How to do an online demo of PROMPT Business System

Requirements

A PC connected to the Internet using the Windows Operating System versions 9x/ME/NT/2K/XP.

Download

Download and install a free "Try Me" copy of Alphacom terminal emulation software from www.omnicomtech.com.

Printing

For simplicity all printing is suppressed in the demo.

Setup instructions

1. Use the parameters defined below to setup the Alphacom software.
2. After you launch Alphacom click on **File**
3. Click **New Session** and you will get a drop down box
   Chose **TCP/IP Telnet Connection** and click **ok**
4. Click **Configure** then **Communications** and you will get a **Telnet** drop down box:
   Enter the Host Name: 199.1.132.154
5. Click **Advanced** and enter the following:
   Terminal Port: 7007
   Terminal Type: ibm3151
   Auto-activity, etc : 5
6. Click **ok** to accept Advanced, then click **ok** to accept Telnet
7. Again, click **Configure** then **Terminal** and you will get a **Terminal settings** drop down box. Enter or select these parameters:
   Emulation: IBM3151
   Check Mark these features: Autowrap, Display Errors, Scroll bars
8. Click **Advanced** and enter or select the following:
   International Character Set: United States
   Scrollback buffer lines: 0
   Screen Columns: 80
   Screen Rolls: 24
9. Click **ok** to accept Advanced, then click **ok** to accept Terminal Settings.
10. Click **Configure** then **Color** and use these settings or do your own:
    Color Map: Standard
    Check Mark – Map colors to character attributes

Normal Color:	Default	On:	Dark Blue
Reverse Color:	Default	On:	Default
Bold Color:	Yellow	On:	Dark Blue
Underline Color:	Default	On:	Default
Blink Color:	Default	On:	Default
Dim Color:	Default	On:	Default

11. Click **ok** to accept **Color** and the settings are complete.
12. Click **Sessions** then click **Connect** and you should see:

    Attempting connections to 204.118.77.102 port 7007

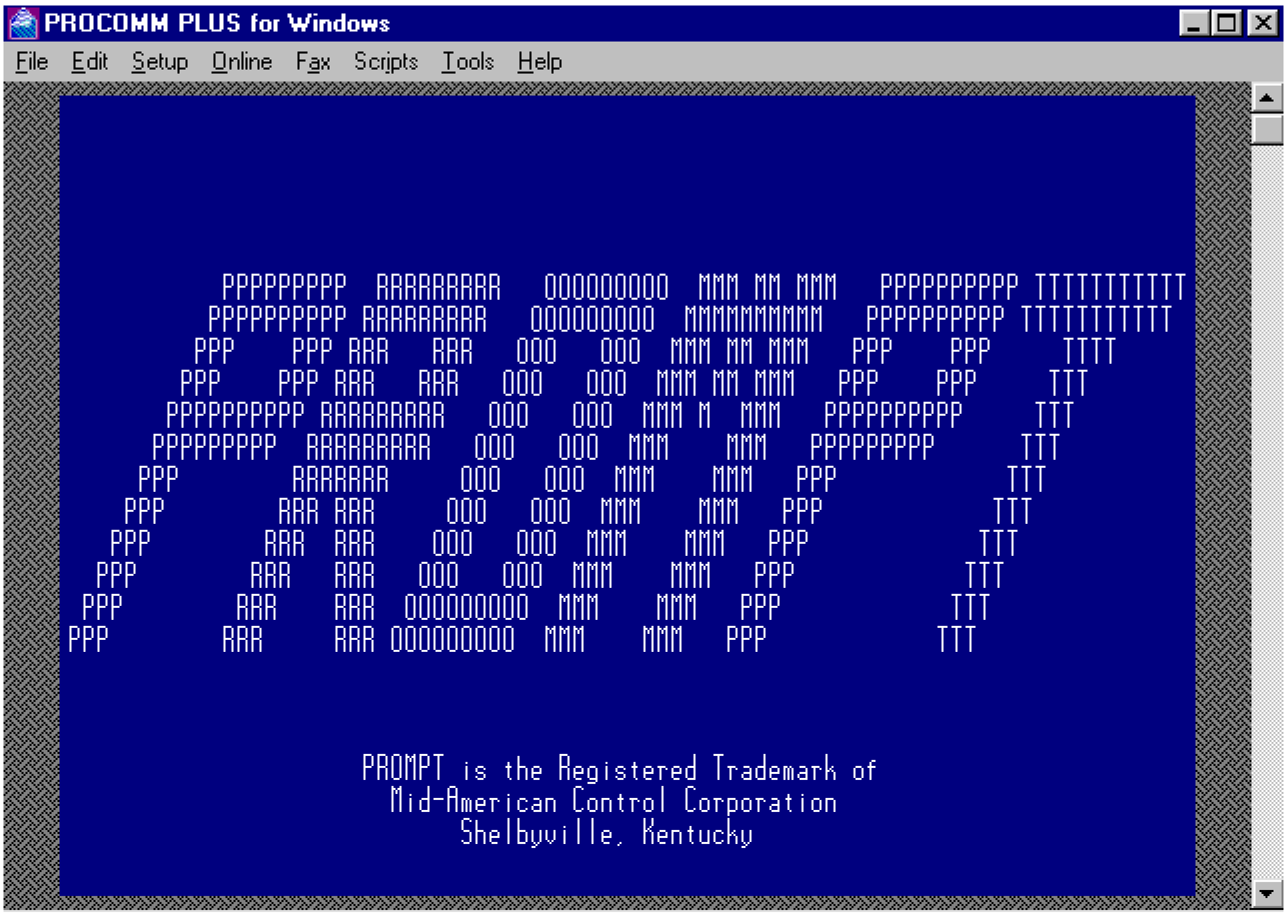
    Connected

    Next the PROMPT User ID and Password Screen Should Appear.
    If not press the **F7** key and it will appear.
    Otherwise call 502-695-2033 for assistance.

PROMPT BUSINESS SYSTEM on line demo

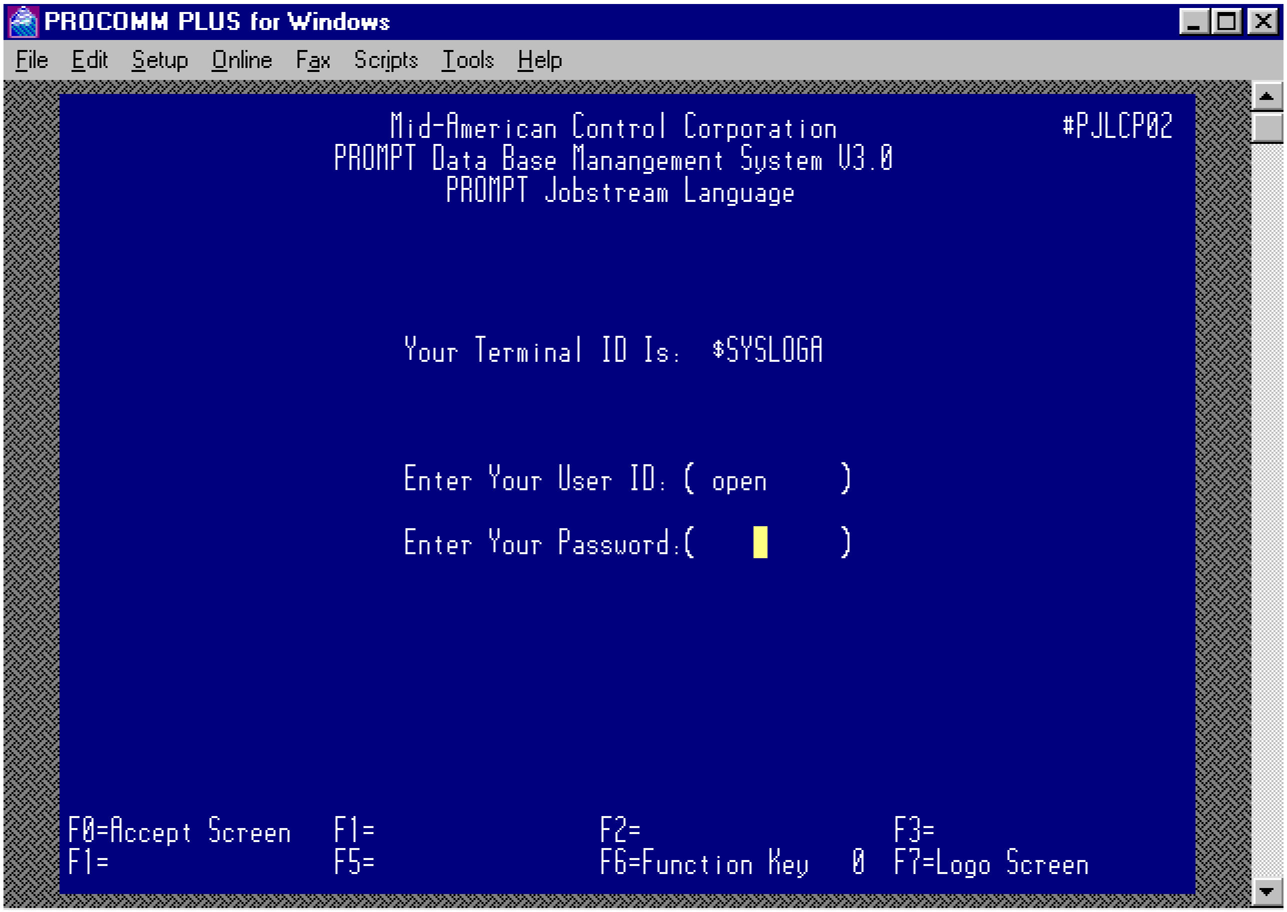
Log in to PROMPT Business System – Master Menu

You will be at the PROMPT security screen as shown below:



Press the enter key and a logon screen like the one on the next page will appear.

This is the PROMPT logon screen.



The cursor will be ready for your user ID, which is **open.** Then press the **TAB KEY** and enter the password **demo**, then press **enter**.

If this does not work, it is probably because you did not press the TAB KEY after entering the User ID. Do it exactly as instructed! You will arrive at the menu shown on the next page.

This is the PROMPT Business System Master menu.

We have prepared detail instructions will help you view the menus and familiarize you with most often used features of PROMPT Business System.

PROMPT Business System - Master Menu
The master menu reveals the subsystems of the PROMPT Business System. The first exercise is to look through the menus to get a feel of the System.

This is done by selecting each menu option then looking at the list of options offered on the menus. For example, at the prompt “Enter Option” type **mk** and press the **enter key**. The PROMPT Marketing and Word Processing, Main Menu will appear showing each menu option.

Select option **3** – Display Marketing Maintenance Menu, and press **enter**, to see a menu that offers 6 options for maintenance of files relating to the customer and prospect database.

Press **F7** one time and you will return to the Marketing and Word Processing, Main Menu, then press **F7** one more time to return to the Master Menu.

You have now been trained to navigate the menus so have a look at the others to get a feel for the system, or go direct to **detail instructions** below. One warning, if you are at the Master Menu and press F7 you will have logged out of the PROMPT Business System, but will still be connected to the server.

Should this occur, to log back in, press **enter** to get the user ID and Password screen. Next enter the ID **open**, then press the tab key and enter the password **demo** and press **enter** to return to the Master Menu.

When you finish a demo session please press **F7** continually until you return to the Prompt Security screen. At that point you can either minimize the Alpha Com program or terminate the connection closing the Alpha Com program by clicking **session** then click **disconnect**.

Detail instructions

Customer account database

1. From the PROMPT Business System Master Menu select option **mk** and press **enter**
2. Next select option **2** – Add, Change, Delete Prospects, and press **enter**
3. The program automatically stops on the session date, just press **enter** and you will arrive at the ten program options.
4. Select program option **1** = Inquire/Maintain, and press **enter**
5. To Search for a Customer, Press the **F1** key.
6. At the prompt “Search For Name” type **shelby** and press **enter**.
7. You will see a list of accounts that begin with the name Shelby.
8. Press the **tab key** and advance the cursor down the Cmd column to account number 450 Shelby Manufacturing.
9. Next Press **F7** and you will return to the Customer Inquiry screen with customer 450 selected from the previous search screen.
10. Press **enter** and the screen presents a maintenance opportunity.
11. Press the **tab key** continually until the cursor is on (SP) of Source.
12. Press **F2** and a display of Advertising Source Codes will appear in a window in the lower left of the screen.
13. Source codes are user defined, as are the other customer account identifiers that are: SIC (Standard Industry Codes), Territory Numbers, Account Groups (such as company divisions), Salesperson Numbers and Status Codes.
14. To see how maintenance works, tab to Sls and press **F2** to view a list of salespersons and press **F3** to view more. Notice on the bottom of the screen **F2** is labeled Page Codes Rev and **F3** Page Codes Fwd. You are not required to press these keys to change data, just to see the code master files. Change the 2 to **4** and press **F4**. The update will occur and the screen change back to an inquiry screen.

15. To make a change to data on the right side of the screen press **enter** twice and the cursor will appear in this window. Press **tab** to terms then press **F2** to display valid codes. Change the 30 to **7** and press **enter.**
16. Next, we are going to change the document routing address so you can email a sample invoice to you when you demo the order processing explained below. To accomplish this press **F1** and type **shelby**. Tab to 670 Shelby Meat, Inc and press **F7**. Press **enter**, then tab to "Doc" where you will see "www.garvin@prompt-usa.com". Replace the garvin@prompt-usa.com with your email address and press **F4**. Be sure to keep the prefix "www."
17. Press **F7** to return to the options screen, then select option **3** = Notes
18. Tab to last contact date and clear it with the space bar. Next enter a Follow Up date 10 days from now such as **02/15/03**, then press **tab** to Note and type: **Call Pete about the improvements to 350.** Then press **enter**. You have now entered a customer note and set a follow up date to contact this customer.
19. Press **F7** to return to the program options.
20. Select Option **6** or **7** or **8** and you will get a security restriction message meaning the user does not have clearance to use these program options.
21. Press **F7** twice and return to the Marketing and Wordprocessing Main Menu.

Customer Prospect Query Facility.

1. Select menu option **5** – Customer/Prospect Query Facility
2. Press the **down arrow** key 3 times and you will be at salesperson
3. Press **F4** to search codes then press **F3** to view salesperson codes
4. Press **tab** twice and you will be beside code 2 = Roger Black
5. Press **F1** and this code is selected, press **F7** and return to the 1st screen
6. Press the **down arrow** key 3 times and enter **=**
7. You have set up a Query to determine how many customers are assigned to Roger Black. Press **enter**, respond with **Y** and press **enter**
8. The answer is **6 records counted**
9. If you wanted a report of who these customers are you would answer the question "Create Report File?" **Y** before running the Query.
10. This Facility allows analysis of the customer information database in a variety of ways.
11. Press **F7** and return to the Marketing and Wordprocessing Main Menu.
12. Options 6 – 9 are for printing the results of a Customer database Query
13. Press **F7** and return to the Prompt Business System Master Menu

Order Processing – Sales, Quotes and Work Orders.

1. From the PROMPT Business System Master Menu select option **op**
2. Next select option **1** – Sales Order Processing
3. The program automatically puts a **2** in the option so just press **enter** and you will be at the Customer# prompt ready to begin a Sale, Quote or Work Order.

4. To Search for a Customer, Press the **F1** key.
5. At the prompt “Search For Name” type **shelby** and press **enter**.
6. You will see a list of accounts that begin with the name Shelby.
7. Press the **tab key** and advance the cursor down the Cmd column to account number 670 Shelby Meat, Inc.
8. Next Press **F7** and you will return to the Sales Order Entry screen with the customer selected from the previous screen.

Customer Information

9. Press the **enter key** and the cursor will advance to the prompt for Slsprsn#. At this point you have several options:
    A. You can press **F2** or **F3** to locate a different salesperson for this sale transaction.
    B. You can press **F4** to maintain account information. It is important to point out that this feature can be restricted if desired by turning on a higher level of security. If you opened this window, press **enter** to accept any changes made, and close the window. You should now be back to Slsprsn#.
    C. You can press the **tab key** and advance to “Terms” which can be scrolled with **F2** or **F3** to modify the terms for this sale only. Like explained above this feature can be restricted, if desired. Also, you can modify advertising source if the order resulted from an ad campaign.
    D. You will see a customer NOTE on the lower section of the screen regarding the need to improve service to the account. You may choose to press **F1** to view the full notes screen as only the last line of customer notes is shown on the order screen. If you chose the F1 option, press **F7** to return to the Sales Order Entry Screen.
    E. Finally, you could press **F6** for an instant Credit Inquiry. Press **enter** to advance the cursor to SKU number
10. Obviously, you don’t have to use all of these features if you need to quickly enter an order for a customer standing at the sales counter. You first get their account number and press enter twice and you are ready for Product Information.

Product Information

11. At this point the cursor should be under SKU (Stock Keeping Unit) number and is waiting for the entry of the number. If you are using bar code equipment this is the point where the product is scanned.
12. If the product number is known you simply enter it, for example type **3200** then press the **enter key** and the cursor will advance to quantity. Press **enter** which is automatic for a quantity of one, otherwise enter the quantity. The cursor will advance to PC that means “Price Code”.

Price levels per product (Plus much more with special customer pricing) Press **F6** to see all prices, and any code 1-9 entered will give the price shown. If you want to tell the computer the price to use, enter a price code of **0** and press **enter**, then enter the price (for example 12. for $12.00) and press **enter** again to extend the line, and position the cursor for the next SKU entry.

13. When the cursor is ready for SKU Number, if the product number is not known, press **F1** to search for the number. You will get a prompt to enter the "Search For Name". Type **paint** and press enter to get a list of all paint items. You will notice the paint items are follower by pears, then pendants as the search is an alphabetic search for product by search name.
14. The product search works just like the customer search. Press the **tab key** until it is to the left of the desired product, for example Varnish Remover, then press **F7** to return to the sales screen with the desired selection. Press **enter**, etc and complete the line for SKU 2256

Order Settlement

15. When all items are entered on an order, enter a period like this **.** (instead of an SKU) and press the **enter key** and the order settlement screen will appear.
16. Based on the set-up options chosen, this screen positions the cursor on the Ship Via method and as previously explained **F2** or **F3** can be used to scroll the Ship Via options.
17. Press the **tab key** three times to advance to the "Freight" field, enter **10** for a $10 Freight charge and press the **enter key**. The "Pkg Cnt" field is for entry of the number of shipping labels to be printed for an order to be shipped via UPS or Federal Express.
18. Next the prompt for PO number appears. Enter a make believe PO Number such as 1265 and press **enter** and the cursor will advance to Complete/Hold/Pay? with a **c** automatically entered. Press the **enter key** and the order is final. This means the invoice prints, and Accounts Receivable is immediately updated. The screen will stay put until you press the **enter key** then you are ready for the next sales order. Assuming you changed the email address in the customer file as previously explained, check your email to view the invoice just sent.

Order Search

19. Pretend that some time has passed and a question arises about the sale just made to Shelby Meat, Inc.
    The cursor is setting on Customer# (   ) Press **F4** and the cursor will shift to Order Number (   ) Press **F1** for Order Search
20. Press **tab** four times and it will be in the Cmd column beside order number 92. Press **F6** and you can view the order lines.

21. Press **F7** twice and then **F4** and you will be back ready to enter a new order.

More details about Order Search

22. When the cursor is setting on Customer# ( ) Press **F4** and the cursor will shift to Order Number ( ) Press **F1** for Order Search as explained above, the cursor will be under Search Name for you to enter a customer name.
You can enter a search name such as Shelby Meat or you can change the search rules by pressing **F1**. For example if you press F1 one time the search rules change to search for reference. This means you can search for an order reference such as 1265 the PO number given by Shelby Meat.
23. If you do not press F1 to search by reference, you would type a customer name such as **shelby meat** then press **tab**.
24. The cursor will go to the first letter of order type, either Held or Closed. To search for a closed order for Shelby Meat, you would type a **c** if not already there and press **enter**, or to search for a held order for Shelby Meat you would type an **h** and Press enter.
25. Next the screen will display a page of closed or held sales orders based on the above entry of **c** or **h** and the cursor will be in the Cmd (command) column to the left of the most recent sales order for the requested customer. (If less than a page of orders the cursor is on the first line of the cmd column)
26. Place the cursor in the cmd column on the line of the order you wish to view, press **F6** and the sales order lines will be displayed. If the order is a multiple page order **F3** and **F2** Display Forward and Reverse
27. To see the previous Shelby Meat (we assume you chose their sales order) Press **F5** or press **F6** to see the next Shelby Meat sales order. Each time you press F5 you go back one order, and F6 reverses the process.
28. Use **F7** to backup 1 screen, and press **F7** again to return to the sales order entry screen

Obviously there are many more features to the sales order entry program but we have demonstrated some of the primary features. For those who want to go deeper go back to the order entry screen where you enter the SKU number and try these SKU numbers that are briefly explained below:

COM Entry of a text comment
COMA Used by tire stores to enter information about a vehicle
COMR Another predefined comment -You can make your own
100 A superceded part number. In this example SKU 100 has been superceded by SKU 200 and it has been superceded by SKU 360.
360 This SKU is sold in alternate units therefore the cursor stops on unit to allow pressing **F4** to change unit or otherwise press **enter**
LAB Labor – there is no stock count associated with this SKU

NS A non stock – you must enter the description and price and you can use the lot/serial number prompt to enter the actual SKU of the product you are selling that is not entered into the inventory master file

770 Enter this SKU for any customer other than customer 770, then enter it for customer 770 to see how special customer pricing works

***MERGE** Allows copying another sales order into this sales order

If you are working on a sales order and just want to quit, press **F5** when ready to type an SKU number and this places the order in the Open file and allows you to exit the sales order entry program.

Before leaving Sales Order Processing we will review three menus. Press **F7** until you are on the PROMPT Order Processing Main Menu.

End of day
Select option **2**—Display End of Day Menu. This option is run at the end of each day and generates reports for the days activity (refer to web site). The re-print options (2-5) are for reprint a report if the printer jammed or some other printing problem occurred. The Print Select options (6-9) allow selective printing by date and other selection parameters are provided within date. Option 8 prints a sales tax report based on the begin and end dates given. Press **F7** to exit this menu.

Batch Menu
Select option **4** – Display Batch Menu. This menu is used by companies that enter orders that are placed on hold for immediate or later delivery. Inventory pick reports are generated for these orders using menu option 5 and the merchandise is pulled for shipment. Then Menu option 1 is used to select these orders for invoicing without bringing up each order individually. Option 2 allows add on charges such as freight charges as well as payments picked up by a driver for COD orders. Option 3 allows a print for balancing prior to running Option 4 to close in mass. Press **F7** to exit this menu.

Commissions
Select option **9** – Display Commissions Menu. PROMPT provides a full commission sub-system including commission sharing such as the example of a sales manager with multiple salespersons. Press **F7** to exit this menu.

When you are finished with Sales Order Processing, press **F7** until you return to the PROMPT Business System Master Menu.

Accounts Receivable

1. Main features are at **AR** then Option **1**, then Option **1** again. Press **enter** at the session date screen to view the program options. This is the same program we accessed from the Marketing and Wordprocessing menu.

2. Select program option 6 = Payments and Adjustments
3. To search for a customer, press the **F1** key.
4. At the prompt “Search For Name” type **corpus** and press **enter**.
5. You will see a list of accounts beginning with Corpus Christi Sales.
6. Press the **tab key** and advance the cursor down the Cmd column to account number 40 Corpus Christi Sales.
7. Next Press **F7** and you will return to the Payments and Adjustments screen with the cursor at check number.
8. Type check number **123456**, press **tab** and type the amount of **1125.50** and press **enter**.
9. The cursor goes to the Cmd column. Press **tab** until you are on the line with invoice number 1000 and type **p** then press **tab** and you will be on the line of invoice number 1010, type a **p** here too and press **enter**
   You just selectively paid two invoices.
10. Next enter customer number **120**, press **tab** twice and enter check number **78910**, press **tab** and enter the payment amount of **2350.60** then press **enter**.
11. Then press **F6** and the payments will be automatically processed and the invoices closed.
12. To see a history of payments press **F5** then press **enter**.
13. Press **F7** four times to back out of the program and return to the menu

Feel free to review other program options we have not covered. Before leaving A/R we will review the end of month menu. Press **F7** until you are on the PROMPT Accounts Receivable Main Menu, then chose option 2 – Display End of Month Menu.

Option 1—Initiate End of Month is run when the last sales transaction is processed on the last day of the month. The option runs quickly and instantly thereafter sales order processing can begin for the new month. This means you have no time limit on end of month back office processing of aging invoices, printing statements and generation of reports because new month processing goes forward while old month processing is being done. All account balances including old and new month are combined for credit limit purposes during end of month processing.

When you are finished reviewing Accounts Receivable, press **F7** until you return to the PROMPT Business System Master Menu.

Inventory Control
Setup
Select menu option **IC** to go to the PROMPT Inventory Control Main Menu
Select menu option **5** – Display File Maintenance to understand product setup that begins by establishing a company in option 1. Next, you define the number of warehouses in option 2, the warehouse locations in option 3, product groups

and classes in Option 4, define the Physical Inventory count cycles in option 5 and finally enter products in option 6.

The uses of Options 7 – 24 vary from user to user depending upon the features they need to run their business. Review any or all of these menu options then Press **F7** to return to the PROMPT Inventory Control Main Menu

Purchasing

1. Select menu option **2** = Display Purchasing Menu
2. Our first exercise will be to create recommended purchase orders for the sales generated in Sales Order Processing
3. Select Purchasing menu option **1** – Generate Recommended Orders
4. Enter **SLS** as the Order Method, then press **tab** 6 times and enter **r** for replacement, press **tab** and enter **c** for closed.
5. Next press **tab** and enter today's date (assuming you did the Sales Order Processing part of this demonstration today)
6. Press **tab** to the "Summarize " question and answer with Y then press **enter**.
7. Press **enter** and you will get a message telling you how many records were generated, skipped and summarized. Press **F7** to exit the program.
8. Chose Menu option **3** – Prepare/Print Purchase Orders. Our mission is to locate the recommended order(s) generated.
9. The first thing you should notice is that the purchase Order entry program is very much like the sales order entry program. Therefore the learning curve is flat. For example the program automatically puts a **2** in the option just like when you went into sales order entry so press **enter** and you will be at the Vendor No. prompt ready to begin purchase order.
10. Press **F4** and the cursor will shift to Order Number ( ) Press **F1** for Order Search**.** At this point you do not know how many purchase orders were automatically generated or who the vendor(s) are.
11. When an automatic purchase order is generated the reference field has the word "AUTO" followed by the date generated. Therefore, simply press enter and look under the reference column for **AUTO** followed by today's date.
12. Press **tab** until you are in the Cmd column on the line with the purchase order indicating it was automatically generated today, then press **F7** and then press **enter** to position the cursor on buyer number. At this point you could change the buyer or terms, otherwise just press **enter**.
13. You should see the products on this purchase order that were the same ones sold on the sales order previously entered. You can add items to the purchase order, delete or change items as needed. It is very important to understand that the feature just explained of turning sales orders into recommended purchase orders is only one of the four methods of inventory replenishment and we have explained only one feature within this method. At this point the recommended Purchase order is just that, it is not a real PO. Press **F1** and enter the global

command ***order** then press **enter** and the recommended PO becomes a real PO with the stock placed on order. Press **F7** to exit global editing.

14. Press **F5** to place the purchase order in the held file. Make a mental or actual note of the vendor's name, as it will be needed later. Press **F7** three times to return to the Purchasing Menu and press **F7** one more time to get to the Inventory Control Main Menu.

Receiving

1. Select menu option **1** -- Display Daily Processing then select menu option **1** – Daily Functions
2. Enter Company number **1** and press **enter**, then enter your initials and press **enter** and you will see a list of program options
3. Our first exercise will be to receive the Purchase order you just created
4. Select program option 0 – Receive. Next press **F5** = Order Search and then Press **enter** to display held (open) purchase orders.
5. Press **tab** and get on the same line as the **AUTO** purchase order with today's date, then press **F7**. Make a note of the PO number for use later.
6. To simply receive all, press **F1** and then press **enter** and all lines for the purchase order will be received.
7. Press **F7** then **F5** to see the Location inquiry for the last SKU received
8. Press **F7**, enter Option **11**and press **enter** to see the warehouse inquiry. If this SKU were in multiple warehouses each Warehouse would show down the screen with the quantities displayed across the screen.
9. Press **F7** three times to return to the Inventory Daily Processing menu
10. To return to the PROMPT Business System Menu press **F7** twise.

Accounts Payable

1. Main features are at **AP** then Option **1**. Press **enter** at Company Number to use. Press **enter** again at the session date screen to view the program options. You will immediately observe that the design is very similar to the main Accounts Receivable program as options 0 – 4 are to vendors what the Accounts Receivable options 0 - 4 are to customers
2. Select program option **5** = Invoice Entry/Maintenance to enter the invoice for the Purchase Order we previously received.
3. Press **F1** to search for the vendor name.
4. At the prompt "Search For Name" type the vendor name used above. in the Purchasing demo, and press **enter**.
5. You will see a list of vendors that should include the desired vendor.
6. Press the **tab key** and advance the cursor down the Cmd column to be beside the desired vendor.
7. Next Press **F7** and you will return to the Invoice Entry/Maintenance screen with the cursor at vendor number, press tab twice to get to invoice no.
8. Type invoice number **123456**, press **tab** until you are in the PO# field and type the PO number you received above and press **enter**.

9. The screen should be automatically filled in and all you have to do is press **F1** for next invoice number.
10. Press **F7** then chose program option 6 = On-Line Select and quick Pay Check. This screen is used to select invoices of a vendor for quick pay.
11. Press **F7** then chose program option 9 = Batch Select and print checks. This screen is used to select multiple vendors for payment based on invoice due dates and print the checks batch rather than one at a time.
12. Press **F7** and return to the program options screen to review any other options you desire.
13. If you are ready for a special task, let's change the email address for a PO to your email and send you a PO. Choose option 1 then press F3 to get to vendor 100. Next press enter twice, then tab to "DOC" and change garvin@prompt-usa.com to your email. After you finish the AP demo, go back to Purchasing to enter and print a PO for vendor 100, and it will appear in your email.
14. Press **F7** twice and you will be at the Accounts Payable main menu, then press **F7** to return to the PROMPT Business System Master menu.

Payroll

1. Select master menu option **PR** and you will see the four payroll system menus
2. Select menu option **1** press **enter**, to go to the Payroll File Maintenance menu. Select Option **1** and press **enter** and you will see a sample employee John Salary. Press **F3** and you will see another sample employee Mary Hourly.
3. Press **F7** to return to the File Maintenance menu.
4. Select menu option **2** and press **enter** to go to the payroll Transaction File Enter/Maintain program.
5. You will observe that John Salary is paid an annual salary of $36,000. Press **F3** and you will see a Health Insurance Deduction for $25.00. Press **F3** and you will see a tax exempt retirement deduction of 5%. Press **F3** until you see transaction code 101 for Mary Hourly. Her regular pay rate is $15 per hour. Press **F3** again and you will see that her overtime rate is $22.50 per hour. Press **F3** and you will see a heal;th insurance deduction for $25 and press **F3** to see a tax exempt retirement deduction of 5%. This illustrates the basic setup for both salaried and hourly employees.
6. Press **F7** twice to get back to the Payroll Main Menu. Then chose option **2** Display Run Cycle Menu and press **enter.**
7. We will now explain what is required to run a payroll. Assuming there are some hourly employees, you would enter the time records in menu option 1 Process Exceptions. Here you would also enter payments for bonus or commissions that could apply to either salaried or hourly employees.
8. Next, you would print and review the exceptions if desired to proof the data entry.

9. Then you would run menu option 3 to calculate payroll and this option prints a proof report for review prior to printing checks. From this point you can make corrections to data entry and rerun Payroll Calculation until it is correct.
10. Next you print checks using option 4, print registers and other required reports using menu options 5 – 7 and finally run the update using menu option 8.
11. You might desire to visit the "Controls" menu off Maintenance Menu option 1 and the End of Period Menu and W2 processing before leaving payroll.
12. Press **F7** twice to return to the PROMPT Business System Master menu.

Project Costing

1. Select master menu option **PC** and you will see the Job Cost System menus
2. Select menu option **1** press **enter**, to go to the Enter, Maintain, Review Projects program.
3. Press **F3** to view the next job in the file, then press **F3** to see another. F3 moves you forward through the file and F2 reverse.
4. Once a job is set up in Job Cost it can be automatically updated by the invoicing function of Sales Order processing, Payroll, Accounts Payable and the issue of inventory transactions. Cost can be entered manually too if desired.
5. Finally, overhead and commissions can be calculated monthly if you have set up commissions to be paid based on the profitability of a job.
6. Press **F7** to return to the PROMPT Business System Master menu.

General Ledger

1. Select master menu option **GL** and you will see the four General Ledger menus.
2. Select menu option **1** press **enter**, to go to the Daily Processing Menu.
3. A company is set up in Option 5, and GL accounts in Option 6. All subsystems automatically feed entries a work file where they can be posted using option 1. Once posted accounts can be analyzed using Option 2. Financial Statements are printed from option 7 and trial balance and other reports from options 3 or 4. Press **F7** to return to the General Ledger Main Menu.
4. Set up of statement formats is done using menu option 2 and options 3 and 4 are for closing the month and the year.
5. Press **F7** to return to the PROMPT Business System Master menu.

Management Information

Select master menu option **MI** and you will see the Management Information menus. This menu is a collection of main programs from each subsystem that allows a quick look into the subsystem without having to navigate the menus. The sole exception is option **$** that is the Cash Flow

Planner that gathers data from various PROMPT Subsystems to prepare estimated cash flow plans.

Press **F7** to return to the PROMPT Business System Master menu.

PROMPT Database
Select master menu option **PD** and you will see the PROMPT Database Management System menus. These menu are system management facilities that provide tremendous flexibility to PROMPT User who learn how to use them. And they are an aid to the PROMPT Support staff to assist you via telephone support with either a problem resolution or opportunity to modify a routine to better suit your specific requirements.

Finally chose option **PDT** and you will see another menu of data tools for flat file management such as import or export of data into or out of PROMPT. Press **F7** twice to get back to the PROMPT Business System menu

Now, you are on your own!
Do as you wish! Use what you learn from these brief demonstrations to explore the system in more detail.

Remember when you are finished to use **F7** to back all the way out of the PROMPT System. To disconnect from the server click **session** then click **disconnect**.

Please call 502-695-2033 with any questions.