMENT

The system manages transactions **to any currency**. The exchange rates are expressed between any currencies and are automatically updated from Web-service to daily basis, with full exchange rates history keeping.

In each trade account is defined the transaction currency, but this may be changed per transaction. We can issue an invoice or to place an order etc to any currency. Pricelists can be expressed to any currency and even if the transaction that will use these values is in different currency, it will occur automatic conversion. Payments in cash or with fund transfer occur in any currency. Notes can also be entered in foreign currency. Additionally, someone may have the budget in any currency. These results to:

- Keeping of multiple trade accounts balances per currency and the respective Ageing of Accounts.
- Full monitoring of Available Liquidity in exchange currency
- Automatic calculation of possible exchange differences in each on-line payment
- Review in foreign currency for companies belonging or referred to multinational organization

An interesting functionality is the one on-demand amounts conversion previews/reports to any currency with the existing or other "given" exchange rate:

The screenshot shows the 'Sales/Shipments' window with a table of transactions. A red arrow points from the 'Trade acct. code' field to the 'Exchange rate selection' dialog box. The dialog box has fields for 'Currency' (US Dollar), 'Exchange rate date' (3/12/2010), and 'Exchange rate' (1.374500000). There is also a checkbox for 'Reconversion in basic currency' and 'Accept'/'Cancel' buttons.

Date	Doc	Title	Trade acct	Value	VAT	Total	Gross turnover	Gross turnover(\$)	Net turnover	Net turnover(\$)	Prt	Cat	Avail.
3/3/2008	SLN-KEN-A	Delivery note	TRD00013 - ALPHA SAT	1,102.00	206.77	1,308.77							
3/19/20	INV-KEN-A	Sales invoice - quantity	TRD00032 - ROLLINI	1,521.00	288.99	1,809.99	1,809.99	2,487.83	1,521.00	2,090.61			
3/29/20	INV-KEN-A	Sales invoice - quantity	TRD00004 - CPI AE	1,624.00	308.56	1,932.56	1,932.56	2,656.30	1,624.00	2,232.19			
Σ						3,742.32	5,144.13	3,145.00	4,322.80				

With such an action, the system DOUBLES the columns to the basic currency that is identified for the particular projection, with the indication to the new columns of the selected foreign currency.

Finally, the book keeping currency is defined per fiscal year & EURO-CONVERT process is already provided (for countries that will be included to Europeans countries of euro zone).

8. SYSTEM GLOBAL DIMENSIONS MANAGEMENT

The system defines (except from the companies & branches which are fixed «subdivisions» of an organization) five (5) dimensions where someone may monitor all the STRUCTURE of cost centers and profit centers, departments-organization services, distribution channel or any categorization of companies activities that is demanded for revenues and expenses analysis (P&L). **ALL financial data of ALL sub-systems** are kept per horizontal dimension and their analysis is provided to Trial balances, journals, Statistics etc. These dimensions are:

- ✓ **Project**
- ✓ **Business Unit**
- ✓ **Activity**
- ✓ **Company Dimension 1**
- ✓ **Company Dimension 2**

The financial data of some sub-systems are also kept to ADDITIONAL DIMENSIONS. The analysis is provided to Trial balances, Registers, Statistics etc:

- ✓ Trade accounts sub-systems
- ✓ Warehouse in Inventories
- ✓ Journal in Accounting



Some examples as to the way someone may use these dimensions:

1. Business Unit ▶ food, cosmetics, clothes or small-medium-large market
2. Activity ▶ sales, production, financial, management
3. Dimensions 1 as distribution channel ▶ direct, indirect, internet
4. Dimensions 2 as resource/responsibility center ▶ phone numbers, employees

An example for sales analysis cube:

Data

Items family

Items group

Items category

Items sub-category

Geographical zone

Year

Quarter

District

Customers family

Salesperson

Project

Dimension 2

Dimension 1

Month

10-day period

Week

Day

Entries date

Branch

» Business unit		1 - BRANCH 01		3 - BRANCH 02		TOTALS	
		Turnover	GP	Turnover	GP	Turnover	GP
- PARTNERS	BOOKS - Books	62,00	44,12			62,00	44,12
	ELECTRIC APPLIANCES - Electrical & Hi-Fi appliances & equipment	1.848,00	181,90			1.848,00	181,90
	TOTALS	1.910,00	226,02			1.910,00	226,02
- TRADE	BOOKS - Books	55,00	46,04			55,00	46,04
	ELECTRIC APPLIANCES - Electrical & Hi-Fi appliances & equipment	5.734,00	2.245,55	2.180,00	997,50	7.914,00	3.243,05
	INTERNET - Internet applications & subscriptions	100,00	100,00			100,00	100,00
	TOTALS	5.889,00	2.391,59	2.180,00	997,50	8.069,00	3.389,09
TOTALS		7.799,00	2.617,61	2.180,00	997,50	9.979,00	3.615,11

WORK ENVIRONMENT

1. LOGIN TO APPLICATION PROCESS

In «LOGIN DIALOG» is selected the data base that someone will work, is defined the name («user») and the application Access code («password»). In this way the user will be identified and will be considered as authorized in using the system.

When typing the password the «***». Symbols will be presented

The Company and the Company's Branch are mandatory options that need to be selected, enabling application login. The Company and Branch that the user BELONGS will be presented as the default options.

As default login date, the "current day" (PC date) will appear and will continue to appear to all further entries and searching. This date must belong to "open fiscal year".

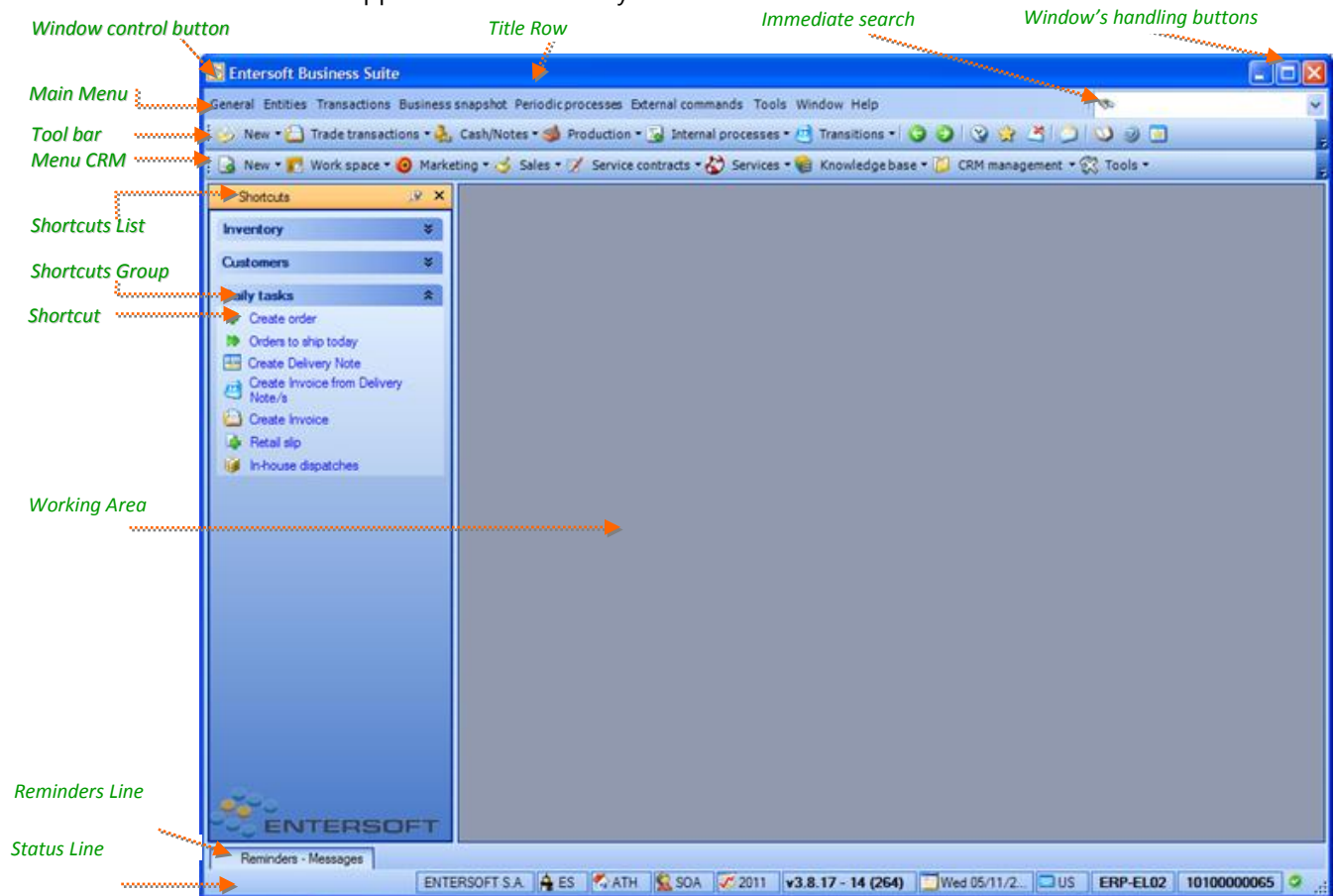
The language option is available depending on the product and the purchased version. The **language** concerns entry and display screens, messages and all communication data with the user whereas the application "logic" (contents, options, discounts columns, screens format etc) is based on the main version for the (**country**) that has been developed.

When all data are correct, the user will immediately find the main application environment, otherwise a message dictating a possible particular error (connection with data base, wrong version number in relation to data base, wrong password etc.) will appear.

If more than one application servers (server) are found, then, before login dialog, a server selection dialog appears.

2. WORK SURFACE

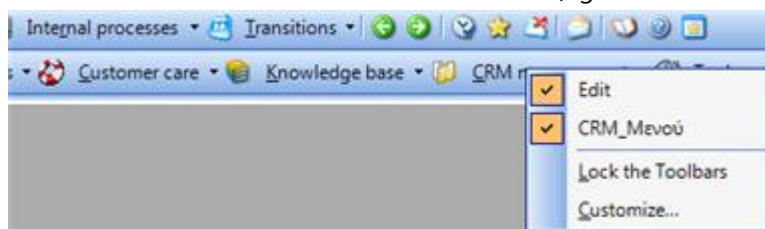
The environment appearing after login application includes the following basic data. These basic data enabling information and access to all application functionality:



From this environment is selected the number of functionalities, are given alternative solutions for the access method top these (with «personalization» of communication environment with the user) and is provided the immediate information for system status, login data and server connection.

The minimum screen analysis that the system support (this is screens display without the need for horizontal or vertical shift for basic data projection) is **1024x768** under the following presuppositions:

- Deactivation of one of the horizontal toolbars (right click to one of these)



- Shortcut list or dynamic Hide (display as «close» and open with mouse over)



- Dynamic hide (display) of Windows taskbar

3. MAIN MENU

✓ General

From this menu is accomplished

- companies and system users management
- login data alteration, without login out from the system
- backup taken
- closing, or exit from the system

✓ Entities

From this menu is accomplished

- Monitoring of all application MAIN ENTITIES (customers, items, accounts etc)
- Basic data maintenance (alterations, modifications, searching)
- Summarized financial information (trial balances, registers, balances control, statistics) of all sub-systems

✓ Transactions

From this menu is accomplished

- Documents management, accounting entries management and all types of transactions that concern the various sub-ledgers (sales, purchase, receipts, payments, notes, etc)
- Processes of automatic production or documents update (transitions, transformations, workflows)
- Analytical information for transactions Integrity control

✓ Business Snapshot

From this menu is accomplished

- Monitoring & analysis of the main financial data, ratios, sales progress, budget and cash flow
- Sales statistics
- Intercompany (CONSOLIDATED) reports, trial balances etc from all sub-systems and all companies

✓ Periodic processes

From this menu are executed various processes in periodic basis. Other are accomplished only in the beginning, other at the end of months, other at the end of the fiscal year, other more often:

- Items price adjustments, stock allocation to branches, consignments clearance, rebates calculation etc.
- Exchange differences
- Fixed assets depreciations
- Bank statements insertion
- The processes of Fiscal Period & Fiscal Year closing & the corresponding legal reports or files taken (Accounting, Inventory, Intrastate, VAT, SRA)

✓ Tools

In tools, will be found all parameterization processes, maintenance and system settings concerning.....

- Users privileges
- Additional development & parameterization (views, reports, cubes, excel scenarios, entities management screens e.g. Customer screen, item, document, task etc, automations and business rules)
- Typical functionality (transactions types, connection with Accounting, policies, groups, types, codes formats, templates, BOMs, payment methods etc)
- Automations for implementation (Mass opening of series, print forms copy etc)

- Maintenance processes (recalculations etc) and data base management
- Updates from external files
- Time scheduled operations
- Different corrective actions
- Information (views, cubes)
- Display (menu, settings)
- Maintenance (backups)

✓ **Display**

In this menu

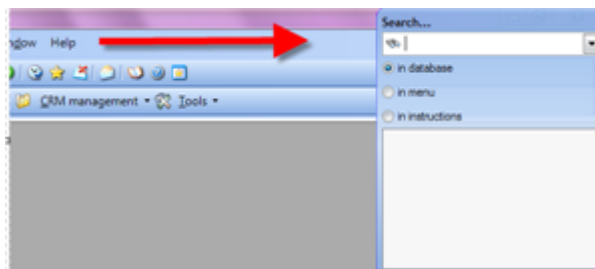
- Is determined the windows layout that are simultaneously opened according to all windows applications standards.
- Shortcuts and reminders display is activated
- Shortcut list is converted to "horizontal menu"

✓ **Help**

In this menu

- Are called helping tools that are related with users guidance (help, manual, knowledge base, tips)
- The «about» dialog appears with the exact installation data (software components), the version and serial number, as well as the modules & the sub-systems licenses that are available (purchased)

✓ **Helping Tool of direct searching**



In main menu lines is provided the searching "field" that allows the word-phrase searching to all documentation, to the menu even to application data but also to Attachments that have been saved to Data Base.

4. MAIN TOOLBAR



New

Direct entry of main entity (customer, item, account, project etc)



Trade Transactions

Direct entry of commercial transaction (purchase, sale, order, retail receipt, expense receipt, etc)



Cash/Notes

Direct entry of cash transaction (receipt, payment, check receipt, withdrawal, deposit etc)



Production

Direct entry of new Production order or Production note, Consumptions Note or Assembly Note



Internal Processes

Direct entry of internal note (in-house transfer, physical Inventory, correctives etc)

These first options directly perform the new entry action, alternatively is performed through the corresponding lists (customers, items, projects, receipts, sales, expenses etc.)



Transitions

Direct call of transition for documents generation from documents of previous stage



Previous

Placement to previous open window



Next

Placement to next open window



Show Reminders

Activation of reminders display to the bottom of work surface



Show Shortcuts

Activation of shortcuts list display to the left of work surface



Close All

Closing of all open windows



Send Internal Message

New electronic message to a user or group of system users



History Log

Call of a list containing the latest actions executed by the user with the functionality of immediate call. History log will also appear using the **Ctrl-H** buttons combination



Application Help

Call of on-line help system



Fast Insert Pages

Fast insert pages display to processes (alternative access method to operations, instead of menu) per category e.g. Sales, Accounting etc.

5. CRM TOOLBAR



New

Direct new entry of persons for communication as well as CRM sub-systems actions of any type, where the current user has access



My CRM

Access to Tasks calendar of the current user with daily, weekly or monthly projection as well as the activities, communications and electronic messages of the user or his group



Marketing

Access to marketing programs schedule, events and campaigns, in public campaigns lists and parameterization templates, as well as complete statistical analysis of the actual facts (response of marketing actions)



Sales

Direct new entry of leads & sales opportunities, offers and orders, their management lists as well as the full statistical analysis for the control of sales processes (gain, lost opportunities, rate per salesperson etc)



Service Contracts

Insertion of new service contracts, terms management, warranties, provided services & parameterization elements of contracts invoicing rules, access to all contracts invoicing processes and reports/projections of contracts updates control, cash review (response) etc.



Customer Care

Direct entry of Service request, waiting lists per technician/Supervisor, calendar type display for service cases, complaints management, statistics and all circuit parameterization data



Knowledge Base

Tasks Management «Internal Knowledge Base» with announcements, solutions of problems-frequent questions and knowledge articles, with key-words, with publish and send functionality etc.

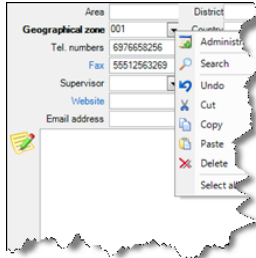
6. INTERNAL MENUS

The «internal» menus are activated with right click or with **SHIFT + F10** buttons combination and give immediate access to the available at this time functionalities e.g. Privileges definition (some users' exclusion from a field modification) or opening new (new item, new pricelist etc.) or data exemption from display (exempt anyone is from ATHENS) etc. Are the commands known as «context».

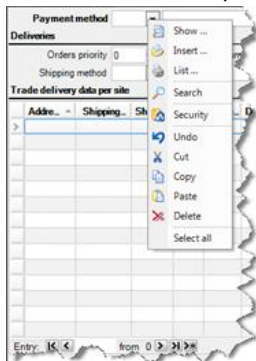


Examples

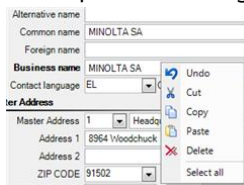
- ✓ To field that corresponds to simple table (code list)



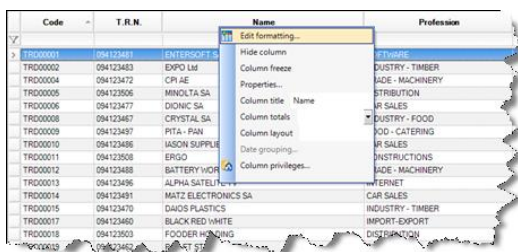
- ✓ To field that corresponds to entity for which a special screen exists for her management.



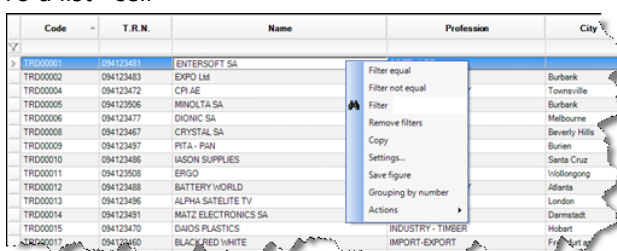
- ✓ To simple numbering field or text field



- ✓ To the header of a list



- ✓ To a list «cell»



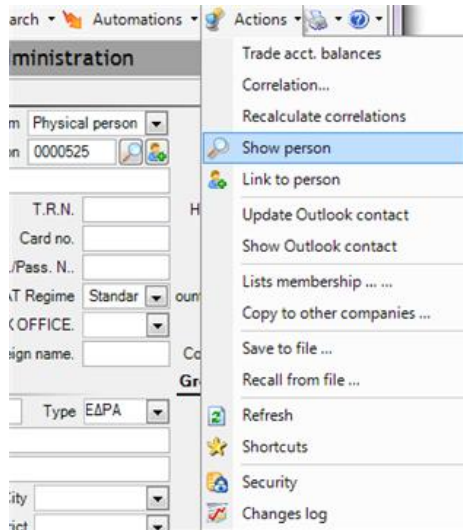
7. ACTIONS MENU

Respectively with the «internal» menus (that are activated to “fields” or “columns” inside screens) there are “actions” menus in horizontal toolbar line of the screens that also give access to «related» (context) functionalities for the particular «data set» that we see.



Examples

- ✓ In a management screen e.g. Customer, access to matching, saves to xml etc.



- ✓ In a display screen e.g. List of Items, massive suppliers or packages definition etc. ESPECIALLY to such lists, the actions that someone may select are functioning «on the selected lines» (except if is differently defined in the dialog with the user)

8. SHORTCUT LISTS

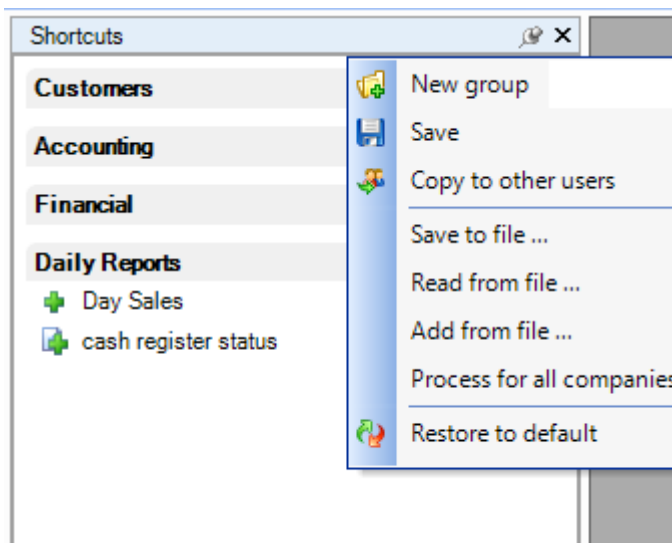
In the left of the working area, there is the shortcut bar with expand-collapse windows XP style, in which someone may design BY USER according to his every day needs, (personalized menu) In this shortcut list could be placed:

- ✓ Entry screens having READY data (e.g. Order MODEL)
- ✓ Management and selection screens with ready filters (criteria)
- ✓ Menu options e.g. Order transition to invoice, posting etc.

Shortcut List contains GROUPS. The placement of desired options and calls is always achieved through a Group. At the right part of the list, are found close and hide buttons.

Each shortcuts group has the symbol  to the right and indicates whether the group is opened or closed.

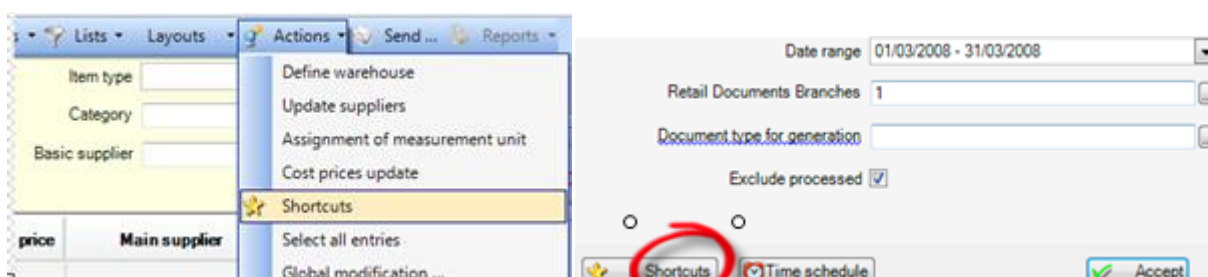
By pressing right click at any part of the list; it will appear a configuration tools menu of the shortcuts:



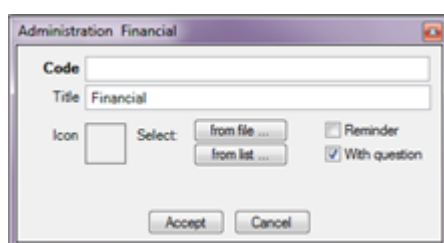
- **New group** for the creation of a new group. The name is given and as the group is opened at this time, every new shortcut addition will be attached to this new group except if you have chosen another one.
- **Save** for saving the existing alterations. **Save to file (*.ebf)** can be also achieved in order to be transferable.
- **Copy to other Users** for the shortcut list to be transferred to other users, as it is (available action only to system administrators)
- **Reading from or add *. ebf file.** Reading removes what already exists and shows what is saved in the selected file, while the adding maintains the existing and adds the contents of the file. After such an action, save is required.
- By selecting the **"Restore original settings"** option all modifications and the list return to its original form

To add an option (shortcut) in the shortcut list we should only leave open the shortcut group that we want to the option to be added

In each application screen there is (either through the "Actions" toolbar option or through special button found to dialogs) an available **functionality of this screen direct placement to the current open shortcuts group.....**



Through right click on the title of a shortcut group or to a particular shortcut, and by selecting "Properties», the dialogue containing additional settings appears:

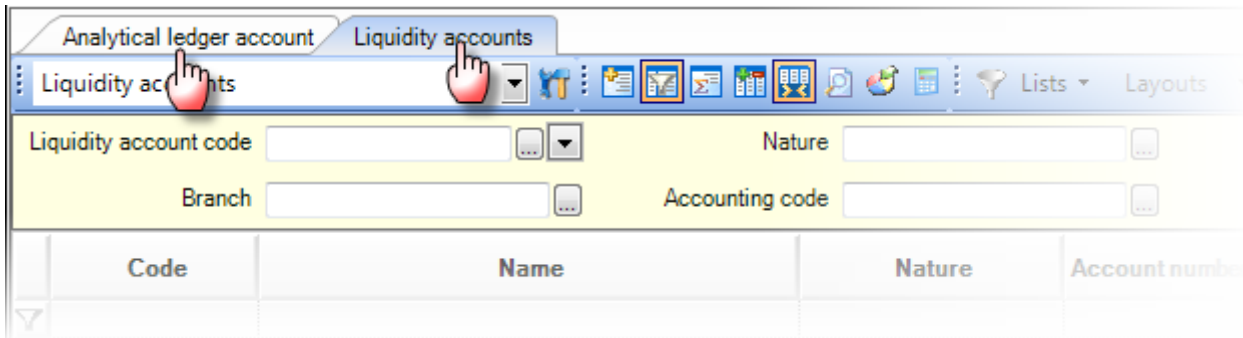


- **Select icon.** The option from "list" refers to the internal list of available application icons while you can enter any icon from a file.
- **Reminder.** If activated, the option that is called by the shortcut will be executed («open», "estimated", etc.) after each LOGIN (introduction to the application). If activated, then you can specify the setting "with question" BEFORE automatically runs if you want the user to be asked

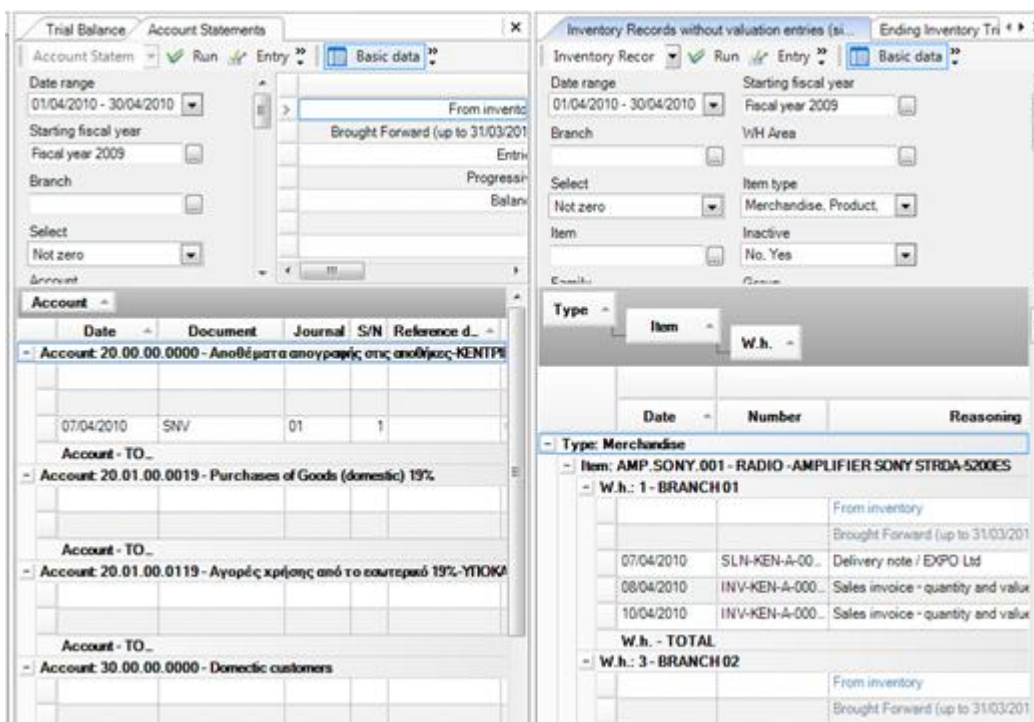
9. TAB PAGES

In «Windows» option of the main menu, the options «horizontal», «vertical» and « Cascade» follow the related options of the majority of MDI (multiple-document-interface) windows applications

The «tab pages» option enables all working area exploiting from every window and the display of “titles” to open windows in order for someone to be able to move between windows while working (through previous-next or directly with «click»).



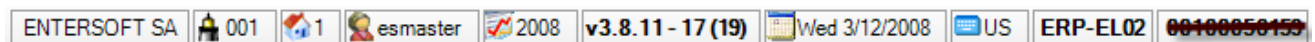
In addition, working surface can be divided into 2 or more parts with separate tab pages development, if there is more than one window:



In order to achieve this, we press «click» to a window title (tab page title) and by having the left mouse button pressed, we reach to the right or bottom area of the working surface until the black intense frame is revealed and leave it.

10. STATUS LINE

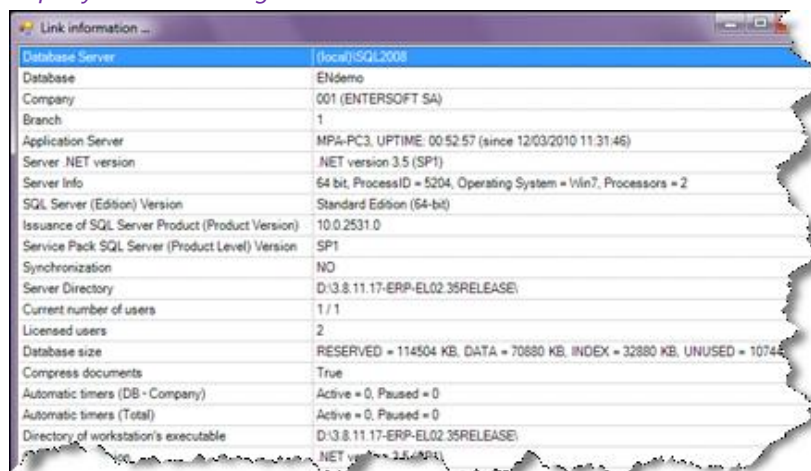
The status line of working area contains a number of information that is related to the workstation and the installation as well as to the current execution (session):



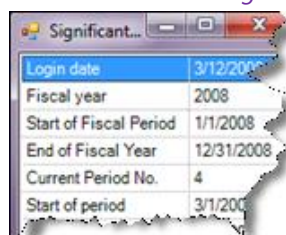
- ✓ The selected company and branch during application login
- ✓ The current user
- ✓ The fiscal year
- ✓ Application version number
- ✓ Login Date
- ✓ Keyboard language
- ✓ Product code
- ✓ Serial Number
- ✓ The last icon shows if there is a connection with the application server

In status line that user may press double click on any of the data and a dialog contains the related data will be displayed. More particularly, the following dialogs will appear:

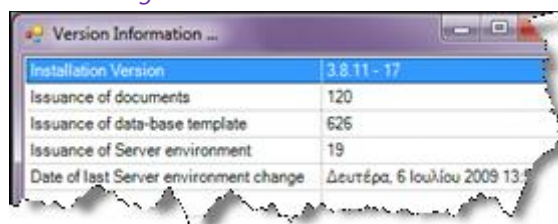
Company-Branch Dialog



Fiscal Year-Date Dialog



Version Dialog



In processes of problems investigation, compatibilities etc. from installation supporters or ENTERSOFT Help Desk supporters, this information will be probably needed.

DATA MANAGEMENT SCREENS (SITES)

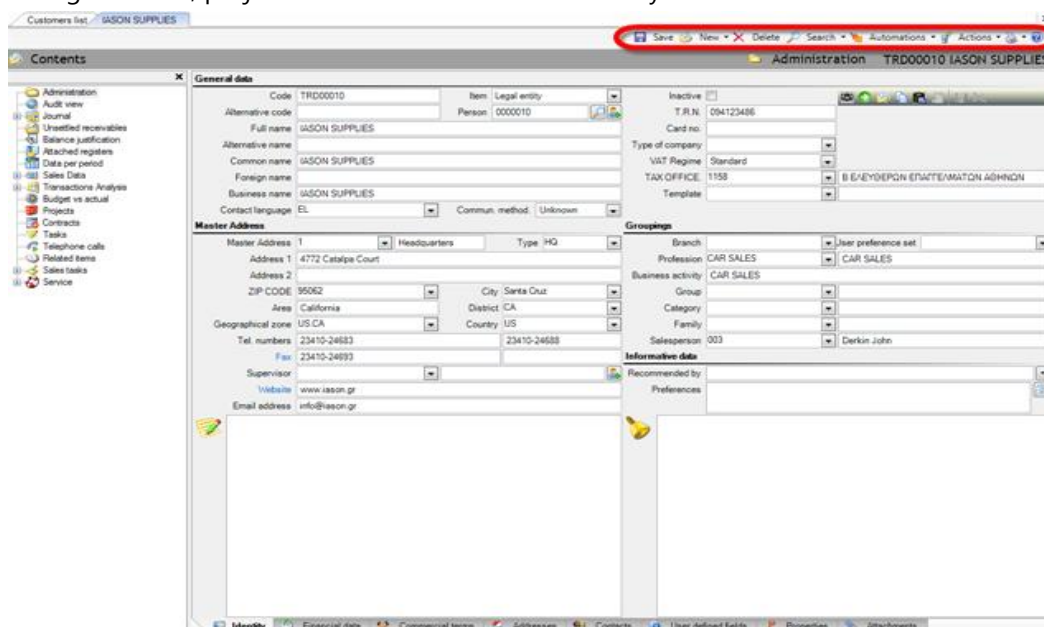
Data management screens are all these screens through which an entity's data modification or insertion, is accomplished. Is called «site» having the meaning of ALL information (**360° view**) concentration that is related to the appearing entity (data, available operations, displays and reports, financial, informative or statistical data)

For instance, for a customer, the management screen gives access to his fixed data (elements) such as, identity, accounting data, branches, peers, delivery and invoicing data etc, but also his financial register, the purchased items my him, the Unexecuted orders and a big variety of related information with the particular customer, from all sub-systems.

The format of data management screens depends on the design options that occurred from installation consultant. Very often and while at the following examples someone can see particular (product) option in an entity's management screen, in the final installation may see a different screen that has been designed based on the particular needs.

1. TOOLBAR

In the upper line of the screen a toolbar often appears containing the basic actions that are expected to executed during insertion, projection or modification of the entity:

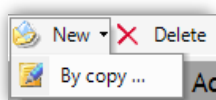


Save

Saves data.

New

Saves data and automatically opens the new entry screen.

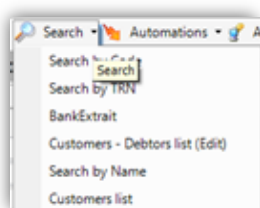


An alternative option that is called in popup menu "New by copy" provokes the same result but it also sets by default the fields values or the details of the current entity.

Delete

Deletes the entity by executing the appropriate controls (the entity has not been used somewhere else as a reference etc)

Search



Replaces the current entity of the screen through search for the detection of another based on criterions. The criterion depends on lists parameterization that has occurred, of "search" type.

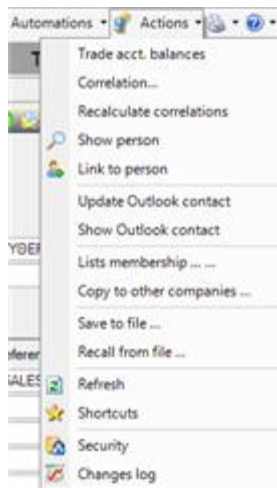
A dialog appears, we complete the criterions, we detect the desired entity we select "**accept**" and then it appears in the screen by replacing the previous. When modifications have occurred, save confirmation of these modifications will be asked from the application.

Automations

In some entities is possible that operations have been designed-parameterized via "automations" tool and which become visible through the activation/execution option.

 As far as in a management screen, an entity has NOT been «identified» the «pop up» menu will not have contents. When the entity is identified the options will become visible. The reason behind this is that these operations determine the **CONDITION** through which becomes visible and available e.g. In trade documents entity there is the «Credit for VAT exemption.» automation which is only called to Invoices and not to Delivery Notes. Only when the document type is defined as an "invoice" the automation appears.

Actions



Contains some general actions available to the entity.

Someone may save entity data to xml file or when is found to entity insertion to ask for Recall from xml file that has been previously saved.

Refresh (F5) is needed, when the projected data have been modified from another user and are read again from Data Base.

The «Shortcuts» command transfers the 1st open group of shortcuts list to the screen with the full data of the particular entity. When we are in a initial insertion status then entity's data (that have not been yet identified, saved) will be set as default every time we will call this shortcut. Thus, we can create entities **entry models** (containing the desired data) through shortcuts, for "repeated" or "similar" entries.

Through «security» option is allowed to define users privileges for an entity's management instead of doing it through the general users privileges tool. The «History log» presents all modifications occurred from the particular entity for these fields that has been defined as «monitored» considering modifications.

Printout

Through the direct selection of printer icon, the printout is called in a form for the entities supporting this functionality (document) whereas the popup menu through this option gives access to the connected reports (crystal reports) that may have been added to the installation, for this entity.

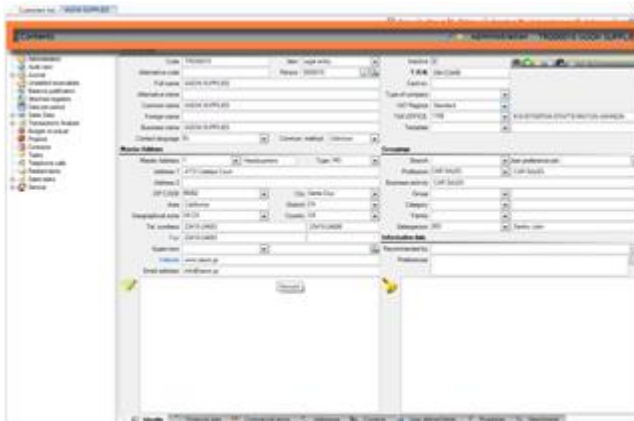
Information

Through the direct selection of the icon, is called the information section available for this entity whereas the popup menu through this option gives information as to by whom and when entity's data were modified the last time



2. IDENTITY DATA SECTION

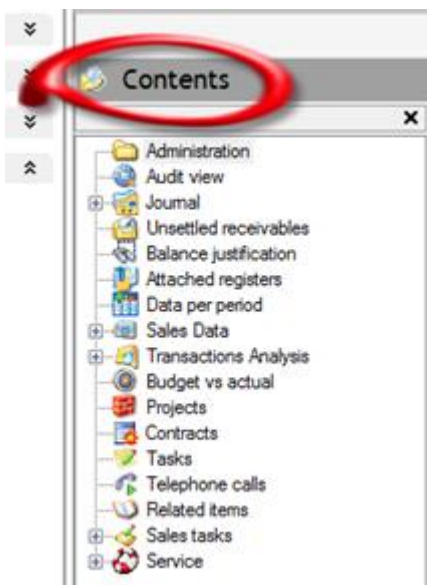
In the screens upper part are presented some identification data of the projected entity. These data vary depending on the entity. Other time is the code and the name and other the document type etc.



In this line appears the  icon when modification occurs, until the time the entity is saved.

3. CONTENTS SECTION

In the left section of a screen it usually appears the contents section that can "close" or "open" depending on the space creation need.



Contains «pages» with information that are considered necessary for an entity's total overview.

Some entities, due to their nature, DOES NOT contain such a menu. Actions or information related to them are called via other ways (from toolbars, actions buttons etc).

The design selection depends on (a) the number of connected information, when it is not limited, this presentation is NOT selected and (b) from the need for full exploitation of the available area for «data section». Such a case (not having "contents") is the documents where BOTH presuppositions are in force (the "related" information is limited and the need for available space is the maximum)

The placement in such a "page" and her options is achieved through the mouse.

4. DATA SECTION

In the main screen section are presented the related to the entity data. The 1st page always appears is the «Administration» page containing editable by the user data. When the rest of the pages are called (through «Contents») the related entity data are presented to this section (and as long as the projection lasts, only these are visible).

Especially as far as the «Administration» page is concerned (*which is always present even to the entities where "contents" are NOT used, is the only available. Many times in main entities e.g. Customer item, project etc. one or more tab pages are included, and where someone may be transferred by using the mouse or the keyboard through the Ctrl-PgDn, Ctrl-PgUp buttons. To these, the available fields or other data structures are allocated in categories.*

The management of the entity is always completed independently if it consisted from multiple information, tables of analysis, (eg. Many suppliers to stock item) without the need of data completion to a separate window.

✓ FIELDS MANAGEMENT - SEARCHING

The transfer between fields is accomplished through **Tab** or **Enter** buttons. The field that we are found each time, appears in bold. Fields types are:

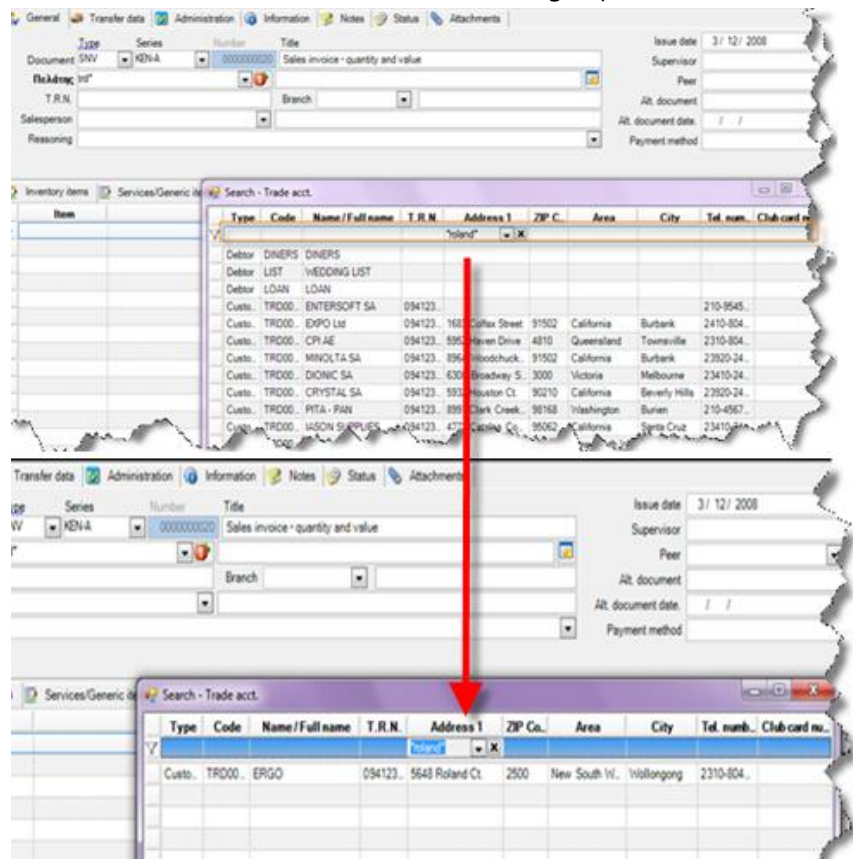
Reference codes to entity
e.g. «Supplier» or «Constructor»
to the item or «Salesperson» to
the customer or «Customer» to
the invoice

In these fields someone may

1. With right click to use the relevant actions from the internal pop up menu eg. To insert at this point of time the relevant entity
2. To directly insert the code if it is known
3. To undertake search with F3 **F3** (dialog presentation for the selection of relevant entity) or **F4** (vertical selection screen – drop down) and in some cases with **Shift-F3** that leads to the selected list with dynamic criterions. These are functioning in combination to the field content, if the user has already typed something (**part of the code**) eg. A and F3 or A* and F3 will appear the entities having a code starting from A

With just a click to any column of the following data, the entities are sorted according to this column. Thus, in "customer" field of the invoice when F4 or F3 is used, the "telephone" column will also appear and the relative sorting can be achieved. Generally, if the screen does NOT contain the field that we need for search you use the F3 (after we define the section of the search, in order searching to be quicker) and in the presented dialog, we use the desired column in **filter line** e.g. In «Customer» field of the invoice F3, in «Address» column we give the

section that we know, * and then «click» to the grid part.



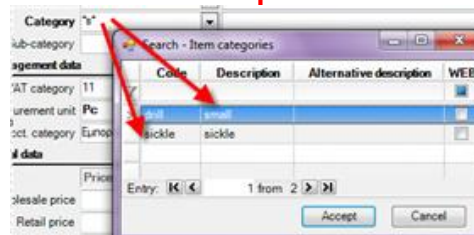
If the relevant entity is a MAIN entity, the form usually presents the description and the name to next field where searching is ALSO accomplished.

Reference codes to code list

E.g. the field «Profession» to the customer, «Country of origination» to the item «shipping method» to the document

In these fields someone may

1. With double click to use from the internal pop up menu "related" actionseg. To insert at this time a new value from «Management» option
2. To directly type the code if it is known
3. To undertake search with F3 or F4 by previously giving (or not) **part of the code or of the description and «*»**.



Simple text field or Notes field

e.g. Description fields, reasoning, comments, notes

In these fields the internal menu gives the «cut», «delete», «paste» options and by using the F7 button someone may undertake **Spell check**



Especially in the «Notes» fields that are usually presented with many "lines" available space, is provided a horizontal formation toolbar for font alteration etc.

Numeric Field

E.g. Value to documents lines,
discount to item, to customer

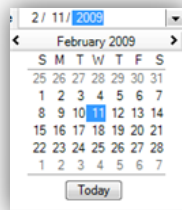
In these fields, an automatic formation exists depending on (a) if values or prices are in % (b) the currency and (d) the user "language" (for decimals separators).

In addition, with the **=** button we can undertake a numeric calculation, by using numeric symbols, χρησιμοποιώντας αριθμητικά σύμβολα, parentheses and by pressing Enter we get the result.

Date Field

e.g. Doc date, contract expiry,
defined date

In these fields and either if we directly type the date or we open the calendar through the arrow (drop down).



Some dates allows for time to be given (date-time), such as the «Filing» field of a mail

Registration 30/ 03/ 2010 13: 44: 40

Time Field

E.g. customer schedule, visiting
time – project action, meeting
duration

The time

- Directly typed
- Concerns «duration» with start and end functionality (eg. In telephone conference) through buttons
- Concerns «duration» with preselected values
- Is defined with predefined «zones» list

12: 00: 00 ru

00: 00: 22

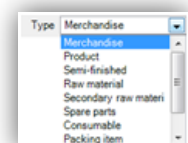
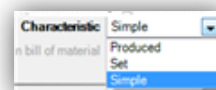
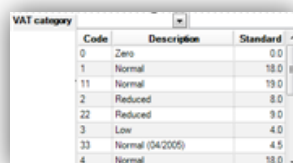
13:00
13:15
13:30
13:45
14:00
14:15
14:30
14:45

1 hour
1.5 hours
2 hours
2.5 hours
3 hours
3.5 hours
4 hours
4.5 hours

Default options Field

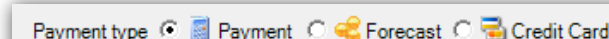
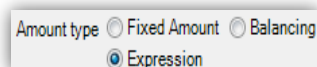
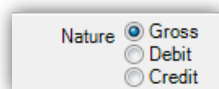
There 4 fields categories with predetermined system options

1. Unique selection in a list format (drop down list)



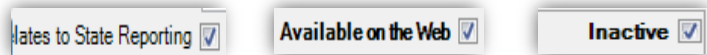
The transfer between the options is accomplished with the arrows and the value selection with the enter button.

2. Unique selection in radio button format



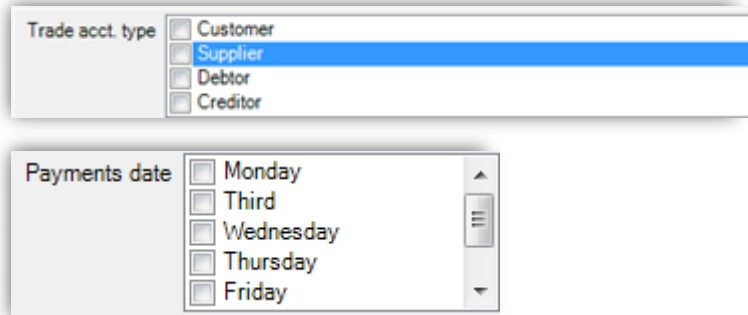
To these, and after being palced on the field, we can move between the options using the arrows and we can select using "space"

3. Unique selection of 2 logic type values Yes or No (check box)



With "space" we change field values

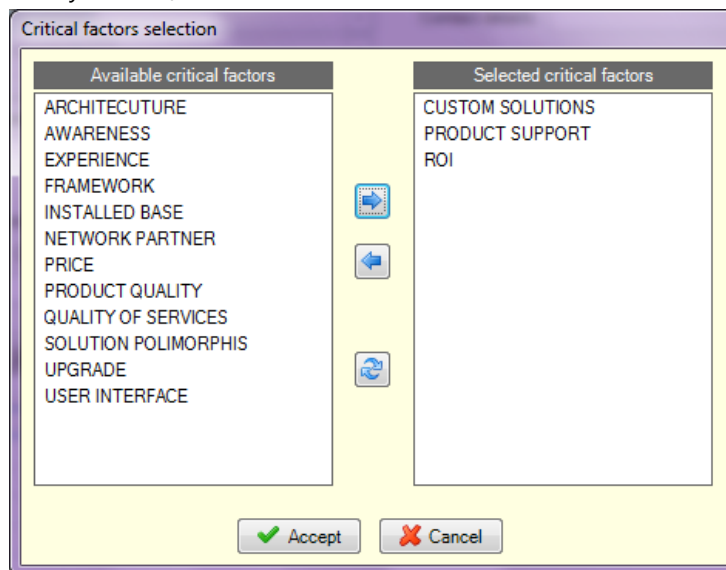
4. Multiple selection in list format (multiple select drop down list)



The movement between options is achieved through the arrows use and the desired options activation through the space button. Exit from the list is achieved with Tab" or "Enter".

Multiple hierarchical characterizations Field

These are text fields that accept multiple options, appear in a **double list dialog** (available and activated options) and are selected through the «add» and «Write-off » buttons. The entries in the list have been designed in installation level (are not by default)

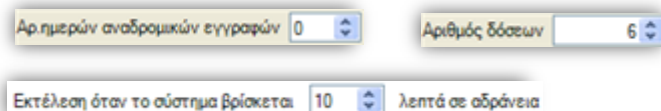


Multiple characterizations Field

These are text fields that accept multiple options, appear in a dialog and are selected with the mouse in a simple or hierarchical list which has been designed in installation level (are not by default) eg. Customer preferences, keywords of a Knowledge base article etc.

Numeric field with increase/decrease

Concerns fields of integer values of «byte» type where except from the typing functionality are increased or decreased through the mouse (up-down):



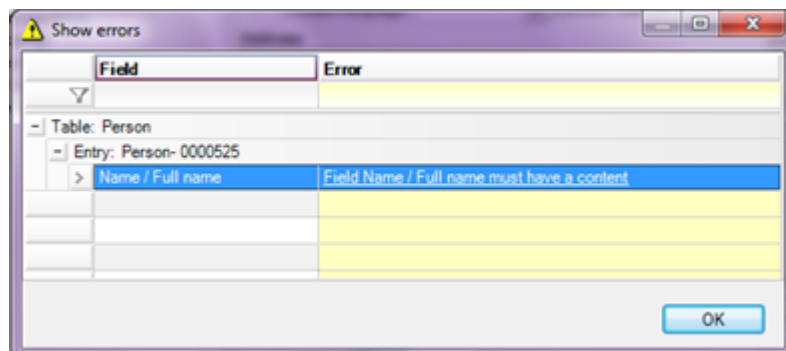
5. ERRORS MANAGEMENT

During typing, there is a **visual recognition** of false values and fields that are required in order to avoid the mistakes and the user subsequent information if it has not completed a required field or when he provides restricted value

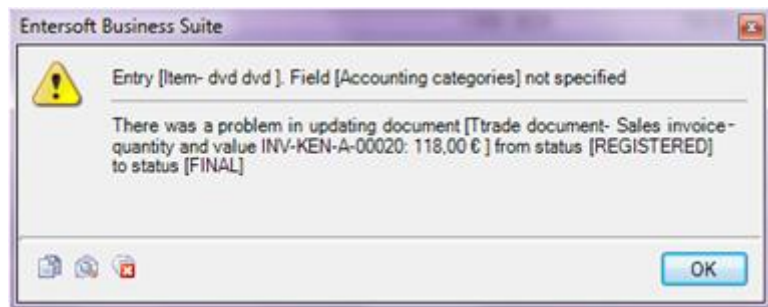
Item	Description	Quantity	MU	Price	%disc	Net value
 DVD.PHIL.001	DVD PHILIPS D-100	500.000	Pc	354.00	0.000	148.739.500

If you move the mouse on the error icon , then we will see the reasoning in the form of help text (tooltip)

Finally by finishing the entry and when there are problems of logic controls that do not allow the save, these are presented in a dialogue per unit with an explanation and with direct movement functionality in the error field



When error management cannot directly occur, the presentation differs. The error may referred to other system section and when someone cannot directly correct it, the technical information are given enabling in this way the installation consultant to detect the area seeking correction (an example Is the errors in « Accounting post» setup of the documents):



If the error is not understandable, is given the functionality of direct mail sent to Support Department of Entersoft, with all the technical details, through the "Send" icon. .

LISTS OF DATA DISPLAY (SCROLLERS)

The scroller type is the largest screens category as far as the variety and the degree of use is concerned. A whole sub-system (Scroller/Cube Designer with main element a strong "query builder") is responsible for their design, aiming to be able to be used from trained users and to produce even the most complicated layout and processing data scenarios. Theirs functionality in summary :

- ✓ Present in different ways information taken from data base
- ✓ Through them is given access to data management forms for modifications
- ✓ Through them are executed many massive procedures on the presented data
- ✓ Through them data are exported in different formats for use from other systems or electronic send
- ✓ Processes demanding data selection with dynamic criterions use scrollers to ensure the parameterization of the criteria (since as designed by consultants, users, technicians and are not part of the application - the 'Code').

This document will be considered from the perspective of end users only

1. how to operate
2. functionality
3. The formatting options

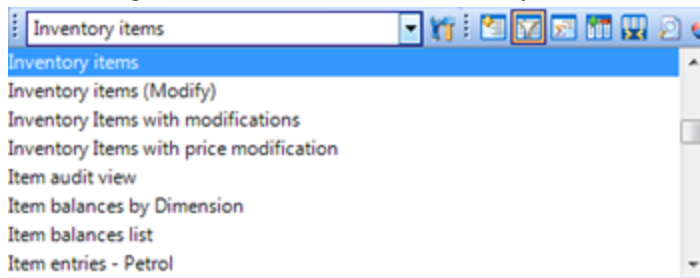
All these depends on the purpose of each scroller and thus, by her design and are not likely to coexist on the same scroller. The way its functionality given through the parameterization, is explained in detail in the technical manual ["Reporting Tools"](#).

1. STRUCTURE DATA – GENERAL DESCRIPTION

The main structure data in a scroller screen are:

1. Toolbar
2. Criteria area
3. The list (grid) of results projection
4. The management tools column of the list

To see the results of a scroller we should fill the criteria and select «Accept». It is important the criteria to be completed, because every time we ask for the scroller calculation with this command («Accept»), is communicating with the server and the database, so the more is the number of records we request (as defined by the values of the criteria) the longer it will take to get the result and the more we delay the work of other users that currently use the system.



In the horizontal toolbar on one scroller, in the left part, you may select other aspects that have been saved in the same folder (with * are shown the "custom" scrollers of the installation) and with the key next to the name, someone may go (if having the privileges) in the scroller design tool

TOOLBAR

CRITERIONS AREAS

DATA AREA (GRID)

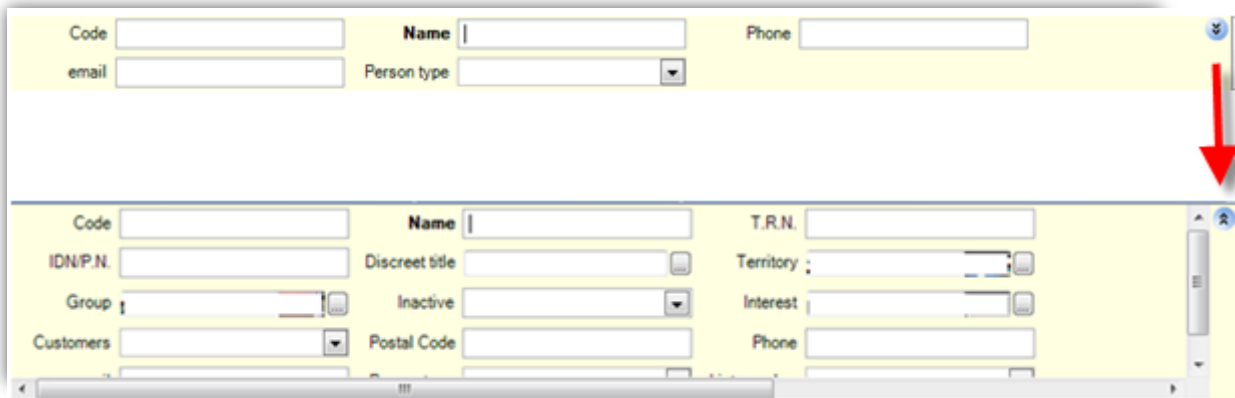
Κωδ.Ειδους	Περιγραφή	ΜΜ	Τιμή χονδρικής	Τιμή λιανικής	Χώρα Προέλευσης	Οικογένεια	Κατηγορία	Υπόλοιπο
Βασικός Προμηθευτής: INFORMATICS A.E.								
0003	Μεταλλικό επίχρυσμα	NET	16,00	19,00	Ελβετία	ΥΛ		499,00
								499,00
Βασικός Προμηθευτής: ΜΗΧΑΝΟΤΕΧΝΙΚΗ								
0001	Μεταλλικός ράβδος	NET	27,00	30,00				162,00
001001001	Πλαίσιο πλαστικό 3R-T20"	MET	0,00	0,00				3,00
441420	Καλύματα	TEM	2,00	3,00	Ελλάδα	ΕΙΔΗ ΣΥΣΚΕΥΑΣΙ...		0,00
9930	Ρολό 4m	TEM	0,00	0,00		ΕΙΔΗ ΣΥΣΚΕΥΑΣΙ...		0,00
								165,00
Βασικός Προμηθευτής: WARREN Inc. A.E.B.E.								
00044-6	Ράβδοι 6mm	NET	2,00	2,00		ΜΕΤΑΛΛΙΚΑ ΜΕΡ...		0,00
00044-8	Ράβδοι 8mm	NET	27,00	30,00		ΜΕΤΑΛΛΙΚΑ ΜΕΡ...		0,00
								0,00
Βασικός Προμηθευτής: ΑΝΤΩΝΙΑΔΗΣ ΑΕ								
0002	Μεταλλικές αλυσίδες	MMM	12,00	13,00	Ελβετία	ΜΕΤΑΛΛΙΚΑ ΜΕΡ...		104,00
550001	Κιβώτιο τύπου Α	TEM	0,00	0,00				0,00
								104,00
Σ:								768,00

Εγγραφή: 1 2 από 9

2. CRITERIONS

In the criterions area there are parameters, the "questions" that have been predicted to the scroller, against which the results will be searched. Once completed, the «Accept» button must be pressed (or **F5**) in order the related transactions to appear. .

- The criterions appearing underlined must be completed. This is compulsory.
- In some scrollers, in criterions area, the  icon appears on the right top. This means that the displayed criterions are sufficient but in some cases, some additional criterions may be needed. These criterions are displayed through this button pressing («additional»).



From the related button of the full criterions screen , we may ask again for "minimization", this means display only of the necessary.

- The buttons having close the  icon, can take more than one values. By pressing this button «F3», it will appear a list from which you may select as many lines as you want (in a row having the left click pressed & «Shift» or to distinguish them using «Ctrl»). When more than one value is selected, the multiple values wording will appear to the criterion. The reason that a choice is given is due to typing that it may occur in another language and case compared to these that data have been saved.



Examples

Selection of particular «Cities» or «Professions» or «Categories»

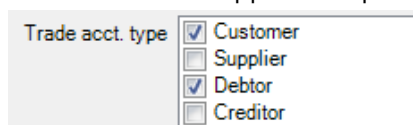
- In all fields where search may occur, searching can be achieved in the way mentioned before eg. In the simple text fields such as Description, name (**wildcards**) can be used and in this way to define the presented transactions for instance, we may define «1*» meaning «these starting from 1» or «*1» meaning «these ending to 1» or «?? » to a ledger account list in order to take the "First level accounts" accounts etc.



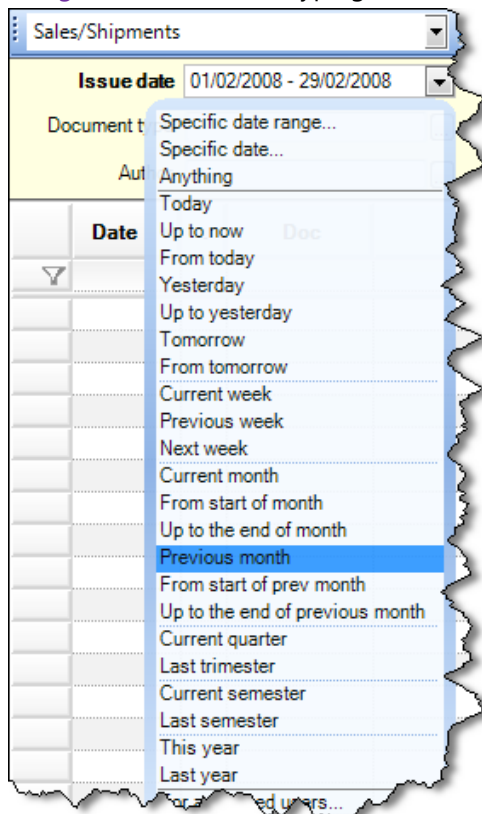
Examples

- **A*** that means «these starting from A»
- ***A** that means «these finishing to A»
- ***A*** that means «these containing the A»
- **??** that means «these having exactly 2 characters» (A'Level Accounts)
- **A??** that means «these having exactly 3 characters and the 1st is A»
- **6*,7*** that means «όσα these starting from 6 or 7»

- In some criterions appears simple or multiple options through "click" by pressing the  icon.



- The fields having closed the  icon take one of the default values appearing at the time of the icon pressing. When someone selects (click or **F4**) he may select the particular-default date ranges [compared to login date](#), instead of typing date limits through the below dialog:



Through «click» to one option, the option will be interpreted to dates and it will appear to the field position in the criterions area. The options with «...» opens fields to be typed, if activated («click»):



Select with «Enter».

3. GRID

The grid enclosed the data that were identified from the Data Base or were calculated after criterions application. The header with the columns names is the 1st structural element of the scroller. Through this area a number of operations that changes the format and other properties of the visible data, may occur.

✓ COLUMN SHIFT

This is accomplished by selecting (through left click) a header column and drag this column to the desired area (until the two red Arrows indicating the new position, appears)

Drag a column here for grouping								
	Date	Trade acct	Trade acct		Value	VAT	Total	Gross turnover
+	2/11/2008	TRD00005 - MINOLTA SA	INV-YTI-A-000	Sales invoice - quantity and...	550.00	104.50	654.50	654.50
+	2/11/2008	TRD00002 - EXPO Ltd	INV-KEN-A-0...	Sales invoice - quantity and...	1,359.00	258.21	1,617.21	1,617.21
+	2/9/2008	TRD00002 - EXPO Ltd	INV-KEN-A-0...	Sales invoice - quantity and...	1,906.00	362.14	2,268.14	2,268.14

✓ SORTING

With left «click» on a column of the header area, the data found to the grid will be automatically sorted based on the column values. When the “click” is repeated, the sorting is altered from ascending to descending. Next to the title, ▲ and ▼ icons define exactly this, as to the Windows Explorer.

The sorting based on multiple columns is also accomplished through “click” but by having the **“Shift”** button pressed and the multiple sorting is applied based on the columns selection ORDER (clicks)

✓ GROUPINGS

In a scroller, is given the functionality of existing transactions grouping based on one or more fields and in this way, we can mange transactions based on their common data.

In the horizontal toolbar is found the  icon through which the grouping area is displayed or hidden over the grid and where we can place the « Grouping fields ».

Drag a column here for grouping

When we drug a column there (with drug & drop in header title) then the transactions that are grouped based on this field and the transactions appearing in a tree format. The grouping fields can be multiple. Thus, if we want to group the items based on the “family” & and “group”, the presentation will be as shown to the scheme:

Family - Group - Category -							
	Item code	Description	MU	Balance	Wholesale price	Retail price	Main supplier
- Family: (none)							
- Group: (none)							
- Category: (none)							
	dvd	dvd	BOX	-1,000	0.00	0.00	
	dvd2	dvd	BOX		0.00	0.00	
	etert	ertertert	Box24		0.00	0.00	
- Family: ACCESSORIES							
- Group: (none)							
- Category: (none)							
	BC AR-5381	ADJUSTABLE RACE	Pc	55,000	0.00	0.00	NEDA S.A.
- Group: AUTO							
- Category: TIRES							
	AMP.SONY 8...	RADIO -AMPLIFIER SONY STRDA-520	Pc	123,000	1,010.00	1,250.00	NEDA S.A.
- Group: CASES							
- Category: PAPER							
	w:50042	BAG NO2	Pc		3.00	4.00	
- Group: HOME CINEMA							
- Category: HIFI							

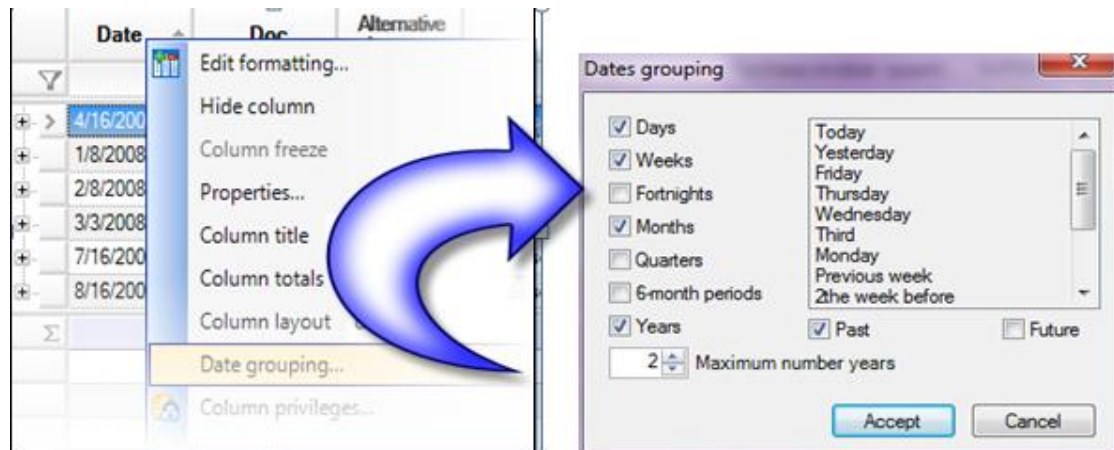
In this way, someone may create a customer's hierarchy e.g. Customers per city and salesperson, receipts per branch and user, items per business unit, supplier and invoicing category, sales opportunities per salesperson and origin etc.

When the display is finalized, we can select the same icon for hiding the grouping line in order to save space for the data, for the "grid".



Dates Grouping

If the scroller displays for instance, transactions or tasks or documents etc. with date type columns then, by pressing the right click on the column title and by selecting from the popup internal menu "Dates grouping", we have the functionality of grouping the data in a special way to **dynamic time ranges compared to "today"**:



In the displayed dialog, we select the analysis depth (Days, Weeks, and Fortnightly etc). Upper number of years or months (depending on the maximum depth analysis) as well as the past or future analysis (when there is an ending date). At the right appears the generated analysis. The scroller result appears after the dialog exit ("Accept"):

	Date	Doc	Alternative document	Title
-	*Date*: Last year			
+	4/16/2007	PNV-KEN-A...	a123	Purchase invoice - quant...
-	*Date*: January			
+	1/8/2008	PNV-KEN-A...	111	Purchase invoice - quant...
-	*Date*: Previous month			
+	2/8/2008	PNV-KEN-A...	111	Purchase invoice - quant...
-	*Date*: Previous week			
+	3/3/2008	PNV-KEN-A...	111	Purchase invoice - quant...
-	*Date*: July			
+	7/16/2008	PNV-KEN-A...	a123	Purchase invoice - quant...
-	*Date*: August			
+	8/16/2008	PNV-YTI-A-00...	a123	Purchase invoice - quant...
Σ				

Grouping removal is achieved from the same catalogue with the button of "Deletion".



TOTALS – SUB-TOTALS

In a list containing columns with numeric data, there is an available functionality enabling sub-totals calculation. Select the  icon from the toolbar.

The result is that a total line is added and when there are groupings, sub-total lines are added to each group end. The totals type, sum, weighted average, maximum, minimum value etc) is defined in scroller design.

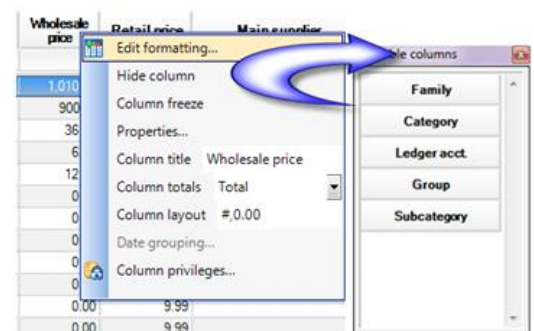
	Date	Doc	Title	Trade acct	Value	VAT	Total	Gross turnover	Net turnover	Pri	Cat	Avail
Branch: 1 - BRANCH 01												
*	3/3/2008	SLN-KEN-A-00001	Delivery note	TRD00013 - ALPHA SATEL	1,102.00	206.77	1,308.77					
*	3/12/2008	INV-KEN-A-00020	Sales invoice - quantity an	DINERS - DINERS	100.00	18.00	118.00	118.00	100.00			
*	3/19/2008	INV-KEN-A-00003	Sales invoice - quantity an	TRD00032 - ROLLINI	1,521.00	288.99	1,809.99	1,809.99	1,521.00			
*	3/29/2008	INV-KEN-A-00004	Sales invoice - quantity an	TRD00004 - CPI AE	1,624.00	308.56	1,932.56	1,932.56	1,624.00			
								3,860.55	3,245.00			
Branch: 3 - BRANCH 02												
*	3/16/2008	SLN-YT-A-00001	Delivery note	TRD00013 - ALPHA SATEL	1,102.00	206.77	1,308.77					
*	3/16/2008	SLN-YT-A-00002	Delivery note	TRD00013 - ALPHA SATEL	1,102.00	206.77	1,308.77					
*	3/16/2008	INV-YT-A-00011	Sales invoice - quantity an	TRD00004 - CPI AE	1,569.00	298.11	1,867.11	1,867.11	1,569.00			
								1,867.11	1,569.00			
								5,727.66	4,814.00			

Another method to define totals format is via the "properties column" through right click in column title.

✓ ADD – REMOVE COLUMNS

With right «click» in a header column and by selecting «**Edit formatting**» either through the  icon from the horizontal scroller toolbar (see. Structural data) where we have access to a list of non visible columns that we can "drag" to header area to the desired position (through «shift» method and the red indicators).

From the «**hide column**» option, the column in which the internal menu was activated through "click", is transferred to the "available" visible columns.



✓ COLUMN FREEZE

From the same internal menu, the «column freeze» option, results to the visibility maintenance of all the previous columns (on the left) of the selected, in order to have a horizontal bar, "identity" data are stable.

✓ RENAME

From the same internal menu, in "column title" option, we have the functionality of altering the column name without being necessary to enter to scroller designer.

✓ LAYOUT

From the same internal menu in «column layout» option, the layout can be defined in numeric or date columns E.g. The **#0.00 value** determines that a numeric column will appear with 2 decimals, with **c** value appears the currency symbol that has been defined to Server Regional Settings whereas the **d** value presents a date column based on short date format that has been defined to Server Regional Settings.

✓ DIRECT FILTERS LINE

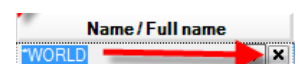
In the upper part of a list (under titles line) there is the «direct filter»  line. This filter enables the further data processing of a list, and is **very quick under any conditions as communication with the data base and the server, is not demanded**. As

filters, we may insert either a particular value (by typing or selecting from the drop down list) or part of the value (by also adding the *).

Code	Name / Full name	T.R.N.	Address	ZIP Code	City	Area
	*WORLD					
0000011	ERGO	094123508	5648 Roland Ct.	2500	Wollongong	New Sout...
0000012	BATTERY WORLD	094123488	42500 West Park Drive	30308	Atlanta	Georgia
0000013	ALPHA SATELITE TV	094123496	6102 Lakeview Place	W10 6BL	London	England
0000014	MATZ ELECTRONICS SA	094123491	Wertheimer Straße 895	64283	Darmstadt	Hessen
0000015	DAIOS PLASTICS	094123470	9632 S. Silver Spring	7001	Hobart	Tasmania
0000017	BLACK RED WHITE	094123460	Postfach 55 99 99	60061	Frankfurt a.	Saarland
0000018	FOODER HOLDING	094123503	500 Rockledge Lane	98403	Tacoma	Washington
0000019	PALLET STORES A.E	094123462	296 Bel Air Dr.	V8V	Victoria	British Col...
0000020	HIRE SHOPS A.E	094123493	258 Berry Street	2055	North Sydn.	New Sout...
0000021	UNITIRES SA	094123505	Moritzstr 1	42651	Solingen	Nordrhein...

In order to remove a filter already inserted, we just need to click the  icon.

Hide of this line, in order to save space for the data, is accomplished through the  icon.



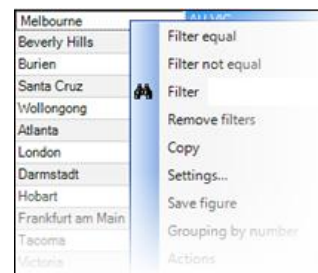
✓ FILTERS IN A «CELL» (ROW-COLUMN)

By pressing «right click» at any part of the data area, a popup “internal menu” with a number of selections for direct dynamic filters application, appears.

By selecting «**Filter Equal**» the list is automatically readjusted are “left” only the rows where in the particular field (column), have the particular value.



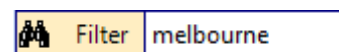
When for example, we have a customer's list and in “City” column, placed on a customer line in «Melbourne» we press right click & «filter equal». Then, only customers coming from Melbourne will remain to the list. The remaining will be excluded from the list.



By selecting «**Filter Not Equal**» the list is automatically readjusted are “left” only the rows where in the particular field (column), have ANY VALUE DIFFERENT FROM THE SELECTED. In the previous example, all customers from Melbourne will be excluded from the list.

This processing is always accomplished on the result of the previous action

By selecting «**Filter**» and by giving a value, in the list will remain as many lines have this value in the column where right click was pressed.

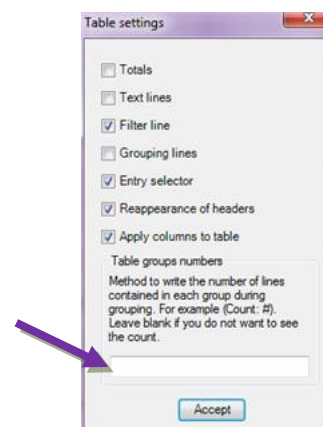


By selecting “**Remove filters**” the list reappears in her initial format, this is according to the typed criterions.

✓ ROWS COUNTING

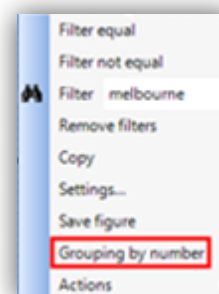
From the same internal menu that appears through “right click” in a part of the data area, the “**Settings**” option allows:

- The row presentation to the bottom part of the grid [the total of the rows](#) contains « Entry selector»
- Entry: **K** 5 from 890
- The presentation of [number of lines per grouping field](#) if typed # to «table groups' number», by also incorporating a wording, if we want. For example, in an items scroller, we define **(Items : #)** and the result will be as follows:



+ Family: (none) Items : 3)
+ Family: ACCESSORIES Items : 12)
- Family: BEVERAGE Items : 17)
+ Group: BEERS Items : 3)
+ Group: BEVERAGES Items : 5)
+ Group: LIQUER Items : 9)
+ Family: BICYCLES Items : 504)
+ Family: BOOKS Items : 34)
+ Family: CLOTHES Items : 4)
+ Family: ELECTRIC APPL Items : 18)
+ Family: FOOD Items : 86)

If we want to achieve sorting according to the number of groups lines, the functionality is given through the internal menu with “right click” to the grid area (that contains at least 1 grouping with the « **Grouping by number**» option



In the example of the items per family with items number presentation, items families PER ITEMS number, will appear.

+ Family: BEVERAGE Items : 17)
+ Family: BICYCLES Items : 504)
+ Family: BOOKS Items : 34)
+ Family: CLOTHES Items : 4)
+ Family: ELECTRIC APPL Items : 18)

4. HIERARCHICAL SCROLLERS

In hierarchical scroller, is accomplished processing of two or more different data set that are connected with a common element, in order a "tree" picture to be generated. For example,

- Salespersons with their full data to 1st «level», in 2nd «level» the customers with theirs data that each salesperson has taken over, in 3rd «level» customers turnover per month.
- Items in 1st «level» and theirs balance per warehouse in 2nd «level».
- Documents in 1st «level», documents lines in 2nd «level» and items serial numbers in 2nd level

A hierarchical scroller initially appears having "closed" the lower levels in order no time to be spent for information extraction from DB without this being necessary. The user selects the "opening" of a node through the  icon found on the left of the grid (or the "closing" through  icon) if he wants to undertake development or packing level (as to windows explorer). During node opening the information are read and presented. With **Ctrl +** we can ask for all levels and all lines "expand".

Date	Doc	Title	Trade acct	Value	VAT	Total
16/01/20...	INV-KEN-A-0...	Sales invoice - quantity and...	TRD00002 - EXPO Ltd	1.905.00	361.95	2.266.95
16/03/20...	INV-KEN-A-0...	Sales invoice - quantity and...	TRD00002 - EXPO Ltd	595.00	113.05	708.05
16/06/20...	INV-YTI-A-00...	Sales invoice - quantity and...	TRD00004 - CPI AE	810.00	153.90	963.90
Item lines						
Code	Description	MU	Quantity	Price	% Disc.	Value
BC-BB-8107	ML BOTTOM BRACKET	Pc	53.000	5.00	0.000	265.00
BC-BK-M47B...	MOUNTAIN-300 BLACK, 38	Pc	21.000	5.00	0.000	105.00
BC-BE-2908	HEADSET BALL BEARINGS	Pc	44.000	5.00	0.000	220.00
BC-BC-M006	MOUNTAIN BOTTLE CAGE	Pc	12.000	5.00	0.000	60.00
BC-BK-M18S...	MOUNTAIN-500 SILVER, 48	Pc	11.000	5.00	0.000	55.00
BC-BK-M18S...	MOUNTAIN-500 BLACK, 52	Pc	21.000	5.00	0.000	105.00
Σ			162.000			810.00
16/09/20...	INV-KEN-A-0...	Sales invoice - quantity and...	TRD00004 - CPI AE	312.00	59.28	371.28
16/09/20...	INV-KEN-A-0...	Sales invoice - quantity and...	TRD00004 - CPI AE	552.00	104.88	656.88
16/09/20...	INV-YTI-A-00...	Sales invoice - quantity and...	TRD00004 - CPI AE	552.00	104.88	656.88

Each level may have its own "groupings". Grouping is not a "level" even though there is a "tree" presentation. Each grouping is simply a "header" (without its own distinguished data) whereas each hierarchical scroller node leads to different scroller information (drill down to a line' "details" or "analysis").

In the above example, in the 1st level of the scroller are the sales documents, whereas items information that each document contains, appears in 2nd level.

An example of a scroller with groupings (but not with hierarchical levels of information) is "List of documents" that appear the documents by *document class* and *menu entry*.

Grouping

date	Document	Documen type	Document title	Branch	Avail..
Documents category: Trade documents					
+ Select menu: Retail					
+ Select menu: Sales orders					
+ Select menu: Sales					
- Select menu: Cost					
16/07/2008	PNV-KEN-A-00004	PNV	Purchase invoice - quantity and...	1 - BRANCH 01	☒
16/04/2007	PNV-KEN-A-00005	PNV	Purchase invoice - quantity and...	1 - BRANCH 01	☒
16/08/2008	PNV-YTI-A-00001	PNV	Purchase invoice - quantity and...	3 - BRANCH 02	☒
08/01/2008	PNV-KEN-A-00001	PNV	Purchase invoice - quantity and...	1 - BRANCH 01	☒
08/02/2008	PNV-KEN-A-00002	PNV	Purchase invoice - quantity and...	1 - BRANCH 01	☒
03/03/2008	PNV-KEN-A-00003	PNV	Purchase invoice - quantity and...	1 - BRANCH 01	☒
- Select menu: Costs - Expenses					
18/09/2008	XPI-KEN-A-00002	XPI	Invoice	1 - BRANCH 01	☒
30/05/2008	XPI-KEN-A-00001	XPI	Invoice	1 - BRANCH 01	☒
- Select menu: Sales offers					
07/01/2008	SOF-KEN-A-00001	SOF	Quotation (Offer)	1 - BRANCH 01	☒

5. DRILL DOWN TO SCROLLER

Some scrollers give the functionality of “closer-look” (drill-down) to next level information not in a hierarchical tree format, but by the display of a new window with the data of the next “level”.



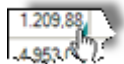
What is the difference from the hierarchical scrollers?

The level of information “closer look” does not refer IN TOTAL to the projected line (as with the hierarchical scrollers) but also to a particular COLUMN (“cell”). Thus, it is possible to appear a different “drill down” (such as quantity, value) in a line presenting 2 value fields.

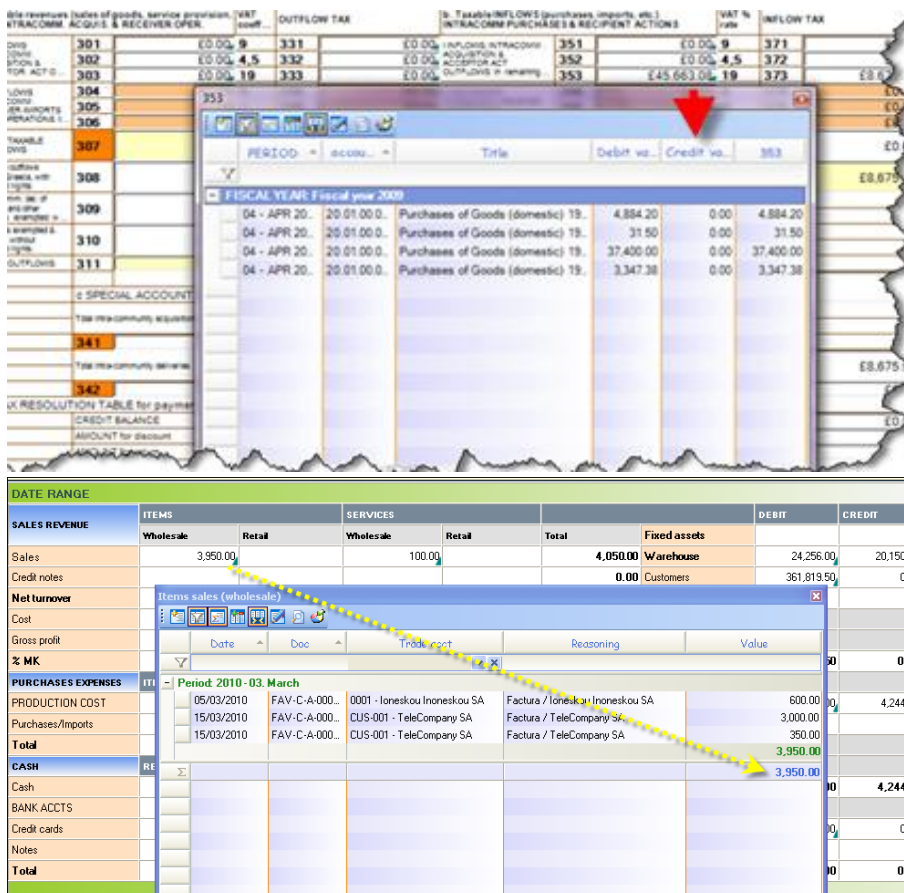


How is perceived the situation when drill down is provided to a scroller column?

In the column where someone can ask for drill down, the  symbol appears and the mouse format is modified:



In Period Summary or in Ratio of «Business snapshot» menu or in VAT Declaration for instance, drill-down is provided in different columns. In the dialog displayed when pressing the  icon, is explained the origin of each amount (from which transactions came from):

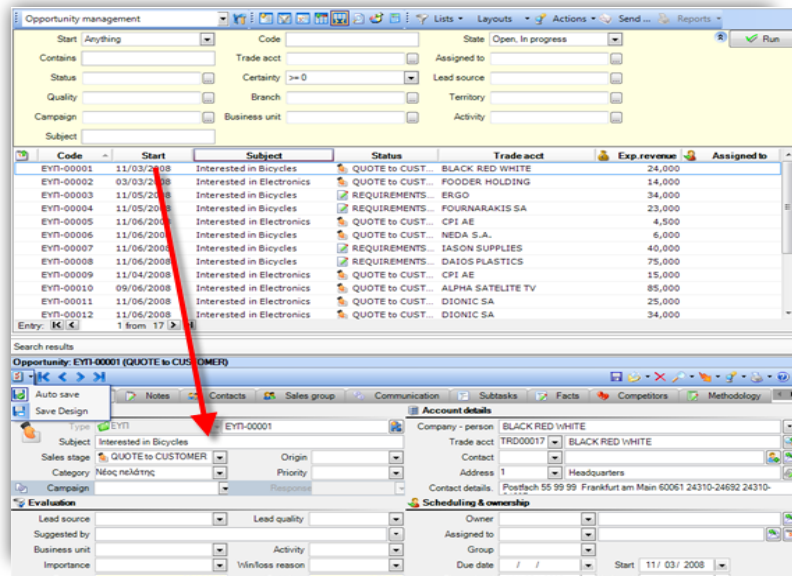


DATE RANGE	ITEMS	SERVICES	Total	Fixed assets	DEBIT	CREDIT
SALES REVENUE	Wholesale	Retail				
Sales	3,950.00		100.00	4,050.00	24,256.00	20,150.00
Credit notes				0.00	361,819.50	0.00
Net turnover						
Cost						
Gross profit						
% MK						
PURCHASES EXPENSES						
PRODUCTION COST						
Purchases/Imports						
Total						
CASH						
Cash						
BANK ACCTS						
Credit cards						
Notes						
Total						

This functionality, and other than the organized information provision, enables to data investigation processes and Trial Balances agreements processes or other reports.

6. COMPOSITE SCROLLERS

Some scrollers give the functionality of simultaneous **display and change** of the presented entries full screen e.g. Persons Management, Incoming mails etc:



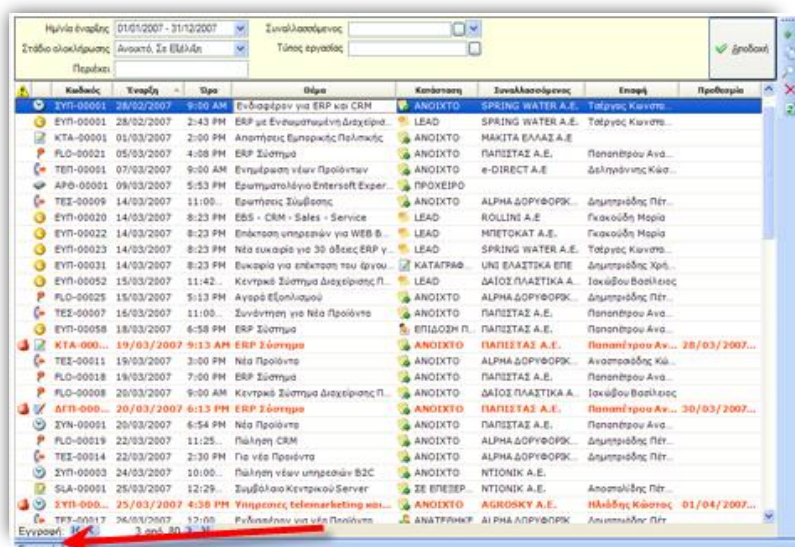
The screen of such a «composite scroller» is divided into 2 sections:

1. Scroller grid
2. Display form of current entry

When someone moves the grid from row to row, in the 2nd section are presented the entry's (with all full data "sub-pages" and the entry's management screen in the vertical tools line as these were presented in «data management screens») chapter.

As long as the  **Auto save** button is activated, if modifications occur to fields of form section, then, by moving to other scroller row, save of alterations occurs automatically otherwise saving must be asked through the  "save" icon.

As long as the stabilization  button is activated, the form binds the bottom screen section whereas if deactivated, the area is released for the display of maximum rows number. In order the form to appear, we select the «Entry» panel. Additionally, the full data form «opens» in the initial position, just by (mouse over) from the point («Entry»),

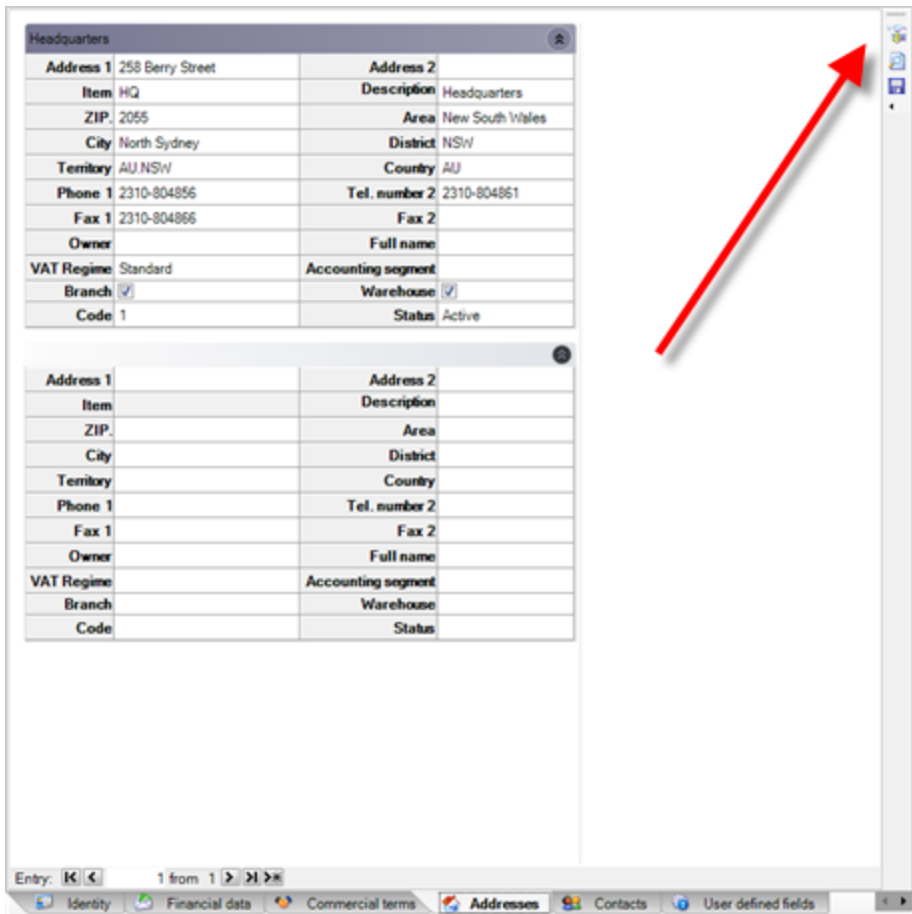


7. SCROLLERS OF «CARD» TYPE

Another scroller category is the «cards» that are useful for few data entities presentation where a “vertical layout” is provided, as happens in the case of the photos:



Similar presentation has been selected to some “lists” inside entities management screens, where fields are few, and then theirs management within only one row, is convenient (as the code lists). Thus, the fields are sorted in cards with 1 or more fields columns for easy «line-input», and not in rows. Such a list is used in customers Addresses/Branches, in Contacts etc.



Someone may choose between simple list and list of this type from the switch layout icon found in the vertical toolbar.

8. IMMEDIATE PRINT

Any scroller can be printed from the Preview tool that is integrated in the horizontal toolbar with the  icon.

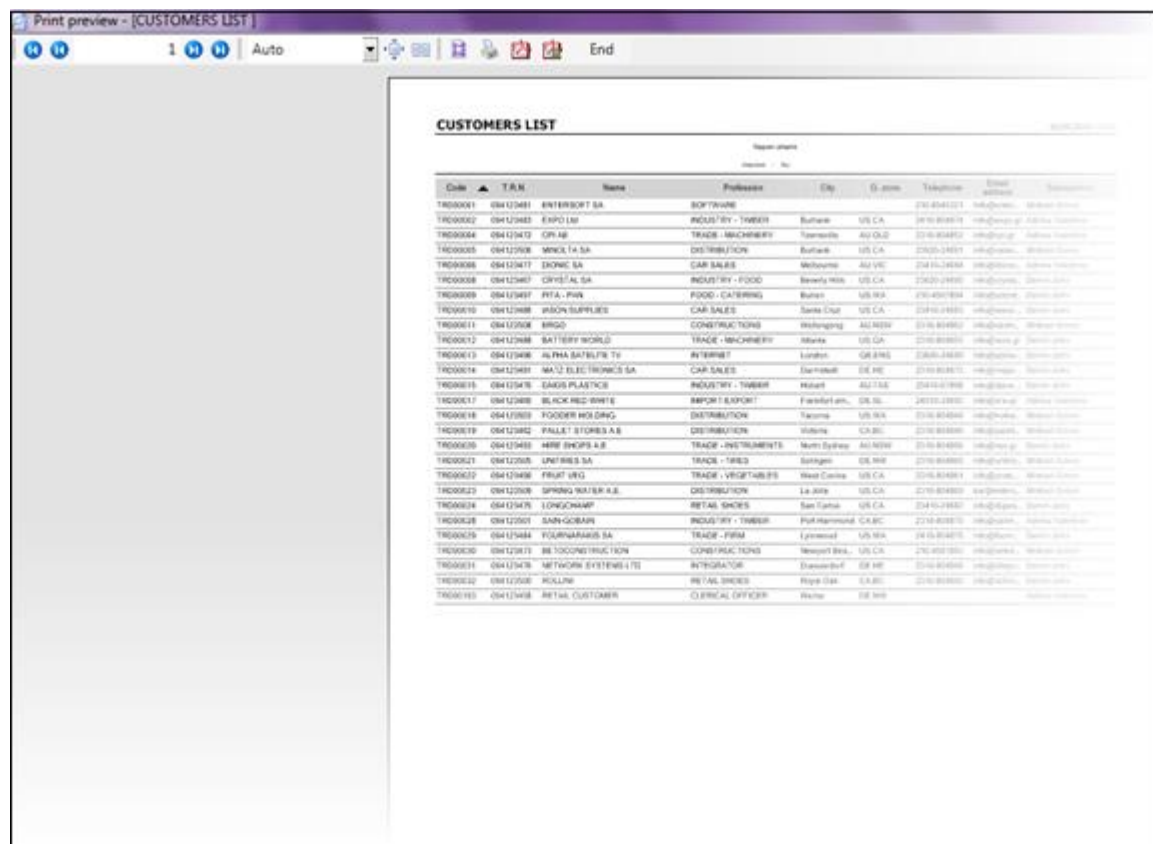


This report is available to ALL scrollers and in the current format-sorting-grouping-filters, that the user has applied and sees at this moment.



The preview report is always available independently if for the same scroller, has been constructed special reports in the desired format with a special program e.g. Crystal Reports, Dev Express (that are called from the «Reports» of the horizontal toolbar).

By asking for preview, the scroller appears in printing format, with page numbering, the date and print time as well as, with a default "formation" in the following dialog:



Code	T.R.N.	Name	Profession	City	Country	Telephone	Email address	Transmission
TR000001	0041234567	ENTERPORT SA	SOFTWARE			210 8541234	info@enterport.com	Webpage - direct
TR000002	0041234568	EXPO LAB	INDUSTRY - TIMBER	Bethesda	US CA	301 8541234	info@expo.com	Webpage - direct
TR000004	0041234572	OPR AB	TRADE - MACHINERY	Toronto	AO OLD	210 8541234	info@opr.com	Webpage - direct
TR000005	0041234578	MONOL TA SA	DISTRIBUTION	Bethesda	US CA	210 8541234	info@monol.com	Webpage - direct
TR000006	0041234577	EXONIC SA	CAR SALES	Medford	AO VIC	210 8541234	info@exonic.com	Webpage - direct
TR000008	0041234587	CRISTAL SA	INDUSTRY - FOOD	Beverly Hills	US CA	210 8541234	info@crystal.com	Webpage - direct
TR000009	0041234597	RTA - PWA	FOOD - CATERING	Bethesda	US CA	210 8541234	info@rta.com	Webpage - direct
TR000010	0041234598	WSON SUPPLIES	CAR SALES	Santa Cruz	US CA	210 8541234	info@wson.com	Webpage - direct
TR000011	0041234598	BRGO	CONSTRUCTION	Washington	AO NSW	210 8541234	info@brgo.com	Webpage - direct
TR000012	0041234598	BATIFFY WORLD	TRADE - MACHINERY	Atlanta	US GA	210 8541234	info@batiffy.com	Webpage - direct
TR000013	0041234598	ALPHA BATHING TR	INTERIOR	London	GB ENG	210 8541234	info@alpha.com	Webpage - direct
TR000014	0041234597	MA 12 ELECTRONICS SA	CAR SALES	Sunnyvale	US CA	210 8541234	info@ma12.com	Webpage - direct
TR000015	0041234576	SANDY PLASTICS	INDUSTRY - TIMBER	Harvard	AO TAS	210 8541234	info@sandy.com	Webpage - direct
TR000017	0041234598	BLACK RED WHITE	IMPORT/EXPORT	Frankfurt am.	DE NW	210 8541234	info@blackredwhite.com	Webpage - direct
TR000018	0041234598	FOODER HOLDING	DISTRIBUTION	Tacoma	US WA	210 8541234	info@fooder.com	Webpage - direct
TR000019	0041234592	PALLET STORES A.B	DISTRIBUTION	Volterra	IT TOS	210 8541234	info@pallet.com	Webpage - direct
TR000020	0041234598	HERB SHOPS A.B	TRADE - INSTRUMENTS	North Sydney	AO NSW	210 8541234	info@herb.com	Webpage - direct
TR000021	0041234598	UNITED STATES SA	TRADE - TREES	Springer	US WA	210 8541234	info@unit.com	Webpage - direct
TR000022	0041234598	FRUIT VEG	TRADE - VEGETABLES	West Covina	US CA	210 8541234	info@fruit.com	Webpage - direct
TR000023	0041234598	SPRING WATER A.B	DISTRIBUTION	La Jolla	US CA	210 8541234	info@spring.com	Webpage - direct
TR000024	0041234576	LOPECOMAP	RETAIL SHOES	San Carlos	US CA	210 8541234	info@lopecom.com	Webpage - direct
TR000025	0041234597	SAN GIOVANNI	INDUSTRY - TIMBER	Port Harcourt	NG R	210 8541234	info@san.com	Webpage - direct
TR000026	0041234594	FOURNARAKIS SA	TRADE - FIRM	Lyonville	US WA	210 8541234	info@fournarakis.com	Webpage - direct
TR000030	0041234573	BE TONGNOSTRUC TION	CONSTRUCTION	Newport News	US VA	210 8541234	info@be.com	Webpage - direct
TR000031	0041234576	NETWORK SYSTEMS LTD	INTEGRATOR	Chesham	GB ENG	210 8541234	info@network.com	Webpage - direct
TR000032	0041234598	ROLLING	RETAIL SHOES	Royal Oak	US MI	210 8541234	info@rolling.com	Webpage - direct
TR000033	0041234598	RETAIL CUSTOMER	OFFICIAL OFFICER	Waco	US TX	210 8541234	info@retail.com	Webpage - direct

From the dialog horizontal toolbar, the user may:

-  Move between pages
-  Particular zoom in- zoom out to be asked
-  To send the report directly for print
-  To save the report to PDF file in a folder
-  To send the report with mail in PDF file format

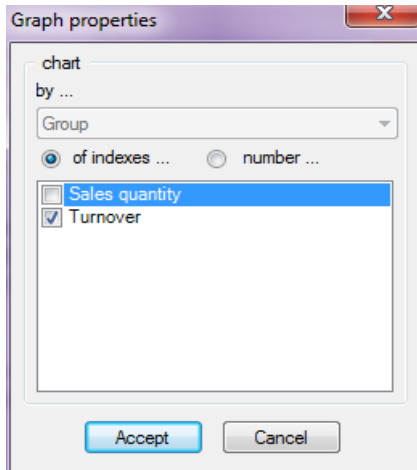
Finally, with the  «Settings» icon someone may change the title, the date, the fonts, to select horizontal or vertical, separating lines, criterions printing or not, portrait or landscape layout, particular printer, «watermark» etc. and to save all these as a «template» for all his reports.

9. CHART

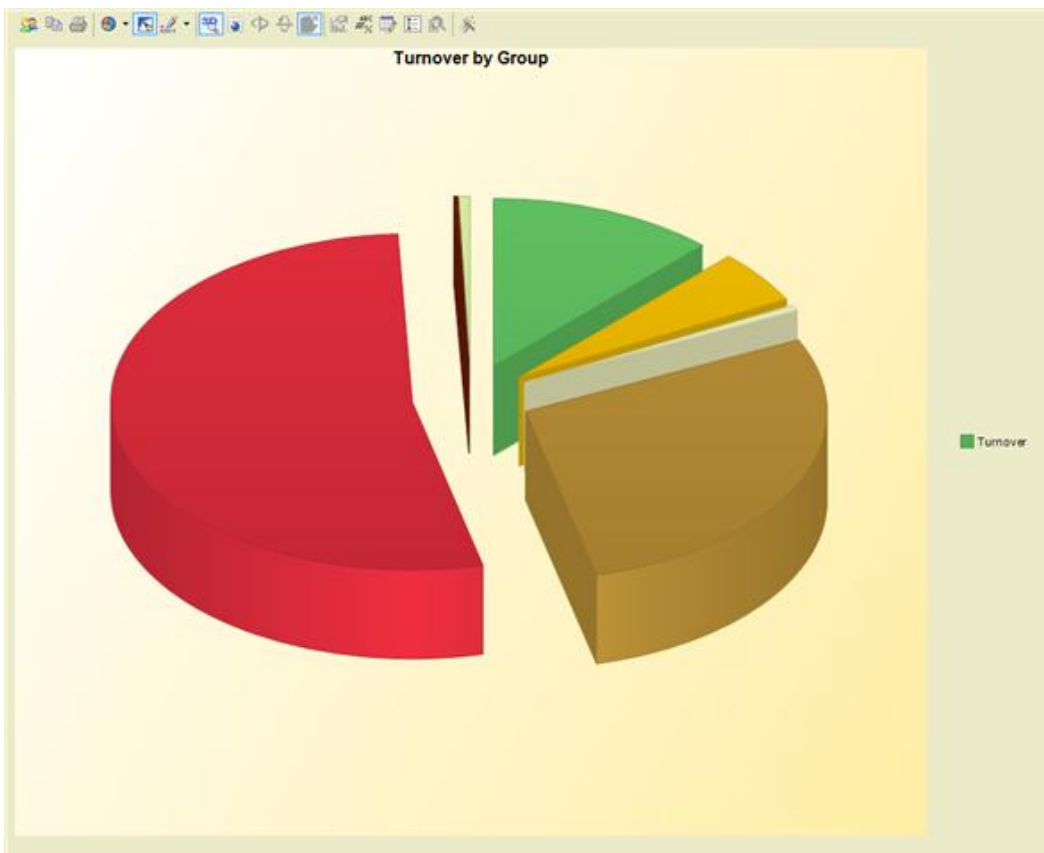
From a scroller horizontal toolbar that has at least a numeric column, chart presentation can be asked:



The chart is always formed from the 1st grouping filed, and if there is not any grouping, based on the 1st column values (as one dimension), the values of numeric columns are developed in the 2nd dimension. These columns are selected from the user in the dialog appearing with the "Properties":



In the chart screen, there is the horizontal toolbar that allows the chart print, the save, the illustration selection from a big variety e.g. Lines, bars, areas etc, the colors selection, the titles presentation etc.



10. CONVERSION TO CURRENCY

An interesting functionality is the on-demand amounts conversion to any currency with the exchange rate that is in force or other "given" exchange rate:

The screenshot shows the 'Sales/Shipments' application interface. At the top, there are filters for 'Issue date', 'Document type', 'Author', 'Trade acct. code', 'Document code', 'Total amount', and 'Trade acct. name'. Below these is a table with columns: Date, Doc, Title, Trade acct, Value, VAT, Total, Gross turnover, Gross turnover(\$), Net turnover, and Net turnover(\$). The table contains several rows of data. An 'Exchange rate selection' dialog box is open in the foreground, showing 'Currency' as 'US Dollar', 'Exchange rate date' as '07 / 04 / 2010', and 'Exchange rate' as '1,374500000'. The dialog has 'Accept' and 'Cancel' buttons. A red arrow points from the 'Value' column header to the dialog box, and a blue arrow points from the dialog box to the 'Gross turnover(\$)' column header.

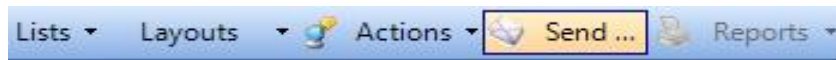
By selecting the  icon from the toolbar, the currency selection dialog will appear, search of exchange rate date (the exchange rates are daily entered through web service and this can be automatically accomplished).

With the «Accept», all columns identified that are expressed in basic currency are DOUBLED and the new columns have the indication of the selected foreign currency in their title.

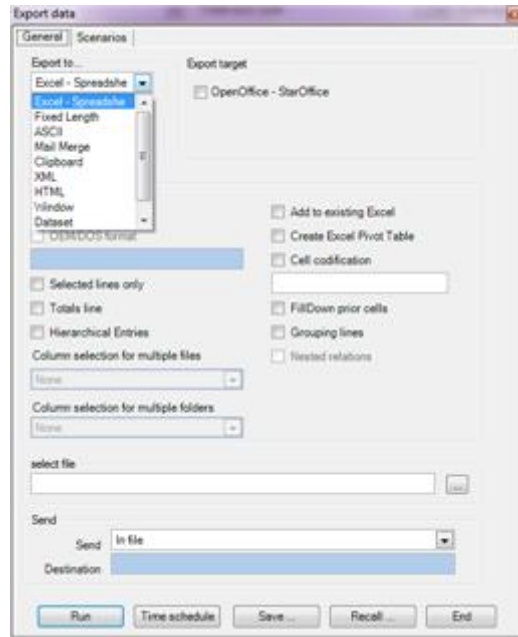
For columns in alternative currency abolish, we select again the  icon.

11. DATA EXPORT

From each scroller horizontal toolbar with the **"Send"** option, scroller data export can be achieved in different formats with many different functionalities that someone may need, from the processing and use of these data from an external system:



In the presented dialog, someone selects the format:



- **Excel**, where there is the functionality of cells coding and addition to an existing work sheet, in order someone to be able to prepare "scenarios" and after data export a predetermined work sheet with calculations on the "primary" data, in the desired format.
- **HTML**
- **Data Set (xsd)**
- **XML**
- **Window**
- **Clipboard**
- **Fixed Length file**, when dialog format changes and allows scheme and file properties definition, based on the scroller columns
- **Mail merge**, where a mail merge type definition page appears to «letter» (word), FAX, eMail
- **Printer**

With the « [Scheduling](#) » button someone may define automatic export with the desired frequency.

By defining the export file name, there is a parameterization functionality in order this **name** to be **dynamic**, with the use of a number of data such as the date, the time, the user, the branch, the company or and the value of a scroller parameter.



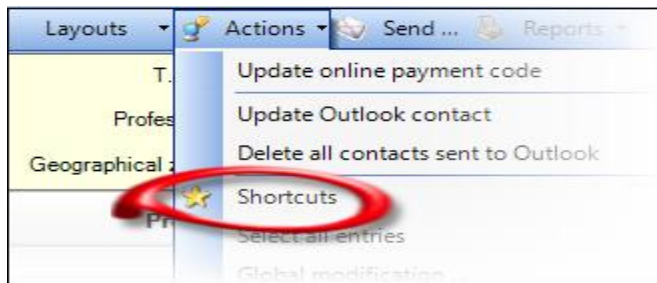
Example

By defining the name `$CSCConfig${company}_{yyyy}-{mm}-{dd}.html`, the «`ES_2007-01-22.html`» has been generated to CSCConfig folder

12. IMMEDIATE ACTIONS

✓ SHORTCUT

The current scroller can be inserted to the Shortcuts (on the left, in 1st "open" shortcut group) in order to be directly executed and with the given criterion values. This is achieved from "Shortcuts" option of the «Actions» menu of the horizontal toolbar:



✓ ENTITY DISPLAY

In the scrollers illustrating entities, in most cases, it has been given the functionality (during scroller design) of current entity presentation, her management form, to be feasible (e.g. The item screen to an items list, the customer screen to a customers list etc). This is achieved:

1. With **double click**
2. With the **Enter** button
3. With the  icon selection from the vertical toolbar

✓ NEW ENTITY INSERTION

In the scrollers illustrating entities, in most cases, it has been given the functionality (during scroller design) new entity insertion to be feasible (e.g. New item while we are found to items list, new order to an orders scroller etc.). This is achieved:

1. With the **Insert** button
2. Through the  icon selection from the vertical toolbar

✓ MASS DELETE

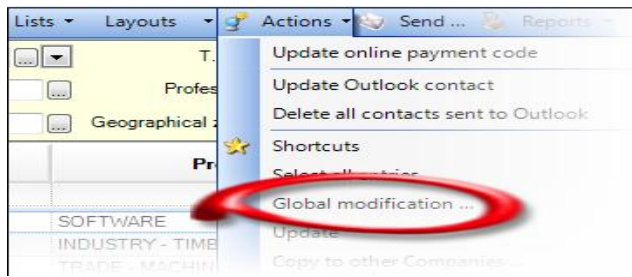
To the scrollers is allowed, someone may select "mark" some lines – entities, (with pressed **shift** or **ctrl** and **click**) and to ask delete ALL with the following ways:

1. With the **Delete** button
2. With the  icon selection from the vertical toolbar

Obviously, the deletion will only occur if the user has privilege for deletion, and if there are no entity's references to other tables, for instance, to have no entries.

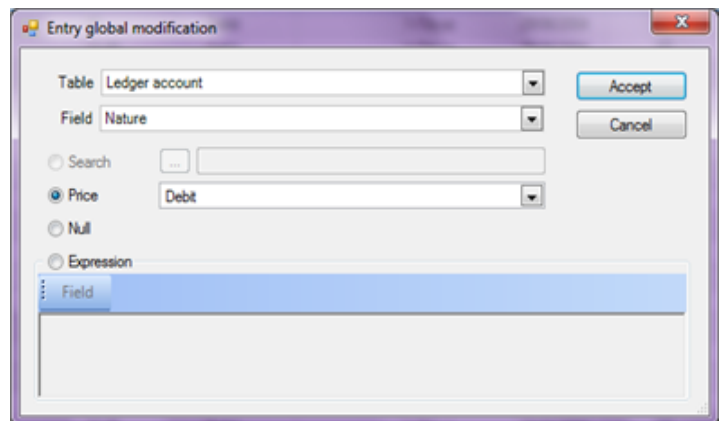
✓ GLOBAL MODIFICATION

There is the functionality of fields' global modification to the selected ("marked") scrollers lines/entities from the «Global modification» option of the «Actions» menu of the horizontal toolbar:



By selecting this task, is presented the dialog where someone may select the field that he wants to modify with a particular –same value to all entries, from the list of available fields.

Depending the field type to be modified, different functionalities are given. If for example, is a selection field, in “value” field (the new value that the field will take to all entries) the default options are presented, whereas if it is a code list (e.g. Category, group, city etc) or an entity (e.g. Measurement unit, allocation profile, person etc) in «Search» field someone may find the desired value by pressing the  button.



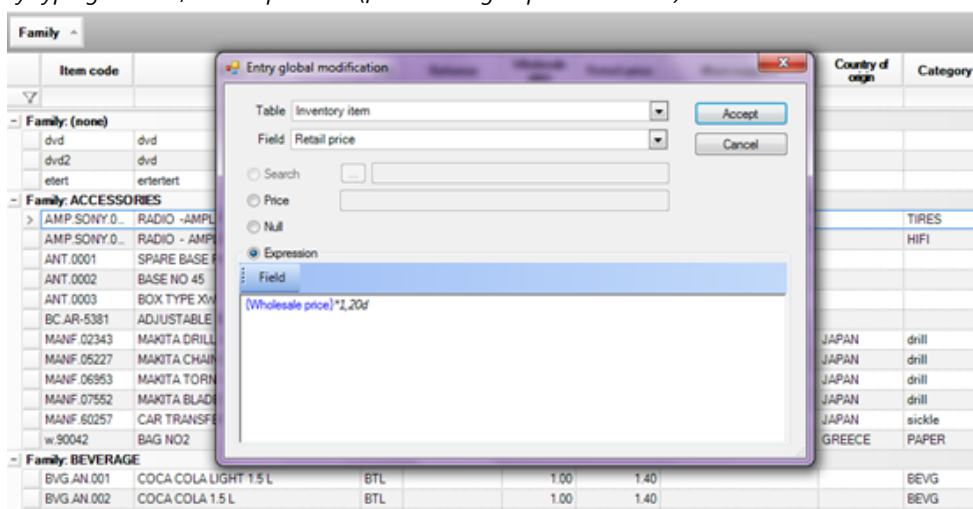
We can also define to become «null» (the field to become empty) or even, an **expression**.

Finally, an interesting functionality is that through an “expression”, can be defined that the new value will be the value of another scroller field or on numeric values, calculations between fields.



Example

In an items list that presents the Wholesale price and we want to modify the Retail Price to all items in terms of 20% increase of Wholesale. This is achieved with an «expression», by selecting as 1st term the «Wholesale price» field and by typing the «*1,20d» expression (for rounding in price decimals).



REFRESH

Through Refresh, is achieved data base retrieval and calculation – scroller data reappearance:

1. With the **F5** button
2. With the  icon selection from the vertical toolbar

FINANCIAL DATA REPORTS (BITS)

A number of application financial reports (BIT – Business Intelligence Toolkit) are designed in a way that recognizes and automatically takes advantage the STRUCTURE OF FINANCIAL DATA. The most often reports taken are the Trial Balances, Registers (Account Statement) the Journals and Inventory Register of all sub-systems, as well as the concepts “From inventory” and “Brought Forward” role playing to financial reports as to the correct running balances configuration. They have default criterions which serves the financial control.

Ledger account	Title	Debit from inventory	Credit from inventory	Debit brought forward	Credit brought forward	Period debit	Period credit	Debit Balance	Credit Balance
30	Customers	0.00	0.00	1,599.36	5,663.00	0.00	0.00	0.00	4,063.64
30.00	Domestic customers	0.00	0.00	1,599.36	5,663.00	0.00	0.00	0.00	4,063.64
30.00.00	Domestic customers	0.00	0.00	1,599.36	5,663.00	0.00	0.00	0.00	4,063.64
30.00.00.0000	Domestic customers	0.00	0.00	1,599.36	5,663.00	0.00	0.00	0.00	4,063.64
GRAND TOTAL		0.00	0.00	1,599.36	5,663.00	0.00	0.00	0.00	4,063.64

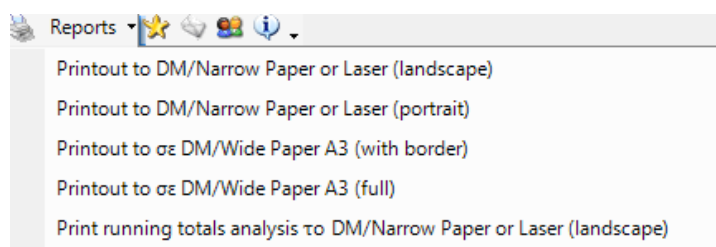
1. TOOLBAR

In order results to be estimated, «Run» must be selected. The «print preview», the «charts», the «shortcut» creation and «data export» are functioning in the same way as with the Scrollers. The «Basic data» option concerns the placement to «display page» that may co-exist with «print pages» (with the final printing format) that are usually integrated (at least for the official reports).

From the «Reports» the connected reports (Crystal Reports) are called with the requested layout.

From these reports, especially, [the save in PDF format](#) is accomplished through the horizontal toolbar of the report screen, which is a little different from the print preview.

Many times in a BIT, are provided different reports formats, depending on the printer or other differences to layout.



2. THE CRITERIONS

The functionality is the same, as with the scrollers. At this point will be explained the functionality of some special criterions that have predetermined position and role to BITS:

✓ TIME RANGE AND FISCAL YEAR

As far as the «period» of financial statement is concerned, **the criterions are always two**: the date range determines which data will be illustrated in detail (in "period" columns in Trial balances, detailed entries in Registers and Journals), whereas the "fiscal year" determines the "**inventory**" data source. The intermediate time range, when exists, determines the «brought forward». As «Fiscal Year» is suggested the one corresponding to the beginning of the time range, except if there is a parallel operation to TWO fiscal years and then the previous fiscal year is suggested, in order the "temporary inventory" to be calculated. The «Official reports» is an exemption where there is no temporary inventory and "starting fiscal year". Fiscal year will be the one corresponding to the begging of the requested time range.



Examples

Suggesting that we have in the system 3 Fiscal Years: 2007, 2008, 2009. The last fiscal year closing occurred in 2008.

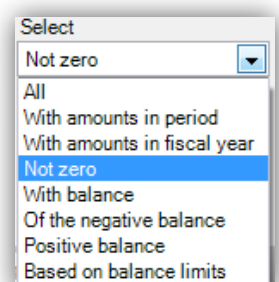
1. *We call a BIT for the 1/6/2008-31/12/2008 time range. "Starting fiscal year" will be 2008. This means that inventory will be taken from 2008 whereas the brought forward amounts will be calculated from 1/1/2008 until 31/5/2008.*
2. *We call a BIT for the 1/3/2009-31/3/2009 time range. 2008 is suggested as the "starting fiscal year". This means that inventory will be taken from 2008 whereas the brought forward amounts will be calculated from 1/1/2008 until 28/2/2009. In this way we get the "picture" that the next fiscal year closing will logically generate (2009).*
3. *We call a BIT for the 1/3/2009-31/3/2009 time range from the "Official statements" end of periods. 2009 is suggested as the "starting fiscal year". This means, and since fiscal year closing has not occurred, Inventory will be ZERO whereas the Brought Forward amounts will be calculated from 1/1/209 until 28/2/2009.*

When someone gives to the time range, other than the starting-ending period, the process is automatically recognizes which ready (periodic) data can use in order to estimate the "brought forward" and which data will calculate from the detailed entries (entries). This means that «periodics» SUMMARISE the data from the detailed entries, in order these to be available for quick calculations to Trial Balances, Registers etc.

✓ SELECT

A standard criterion exists to all BITS is the "select" criterion with the deafult value "Not zero. What does this means? Every BIT concerns a main entity (the Accounting Trial Balance, Customers Trial Balance and customers etc). With this criterion, we define the Accounting Trial Balance, the accounts, Customers Trial Balance, the customers etc). With this criterion we define which "main entities" will be included to the report as far as theirs ENTRY is concerned.

- **With amounts in period.** By selecting the entities that have entries within the requested date range. It is logical that if we take for instance, an accounting Trial Balance , the accounts that have not got any entries within this period are left out and thus Debit and Credit, in the final totals, will NOT come to an agreement.
- **With amounts in fiscal year.** Are selected the entities having entries within the Fiscal Year or period but these having only Inventory, are exempted. In this way, if we get for instance, an accounting Trial balance, some accounts that do not have entries but may possibly have zero inventories, are omitted and thus it is not expected that the progressive totals (final totals) Debit and Credit will be in agreement.

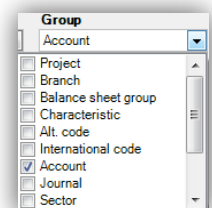


- **Not zero.** Are selected all the entities that either have inventory or have entries within the Fiscal Year.
- **With balance.** Are only selected the entities having zero "balance" at the end of the requested date range. In each sub-system, it has been predetermined from the application, what "balance" means. For Trade accounts, Fixed assets, Special accounts, and Ledger accounts, balance equals the difference of Progressive Debit and Progressive Credit whereas for Inventory, balance is translated as the "quantitative" balance (Imports and Exports quantities, difference).
- **Negative balance.** Are only selected the entities having negative balance at the end of the requested date range. This option is useful for control. The balance sign is predetermined from the application per sub-system. For instance, Customer with negative balance is the one having credit balance whereas Supplier with negative balance is the one having debit balance.
- **Positive Balance.** Are only selected the entities having positive balance at the end of the requested date range.
- **Based on balance limits.** If this value is selected, then, in the criteria area, a new criterion appears, allowing to the user to define balance limits (with the previous predetermined definition of balance concept) for which he wants to examine the corresponding entities. For example, someone may ask for customers having more than 1.000 € balance or items having less than 10 pieces balance etc.

✓ GROUPING

To all BITS, based on the predetermined process and the structure of ready periodic data, is provided the selection functionality of data grouping, usually based on some of the following fields:

1. The main entity and her categorization data e.g. Item-Group-Family, Customer-Profession-Salesperson, Account – Balance sheet Group etc.
2. The branch and the rest of the systems' global dimensions.
3. Particular dimensions of the sub-system main entity e.g. Trade account Address, Warehouse to stock items, Journal to Accounting



The ROW of the groupings is predetermined from the system.

✓ PERIODS ANALYSIS

To the BITS presenting summarized information such as the Trial Balances, is given the functionality of additional grouping PER PERIOD, for the case where time range includes more than one period.

Thus, while in a Trial balance typical format, there is ONE line per entity, if let's say a three month period is asked having the «periods analysis» criterion activated, each entity will be developed in 5 rows (Inventory, Brought forward, and one row per month in a three month period).

	Description	Period debit	Period credit
Ledger account: 30 - Customers			
+	From inventory	0.00	0.00
+	Brought Forward (up to 31/12/2009)	1,599.36	5,663.14
+	01 - JAN 2010	3,200.00	0.00
+	02 - FEB 2010	7,500.00	0.00
+	04 - APR 2010	1,500.00	0.00
	Ledger account - TOTAL	13,799.36	5,663.14

✓ DATE GROUPING

To the BITS presenting detailed information such as the Registers (Account Statements) and the Journals, through this criterion is provided the functionality of hiding the detailed entries as well as the amounts presentation PER DATE, this is **one** register line containing the totals **per date**.



Date grouping
☒

Trade acct.	Date	Debit	Credit
Trade acct. DINERS - DINERS			
Trade acct. - TOTAL		0.00	0.00
Trade acct. TRD00002 - EXPO Ltd			
	07/04/2010	29,750.00	
	08/04/2010	30,807.67	
	10/04/2010	31,844.40	
Trade acct. - TOTAL		92,402.07	

✓ WITH RUNNING TOTALS

To the BITS presenting detailed information such as the Registers (Account Statements) and the Journals, through this criterion is provided the functionality of running totals columns automatic display or hiding. These columns are as many as the Bits' numeric period columns.

With running
☐

Trade acct.	Date	Document	Reasoning	Debit	Credit	Balance
Trade acct. DINERS - DINERS						
Trade acct. - TOTAL				0.00	0.00	118.00
Trade acct. TRD00002 - EXPO Ltd						
			From inventory			0.00
			Brought Forward (up to 31/03/2010)			1,201,814.60
	07/04/2010	INV-KEN-A-0002	Sales invoice - quantity and value	29,750.00		1,231,564.60
	08/04/2010	INV-KEN-A-0003	Sales invoice - quantity and value	30,807.67		1,262,372.27
	10/04/2010	INV-KEN-A-0004	Sales invoice - quantity and value	31,844.40		1,294,216.67
Trade acct. - TOTAL				92,402.07	0.00	1,294,216.67

With running
☒

Trade acct.	Date	Document	Reasoning	Debit	Credit	Progr. Debit	Progr. Credit	Balance
Trade acct. DINERS - DINERS								
Trade acct. - TOTAL				0.00	0.00	118.00	0.00	118.00
Trade acct. TRD00002 - EXPO Ltd								
			From inventory			0.00	0.00	0.00
			Brought Forward (up to 31/03/2010)			1,201,814.60	123.00	1,201,814.60
	07/04/2010	INV-KEN-A-0002	Sales invoice - quantity and value	29,750.00		1,231,564.60	123.00	1,231,564.60
	08/04/2010	INV-KEN-A-0003	Sales invoice - quantity and value	30,807.67		1,262,372.27	123.00	1,262,372.27
	10/04/2010	INV-KEN-A-0004	Sales invoice - quantity and value	31,844.40		1,294,216.67	123.00	1,294,216.67
Trade acct. - TOTAL				92,402.07	0.00	1,294,216.67	123.00	1,294,216.67
Trade acct. TRD00004 - CPI AE								

3. TOTALS TABLE

In some BITS the totals area is found to the right of the criterions used for control reasons. This means that in order for someone to analytically examine the results or to be transferred to data grid, up and on the right, are reported the most important of the final totals of all the calculated entities. Concerning the important numeric sizes (debit, credit, quantity-value etc), the table usually presents the from inventory total amounts, brought forward and period.

4. DATA GRID

✓ As far as the summary statements of Trial Balance type are concerned

- The data are developed in rows per entity and field grouping with columns, numeric data divided into 2 categories => «Brought forward» and «period». Sometimes the «Inventory» is displayed as distinct column and other times are incorporated to the "Brought forward". At the end is calculated the Balance and the "running totals" are displayed or not (depending on this criterion)

Drag a column here for grouping

Code	Name	Brought Forward	Debit	Credit
> DINERS	DINERS	118.00	0.00	0.00
TRD00002	EXPO Ltd	1,201,814.60	92,402.07	0.00
TRD00004	CPI AE	10,028.13	0.00	0.00
TRD00005	MINOLTA SA	5,663.21	0.00	0.00
TRD00006	DIONIC SA	678.30	0.00	0.00
TRD00011	ERGO	188.80	0.00	0.00
TRD00013	ALPHA SATELITE TV	2,891.70	0.00	0.00
TRD00018	FOODER HOLDING	680.68	0.00	0.00
TRD00019	PALLET STORES A.E	492.52	0.00	0.00
TRD00023	SPRING WATER A.E	85.68	0.00	0.00
TRD00032	ROLLINI	2,538.27	0.00	0.00
TRD00193	RETAIL CUSTOMER	113.40	0.00	0.00
GRAND TOTAL		1,225,293.29	92,402.07	0.00

2. With «**double click**» the management screen of the current entity is called.
3. With the  icon of level developing, **drill down** is accomplished to the detailed entries that configured the illustrated period amounts.

Drag a column here for grouping

Code	Name	Brought Forward	Debit	Credit	Balance	Outstanding notes	Trade balance
DINERS	DINERS	118.00	0.00	0.00	118.00	0.00	118.00
TRD00002	EXPO Ltd	1,201,814.60	92,402.07	0.00	1,294,216.67	0.00	1,294,216.67
Entries analysis							
Date	Doc	Alt. doc	Reasoning		Debit	Credit	
07/04/2010	INV-KEN-A-00022		Sales invoice - quantity and value		29,750.00	0.00	
08/04/2010	INV-KEN-A-00023		Sales invoice - quantity and value		30,807.67	0.00	
10/04/2010	INV-KEN-A-00024		Sales invoice - quantity and value		31,844.40	0.00	
TRD000004	CPI AE		10,028.13	0.00	0.00	10,028.13	0.00
TRD000005	MINOLTA SA		5,663.21	0.00	0.00	5,663.21	0.00
TRD000006	DIONIC SA		678.30	0.00	0.00	678.30	0.00
TRD000011	ERGO		188.80	0.00	0.00	188.80	3,000.00
TRD000013	ALPHA SATELITE TV		2,891.70	0.00	0.00	2,891.70	0.00
TRD000018	FOODER HOLDING		680.68	0.00	0.00	680.68	0.00
TRD000019	PALLET STORES A.E		492.52	0.00	0.00	492.52	1,200.00
TRD000023	SPRING WATER A.E		85.68	0.00	0.00	85.68	0.00
TRD000032	ROLLINI		2,538.27	0.00	0.00	2,538.27	0.00
TRD000193	RETAIL CUSTOMER		113.40	0.00	0.00	113.40	0.00
GRAND TOTAL			1,225,293.29	92,402.07	0.00	1,317,695.36	4,200.00

✓ As far as the detailed statements of Register type are concerned

1. The forwarded amounts up to the requested period are illustrated into 2 rows in the begging, one for the inventory and another for the brought forward. Continuing, the detailed entries are presented:

Date	Document	Reasoning	Debit	Credit	Progr. Debit	Progr. Credit	Balance
Trade acct. - DINERS - DINERS							
Trade acct. - TOTAL			0.00	0.00	118.00	0.00	118.00
Trade acct. TRD000002 - EXPO Ltd							
		From inventory			0.00	0.00	0.00
		Brought Forward (up to 31/03/2010)			1,201,814.60	123.00	1,201,814.60
07/04/2010	INV-KEN-A-00022	Sales invoice - quantity and value	29,750.00				
					1,231,587.60	123.00	1,231,584.60

The entries are developed one by one in the degree where the illustrated data to the particular BIT differ from one or more numeric columns otherwise are grouped and added in order the report to be readable.



Example

If in a ledger entry or a document, an expense "line" is repeated N times with the exact same document data, alternative document, date, reasoning etc. with different amounts PER PROJECT or ACTIVITY, in a register WITHOUT grouping for the particular dimension, we see ONE LINE containing the SUM of the amounts. If we ask for the same register with grouping per project, (or activity etc) then, the entries will appear in detail, in order to update the sub-totals of the grouping.

2. With «**double click**» or through the  **Document** icon from the horizontal toolbar (which is slightly differentiated to Registers and Journals) the screen of the particular document is called. If it is about accounting ledgers, the entry appears through "double click" or through the  **Entry** icon, whereas the document through which the journal entry originated, appears through the  **Document** icon.

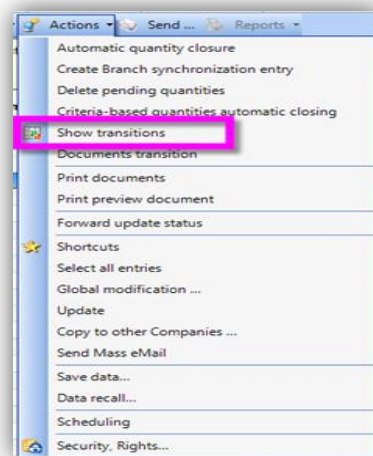
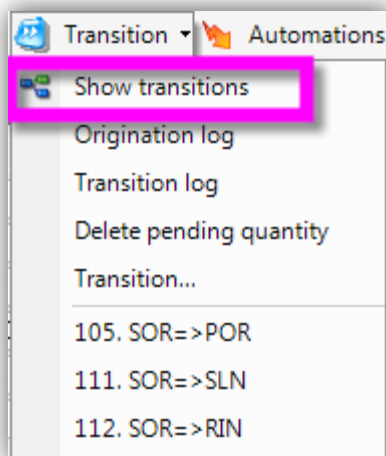
BUSINESS FLOW CHARTS

To all sub-systems, through «transitions» are produced next “stage” documents. The information kept to these relations (origin-destination) between documents, supply business flow charts and give immediate, comprehensive, overview of the procedures that were followed.

1. CALL

Charts call is achieved...

1. Through the “Transitions” option of documents toolbar in their management screen....
2. Through documents scrollers from the “Actions” menu of the toolbar...



The chart displays the summarized document data that are generated from the current document, with the rest of the connections.



In this dialog, a number of options, settings and operations are available through the icons on the scheme as well as through the dialogs buttons on the dialogs' bottom part.

2. CONTENTS

As far as the data and the functionality ON the chart is concerned:

1. Cancelling documents are exempted from illustration, whereas the cancelled appearing with special indication (✗).
2. With double click on the document number («header frame») we have access to it.
3. By selecting the icon on the upper left part (👤) we get information as to documents' «development steps» (for transitions «on the same» - when passed through credit control, when it was routed etc. depending on the business flow). On the upper left appears the step at which is found.
4. By selecting the button icon, to the bottom right (📄) a list with the «main» γραμμές του παραστατικού appears (e.g. Items list in an order). The lines in this case are ALL, whereas.....
5. By selecting the 📊 icon ON the connection line, items «service quantities are presented (e.g. Order quantities that were invoiced).

Steps

Date	From step	In step	User
> 07/04/2010		Initial	esmaster
07/04/2010	Initial	Second	esmaster

Exit

Quantity fulfilment

Item	Description	Transition quantity
> CD00001	CD00001	1.00
BOOK.13.02	WORD BY WORD PRIMARY TUTOR HAN.	1.00
Σ		2.00

Exit

Each documents category (class) has a different color pallet.

3. FORM & PRINT

As far as the screens' last row selection fields are concerned:

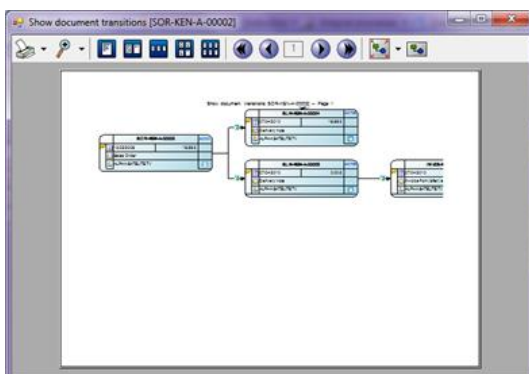
1. The option «Documents presentation» activates either the «attachments» (these related with the particular document ONLY – this is **one stage** of the «flow») or «all» participating to the chart, the “attachments” AND all these participating to the current document flow.



Example

If an order was delivered with 2 Delivery Notes, from the 1st Delivery Note, we only see the order when selecting “attachments”, whereas with the “all” option, we see the 2nd Delivery Note as well.

2. The «Layout» option allows diagrams' alternative illustration methods («tree» is the default. There are also available layouts of “levels” or “table” type).
3. The «Zoom» option is the classic functionality of data display in zoom in or zoom out.
4. By selecting the «refresh» button, the data are read again from the base.
5. With the «reframing» button the diagram reappears with the initial default settings.
6. By selecting “print” it will open the dialog with the printing options:



CUBES DATA ANALYSIS

The cubes are used to many systems' parts when the format of the required information is "multidimensional" but are mainly used to the "business snapshot" options of the menu.

The cubes design sub-system is described to the [«Reporting Tools»](#) technical manual. In the current manual, will be considered from the perspective of end users only:

- The handling method
- the functionality
- the formatting capabilities

1. STRUCTURAL DATA

The cube is a data table («counters») which is developed to many independent and at the same time hierarchically illustrated «dimensions». The main structural data in a cube screen are a) the toolbar b) criterions area c) the horizontal and vertical dimensions area and d) the data projection grid.

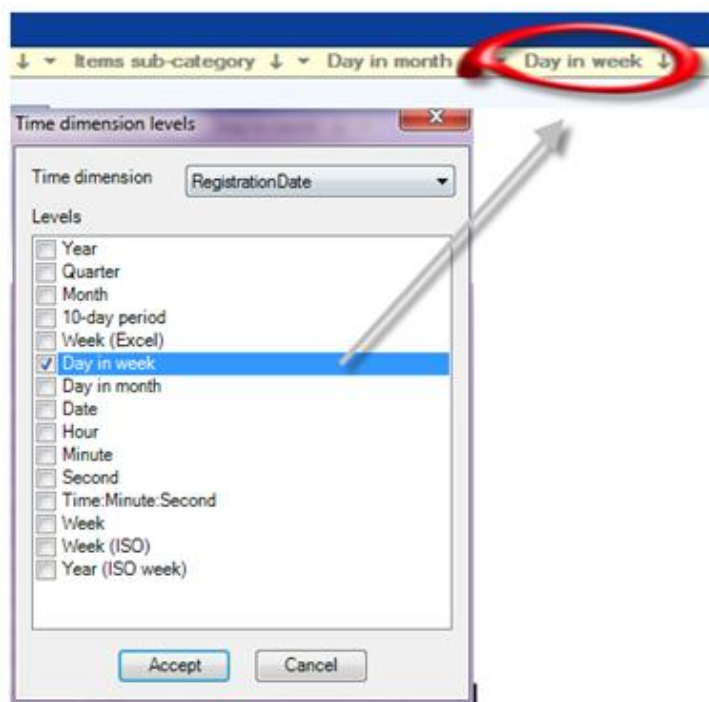
In order to view one cubes 'data, we must fill in the criterions and select "**Accept**". It is important to complete the criterions in order to eliminate the required data set as every time we ask for results calculation, the bigger the entries number requested, (that are determined from criterions values) the more time will be needed in order to get the result and the more we will delay other users tasks that use the system at this time.

The screenshot displays the CUBES DATA ANALYSIS interface. On the left, three yellow arrows point to specific areas: 'TOOLBAR' points to the top toolbar, 'CRITERIONS AREA' points to the criteria selection fields, and 'DIMENSIONS AREA' points to the dimension dropdowns. The main area is divided into a criteria section at the top and a data grid below. The criteria section includes fields for Period, Data from, Family, Group, Category, Sub-category, Item code, Item description, Branch, and Inactive. The data grid shows a hierarchy of dimensions: Family, Group, and Category, with data for two periods (02 - FEB 2010 and 04 - APR 2010) and a TOTALS column. A yellow arrow points to the 'DATA AREA (GRID)' on the right side of the grid.

Sales per item category			Period	TOTALS
Family	Group	Category	02 - FEB 2010	04 - APR 2010
ACCESSORIES - ACCESSORIES	AUTO - AUTO	TIRES - TIRES		2.648,80
		TOTALS		2.648,80
	TOTALS			2.648,80
BICYCLES - BICYCLES	-	-	1.000.000,00	
		TOTALS	1.000.000,00	1.000.000,00
	TOTALS		1.000.000,00	1.000.000,00
SERVICES - SERVICES	-	-		75.000,00
		TOTALS		75.000,00
	TOTALS			75.000,00
TOTALS			1.000.000,00	77.648,80

2. TOOLBAR

- In the horizontal toolbar of a cube, in the left part, someone may select other cubes that are saved to the same area.
- With the icon, someone may pass (if has the privilege) to cube configuration.
- The print preview and the shortcuts are functioning in the same way as with the scrollers.
- With the icon, the illustrated layout changes in order the columns to become lines and the lines to become columns.
- With the and icons, the sorting as to the columns or lines data VALUES, is activated. What does this mean? The data are initially sorted per dimension "code" with alphabetical sorting e.g. Group A firstly, then group B, group C etc. If we ask for sorting while found e.g. to "Turnover" cell, the groups will be sorted per Turnover e.g. The group with the greater turnover first, then, the group with the next bigger turnover etc.
- With the icon («Time levels») which is meaningful to cubes including a "date" as dimension, someone may select automatic display to different sizes "dimensions" arising from dates grouping



e.g. "week", «day of a week» "month". For instance, in the, "items sales for time range" cube that possesses particular dimensions in its design, (month, customers group, items category, branch etc) by selecting to the time levels «Day in week», is automatically displayed as Time dimension in to the dimensions area for cube use. Continuing, as any other dimension, can be used as data grouping to lines and columns.

- With the  icon, we get the cubes' current sorting, in Excel.
- With the  icon, we get the cubes' current sorting, in Html format and is projected through Internet Explorer.

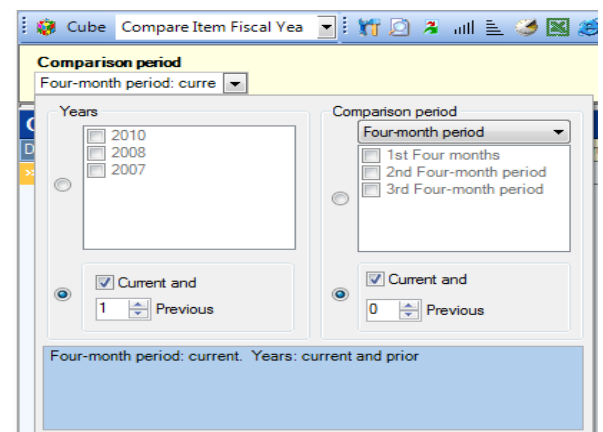
3. CRITERIONS AREA

In the criterions are, there are parameters, the «questions» that have been predicted to the cube, based on which the results will be searched. When completed, the "ACCEPT" button must be selected (or **F5**) in order the entries satisfying the criterions to appear. The handling that is in force to the various criterion categories is just like in scrollers and is described to the related [chapter](#).

There is however, a differentiation to the time range criterion when is expressed from "period" field.

In this case, in some cubes that usually have the «*comparison by year and month*» title, is given the functionality of the selected time periods automatic comparison via a dialog of a special type.

Someone may select **years and comparison time ranges** either in particular or in relation to the current date.



The need that is served through this functionality is to be able to ask ONLY the data that we are interested in e.g. The comparison of the 2nd 3 months this year and last year no to requires asking all 2 fiscal years data, but only of the particular months from both fiscal years.

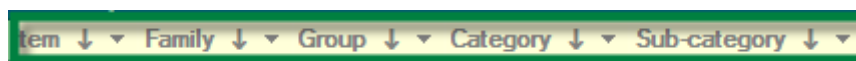
4. DIMENSIONS AREA

The dimensions area includes:

- The vertical and horizontal dimensions to which the results are developed. Someone may "drag" with drag & drop one of these dimensions outside of the axes and also to carry a dimension from the horizontal to the vertical axis and vice versa..

Branch	02 - FEB 2010	04 - APR 2010	TOTALS
1-BRANCH 01	1.000.000,00	77.648,80	1.077.648,80
TOTALS	1.000.000,00	77.648,80	1.077.648,80

- The additionally available dimensions (based on cube design). Someone may "drag" with drag & drop any of these dimensions to the horizontal or vertical axis. .



- The «Data» option, where possible and available counters are presented (numeric sizes) but are not visible in the current cube sorting. Someone may activate some data or/and deactivate some visible columns.

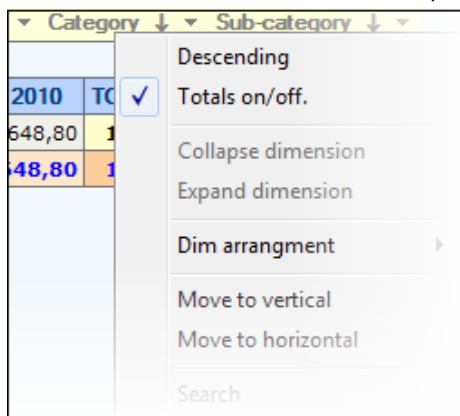
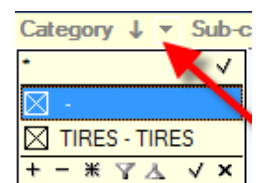
Data	03 2010	04 - APR 2010
Tot. sales qty	1.000.000,00	77.648,80
Sales quantities	1.000.000,00	77.648,80
Turnover	1.000.000,00	77.648,80
Average sales price	1.000.000,00	77.648,80
% Turnover (total)	1.000.000,00	77.648,80

In dimensions, in each of these data (controls), there are the following functionalities:

1. To apply direct filter (hide or activation of some values from the displayed in the cube) by selecting the arrow near to the field name:
2. To select the sorting way (↑ ↓):

With «right click» on the field name we can also:

3. Activate or deactivate the totals as to the particular dimension. If for example a dimension is the year, to total for more than 1 year, we are usually not interested to.
4. To «close» a dimension or to ask "open" – dimensions' developing



5. DATA AREA (GRID)

In the data area, the grid consists of "cells". These cells may display primary data for (the line and column dimension value) or totals. The configuration functionalities in this area are the following:

1. **Creation of «progressive» columns.** In order to activate such functionality, there must be a "time" dimension e.g. Year, month, date and another one for progressive total initiation. In the column that we want to see a progressive total, with double click, an internal menu including this option emerges, we select "progressive" and the column is automatically added and calculated:

The screenshot shows a data grid titled 'Item sales by branch'. The grid has columns for 'Branch', 'Period', 'Sales quantities', 'Turnover', and 'Average sales price'. A context menu is open over the 'Turnover' column, showing various options. A red arrow points to the 'Running total...' option. Below the menu, a 'Running total' dialog box is shown with 'Branch' selected as the dimension where the running total will start from zero.

 An example of an appropriate use of this functionality, is the Inactive stock cost cube in the Inventory System where is presented how, in a time scale, the cost of stock, is increased.

2. **Creation of columns % percentage "participation".** From the same arising menu, with the "percentages" option, someone may activate the % on the partial or the final totals. For instance, in a cube with turnovers per items category, someone may see the way (in percentage) every item category participated in total turnover, or when in same cube we have dimension per branch, to see the way that each item category participated to the total turnover and to the turnover per branch:

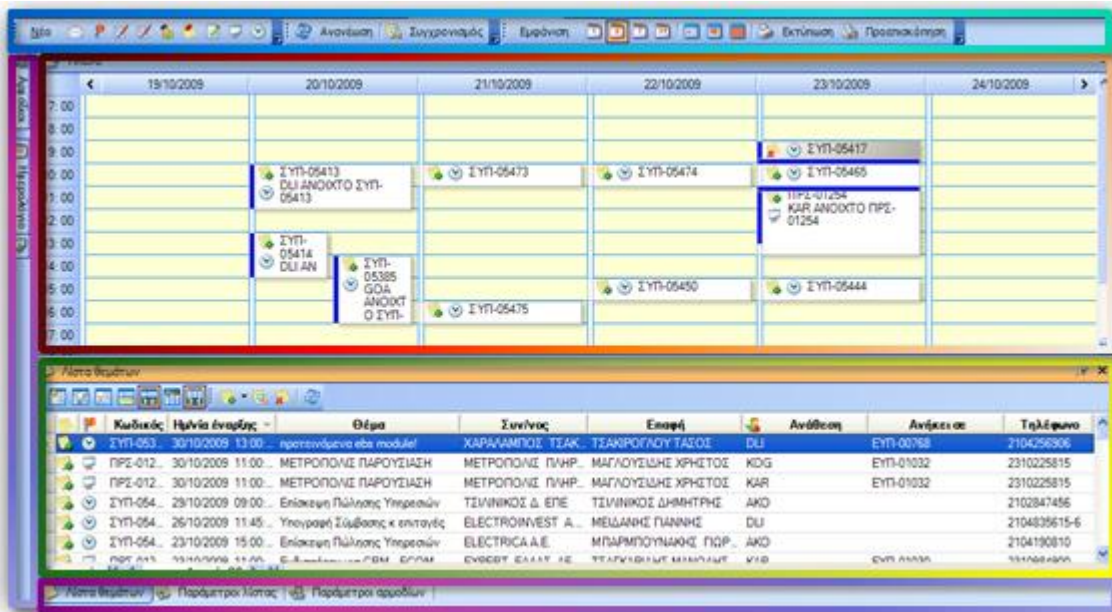
Item sales by branch				
Data → Category → Sub-category → Family → Group →				
Branch	Period	Sales quantities	Turnover	Turnover (% total)
1 - BRANCH 01	09 - ZETI 2008			
	08 - AYT 2008	1,00	888,80	20,08%
	06 - IOYN 2008			
	04 - APR 2010	2,00	2.648,80	59,84%
	03 - MAP 2008			
	02 - FEB 2008			
	01 - IAN 2008			
TOTALS		3,00	3.537,60	79,92%
3 - BRANCH 02	12 - DEC 2007			
	09 - ZETI 2008	1,00	888,80	20,08%
	06 - IOYN 2008			
	05 - MAT 2008			
	04 - APR 2008			
	03 - MAP 2008			
	02 - FEB 2008			
TOTALS		1,00	888,80	20,08%
TOTALS		4,00	4.426,40	100,00%

3. **Scale selection.** From the same arising menu, with the "scale" option, someone may view the numeric sizes to hundreds or thousands, by selecting the scale and leaving the cube to undertake automatic division.

CALENDARS

The Calendars are control screens and tasks programming (**agenda**) individuals or groups of people or generally **resources** and are used to a number of C.R.M sub-systems for salespersons programs, the calls calendar to secretarial positions, for the service queue for the control of room use, (resources availability) etc

The different calendars have similar presentation, common characteristics and functionalities.



The structural data of a calendar are:

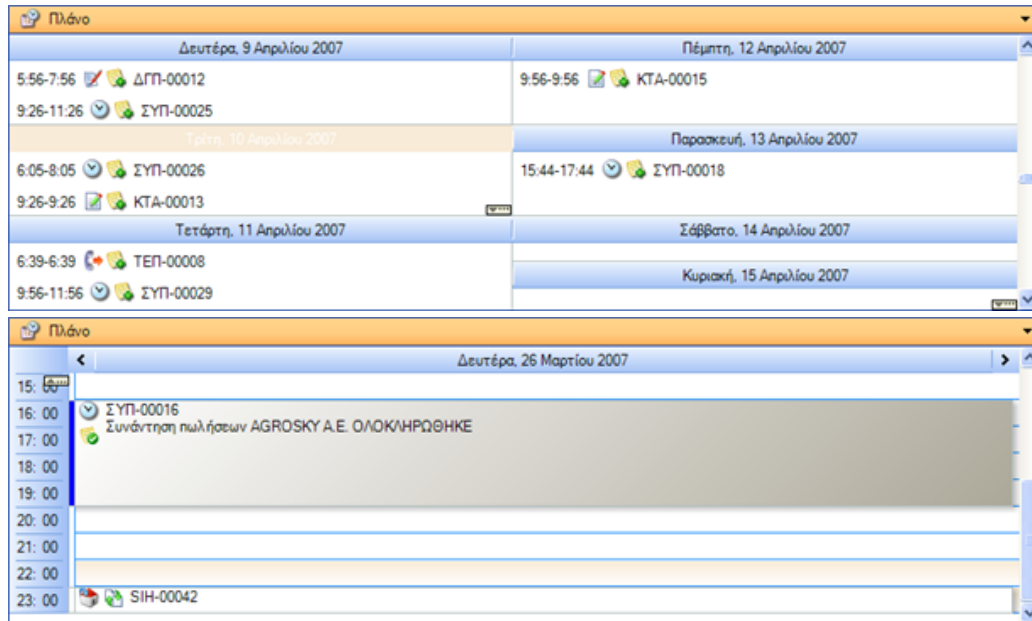
- The toolbar
- The Time schedule /plan
- The data scroller
- The «closed areas» (panels)

The whole screen consists from «panels» (visible or just available) that can be activated or deactivated, to change the size and position, to be always visible or to dynamically open (with mouse over).

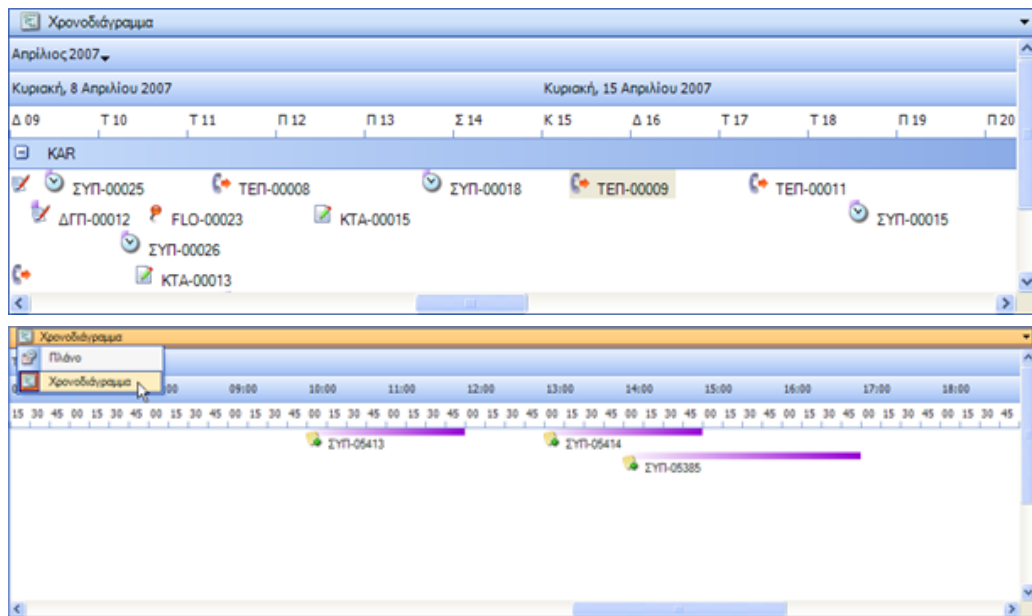
This configuration is achieved in such a way in order to match to the maximum degree with the working style and the data that each person or working position is prioritized.

1. THE TOOLBAR

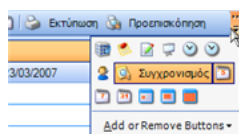
- In the toolbar, there is an available row of icons leading to **new task insertion** per task type . The icon is defined to task types.
- With the **“show”** option someone activates the display of the areas that have been deactivated.
- With the **«synchronization»** option, as long as someone follows the timetable, automatic placement to the scroller and vice versa, is achieved.
- With the icons of plan details selection  someone may switch between **day, week and month**, views



Whereas with the icons of plan details selection  is achieved the same switch, but in a timetable format where the time consists ONE line.



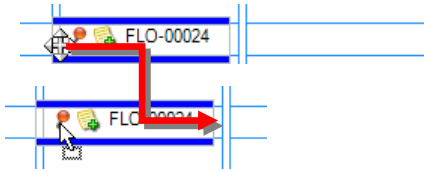
If some of the toolbar options that you may see to the current, are NOT visible, you may activate them from the right edge of each icons group:



2. THE TIMETABLE

In the timetable area, other than the data management of a task in a full screen, using "double click", someone may manage tasks directly in a graphic way:

- To **shift** a task **to another day** «by dragging it» on the timetable. The mouse pointer change sformat during selection and shifting:

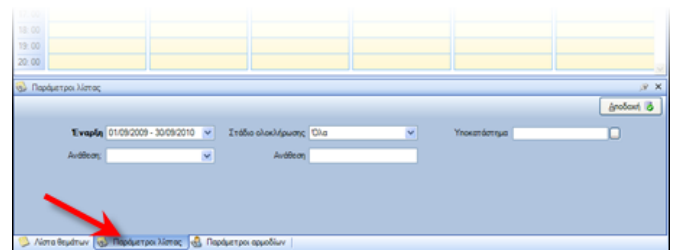


- To **change duration** of a task by using the increase/decrease icon to the sides of the cell:



3. TASKS SCROLLER

In the scroller area are provided different configuration conveniences from the horizontal toolbar (known from **scrollers management**), insertion functionalities, display and deletion through the icons and finally, from the «scroller parameters» area, to modify the default criterions values (and «Accept» in order to be updated):

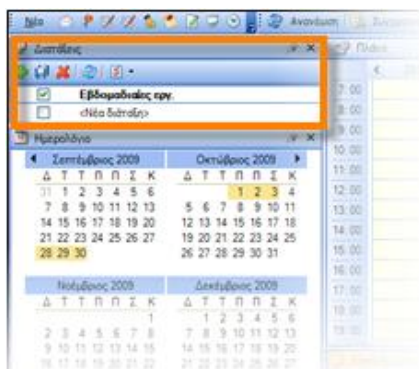
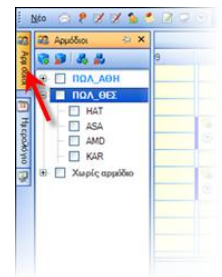


4. RESPONSIBLE PERSONS MANAGEMENT

In the «Responsible persons» area, someone may select the persons to which the tasks are illustrated to the timetable in the case where the position allows viewing others tasks:

5. ALTERNATIVE LAYOUT

From the icon, in available «panels» to the right, someone may create new layouts of the particular Calendar with the desired settings, thus, every time the user will "open" this area, they will be available for selection:



6. TIMETABLE PRINT

From the horizontal toolbar, with the button (print), someone may directly send to the printer the current timetable illustration. Alternatively, someone may use the option (print preview), in order to undertake some settings from the dialog toolbar, before sending it to a paper.

ATTACHMENTS MANAGEMENT

The system manages attachments of any type (text, word, excel, image, video etc.). Someone may connect the attachments with the "company" if it is of general use, informative, procedures etc but he also connect them with particular entities that the system manages in order to be later available FROM an entity's management.



Examples

Customer contract
Published customer pricelist
Products' bill of materials
Advertising video clip and product photos
Copy of document print (with fiscal signature) in PDF format
Tasks Note with technical details of a repair from service\
Electronic messages that were exchanged in relation to the offer

1. DOCUMENT CONNECTION

Through the different entities supporting documents connection, management is enhanced in the following way....

- We are transferred to the sub-page « related documents ».
- In an empty line, we select the document through the searching icon of the « Position name » column.

Position name	Type	Category	Group	Reference Date	Title	Code	Save to DB	Incoming	Characteristics
C:\Users\inputD...	.docx	PPT		07/04/2010	operating.doc	0000001	☒	Other	
C:\Users\inputD...	.xls	PPT	Internet	07/04/2010	eflen111111.xls	0000001	☒	Other	
>				07/04/2010			☐	Other	

- The document type, the title, the code and the reference date are automatically completed
- We may define document **categorization** (group, category, characteristics), as well as, whether is an incoming or outgoing document
- We define whether it will be saved to the base
- From the right toolbar , we can ask for the document **opening**, in order to have the management programme installed as well the saving to the local disk.
- We **save** the entity

In the general parameters («Tools/Parameterization/General/Company Parameters») in «Documents Management» category, a number of documents settings are defined:

Parameters category	Description
• CATEGORY: Accounting system	
• CATEGORY: Additional properties	
• CATEGORY: Budgets	
• CATEGORY: Consignment management parameters	
• CATEGORY: Credit card transactions parameters	
• CATEGORY: Credit control	
• CATEGORY: CRM - Tasks	
• CATEGORY: Document management	
	Analysis method for amounts payable by (horizontal) item lines DIMENSION (comma separated list)
	Analysis method for amounts receivable by (horizontal) item lines DIMENSION (comma separated list)
	Apply discount item "balance" lines for each prior fiscal period
	Bonded items data in trade account "Balance check"
	Change the field (Change) during document process update
	Disappearance allowing the search for "Disappearance document"

2. DOCUMENTS MASS MANAGEMENT

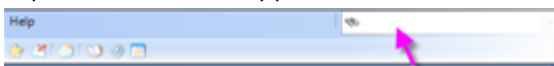
In the "Management" central menu, the «**Attachments**» option is available. This leads to a scroller of all attachments management and control.

Document code	Document title	Document description	Reference Date	Type	Position name	Entity	Save Meth.	Last modific.	User - last mo.	Creation date	Author	Security classification
0000004	Hydrangeas		07/04/20...	.jpg	C:\Users\Public\Pict...	ESFITradeAccount				07/04/2...	esmast.	Unclassified
0000005	Tulips		07/04/20...	.jpg	C:\Users\Public\Pict...	ESFITradeAccount				07/04/2...	esmast.	Unclassified
0000003	ExpertUserInte...		07/04/20...	.p...	D:\3.6.5.7-EXP-EL0...	ESFITradeAccount				07/04/2...	esmast.	Unclassified
0000001	nfen111111.xls		07/04/20...	.xls	C:\Users\impa\Desk...	ESFITradeAccount		07/04/2...	esmast.	07/04/2...	esmast.	Unclassified
0000002	operating.doc		07/04/20...	.docx	C:\Users\impa\Desk...	ESFITradeAccount		07/04/2...	esmast.	07/04/2...	esmast.	Unclassified

Here, someone may ask for attachments of particular type or these that were inserted from a particular user or to select based on the date and finally with "double click" to open the attachment of the current line.

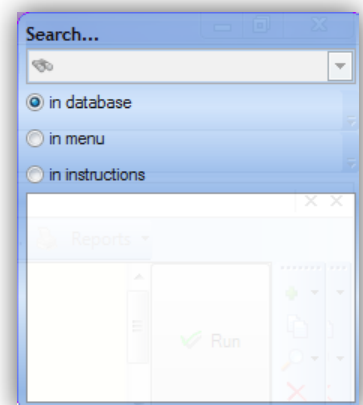
3. SEARCH IN ATTACHMENTS

Using **Ctrl+F** or through the main menu with placement to «search filed», a dialog enabling the searching of any word or phrase to different application entities, to the menu, to the documentation, and to **transactions content**, will open.



The suitable option for documents searching is "in database".

We type the requested and the system detects the documents (enables document direct reading-opening) and also the entities that these documents may be connected (enabling the access to the management screen of the particular entity) and displays **results** to the same dialog. In the case we have a document that is connected to an entity, the results are displayed in TWO lines, one for the entity and one for the related document, in order for someone to select the one that he wishes to be transferred. If the requested (word-phrase) is also detected to fields of these particular entities (e.g. To X document of Y customer but also to the comment of Z item), then, these entities, are displayed to separate lines.



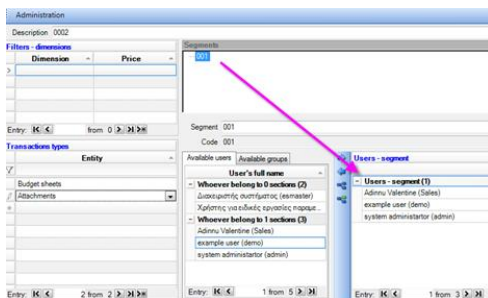
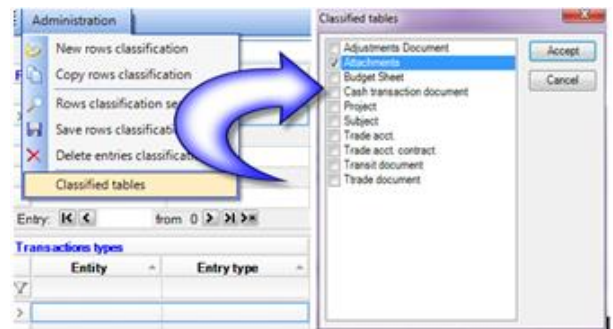
In order to have this functionality, the «**Activation of FULL TEXT CATALOGUES**» must have previously occurred («Tools/ System - Database Management»). During the selection of the entities that will support the searching operation, we firstly need to activate the "**attachments**".

4. CLASSIFIED ACCESS TO DOCUMENTS

The concept of «classification» concerns the definition of users access privileges to the documents **PER DOCUMENT** (in contradiction with the not "classified" privileges, these are "horizontally" defined for the rest of the entities).

In order to use this functionality we need to activate this operation to the related documents, through the last Privileges Menu option => *Classified Privileges* and from the dialogs' Administration menu through the "classified tables" option:

Continuously, in the right top of the dialog, the company SECTIONS must be defined (in a hierarchical way) whereas at the same time the Users or the Users Groups will be matched to these sections to the right bottom part of the dialog:

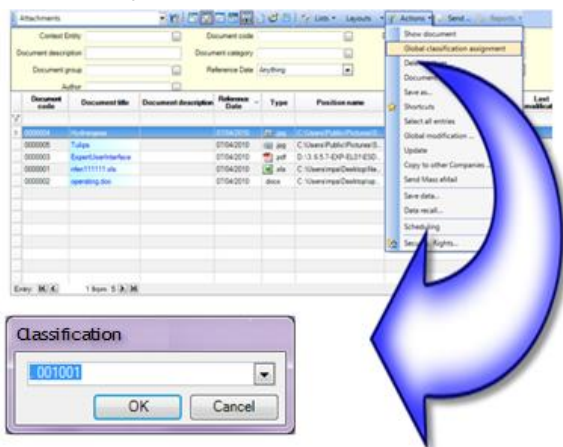


One user may be added as a "separate section" from tools column of the users list.

The corresponding (matching) to sections is manually accomplished through the buttons with the arrows to the bottom part for the **SELECTED SECTION** in the Top part of the screen.

After this privileges classification definition profile is saved, the following functionalities, are given:

1. In the «Attachments» list, there is the «global classification assignment» option through which we can massively define the access to a section for the selected documents (who will be able to view the particular document):



The «System Administrator» does not have special treatment as to this operation. He participates to documents classification as any other user. Thus, he should **belong** to the Section that he would like to provide privileges or to be "Chief" (see. Sections hierarchy).

2. In the «Attachments» page, during documents attachments to entities, and through the «Security classification» option, we can (AFTER activation) define in the same way, which users are going to have access to the document (Section selection):

Position name	Type	Category	Group	Reference Date	Title	Code	Save to DB	Incoming	Characteristics
C:\Users\Public\...	...			07/04/2010	Chrysothemon	000006		Other	

KEYBOARD OPERATION

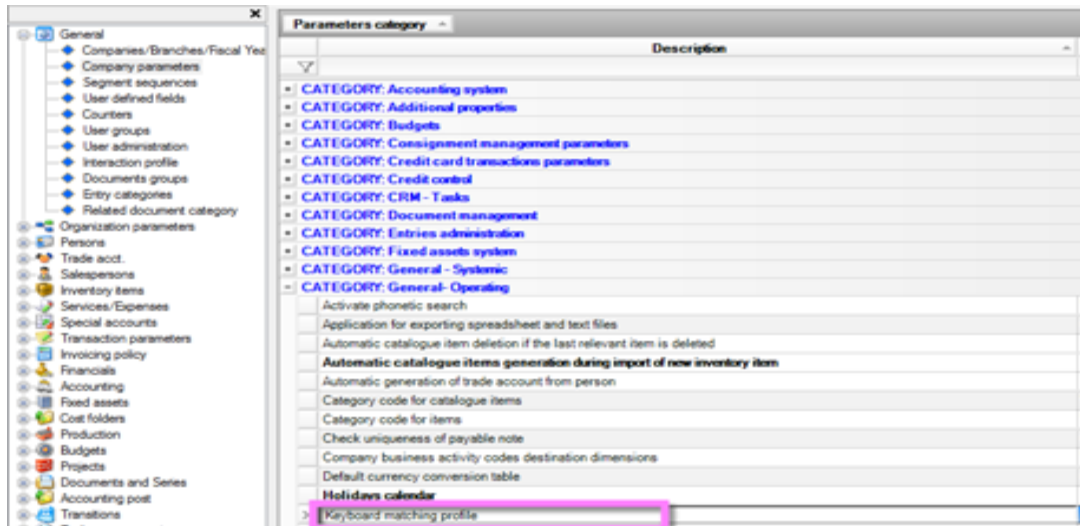
Many functions can be executed from the keyboard for greater convenience:

GENERAL	
Alt-F12	Placement to the folder containing the files of the current scroller or cube
Alt-F4	Application closing
Ctrl -	Levels closing
Ctrl +	Levels developing
Ctrl-A	All selection to list
Ctrl-D	Deletion of entity from the management screen
Ctrl-F12	Grid formatting tool
Ctrl-F6	Shift between two open windows
Ctrl-Insert	Insertion of entity from list by copy from current line data
Ctrl-N	Insertion of new entity from management screen
Ctrl-PgDn & Ctrl-PgUp	Shift between "sub-pages" to entity management screen
Ctrl-S	Save entity
Ctrl-Shift-F10	Field identity when we are placed to entity management field
Ctrl-Shift-F12	Grid columns rename
Ctrl-Shift-F8	Call of the design tool from entity's' management screen
Delete	Delete entity from list
Enter	Shift to next field (to management screen), entity opening (from list)
F1 & Shift-F1	On line help to screen and field
F3 & F4	Search with searching dialog display or in drop down format
F5	Refresh
F7	Spell check to text field of an entity's management screen
F10	Transfer to main menu
Insert	Insert new entity from list
Shift-F3	Search with scroller use
Shift-F10	Display of «internal» (pop-up) menu
Tab & Shift-Tab	Shift between fields-areas
TO DOCUMENTS	
Alt-A	ledger entry call that was produced from document
Alt-E	Item Audit view display to document item line
Alt-Enter ᵀ Ctrl-Enter	Dialog call with document line full data
Alt-F	Display of values analysis table per %VAT to trade document
Alt-F3	Search from multiple code to document item line
Alt-F7	Discount on the total with %, amount or modification of payable amount to the document
Alt-F9	Add from Special bill of material to empty document item line
Alt-F12	Call of dimensions analysis table to document item line (1-1 development)
Alt-Q	Apply of invoicing policy to trade document
Alt-S	Serial number selection to document item line
Alt-V	Add new document line by copy from the current
Ctrl-Alt-F12	Management of items packages to document item line
Ctrl-Alt-I	Display of item photo to document item line
Ctrl-F7	Discount with selection of net, gross, % or amount or payable) on documents lines
Ctrl-F9	Item replacement from equivalent to document item line
Ctrl-F11	Previous entries for the "pair"-> line item-header trade account
Ctrl-M	Transfer of fixed assets to cost center to fixed assets lines of documents Offset entries
Ctrl-Q	Allocation of total (counted) quantities to document items lines
Ctrl-Shift-F9	Addition of relevant items with opposite line type based on the predetermined relation type
Ctrl-Y	Customer credit balance proposal to payment term line of trade document
F6	Switch between stock items and payment terms in a trade document
F7	Switch between stock items and special accounts in a trade document
F8	Automatic "consumption" of serial numbers or lots to document item line
F9	Addition of accessories items to document item line
F11	Display of current availability to document item line
F12	Closing of note line amount to ledger accounts in cash documents
F12	Call of dimensions analysis table to document item line (1-N development)
Shift-F4	Change of line type (for returned items) to document item line
Shift-F5	Forecasts lines development of trade document based on items lines dimensions
Shift-F6	Consumption lines connection with produced to offset documents lines
Shift-F7	Development of special accounts lines based on items lines horizontal dimensions
Shift-F9	Automatic addition of accessories items to document item line
Shift-F12	Copy of dimensions analysis from previous item line

Keyboard operation is parameterized.

Parameterization is achieved through the main menu "Tools/ Additional development tasks /*Shortcuts management (shortcuts)* ». Appears dialog with all available commands to the application screens that have already been corresponded to a buttons combination or can be matched, if the user needs it.

It have been constructed 2 «Keyboard profile» (the name appears to the top part of the list => **EBS Default** or **EBS Alternative**) that are selected from the general parameter to the «General-Operating» (0 or 1 respectively):



In order to change a shortcut value, the  button must be activated to the «Shortcut» column of a line. In the dialog presenting, can be defined up to 3 at the same time buttons combinations. If the SAME buttons combination has been defined to other/s command/s then, the current line has color indication and these "other" commands appear to the bottom part, to the «Relevant commands». There is no reason to worry (that something is wrongly defined) if the Relevant Commands are NOT COEXIST to the same screen/procedure eg. The entry display has been implemented as 4 commands for each documents category. If the relevant commands contain operations of the SAME screen, scroller etc the shortcut must change, in order to avoid an operational problem. With click to «Shortcut» column **sorting** is accomplished and errors are easier detected.

The appearing commands are divided into "Actions", "Automations" and "Transitions", to "Horizontal operations" and "Documents". Are grouped per "Unit", in the "Explanation" column, there is a [helping text that explains each ones' functionality](#).

In order for any changes to be saved to the current keyboard Profile, "Save" must be selected. The profile is COMMON for ALL USERS.