OSAS Version 8.0
Enhancements Guide

October 2013, Release 8.0

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

ENHANCEMENTS

OSAS version 8.0 Enhancements

Overview

Version 8.0 of OPEN SYSTEMS® Accounting Software (or OSAS®) contains new enhancements to make it easier to accomplish your accounting tasks, simplify the installation and maintenance of the application suite, expand your ability to retrieve and review critical data, and improve the efficiency and flexibility of your OSAS implementation.

This document summarizes the enhancements added to OSAS version 8.0 and provides brief descriptions of how to use the new functionality. You can find full function descriptions and detailed instructions in the .PDF documentation files contained on your OSAS version 8.0 DVD or accessible using the **Documentation** (**Shift+F1**) command.

General System Changes

Reporting Enhancements

OSAS now creates reports using JasperReports, an open-source, Java-based reporting engine offering enhanced flexibility and more options when you preview, print, or save reports. You can continue to work while a report is generating, print the report criteria on the first page of the report, and have the option to print banded reports to enhance readability.

If you use graphical screens to generate reports (as opposed to forms), the reports toolbar appears on the report criteria screen, allowing you to select your desired output.

Forms such as invoices and packing slips, as well as some financial reports, will continue to use the Output Information dialog box for your output option.

When you preview a report in OSAS, the toolbar in the JasperReports Print Preview window has additional options for saving, navigating, and viewing reports:

You can save your reports directly to Google Docs, or into output formats that include HTML, OpenOffice, XML, single- and multiple-sheet Excel files, and JasperReports.

You can now archive exported reports on either the server or the local computer, making them easily available if needed for audits.

For more information about producing reports in OSAS version 8.0, see Appendix A in this guide.

Installation Enhancements

OSAS version 8.0 now uses the BASIS BBj interpreter exclusively. This allows us to provide you with a simpler, more streamlined installation process for both single-desktop and enterprise client/server environments.

If you use workstations in an enterprise client/server environment, you can choose from two types of client connections. The Java Web Start client eliminates the need to install client software on each workstation. As an alternative, you can install the BASIS thin client software on workstations in enterprise client/server environments using the OSAS DVD or through a convenient method that uses a network connection to the installation without using the DVD.

Installation Types

When you install OSAS version 8.0, you can choose from two types of installations:

- A Typical installation will include necessary components to run OSAS, including the BASIS License Manger, the BBj interpreter, the JDBC/ODBC driver, and all of the OSAS applications you purchased.

- The Custom installation allows you to select particular components to install or reinstall.

Connecting to a Server

In an enterprise client/server environment, the server runs OSAS and houses the data. You can connect your workstations to the server via one of these client options:

- To use the Java Web Start client, your workstations only need a browser and the Java Runtime Environment (JRE). When you install the OSAS server, a Jetty web server is automatically installed and configured to facilitate thin client connections. When you browse to the Java Web Start web address from a workstation, a desktop icon is installed on the client computer, giving you a convenient way to run OSAS.

- If you choose not to utilize the Java Web Start (Jetty) client option, you can instead install the BASIS thin client on your workstations by running the client installation from the DVD. However, instead of carrying the installation DVD to each client, you can make the installation media available on your network via a **Make installation available in Web Start** option during the server installation. This creates an install.jnlp link you can access from your client computers. Browsing to that link from a workstation will run the installation wizard and allow you to install the BASIS Thin Client and the JDBC/ODBC driver.

See the OSAS *Installation Guide* for more information and detailed instructions.

Maintenance Update Enhancement

Keeping your OSAS applications up to date with the latest fixes and enhancements is now much easier. If you have Internet access on your OSAS server or stand-alone desktop computer, and you are a current OSAS Software Maintenance subscriber, you can use the **Install Maintenance Updates** function to find, download, and install maintenance updates from Open Systems, Inc.

After you open the **Install Maintenance Updates** function, and confirm your Product ID, OSAS will check for any available updates. You'll see a list of updates, along with the date of the update, the current build number of your OSAS installation, the build number of the update, and a tag indicating whether the update will be installed.
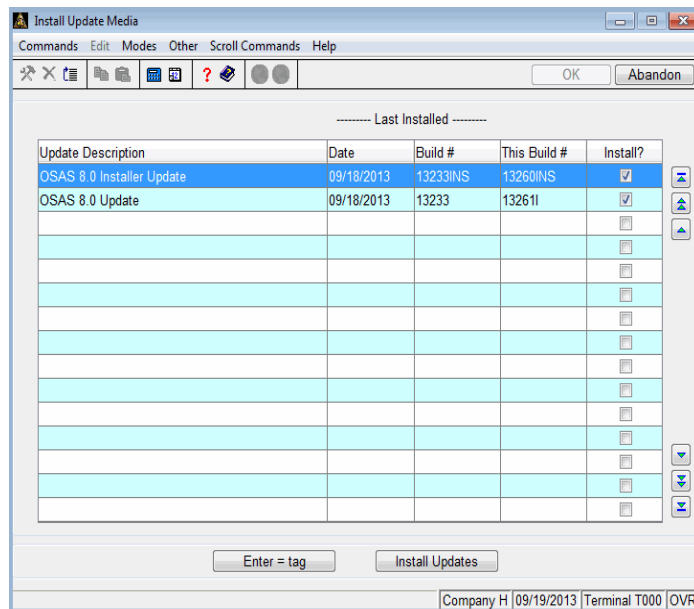
Updates not yet installed are selected by default, so all you have to do is click on **Install Updates** button (or press **I**).

Inquiry

After the update(s) have been installed, you can use the **Maintenance Update Inquiry** function to select an update you have installed, and see the application IDs and file names that were affected by the update.
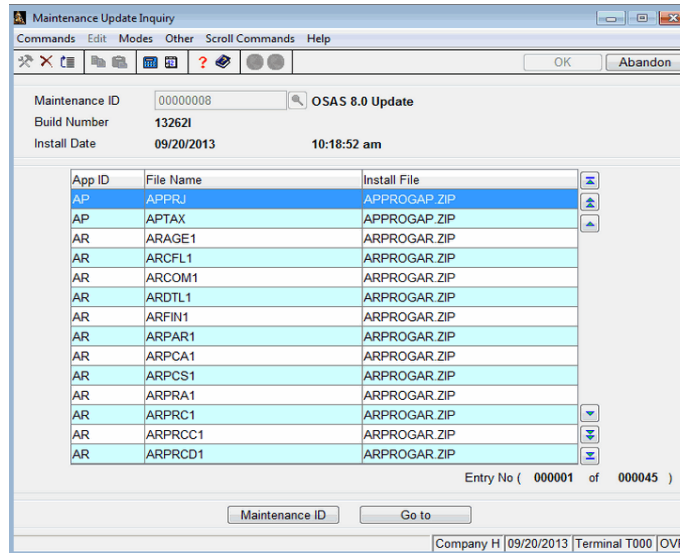
See the chapter entitled "Installation and Configuration" in the *Resource Manager Guide* for more information and detailed instructions.

View Selection Menu

As in prior versions, OSAS offers three versions of the menu. In version 8.0, you now have another way to switch between these views. In addition to using the **Shift+F5** key to switch from MDI to graphical to character-based, you can use a new command on the pull-down menu bar on graphical menus.
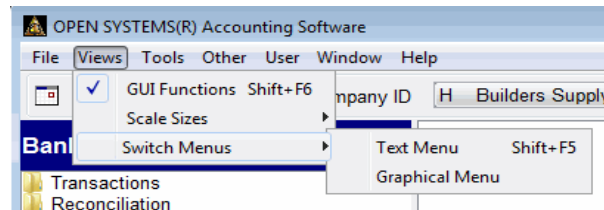
Technical System Changes

File Format changes

OSAS data files now use a Vkeyed file format, which provides faster performance and allows much greater flexibility for custom fields. With this format, you have an almost limitless ability to add custom fields, making it easier for your software provider to customize and fine-tune OSAS for your business.

JDBC/ODBC enhancements

When you use the JDBC/ODBC driver for BBj to access data from outside of OSAS, you can now use stored procedures in your SQL queries to gain access to business calculations. You can find details about the available stored procedures in the OSAS version 8.0 Software Developer's Kit, or by using the BBj Enterprise Manager.

Custom Fields

Your software provider can expand the usability and functionality of your OSAS system by creating customizations that may make use of custom fields to store audio or video files, documents, graphics, and other data you may need to use within your business. You can also access any OSAS custom fields through the JasperReports reporting engine to enhance your custom reports.

Two types of custom fields are available: fixed and variable. Fixed fields have a set length, and data is padded to that length. This makes adding alternate keys for reports and sorting easier. Variable fields store information that does not have a consistent size, such as numbers and multimedia files.

Your software provider can use the **Custom Fields** function to define custom fields as necessary, but once fields are saved, they cannot be deleted, nor can they be moved in the database without a custom conversion. The **Custom Fields** function stores the field definitions, creates or updates the custom field templates for the file, converts data if necessary, and updates the data dictionary to reflect the new or changed fields. Once the changes are saved, your software provider can use the new fields for custom reports or modifications to OSAS.

For more information about how to use the custom field functionality in OSAS, contact your software provider.

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OSAS Reports

OSAS applications contain a variety of reports that help you make the best decisions for your business. With reports, you can view transaction summaries, print audit trails of activity managed through OSAS functions, make lists of your basic master file information for reference, and analyze all aspects of your company's cash flow.

This appendix summarizes the basics of using reports. For detailed information on a specific report, see that report's description in the appropriate application guide.

Using Report Criteria Screens

To generate most reports and forms in OSAS, you begin by specifying the criteria you want to use to filter and sort the data on the report or form using a report selection criteria screen. You may also see a similar selection criteria screen for certain processing functions in OSAS, such as posting, periodic maintenance, or purging functions that produce logs of the process for audit trail purposes.

The selection criteria you can use depends on the particular report or form you are producing. In general, however, the report criteria screens contain one or more fields for which you can specify a range of selections (see "Selecting a Range of Information" on page A-3) along with other criteria needed for the reports, such as dates, periods, and sort options to specify the order in which the information is printed. Some report selection criteria screens will offer many selection choices, while some offer little or no criteria you can specify. See the description of the report, form, or process in the appropriate application user guide for more information about the available criteria for a given report.

Once you specify the criteria for your report or form, you can choose the type of output you want to receive. The way in which you do this depends on whether you use graphical or text-based screens, and on how you have your options and preferences set (you can find out more about report output by reading "Outputting Reports" on page A-5).

On text-based selection screens, once you have specified your report criteria, you can use the **Proceed (PgDn)** command or press **Enter** on the last field on the screen to see a list of the output options available to you for this particular report, form, or process log. You can press the letter associated with the output of your choice, then press **Enter** to begin the report generation process.

On graphical selection screens, you have more control over the way in which you can choose your output, depending on how you set your user preferences. You can begin the report generation process at any time once you are satisfied with your report criteria by clicking the appropriate output icon on the toolbar at the top of the selection screen. Note, however, that some selection screens have required information that you must enter before you produce the report, and if you select an output option from the toolbar before you have entered the required information, you will be prompted to do so before you can produce the report.

Your user preference settings can change the selection criteria screen behavior. The **Output Default** setting in User Preferences lets you control the keystrokes you can use to generate the report:

- If you set the Output Default to **None**, pressing the **Enter** key at the last field on the screen or using the **Proceed (PgDn)** command from anywhere on the selection criteria screen will position the cursor in the last field on the screen, and you must click an output option from the toolbar to begin producing the report.

- If you set the Output Default to **PgDown**, pressing **Enter** at the last field on the screen will leave the cursor positioned in the last field, but using the **Proceed (PgDn)** command from anywhere on the selection criteria screen will generate the report using the default selections you specified in the **Output Type** and **Export Type** settings in User Preferences. You can also, as always, select any available output method by clicking the associated icon on the toolbar.

- If you set the Output Default to **Enter/PgDn**, either pressing **Enter** at the last field on the screen or using the **Proceed (PgDn)** command from anywhere on the selection criteria screen will generate the report using the default selections you specified in the **Output Type** and **Export Type** settings in User Preferences. You can also, as always, select any available output method by clicking the associated icon on the toolbar.

You can change your user preferences from the OSAS menu by selecting **Preferences** from the pull-down User menu on the graphical and MDI menus, or from the text menu by using the **User (F4)** command and then selecting **Preferences**.

Selecting a Range of Information

To produce a report, you must specify what information you want to include in the report.

- To produce a report that includes all information available, leave the **From**-**Thru** fields on the report criteria screen blank. For example, if you want to include information about all the vendors you work with in a report, leave the **Vendor ID From** and **Thru** fields blank.

- To limit the amount of information in the report, enter a range in the **From**-**Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter **ACE001** in both the **Vendor ID From** and **Thru** fields. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.

- You can also choose a non-contiguous list of values for inclusion in the report using the **Inquiry** (**F2**) command at the **From** field. In the inquiry window, you can select the **Tag** check mark next to any selection you want to include. In fields where you've tagged individual choices, the selection will appear as an asterisk in the From/Thru fields after the selection.

Each field where you enter information on a report criteria screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, rather than numerical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items could be labeled 000001 through 000020.
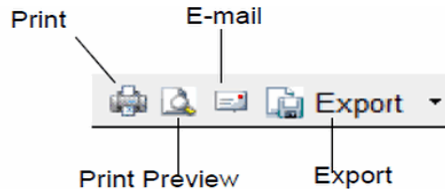
Outputting Reports

You can output reports in a variety of ways, including printing, previewing the report on the screen, emailing the document to a recipient of your choosing, or exporting the report or form to certain file formats. The screen mode you use, either graphical or text-based, controls which output options are available to you.

Choosing Output Types

The type of report output available depends on whether you are generating a report, or a form such as an invoice, purchase order, packing slip, etc.

- If you use graphical screens to generate a report (as opposed to a form), the reports toolbar appears on the report criteria screen.


Once you finish making your selections on the report criteria screen, click your desired output option to begin generating the report. Alternatively, you can output to your default method based on your user preference settings.

- If you use graphical screens, and you are printing a form (such as an invoice, purchase order, packing slip, and so on), the Output Information dialog box appears after you select the range of information to include in the report.
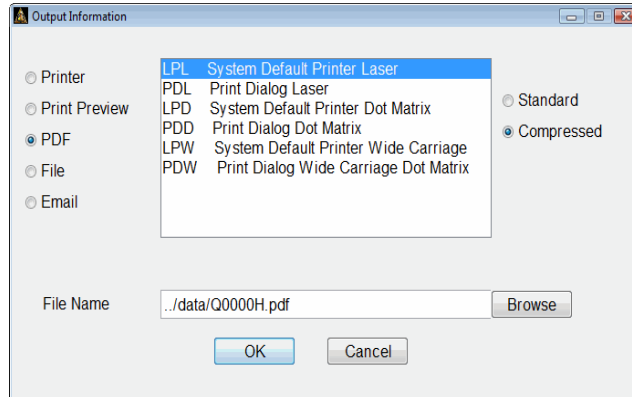
Select the radio button next to the type of output you want. Select a printer from the list, and specify a file name if necessary. Click **OK** to complete the process.

- If you use text screens, the options available to you appear at the bottom of the screen after you select what to include in the report or form and how to organize it.
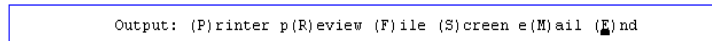
The options available to you may vary depending on the specific report or form you are producing. Press the letter corresponding to your output choice, then press **Enter** to generate the report.

Print the Report

Follow these steps to print a report:

1. Click the **Printer** icon (in graphical screens) or enter **P** (in text screens).

2. If multiple printers are available for the workstation, either select the printer from the list or enter the appropriate code for the printer, then press **Enter**.

Use the **Devices** function on the **Installation and the Configuration** menu (see the *Resource Manager Guide* for more information) to add printers to the terminal for certain forms, or use your operating system to set up printer connections for reports.

3. If available, select either **Standard** (or enter **S**) to print the report in standard width or **Compressed** (or enter **C**) to print it in compressed width.

4. Click **OK** or press **Enter** to begin printing the report.

5. Click **OK** or press **Enter** to continue.

Preview the Report

The Print Preview option is available only on workstations with graphical display capabilities.

To view a report using Print Preview, click the **Print Preview** icon (in graphical screens) or enter **R** (in text screens).

The preview displays the report in a JasperReports print preview window. This window has its own toolbar.
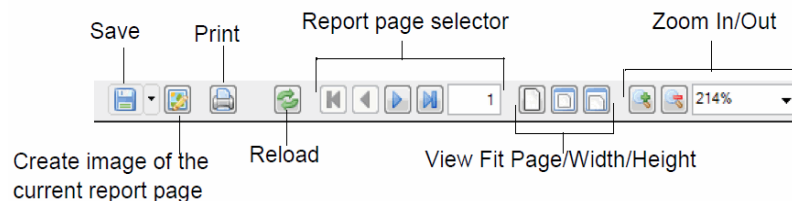
The **Save** command pull-down offers these options:

- The **Save** and the **Save As...** commands will open the operating system save file dialog box. Navigate to the desired location for the saved file. Change the report name from the system-generated default, if desired, in the file name field. By default, the report will be saved in PDF format. To change the file type, use the **Files of Type** pull-down to select a different file type from the list. Click the **Save** button to save the report file.

- The **Save as Google Document...** command will open a Google Login dialog box. Enter your Google Docs e-mail address and password. A Save Google Document screen will open, and you can select the Google folder in which to store the file, and set the name and type of file. Click the **Save** button to save the report to your Google Drive.

The **Create image of the current report page** command allows you to save the displayed report page as a PNG (Portable Network Graphics) image.

The **Print** command opens a print dialog box to allow you to print the report to the selected printer.

The **Reload** command reloads the report in the print preview window.

To navigate through the report, use the **Report page selector**. To adjust the view of the report in the preview window, use the **View** or the **Zoom** options.

Export the Report

To export the report to one of the available file types, select the type from the pull-down **Export** list on the report toolbar on graphical screens, or enter **X** on text screens, then enter the letter for the desired format.

The **Export** command will open an Output Information dialog box. The **Export Type** pull-down allows you to select the type of file to export. The **Ignore Pagination** check box, if marked, will result in one continuous report without page breaks. The **Output Location** option determines where the exported file will be stored. Use the **Browse** button to navigate to the location where the report file will be saved. Enter the desired file name in the **File Name** field. Click **OK**. The report file will be saved in the selected location.
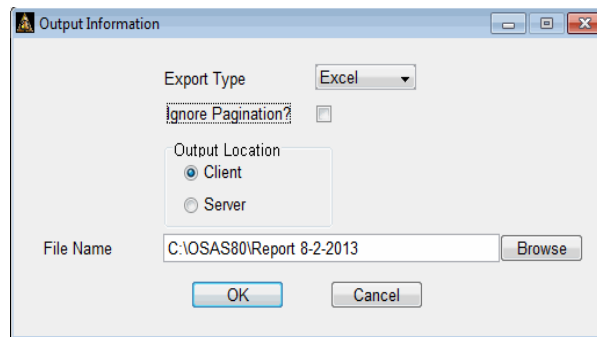
In text mode, you will have the same types of prompts. Follow the on-screen instructions to export the report in the desired format and location.

E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **Installation and Configuration** menu. You can e-mail only selected reports. In general, you cannot email any report that makes up part of your audit trail.

Follow these steps to e-mail a report:

1. Click the **E-mail** icon on graphical screens, or enter **M** on text screens. The **E-Mail Information** screen appears.

2. The **E-Mail From** field displays the originating e-mail address. Change it if you want the return e-mail address to be different from the one you've set up in the **E-Mail Setup** function in Resource Manager.

Inquiry

3. In the **To**, carbon copy (**CC**), and blind carbon copy (**BCC**) fields, select **Other** and enter the e-mail address, or select **Vendor**, **Customer**, or **Employee** and choose from the e-mail addresses on file for those respective categories (depending upon installed applications), or select **None** to leave the field blank (you must choose at least one **To**, **CC**, or **BCC** address).

4. The name of the report appears in the **Subject** field, but you may change it, if necessary.

5. From the **Attachment Type** pull-down, select the file type for the report. The report will be sent as an attachment to the email.

6.   The E-Mail Message dialog box appears.
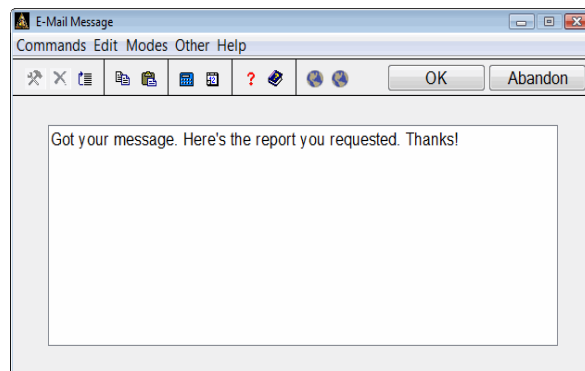
Enter the message you would like included in the body of the e-mail, and use the **Proceed** (**OK**) command. You are returned to the E-Mail Information Screen.

7.   Use one of the following commands in the Attachment File scroll region:

   •   Press **Enter** to edit the highlighted attachment (if any). Browse to or enter the name of the file you would like to attach in the **Edit Attachment** dialog box (see "Edit/Append Attachment dialog box" on page A-12).

   •   Press **A** to add an attachment to the e-mail. Browse to or enter the name of the file you would like to attach in the **Append Attachment** dialog box (see "Edit/Append Attachment dialog box" on page A-12).

   •   Press **G** to go to a specific attachment line item (this command is only available if there are more than six attachments to the e-mail).

   •   Press **H** to change the header information of the e-mail, including the **E-Mail From** field, the recipient(s), the subject line, and the attachment type.

   •   Press **D** when you finish entering the e-mail information, and you are ready to process the e-mail.

8. If you choose **No** in the **Send E-Mails Immediately?** option in the Resource Manager Options and Interfaces, the e-mail will be held in the E-Mail Queue for processing. Consult the *Resource Manager Guide* for more information. Otherwise, the e-mail will be sent immediately.

Note: To preserve formatting, view e-mailed text file attachments with a fixed-width or monospaced font (Courier or Lucida Console, for example).

Edit/Append Attachment dialog box

The Edit/Append Attachment dialog box appears when you press **Enter** or **A** in the Attachment File scroll region of the E-Mail Information screen.
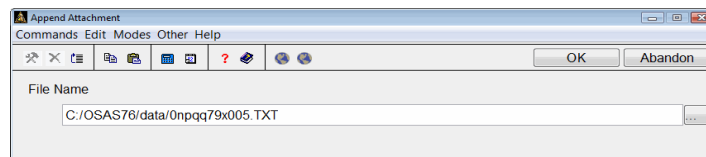
1. Enter the File Name of the file you want to attach to the e-mail, or click the browse button ([...]) to navigate to the file.

2. Use the **Proceed** (**OK**) command to add the attachment to the e-mail, and return to the E-Mail Information Screen.

View the Report on Screen (Text Screens Only)

3. If you use text screens without any graphical display capability, you can view selected reports directly on the OSAS screen.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.

2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.

3. When the report appears, press the **Up, Down, PgUp, PgDn, Home,** and **End** keys to navigate through the report.

Form Preview Commands

Use the following commands when a form appears on the screen (these commands do not apply to the JasperReports-generated reports):

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Loading and Saving Report Criteria

You can save the report selection criteria from any report screen to make it easier to run reports without redefining the criteria each time.

You must set the Resource Manager option **Use Report Defaults?** to **Yes** to use this functionality.

After you choose to generate a report, the Save Report Criteria screen appears.
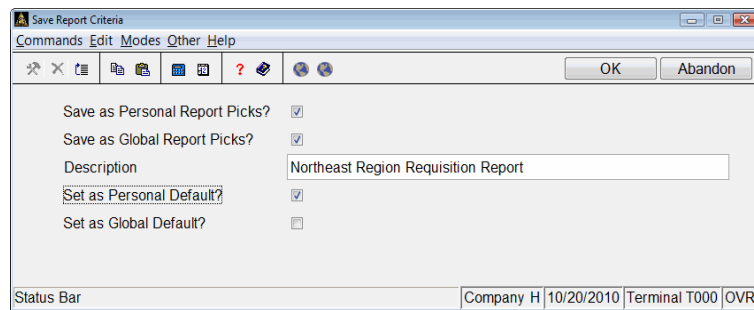
- In the **Save as Personal Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use at a later time on your workstation, or uncheck the box (or enter **N** in text mode) to skip saving the criteria.

- In the **Save as Global Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use by anyone in your organization who has access to this report, or uncheck the box (or enter **N** in text mode) to keep the criteria private.

- Enter a **Description** for these report defaults for identification.

- If you check the **Set as Personal Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen the next time you run the report from the menu.

- If you check the **Set as Global Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen whenever anyone in your organization runs the report from the menu.

Whether or not you set saved criteria as a default, you can load any report criteria you have saved for a report by clicking in any field on the selection criteria screen, pressing **Shift+F3,** and then choosing the description you want to use.

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