Chapter 1
Software Basics

This chapter provides an overview of the keyboard keys, processing options and data entry methods that have been standardized throughout New World's software. All new users should read this chapter. You will learn the basic information needed to perform basic tasks in the *Payroll System*.

Due to the large variety of keyboards available on the market, some of the keys discussed may be labeled differently on your keyboard. Your New World Systems customer service representative will assist you should you have questions.

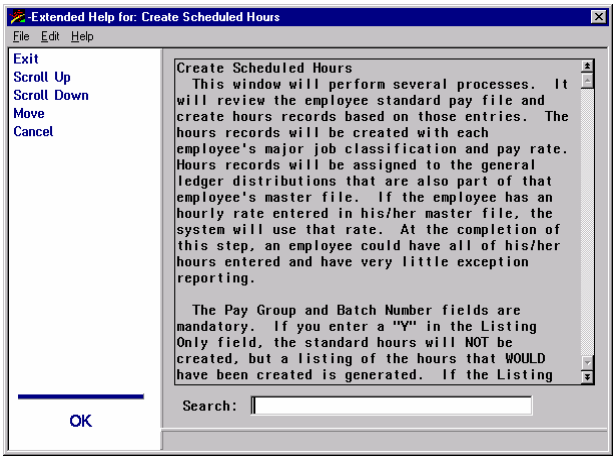
Online Help Text

All of New World's software comes with an online help text feature. There are two types of help text: overview and field level. The online help text is a helpful and informative feature that should be used whenever you need information about a screen or field. If the help text does not answer your question, please see the corresponding section in this manual; it may contain additional information that does not appear in the help text.

Overview Help Text

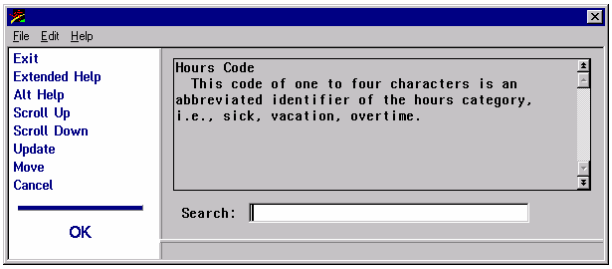
The overview help text provides a general description of the current screen that includes special instructions on using that screen. It also provides details on processing options and function keys that may be used.

To access the overview help text, click **Help** at the top of the screen, and click **Window Help**. A help window will appear. Click **Extended Help** to increase the size of the window and view additional help text. Click the **Scroll Down** option to view additional text, if any exists. When you finish viewing the help text, click **Exit** or **Cancel** to exit the online help text and return to the screen from which you started. Below is an example of overview help text.



Field-Level Help Text

The field-level help text describes a particular field and gives instructions on typing information in that field. To access field-level help for a particular field, place the cursor in the field and press **<F1>**. As with the overview help text, a window containing help text will appear:



Click the **Scroll Down** option to view additional help text. If you click **Extended Help** while viewing field level help text, the overview help text will appear.

Main Menus

Menus let you access different programs within an application. A list of programs appears on the menu. Click a program to select it. Below is the *Payroll System* Main Menu:



The menu program number and product release level are displayed in the top right corner of the screen.

Menu Options

The following options are available on all main menus:

My Tasks

This option contains notifications that are generated when follow-up responses to automatic system processes are required or when data has changed as a result of system processes. When you select this option, all of the active notifications specifically related to your work will be displayed. You also may choose to receive notifications by e-mail. (*See Chapter 5 of the Payroll System Administrator Guide for a complete description of this option and its setup*.)

Inquiry

In the *Payroll System*, the Inquiry Menu provides a convenient route to system-wide information in display format only. The options on this menu let you access nearly all the information in the *Payroll System*.

System Services Menu

System services refer to AS/400-related activities, such as working with printers, operator messages and a variety of other technical issues. For more information on system services, please see your IBM AS/400 documentation.

Signoff

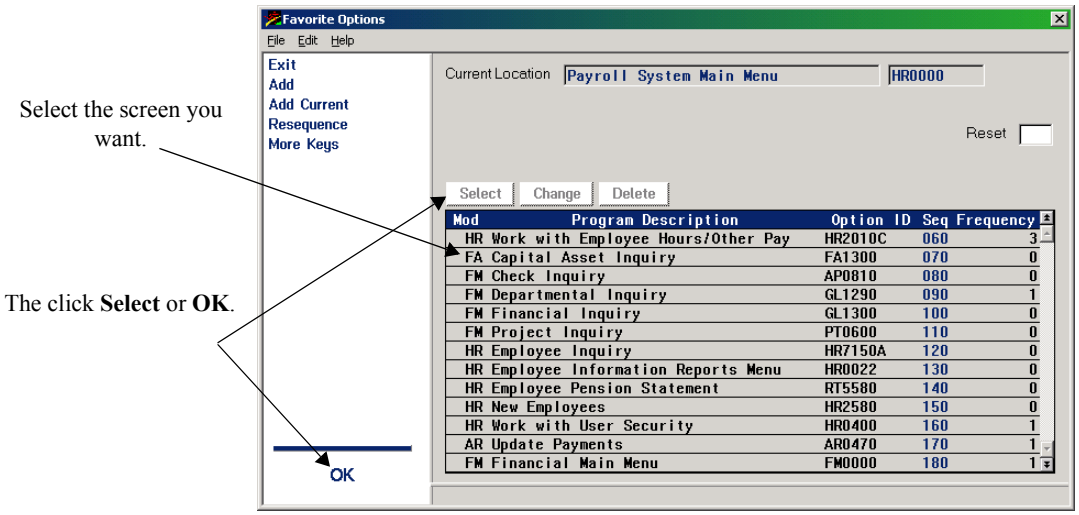
Click here to exit the *Payroll System*. Your current job will end and the original sign-on screen will be re-displayed.

Favorite

This feature lets you go straight to the screens you most often use. A ***Favorite*** field is available in the upper right corner of many *Work with* screens and the lower right corner of every menu except the *State Requirements Menu*:



To use this field, enter the ID of the screen you want to go to, and click **OK**. If you do not know the ID, click the prompt arrow to the right of the field. The *Favorite Options* screen will be displayed:



This screen lists all of the screens that have been set up as your favorites. Select the screen you want to go to, and click **Select** or **OK**.

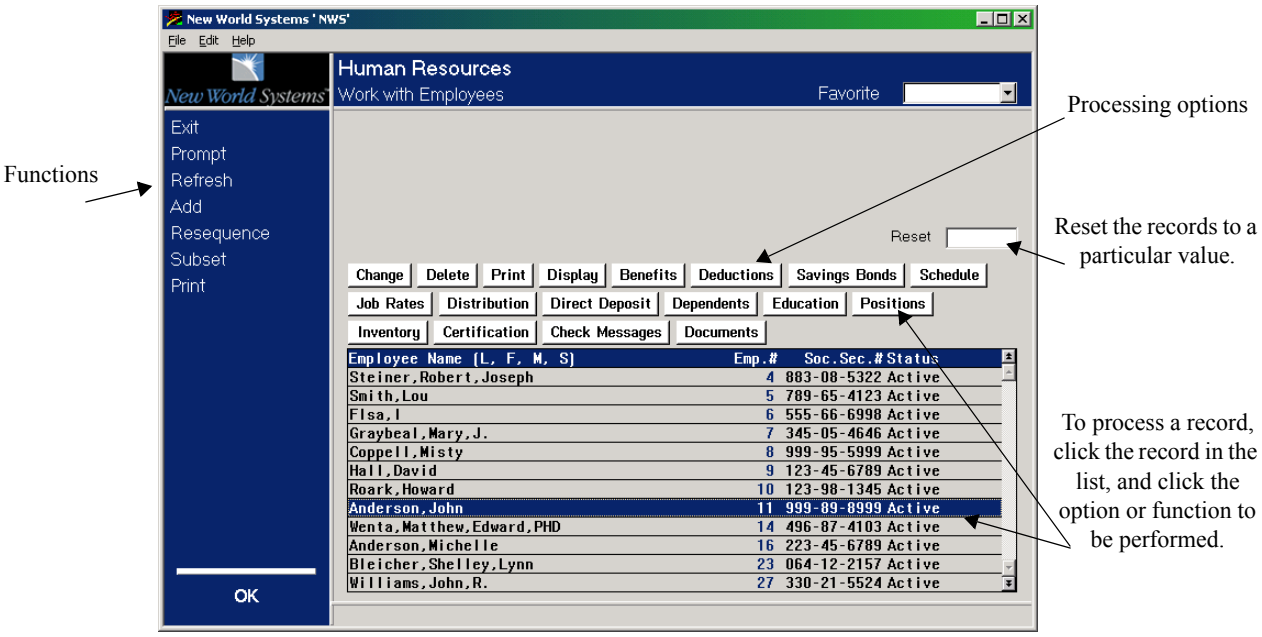
(*For information on the setup of this feature, see Chapter 5 of the Payroll System Administrator Guide*.)

"Work with" Screens

A "Work with" screen is comparable to a file cabinet for your records. When you go to a "Work with" screen, a list of records will be displayed from top to bottom (unless your system does not yet contain data).

"Work with" records are sequenced according to the highlighted column. For example, if the Employee Name column is highlighted, the list will be ordered alphabetically by the employee name. In many cases, the sequencing scheme of a "Work with" screen may be changed by clicking **Resequence**.

The figure below is of a typical "Work with" screen:



Common "Work with" Tasks

Many of the following procedures may be performed from "Work with" screens:

Add a record

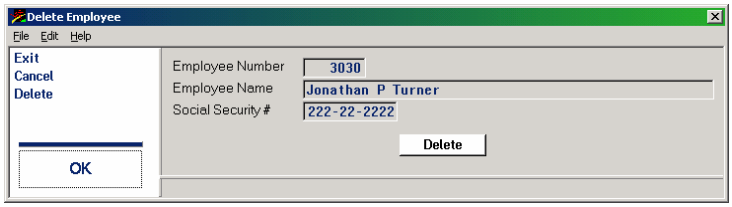
To add a new data record, click **Add**. A "maintenance" screen will appear in "Add" mode. In the *Payroll System*, as with other modules, you can determine the mode of a "maintenance" screen by looking at the title in the upper-left corner of the screen.

Change a record

To change an existing data record, click the record you want to change, and click the **Change** button; or, double-click the record. A maintenance screen will appear in "Change" mode.

Delete a record

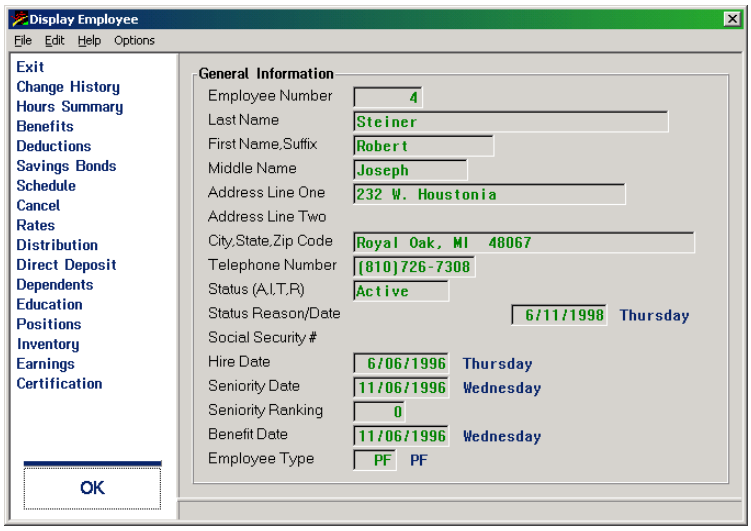
To delete an existing data record, click the record you want to delete, and click the **Delete** button. You will see a screen like the following:



To confirm the delete, click **Delete**. To cancel, click **Exit** or **Cancel**.

Display a record

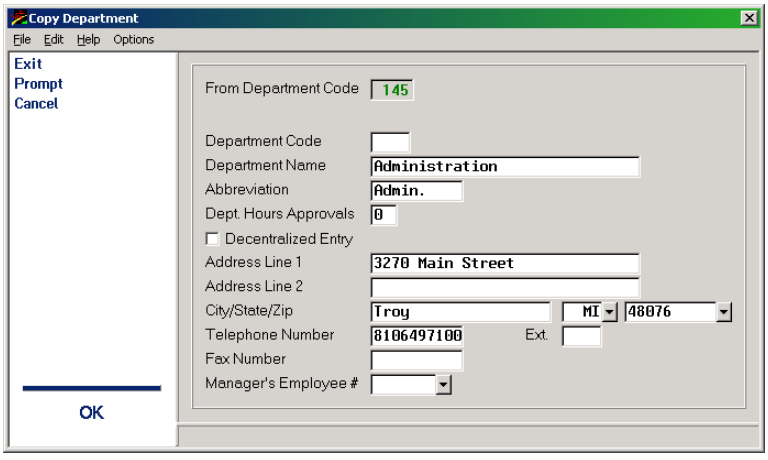
To display an existing data record, click the record you want to display, and click the **Display** button. You will see a screen like the following:



A display-only screen like the one above will appear. Data cannot be added to, or deleted from, a display screen.

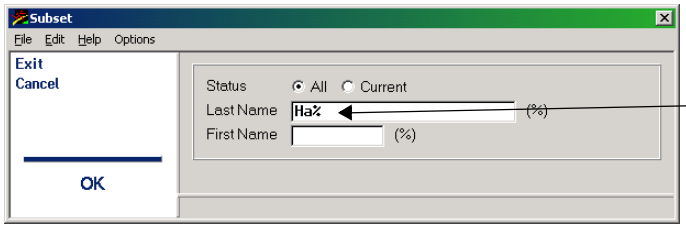
Copy a record

To add a new record by copying an existing record, click the record you want to copy, and click the **Copy** button. You will see a screen like the following:



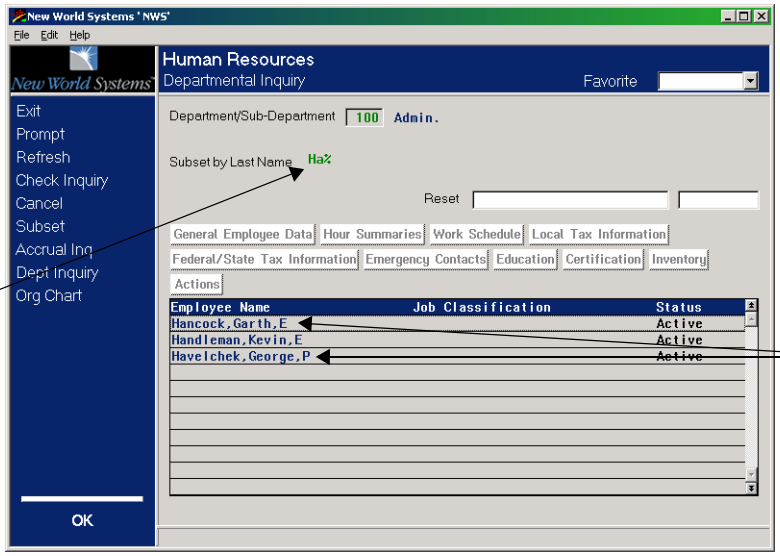
Wildcard Searches

The **Subset** functions of selected prompts and *Work with* screens provide a search feature that uses the percent symbol (**%**) as a wildcard character. Any Subset field that shows the percent (**%**) symbol to its right may be used in a wildcard search. Following are examples of how this feature works using the Subset function of the *Departmental Inquiry* screen:



Ha% typed in ***Last Name*** field.

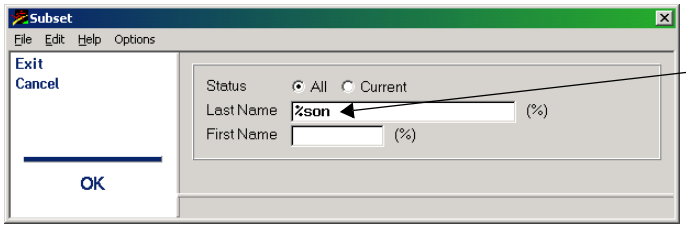
If you want the screen to show all employee last names that begin with the letters, *Ha*, type **Ha%** in the ***Last Name*** field, and click **OK**:



Current subset by Last Name, **Ha%**, shown near top left corner of screen.

Departmental Inquiry showing all employee last names that begin with *Ha*.

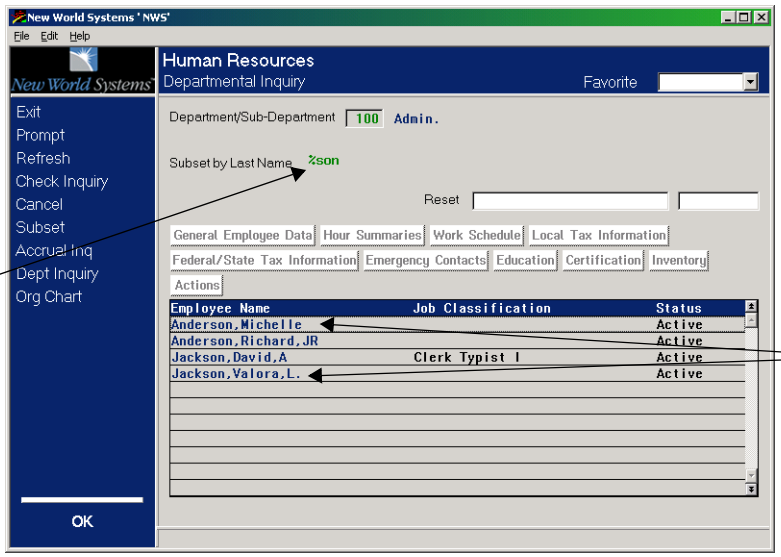
The current subset (**Ha%**) of the *Departmental Inquiry* screen is displayed as the active subset near the top left corner of the screen. Until changed, the active subset will remain all last names that begin with *Ha*.



%son typed in the ***Last Name*** field.

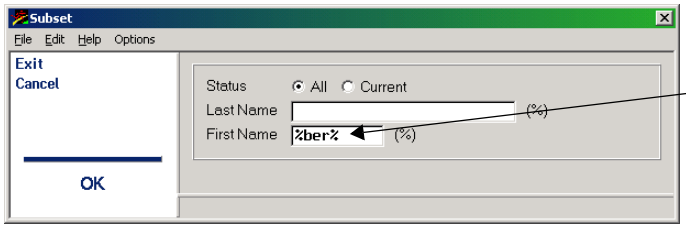
If you want to show all employee last names that end in *son*, type **%son** in the ***Last Name*** field of the Subset screen, and click **OK**:

Current subset by Last Name, **%son**, shown near top left corner of screen.



Departmental Inquiry showing all employee last names that end in *son*.

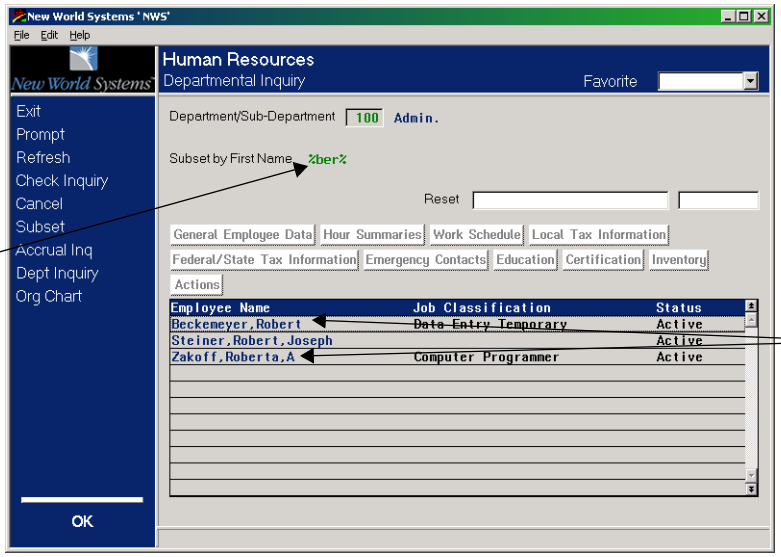
The current subset (**%son**) of the *Departmental Inquiry* screen is displayed as the active subset near the top left corner of the screen. Until changed, the active subset will remain all employee last names that end in *son*.



%ber% typed in ***First Name*** field.

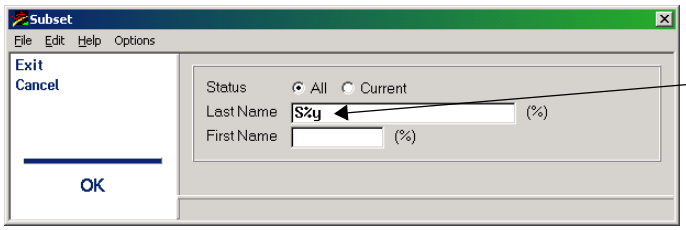
If you want to show all employees with first names that contain the consecutive letters, *ber*, type **%ber%** in the ***First Name*** field of the Subset screen, and click **OK**:

Current subset by First Name, **%son%**, shown near top left corner of screen.

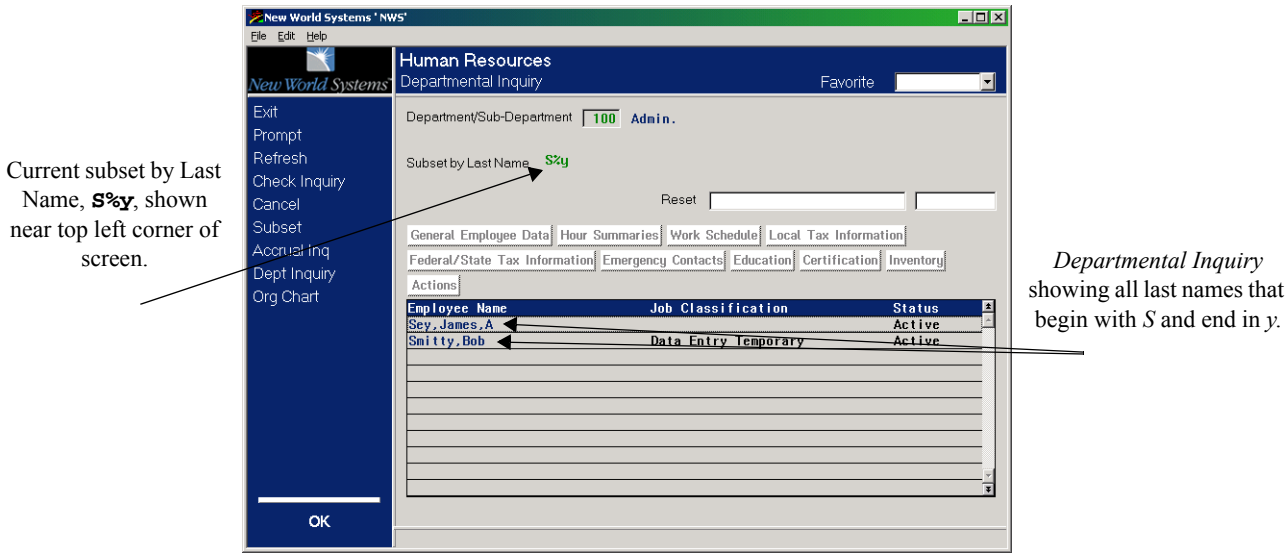


Departmental Inquiry showing all first names that contain the consecutive letters, *ber*.

The current subset (**%ber%**) of the *Departmental Inquiry* screen is displayed as the active subset near the top left corner of the screen. Until changed, the active subset will remain all employee first names that contain the consecutive letters, *ber*.



You also may use the wildcard **%** symbol to show all names that begin with one letter, such as *S*, and end in another, such as *y*. To do so, type **S%y** in the ***Last Name*** field of the Subset screen, and click **OK**:



The current subset (**S%y**) of the *Departmental Inquiry* screen is displayed as the active subset near the top left corner of the screen. Until changed, the active subset will remain all employee last names that begin with *S* and end in *y*.

In addition to *Departmental Inquiry*, the following screens offer the new Wildcard feature:

Screen	Screen Number	Wildcard Field(s)
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***

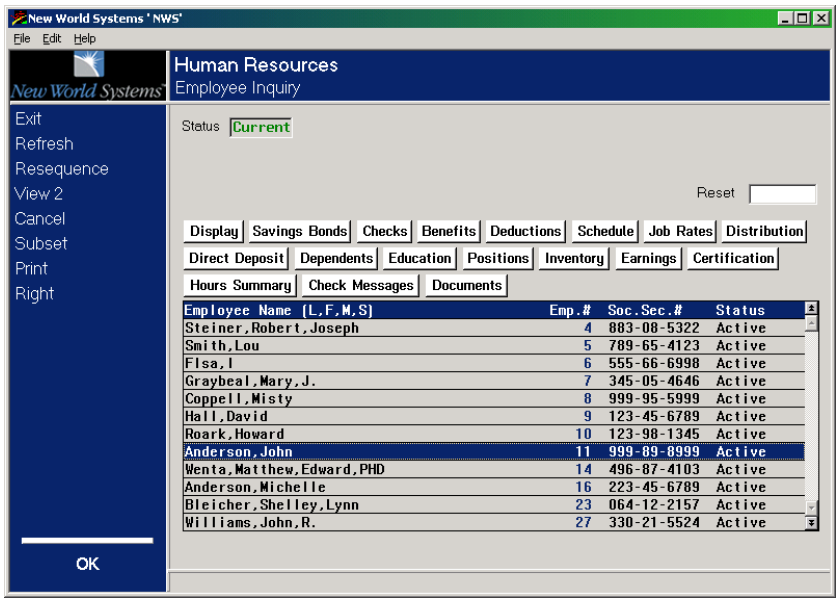
Screen	Screen Number	Wildcard Field(s)
Work with G/L Accounts	GL0510	***Account Description***
G/L Account Prompt	GL0660	***Description***
Work with Vendors	GL0860	***Vendor Name***
Vendor Prompt	GL0980	***Vendor Name, Vendor Contact Name***
Financial Inquiry	GL1300	***Subset by Description***
Work with Employees	HR1070	***Last Name, First Name***
Employee Prompt	HR1095	***Employee Name***
Work with Employee Hours	HR2020	***Last Name, First Name***
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***

Full Exit

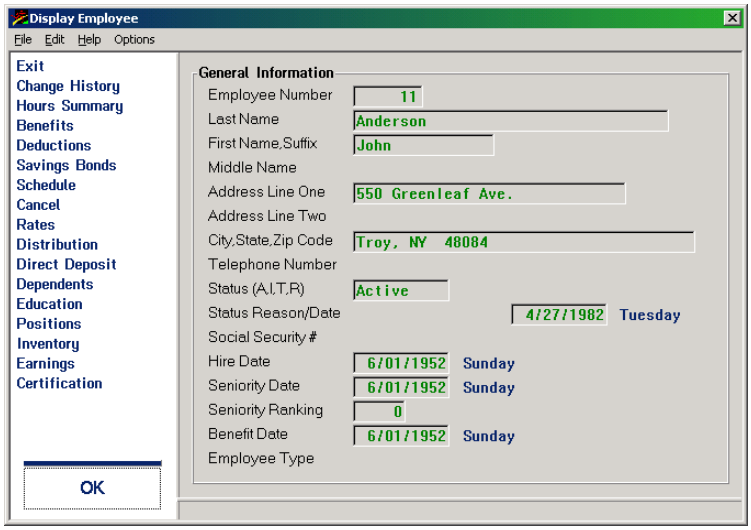
If you have entered through a series of Inquiry screens and need to return to the originating screen, the **Full Exit** function lets you do so in one step.

The following is a brief example of how this function may be used:

1. From the *Payroll System Main Menu*, select *Inquiry*.
2. Select *Employee Inquiry*:

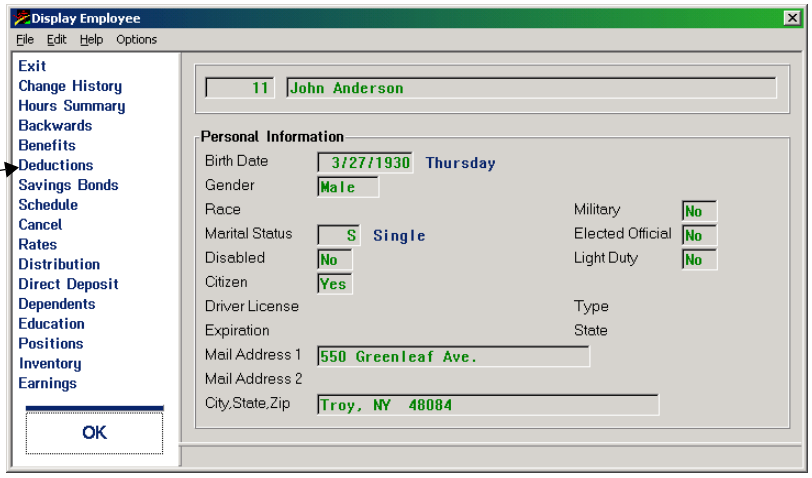


3. Select the employee record you want, and click **Display**. The first *Display Employee* screen will be displayed:



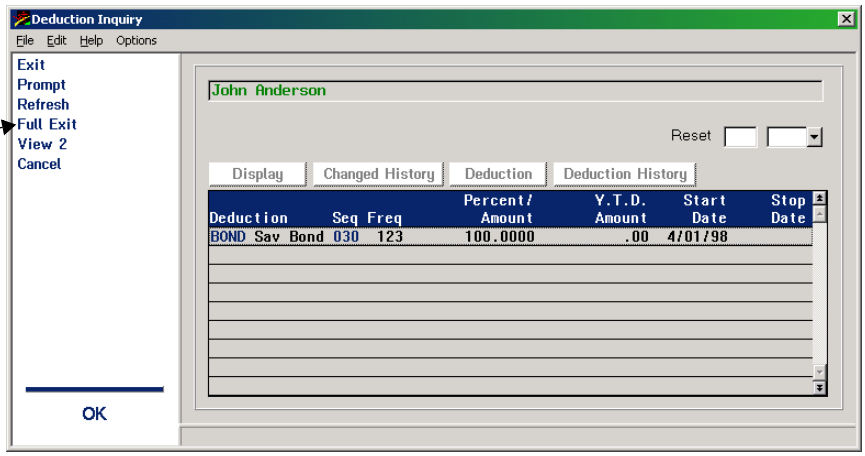
4. Click **OK** to go to the second *Display Employee* screen:

Deductions button

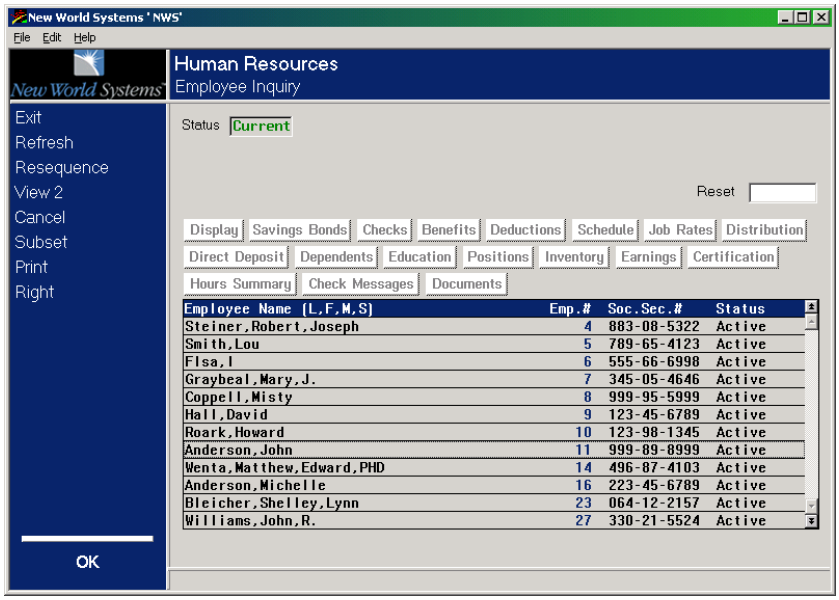


5. Click the **Deductions** button. The *Deduction Inquiry* screen will be displayed:

Full Exit button



6. Click **Full Exit**. The original *Employee Inquiry* screen will be redisplayed:



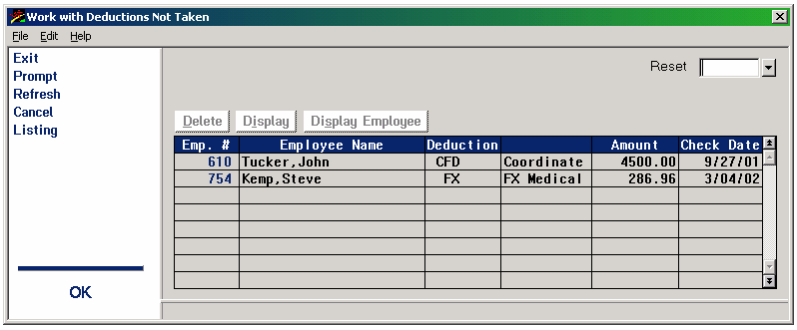
Standard Graphical User Interface (GUI) Features

Please use this section to get acquainted with New World's Graphical User Interface (GUI) format and learn about how to select the data you want.

Buttons

Buttons perform functions previously assigned to option numbers and function keys. The buttons that duplicate function key tasks will appear on the left side of your screen, as **Exit**, **Prompt** and **Cancel** do on preceding screens. The buttons that duplicate option numbers will appear above the list of records. The **OK** button on the bottom left of the screen functions the same as pressing **<Enter>**.

Here is a sample of a screen where the options are represented by buttons:



When you first enter a screen, such as the one above, the buttons are "grayed out," or not available for selection. This is because you have not yet selected an item to work with. To select an item, click anywhere on the row of the item you want to select. This action will activate the buttons, and you may then select one to work with a particular set of data (such as Change, Delete, etc., in the example above).

Prompt Arrow

A prompt arrow looks like the following:



A standard prompt arrow is displayed at the right of a field. When you click the arrow, a drop-down list of available entries is displayed. You may then select an entry to populate the field.

Check Box

A check box lets you mark an item for selection. An example of a check box appears below:



The item here is considered a separate field, although some screens may group check boxes. To select an item, click inside the box. A check will appear, as in the check box above. If you select the wrong item by mistake, click the box again to remove the check.

Radio Set

A radio set is used to group a related list of options of which you must choose one. A radio set looks like the following:



Standard Functions

Payroll lets you use buttons to perform operations. Buttons appear on the main area of the screen and along the left side and take you from one function/module to another. Depending on where you are in the system, each button is designed to perform in a specific way. Refer to the list on the left side of the screen to see which functions are currently available. If you let the cursor hover over the option, the function key equivalent will display. Below is a list of the most common buttons found in the *Payroll System*.

Help

To view overview help text for a screen, click **Help**, then **Window Help** at the top of your screen. To view help text for a data entry field, place the cursor anywhere in that field and press **<F1>**. To exit help, click **Exit** or **Cancel**.

Exit and Cancel

In most situations, click either button when you want to return to the preceding screen without saving your latest entries on the current screen; however, if you click the **Exit** button while processing multiple transactions from a "Work with" screen, the system returns you to that screen, where the next unprocessed transaction is positioned at the top. If you click the **Cancel** button in the same situation, the system takes you directly to the next unprocessed transaction.

For example, assume you were inside a "Work with" screen. You highlight two records and click the **Delete** button. When the "Delete" screen for the first record appears, you decide you do not want to delete this record. If you click the **Exit** button, you will return to the "Work with" screen and the record will not be deleted. If you click the **Cancel** button, the record will not be deleted, but you will advance to the "Delete" screen for the second record.

Prompt

Wherever a prompt arrow appears to the right of a data entry field, you may click the arrow to display and choose from a list of valid entries:



Refresh

Click the **Refresh** button to update the current "Work with" screen with information that has been recently added, changed or deleted.

Add

From almost any "Work with" screen, click the **Add** button to create a new record and add it to the "Work with" screen.

Backward

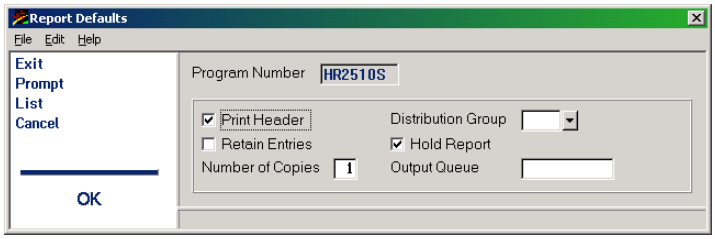
Some maintenance programs have more than one screen. When you are in a maintenance program with more than one screen, you may click the **Backward** button to go back to the preceding screen. This function, however, is not offered on all screens.

Resequence

You may change the ordering scheme of the records listed on a "Work with" by clicking the **Resequence** button. This will toggle the display between different ordering schemes or will open a screen with several reset fields to select from.

Report Defaults

Many report screens in the *Payroll System* have a function called Defaults. Click the **Defaults** button to access the "Report Defaults" screen, where you may change the printing defaults for a report. The figure below is an example of the "Report Defaults" screen:



The original defaults that appear for each report have been set up through the System Administrator Menu. To change the original defaults for a report:

1. From the System Administrator Menu, click **Security**.
2. Click *Work with Report Defaults*.
3. Select the report you want, and click **Change**. The Report Defaults screen for that report will appear.
4. After making your changes, click **OK** to save them. From that point, whenever a user selects the **Defaults** function for that report, the new defaults will appear.

Print

From many "Work with" screens, you may click the **Print** button to submit a listing or report for printing. Most of the time, a small confirmation window with data entry fields will appear; occasionally, the report will be submitted for printing without confirmation.

Other Standard Functions

Additional standard functions are used in the *Payroll System*. The following section describes some of the most frequently used keys.

OK

Click the **OK** button to save the entries you made on a screen or to make a program perform a task.

<Tab>

Whenever you fill a data entry field, press the **<Tab>** key to clear the rest of the field and move the cursor automatically to the next one. Most data entry requires this step. This key also right-justifies all numeric and table fields.

Scroll Buttons

Most displays on "Work with" screens will require that you scroll through data to view all of it or to find a particular record. These displays will make use of scroll bars on the right side of the screen. Click the down or up arrows to move through the display. The system displays messages to let you know when you have reached the top or bottom of the record list. These buttons are generally used on "Work with" screens that contain numerous records.

Data Entry Fields

In maintenance screens, data fields are the blank areas where you type information. Data fields may be one or more of the following types:

- Required fields
- Promptable fields
- Validated fields
- Informational fields

Required Fields

Required fields must contain data before you can add a new record or advance to another screen. If you click **OK** to add a record before completing a required field, the field will be highlighted and an error message will appear at the bottom of the screen.

Promptable Fields

These fields may be "prompted" to display a list, or table, of valid entries for that field. You may choose an entry from that list. A promptable field is identified by a drop-down arrow to the right of the field. To "prompt" a promptable field, place the cursor in the field and click the

drop-down arrow next to it. A table or prompt will appear where you may select a valid entry. After an entry is selected, the table or prompt will disappear, and the entry you selected will appear in the field you prompted.

NOTE

If you prompt a field that already contains an entry and decide to exit the prompt without making a selection, the previous entry will be cleared.

Validated Fields

The system checks validated fields to ensure that you type information in the proper format. For example, the system validates all promptable fields against codes found in their corresponding tables. Other validated fields include the following:

Date Fields

Use only numbers and omit spaces, as in these examples for January 10, 2004, and October 1, 2004, respectively:

011004 or 01102004

100104 or 10012004

Ranges are used in many places throughout the *Payroll System*, particularly in report programs. Most range fields include a "From" and "Thru" in the field names, as in this example:



All data that falls within the From and Thru range will be included in the program you run. To specify one date, type the date in both fields. You also have the option of using the Calendar Date Prompt when typing dates.

Phone Numbers

Include the area code and omit spaces, dashes and parentheses when typing phone numbers. For example, (248) 269-1000 would be typed as **2482691000**.

Time Entries

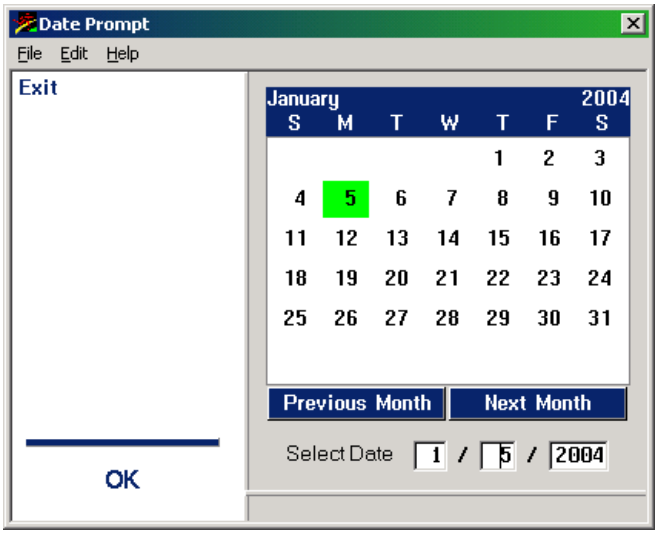
Use the 24-hour clock and the HHMMSS (Hours, Minutes, Seconds) for all time entries. For example, 2:40:09 a.m. would be typed as **24009**, and 2:40:09 p.m. would be typed as **144009**. *Note: Seconds are required for all time entry fields that are six characters in length*.

Informational Fields

Informational fields are data fields that are not required, promptable or validated. These fields also may be called optional because they do not need to be completed.

Calendar Date Prompt

The Calendar Date Prompt appears when you click the down arrow from a date field. Each time you go to the Calendar Date Prompt, the current month and year will be displayed, with today's date highlighted. Use the **Previous Month** button to select the previous month, the **Next Month** button to display the next month. Click the date you want, and the value will be displayed in the ***Select Date*** field:

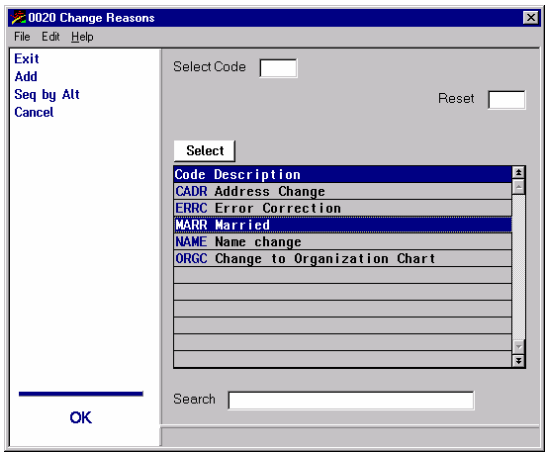


You also may use the ***Select Date*** field to type the day of the month you want to use. The ***Month/Year*** fields are defaulted with the current month and year, but you may change these fields if needed. Click **OK** once you have selected the appropriate date. The date you selected will appear in the date field you prompted.

Tables and Table Codes

Throughout the *Payroll System*, tables and table codes are used to standardize entries you will make during the processing of payroll records and related information. All tables contain table codes.

Any field with a down arrow next to it will access a table and its table codes when you prompt that field by clicking the arrow. Here is an example of a prompted table:



Once the list of codes is displayed, choose a code by clicking anywhere on the row of the one you want, and clicking the **Select** button. You also may double-click anywhere on the row you want to select it. If you are unsure which code you want, click one and then click the **Display** button to view more details. The screen on which you were typing information will reappear with the code you selected shown in the field you prompted.