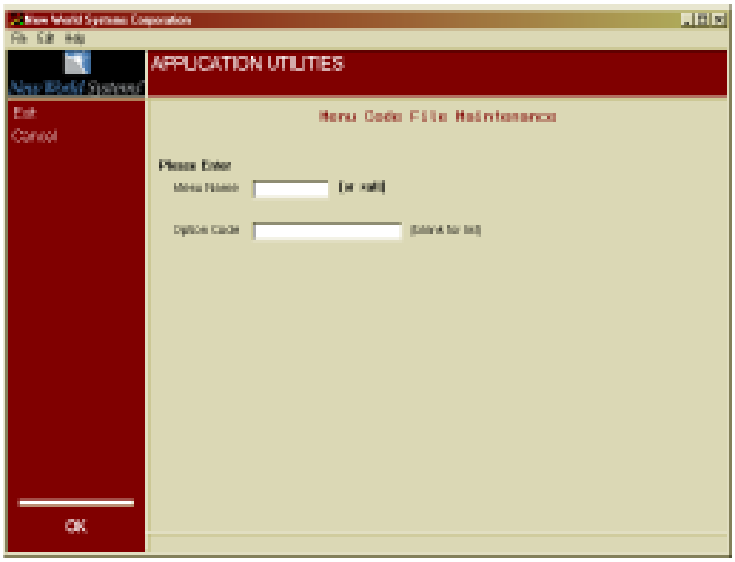
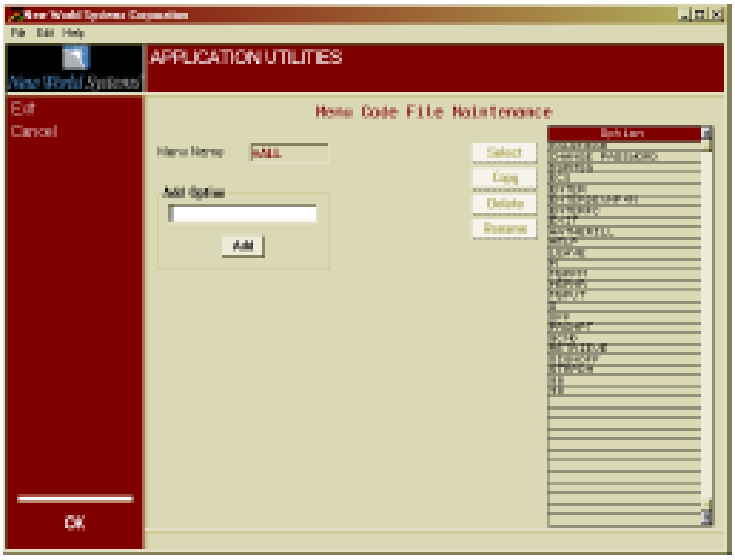
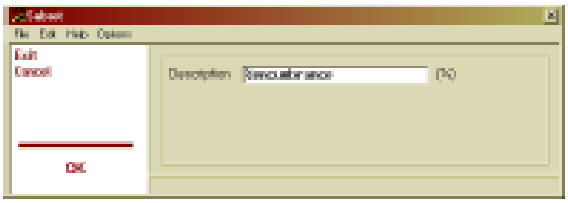
7. This procedure can also be run manually, if necessary. The report you generated in Step 5 contains the information necessary to set the correct call up on a menu.

8. Go to the *Dynamic Menu Maintenance*. Select the *Menu Code File Maintenance* option. You will see the following screen:

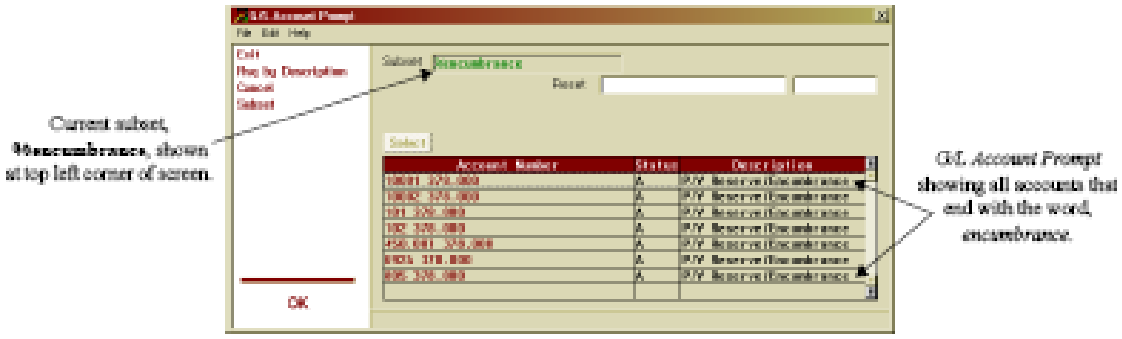


9. In the *Menu Name* field, enter the name of the menu you need to update. It is the entry in the **Program** column of the "Dynamic Menu Changes Listing." Click **OK**. You will see the following screen:

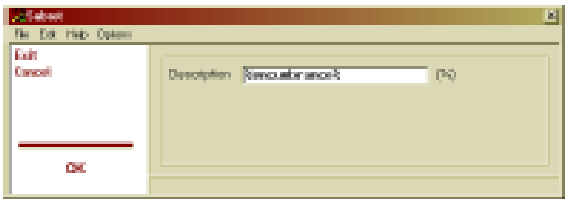




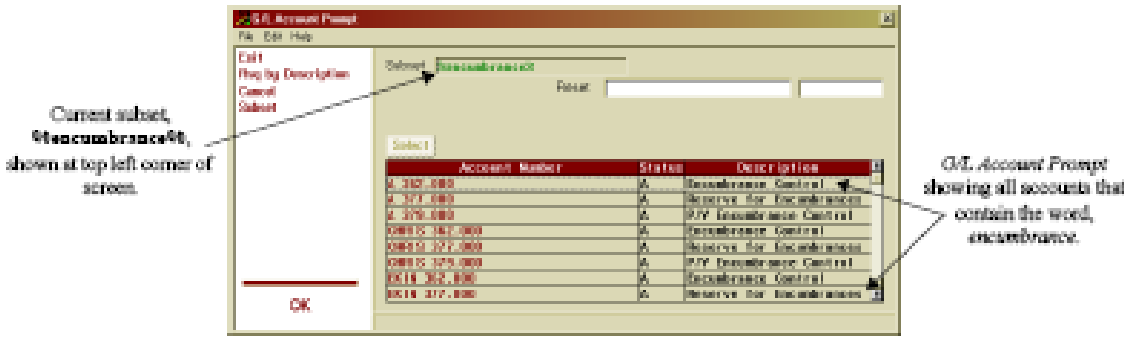
If you want to show all accounts that <u>end</u> with the word, *encumbrance*, type **%encumbrance** in the *Description* field of the Subset screen, and click **OK**:



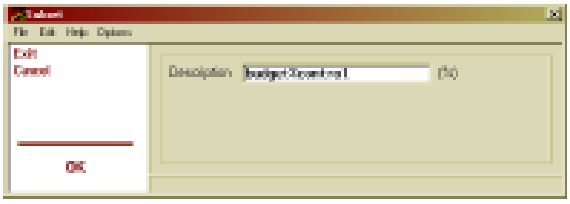
The current subset of the *GL Account Prompt*, **%encumbrance**, is displayed as the active subset in the top left corner of the screen. Until changed, the active subset will remain all accounts that end with the word, *encumbrance*.



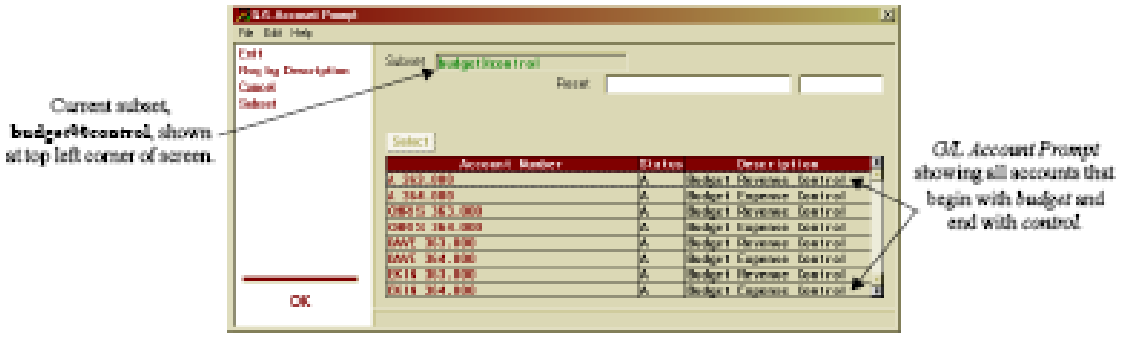
If you want to show all accounts that <u>contain</u> with the word, *encumbrance*, anywhere in their descriptions, type **%encumbrance%** in the *Description* field of the Subset screen, and click **OK**:



The current subset of the *GL Account Prompt*, **%encumbrance%**, is displayed as the active subset in the top left corner of the screen. Until changed, the active subset will remain all accounts that contain with the word, *encumbrance*.



You also may use the wildcard **%** symbol to show all accounts that begin with one word, such as *budget*, and end with another, such as *control*. To do so, type **budget%control** in the *Description* field of the Subset screen, and click **OK**:



The current subset of the *GL Account Prompt*, **budget%control**, is displayed as the active subset in the top left corner of the screen. Until changed, the active subset will remain all accounts that begin with the word, *budget*, and end with the word, *control*.

In addition to the *GL Account Prompt*, the following screens offer the new Wildcard feature:

Screen	Screen Number	Wildcard Fields
Vendor Inquiry	AP0700	*Vendor Name*
Work with Customer	AR0120	*Customer Last Name, Customer First Name*
Customer Prompt	AR0270	*Customer Last Name, Customer First Name*
Accounts Receivable Inquiry	AR0365	*Customer Last Name, Customer First Name*
Accounts Receivable Payment Prompt	AR0455	*Customer Last Name, Customer First Name*
Work with G/L Accounts	GL0510	*Account Description*
Work with Vendors	GL0660	*Vendor Name*
Vendor Prompt	GL0980	*Vendor Name, Vendor Contact Name*
Financial Inquiry	GL1300	*Subset by Description*
Work with Employees	HR1070	*Last Name, First Name*
Employee Prompt	HR1095	*Employee Name*
Work with Employee Hours	HR2020	*Last Name, First Name*
Departmental Inquiry	HR7010	*Employee Last Name, Employee First Name*
Employee Inquiry	HR7150	*Last Name, First Name*
Departmental Check Inquiry	HR7440	*Employee Last Name, Employee First Name*
Departmental Hours Category Inquiry	HR7450	*Last Name, First Name*
Revenue Accounting Inquiry	RA0610	*Received From*

My Tasks

This feature has been added to the Logos software suite to notify a user, through e-mail or the *My Tasks* menu option, when a follow-up response to an automatic system process is required or when data has changed as a result of a system process.

The following system processes will trigger employee notification:

Event	Description
Journals	Each journal is associated with an employee responsible for processing it. When journals are created, the responsible employee will be notified.
Department Approval Pending	When requests are entered in Work with Requests, authorized personnel in the department may need to approve those requests before they are purchased. The employees responsible for approvals will be notified when requests are entered in their department.