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ASWAAQ



Introduction

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Introduction

This Book

This book is considered complete reference to ASWAQ4; it explains the program operations, procedures and windows.

The book is structured to be permanent reference that user can refer to anytime to obtain information on the details of procedures, windows ... etc. It is divided into the following parts:

- ▶ Introduction
The introduction chapter includes basic concepts and operating principles. These two topics are considered corner stones for effective utilization of ASWAQ4.
 - ▶ Part one "Basic concepts" explains how ASWAQ4 manages data in the accounting unit, and the relationship between documents and other elements included in the program.
 - ▶ Part two" Principles of operation": explains how the program receives data from users and the way it presents the information. It shows how to establish communication between the user and the program.
- ▶ Basic files
This chapter includes detailed reference to the program Basic files; these are the files responsible for the program's ability to adapt to demands of the different accounting units.
- ▶ Master files
This chapter includes detailed reference to Master files such as inventory, customers and suppliers files.... etc.
- ▶ Documents
This chapter includes detailed reference to different program documents, their usage and how to manage them.
- ▶ Posting procedures
This chapter includes detailed reference to posting and cancel posting procedures.
- ▶ Beginning and End of fiscal year procedures
This chapter includes detailed reference to the Beginning and End of fiscal years procedures and moving from one year to another, it also includes detailed reference on the program kick-start.
- ▶ ASWAQ utilities
This chapter includes detailed reference to ASWAQ utilities, which is a sub-application used for recovery and administration of ASWAQ4 databases.
- ▶ MIRSAL
This chapter includes detailed reference to MIRSAL, which is a sub-application used to connect to remote sites running ASWAQ4.

This book assumes that the reader has general knowledge about PC's and specifically Microsoft windows; it also assumes the reader's knowledge about the basic accounting principles, and how to apply them manually.

This book is structured such that every chapter depends on the information in prior chapters, that is, the "Master files" chapter assumes that the reader knows all the contents of "Basic files" chapter. ...Etc. However, due to the relations between files, sometimes the complete understanding of a certain part requires reading some following parts. That's why the first chapter "Introduction" explains the program files and their interrelationships in general to give readers general idea about the program's methods and its concepts before getting into the details. Also during the explanation, the book refers to other parts of the same book that includes additional explanation in the same context.

This book is not considered a step-by-step training guide, but rather a complete reference that can be referred to anytime to get full information about specific function or procedure.

Basic Concepts

This part does explain methods of interaction between the user and ASWAQ4, but rather focuses on many concepts used by the program to represent the organization's accounting activity. A complete understanding of these concepts is essential for proper utilization of ASWAQ4.

This part displays the difference between manual and computerized accounting systems, which will be very useful for those who are familiar with manual systems but did not have the chance to utilize a computerized accounting system.

Files and their composition

Any computerized accounting system depends on accounting data the user feeds the program with, which are usually sort of accounting documents (such as invoices and notes receivable.... etc.) and in return the program (computer) brings out the information the user requires.

What the program does then, is the application of the agreed upon accounting principles onto the inputs to reach correct and proper accounting information (output). What privileges computerized systems over its manual counterpart in this case is the computer's ability to process data much faster and more accurately than manual

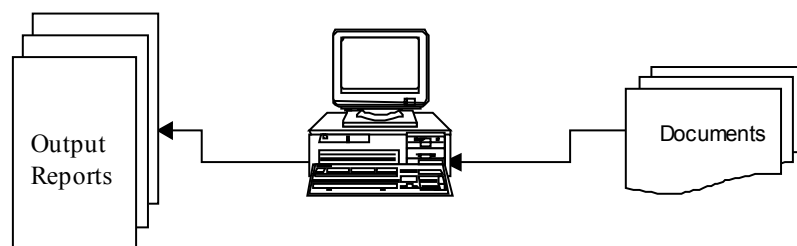


Fig 1: Computerized Accounting Systems

systems. Also the computer is characterized by its ability to deal with routine situations without getting bored or tired. On the other hand, manual systems is privileged over computerized system in its ability to adapt to new and unprecedented situations, while the computer in this case will need human interference to "define" to the computer the new situation and how to deal with it.

ASWAQ4 stores the information user feeds the files with. These files are stored "electronically" inside the computer. Each file contains many records; every record contains only one element. For example, the program stores receipt vouchers in "receipt vouchers file" and this file contains a record for every voucher. I.e. the number of records in the file equals the number of receipt vouchers users have entered. This way is relatively similar to the manual storage system where the file is considered a folder or portfolio and the record is the copy of the voucher stored inside the folder. Does that mean that user feed nothing but documents in ASWAQ4? The answer is no. And the reason is that documents affect many elements when entered. Consequently, those elements must be specified before feeding documents. For example when the user feeds a receipt voucher he/she has to specify the customer to be charged, the account to which the amount is paid (i.e. the cash on hand) and in some cases user also has to specify the received amount currency. Hence, before editing (feeding) a receipt voucher in ASWAQ4 this customer is "defined" to the program or what is called "Add customer" to customers file. Also the "cash on hand" account is added to the accounts file or what is known as the "chart of accounts" and also the transaction currency is added to the "currency file". Adding each of these elements is called "Edit Master files", notice that the element is added only once (example: addition of a customer to the customers file) and once this process is done any number of documents are edited. This means that when editing a receipt voucher for a client for example, the user has to add the customer in the "customers file" only if this customer is not previously added.

The previous paragraph implies that all the elements with which the organization works must be added to Master files before being able to enter transactions (documents). This is the reason why when any company attempts to use ASWAQ4 for the first time; the program should be fed with the entire master files elements (customers, vendors, inventory items, chart file...etc) before starting to enter documents and so getting reports. This stage is known as the implementation phase. This phase takes considerable time and effort but is vital for proper usage of the program.

Master files

The Master files are the following files:

- ▶ **Inventory file**
The inventory file includes definitions of inventory items, services and assembly items. Each record includes full information about one item (item code or number- item name- selling price- quantity- cost price... etc). No item can be used in any inventorial or accounting transaction (purchase invoice- issue voucher.... etc) before it is defined through this file.
- ▶ **Customers file**
The customers' file includes definitions of customers or debtors generally. Each record includes full information about one customer (customer code or number- customer name- credit limit.... etc). No customer can be included to any accounting transaction before he/she is defined through this file.
- ▶ **Vendors file**
The vendors' file includes definitions of vendors or creditors generally. Each record includes full information about one vendor (vendor code or number- vendor name...etc). No vendor can be included in any transaction before he/she is defined through this file.
- ▶ **Employees file**
The employees file includes definitions of employees. Each record includes full information about one employee (employee code or number- employee name- selling discounts...etc). No employee can be included in any transaction before he/she is defined through this file.
- ▶ **Chart of accounts file**
The chart of accounts file includes definitions of accounts or what is called "chart of accounts". This file includes record for every account opened in the organization. This record contains (account code or number- account name relationship with other accounts- the balance...etc). No account will be effective before it is defined through this file. Also this file gains an additional importance since it is the main source for most of the financial statements.
- ▶ **Cost centers file**
The cost center is another accounting feature that has a great importance in some organizations and its aim is to segregate a subsidiary activity profit or loss within the organization. It is also an optional feature, as the program can be used and results will be achieved without it. Each record includes full information about one cost center (cost center code or number- cost center name- relationship with other cost centers- balances...etc). No cost center can be included in any transaction before it is defined through this file.
- ▶ **Analysis codes file**
The analysis codes is an optional accounting feature used to establish a link between different program's documents to reach reports that contains the accounting and inventory effect resulting from these documents. Each record includes descriptive information on every analysis code in addition to the documents linked to it. No analysis code can be included in any transaction before it is defined through this file.
- ▶ **Recurring documents file**
The recurring documents file is useful in the transactions repeated periodically by the program without manual interference, which saves time and effort of reentering these documents every period.
- ▶ **Fixed assets file**
The fixed assets file contains information on the fixed assets held by the accounting unit. The file includes a record for every fixed asset in the organization. The record includes (fixed asset code or number- fixed asset name- asset account- depreciation ... etc). No fixed asset can be inserted in any transaction before it is defined through this file.
- ▶ **Salary components file**
The salary components are the elements that can be entered in the employees' salary vouchers documents. Each record contains full information about one salary component (the component code- component name- the calculation

method- the accounting effect – the employees related to it). No salary component can be added to the salary documents before it is defined (added) through this file.

Master files composition

All master files follow unified system in their composition and the method used to deal with them. This part shades some light on the formation of these files.

- ▶ Element code
- ▶ Element name

ASWAQ4 allows the entry of two lines - or more accurately two fields- of names for every element. And these two fields are named "name1" and "name 2". The reason for providing two names is that ASWAQ4 is bilingual program. When one field is fed with Arabic name and the other with English name, ASWAQ4 will have the ability of producing bilingual reports by selecting the proper field according to the report language. This is considered main advantage at ASWAQ4.

Note that entering elements names in both two languages is not necessary or obligatory; user can only fill one of the two lines or enter both lines in the same language. In case users enter only one language, they will not be able to issue bilingual reports at all
- ▶ Classifying and archiving data

Master files contain some fields that the user completes based on the organization activity and its work nature, this information helps him/her later in launching the required reports. There is no certain order for the contents of these fields, therefore it will be explained during the detailed explanation for each of these files in the next part" Master files".
- ▶ Balances

The “balances” are considered the most important content in the master files. Master files contain field or some fields that include the element's current balance based on all documents- transactions- that have been fed. For example, the inventory file contains field for current quantity and this field always contains the item's current quantity based on the entered transactions, then if we assumed that the category AYAHOO1 had a purchase transaction for quantity of 100 cartons, the first sale was for 15 carton and the second for 20 cartons, then the balance that will appear when reading the inventory file after feeding the three transactions is $100 - 15 - 20$ or 65 carton. These fields facilitates the making fast decisions based on the availability of accurate and fast information on all basic elements the organization deals with (quantity of inventory- customers' balances- cash on hand and bank balance.... etc).
- ▶ Statistical information

All master files contain monthly statistical information about the elements activity that forms the master file. The customers' file for example contains the total sales for every customer through every month of the fiscal year. The main advantage of these fields is the availability of fast and accurate information on the elements activity, which is beneficial for the decision maker.

Basic files

- ▶ Company specifications file

The company specifications file contains only one record. This record includes general information, such as company name in Arabic and English, establishing date, activity and license number...etc. Although the program does not use such information, since it is not related to accounting or documentary cycle of the organization, however, it is considered important for users who would like to include such data in reports etc.

This file also includes some of the important data to operate the program, which affects functions results as a whole, one of the most important data is inventory evaluation method, as the program allows the organization to select the probable average cost- FIFO (first in first out)- or LIFO (last in first out). In addition to the inventory evaluation method, there are many other important options. There will be detailed explanation for all basic files in the part titled "basic files".
- ▶ Accounting period's files

The accounting periods file includes definitions for the accounting periods forming the fiscal year. Every record includes description for one period only; this (simple) description includes the period number and name, plus the period starting and ending date. Note that the "Edit date" of any document entered in ASWAQ4 must be under any of these periods or else the program considers the date as irrelative.

- ▶ **Fields specification files**
The fields are the "cells" at which ASWAQ4 allows users to enter the data. These fields fall in specific groups, and through this file, the shape and characteristics of each of these groups can be determined. For example, there are many fields at ASWAQ4 that allow user to enter amount of cash, such as the selling prices fields, receipt voucher amount, expenditures, accounting entries and others. Through this file the characteristics of these financial fields can be determined to specify the number of fields of decimals signs for example, in Saudi Arabia two places after the decimal sign must be specified, whereas at Kuwait three places must be specified after the decimal sign.
This file may need adjustment at implementation phase and before starting work, but it rarely needs adjustment at the actual working phase.
- ▶ **Currency file**
The currency file includes description for every currency the organization uses in its different transactions. Every record contains description for one currency. Note that the system allows entering two codes for every currency, so as to support the Arabic and English languages. Either of these codes can be used in the documents.
- ▶ **Users groups file**
The program users can be arranged into groups to determine the authority of using the documents on group level. This file includes information about every users group, in the form of group code, group name and group members. Note that the user group members should be defined (added) to employees file.
- ▶ **Warehouses file**
The warehouses file includes codes and names of warehouses opened in the organization. Every record includes description of one of these warehouses. ASWAQ4 allows user to add any number of warehouses up to 999 warehouses.
- ▶ **Documents books file**
The documents book file contains descriptions of the document books ready for data entry. Every record contains description for one book. ASWAQ4 allows opening any number of document books with the possibility of opening more than book for the same document, for example, two books for sales invoices, and each following different sequence. The main advantage of this file is allowing the existence of more than one book; each follows its own independent serial number. Each of these books has certain code, which is called the prefix that distinguishes the documents books.
This file contents may need modification during the implementation phase and before starting the work, but it rarely needs modification during the actual work.
- ▶ **Documents types file**
This file is considered one of the most important basic files, since it is responsible for specifying the accounting orientation for every kind of document. Each record in this file includes description for one kind. For example, sales invoices usually have two kinds described, one called "cash" and its accounting orientation is debiting "cash on hand"- crediting sales with the full invoice amount. And the other is called "credit" and its accounting orientation is debiting "customer"- crediting sales with the full invoice amount. Thus, when the user selects one of these kinds when feeding the document, ASWAQ4 automatically composes entry for the two sides specified in the documents types file.
This file contents may need some modification during the implementation phase and before starting the actual work, but it rarely needs modification during the actual work.
- ▶ **Options list file**
ASWAQ4 allows number of options for most of the program fields, the program displays these options so that the user selects the one required, thus saving data

entry time and achieving more accuracy. The “options list file” is responsible for fields associated to the options list suggested by the program in each field.

- ▶ Users authorities file
The “users authorities file” contains details of the authorities given to each user, with respect to the program windows and procedures the user can deal with and nature of operations the user can perform in these windows.

Basic files composition

“Basic files” do not follow a unified system in their structural design like the master files. Therefore, in this part “basic files”, there will be a detailed explanation for each of these files.

Note that the “basic files” in general are not subject to any regular modification or addition during working on the program, that’s because the nature of the data saved in these files, is not subject to regular adding or editing.

Also note that all these files are characterized by their sensitive contents and their impact on actions results in general, that is why the authority of modifying or “editing” these files is always restricted to limited number of people of relatively high authority and having experience in using the computers applications.

Documents files

“Documents” in ASWAQ4 aims at representing the actual documents with which the organization works. Based on data the user feed the documents with, ASWAQ4 starts suitable accounting processing, affecting balances and statistics within the basic files (refer to previous part). ASWAQ4 contains many documents categorized as follows:

Warehouses documents

The warehouses document in ASWAQ4 is the only one that can influence quantities and costs of items found in the warehouses – previously defined in the inventory master file-. They are only three files as follows:

- ▶ Stock receipt voucher
The stock receipt voucher receives (adds) quantities in one warehouse according to codes and quantities of items the user fed the documents with. The document may be changed due to the average cost of received quantities, if cost mentioned in the document was otherwise.
- ▶ Stock issue voucher
The stock issue voucher issues (deducts) quantities from one warehouse according to codes and quantities of items the user added to documents.
- ▶ Stock transfer voucher
The stock transfer voucher transfers specific quantities the user entered from one warehouse to the other.

Note that in addition to inventory impact previously mentioned, inventorial documents have accounting effect on an entry form. This point will be discussed in details next.

Sales documents

Sales documents are characterized by their relationship with all sales operations in the organization. Their accounting and inventorial effects vary according to their nature, as follows:

- ▶ Sales quotations
The sales quotations have no accounting or inventorial effect, since they do not result in any accounting commitment with the customer. This feature aims at just allowing users to issue sales quotations fast and accurately as the program’s files contains all information necessary for issuing sales quotations such as customers and inventory.
- ▶ Sales order
The sales order has no accounting effect, since just like sales quotations it does not result in any accounting commitment with the customer. This file has a very limited accounting effect and does affect quantities currently found at the warehouse but its effect is limited to illustrating that there are some orders made by customers that must be met during the specified issuing period. Based on this information, management can make suitable purchasing decisions to meet customer’s requirements in time, and hence enhancing the organization efficiency.

- ▶ **Modify sales order**
This documents name may seem somehow unusual. This document is used to change the provisions of sales order previously sent by one customer.
- ▶ **Sales invoice**
The sales invoice is considered the most important sales document and the most used. Sales invoice has an accounting effect on voucher form, it also (automatically or manually) issues stock issue voucher for the items stated, which results in deducting quantities sold from one warehouse.
- ▶ **Sales returns**
The sales return document has accounting and inventorial effects opposite to that of the sales invoice, it also issues a stock receipt voucher by the stated items to increase the quantities in a warehouse.

Purchase documents

Purchase documents are characterized by their relationship with all purchasing operations in the organization. Their accounting and inventorial effects vary according to their nature, as follows:

- ▶ **Purchase quotations**
The purchase quotations has no accounting or inventorial effect, since they do not result in any accounting commitment towards the vendor. This file and this feature in ASWAQ4 allows users to enter purchase quotations received from vendors fast and accurately which allows decision maker to make purchase decisions according to the available and accurate information on prices and receipt periods...etc that each vendor offers.
- ▶ **Purchase order**
The purchase order has no accounting effect because it is just like purchase quotation does not result in any accounting commitment towards the vendor. This file has a very limited accounting effect and does affect quantities currently found at the warehouse but its effect is limited to illustrating that there is some orders made by vendors (on delivery). This document is considered important for processing letters of credit within ASWAQ4.
- ▶ **Modify purchase order**
This document name may seem somehow unusual. This document is used to change the terms of a purchase order previously sent to one vendor.
- ▶ **Purchase invoice**
The purchase invoice is considered the most important purchase document and the most used. The purchase invoice has an accounting effect on voucher's form, it also (automatically or manually) issues stock receipt voucher for items stated, which result in adding quantities purchased to one warehouse.
- ▶ **Purchase returns**
The purchases return document has accounting and inventorial effects opposite to that of the purchase invoice, it also issues a stock issue voucher by the items stated which result in decreasing quantities in a warehouse.

Accounting documents

The accounting documents are those resulting in an accounting effect, but with no inventorial effect; or that has no effect on item quantities or costs. They are as follows:

- ▶ **Journal entry voucher**
The journal entry voucher resembles its manual counterpart in contents and effect. This document in ASWAQ4 accepts both simple and compound entries (with to and from mentioned).
- ▶ **Receipt voucher**
The receipt voucher resembles its manual counterpart in contents and effect, and result in an accounting effect that expresses its nature.
- ▶ **Payment voucher**
The payment voucher resembles its manual counterpart in contents and effect, and result in an accounting effect that expresses its nature.
- ▶ **Exchange rates voucher**

The exchange rate voucher in ASWAQ4 is used for revaluating the balance of an account opened in foreign currency according to current exchange rate, with calculating profit or loss resulting from changing the exchange rate.

- ▶ Opening entry voucher
The opening entry voucher is similar to journal entry voucher in its form, but with different effect, as it affects opening balances of the accounts.
- ▶ Cancel document voucher
This document is not considered an accounting one, as it has no accounting effect. This document is used for canceling certain document while keeping it in files, in a process similar to canceling a certain document in manual documents books, by removing the document or placing a “ cancelled” sign on it and keeping all its copies.

Fixed assets documents

The fixed assets documents deals with accounting procedures related to fixed assets, such as acquisition, depreciation and disposal, as follows:

- ▶ Fixed asset properties document
This document is for determining fixed asset depreciation properties; such as its useful life and depreciation start date...etc. this document is also used to change fixed asset depreciation properties if anything occurred that might change its useful life.
- ▶ Fixed asset disposal document
This document is used to declare the disposal of a fixed asset by selling or else, and this result in an accounting effect that expresses its nature.
- ▶ Fixed asset depreciation document
This document is used to declare the periodical depreciation of a fixed asset that results in an accounting effect that expresses its nature.

Employee's documents

There is only one document for employees called the salary document:

- ▶ Salary document
The salary document is used for proving employee salary ,which results in an accounting effect that expresses its nature.
- ▶ Documents composition
Documents in ASWAQ4 have many similarities; this part explains common properties between these documents.
- ▶ Document number
Each document in ASWAQ4 must have a number. This number must be unique, that is, the program prevents the existence of two documents with the same number. The documents number in ASWAQ4 follows a flexible system through which the program can keep the documents numbers sequence, or leave this process to user. In addition, many document books can be defined, each with an independent sequence.
To support the advantages previously mentioned, any document number in ASWAQ4 consists of two parts. The first part is called the prefix and it indicates the documents book, the second part is called the document number. The prefix is then the one distinguishing the documents book and it is defined to the program through the basic file “documents books” explained at the previous part “Basic files”. The prefix may consist of characters and/or digits. Its maximum length is four characters and/or digits. The second part is the document number, this part is usually a serial number entered in sequence. For example, assume that an organization keeps two books for sales invoices in its system, one for cash sales and the other for credit, therefore, for representing this way, two "Add" books are opened in the documents books file one in the fixed part of the cash invoices CI and the other in the other for the credit invoices RI. And a first number is specified for each document of the two books so as to indicate the next actual number. According to this order, when the user enters an invoice ASWAQ4 will present the next number in the sequence according to the chosen book.

Note also that while building the documents books the user can prevent ASWAQ4 from managing the number sequence automatically, so that the user can enter any number without the program interference.

▶ Document type

The documents type is the most important field in the documents as it is the main controller of the accounting orientation (accounting entry) of the document. The various types of documents are built through the basic file "documents types file". Example: to support having two types of cash and credit sales invoices, two types are made through documents types file, one with "cash" code and the other "credit" thus determining the accounting effect- entry- for both types. When an invoice is entered the user has to select one of these two types in the invoice, and accordingly ASWAQ4 edits an accounting entry according to the accounting effect created in the documents types file.

Note that, there are many documents in ASWAQ4 that do not have accounting effect –like the quotations-. The document type in these documents does not result in any accounting interface, its effect is only limited to its classifying advantage.

▶ Edit date

Every document in ASWAQ4 must have an edit date. The edit date in ASWAQ4 must be similar to actual edit date in the document. The edit date controls many effects done by the document. For example, if the document has an accounting effect then the entry edited by the system takes the same edit date of the document. Also, the edit date controls updating statistical information stored in master files. ASWAQ4 also ensures that edit date written is from one of the accounting periods defined in the basic file "Accounting periods" previously mentioned.

▶ Analysis code

All the documents contain field for determining analysis code. The analysis code can be used to establish link between different documents in the transactions lists and the statements.

▶ Note

Every document in ASWAQ4 allows the user to enter an additional note. If the document has an accounting effect, this note is posted to the statements level, which mean that it appears in all the statements for all accounts affected by the document. Note that the "Note" is not obligatory or must be entered, but its field can be left empty.

▶ Documents body

Many documents in ASWAQ4 are made of head and body. The documents body usually contains the documents contents; sales invoice body for example, contains sold items, and journal entry voucher contains the accounts affected. Because the document body content differs among the different documents, it is explained in details in the next part "Documents".

Affecting quantities and balances

The documents and procedures made by users in the program affect quantities and balances of Master Files elements. For example, entering sales invoice in ASWAQ4 must deduct quantities of the items sold in the invoice; also, it must increase cash balance or customers credit according to the type of this invoice. The effect depends on quantities and balances on the document type or procedure, also on the documents content or the procedures inputs.

ASWAQ4 contains two types of balances and quantities. The first is called online balance and online quantity and the other is called posted balance and posted quantity.

Online quantities and balances

Just at the entry or modification of document, ASWAQ4 affects accounts balances and items quantities according to the type and content of the document. If one user made certain modification to document, ASWAQ4 changes the accounting and inventorial effect to reflect the new document content. This means that online balances and quantities move according to the changes in the accompanying documents. This method allows users to retrieve the accounting and inventorial effects directly once edited, it also allows users to modify these documents and therefore modify the accounting and inventorial effect accordingly.

ASWAQ4 affects online balances of the documents found in the program documents except for the following documents:

- ▶ All inventory documents: or the stock receipt, issue and transfer vouchers.
- ▶ Exchange rate vouchers

The reason for not updating online balances of these documents is that the method of calculating the different inventory costs depends on accumulated effects of cost changes, which makes the process of changing online sold products cost slow and unpractical.

Note that ASWAQ4 does not update online balances of different inventory documents, but it updates online quantities from these documents.

Posted balances and quantities

The posting procedure is considered the most important procedure found in ASWAQ4, because it calculates and processes all accounting and inventorial effects for the documents. Also posting certain document means accepting its contents and consequently its different accounting and inventorial effects.

Just after posting document ASWAQ4 prevents users from making any modifications on this document and its content cannot be changed except by making a "cancel post" procedure, which is available only for users with higher authority- such as system administrator.

This means that posting a document or certain group of documents means accepting the following:

- ▶ Documents contents
- ▶ Accounting and inventorial effects of the document
- ▶ Inability to amend the document later on

Reason for making two different types of balances and quantities

ASWAQ4 provides two different kinds of quantities and balances, which are online quantities and balances and posted quantities and balances.

The prudence in providing these two types is providing the most possible amount of information to users to make suitable decisions while maintaining the generally accepted accounting principles, for supervision, validity and accuracy of the accounting information.

From the accounting point of view, it is illegal to modify a document after making the accounting effects based on it, because in this case the modification of this document affects the financial statements that are previously issued and approved.

From the practical side it is necessary to provide the different effects for the documents once entered, modified and cancelled so that users can take suitable decisions for managing the business; this also enables them to make the required corrections before the documents are finally accepted and posted.

For example, when editing sales invoice for customer, the sales management must be informed about the current balance of this customer and if he/she exceeded the credit limit or not. Therefore, knowing the current balance- online- of the customer -even if there are some invoices that are not posted for this customer- is necessary for making the right decision concerning the sales transaction.

Note that it is also possible to provide all balances and quantities in a minute by posting documents directly after they are entered- and this is called instant posting method- however, it is impossible to modify the documents after it is posted and hence it is hard to correct mistakes except by using adverse document which expands the accounts movements in a way that does not reflect the reality-.

The work method using online and posted balances is suitable for most organizations. However, if the organization decides that online balances and quantities decrease validity and control over the accounting information, it can be disabled through one of the program options- in the company specifications-. Hence, ASWAQ4 will not calculate online quantities and balances during documents editing and do not provide users except with online balances. Refer to “company specification file- company specification window- properties page- online information option page” in “basic files” chapter.

Note that posted quantities and balances are exactly similar and equal to online quantity and balances, only when all documents are posted. However, when there are documents that are not posted in the database, that have an accounting or inventorial effect, then online quantity and balances will not be equal to posted balances and quantity of the items and accounts inserted in these documents.

The information available online

ASWAQ4 calculates and saves the online information necessary for making any decision related to the business management. The information provided by ASWAQ4 online is as follows:

- ▶ Online items quantity
- ▶ Online accounts balances
- ▶ Inventory and accounts statements

Nothing is excluded from the accounts balances except warehouses balances and cost of sold inventory, which is found as posted balances when posting the warehouses documents.

As for the information found only when posting documents and is not found online are:

- ▶ Accounts balances related to warehouse documents
- ▶ Charts of expiry for items with expiry dates
- ▶ Debts-ages
- ▶ Online quantities for taking issue decisions

ASWAQ4 shows the quantity available of each item during the documents editing, and this allows users to know the quantity available and make the right decision as for whether to issue or not. What is much important is that ASWAQ4 can be prepared to reject the issue of process online quantity available for the specific item is less than that required in the document. For more information on the control over the issue processes without balance, refer to “company specifications file- company specification window- options page- online information options” in “Basic files” chapter.

Recalculating online quantities and balances

Sometimes system administrators or users make some changes on the database that requires recalculating online quantity for all or some items or that requires recalculating online balances. There are two main procedures that when either of them is applied, online quantities must be recalculated, and they are as follows:

- ▶ Changing item unit measures

If item unit measures or relation between these units are changed, online quantities for this item must be recalculated, due to the obvious effect of this operation on quantities. For instance, if item has two units, which are “piece” and “kilo”, where one kilo equals 12 pieces, then this information has been changed so that the item unit measures became “piece” and “carton” where one carton equals 10 pieces, here online quantities for this item must be recalculated.

► Changing some documents properties

If there was a change in the properties of one document that has inventorial or accounting effect, which affects the issue of automatic accounting or inventorial effect of the documents edited of that type, online quantities and balances must be recalculated.

ASWAQ4 automatically discovers changes that require recalculating online quantities and shows a message for all users that appears just after they log in to

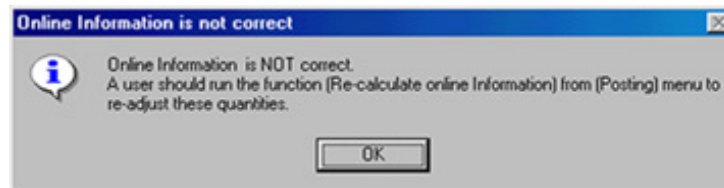


Fig 2: Update online information message

the database (see figure)

The message warns user that online balances for some items or accounts are not valid, thus user should “recalculate online quantities and balances”.

Note that “recalculate online quantities and balances” requires time that depends on the number of documents of accounting and inventorial effect that are not posted and found at the database, which may take a long time in some large databases.

Posting

The financial statements need precise revision before their effects are posted to the documentary books of the organization. For this reason, ASWAQ4 can separate processes of feeding the documents- financial statements- to the program, and processing of these documents so that it affects quantities and balances. This operation of processing the statements is called “posting”.

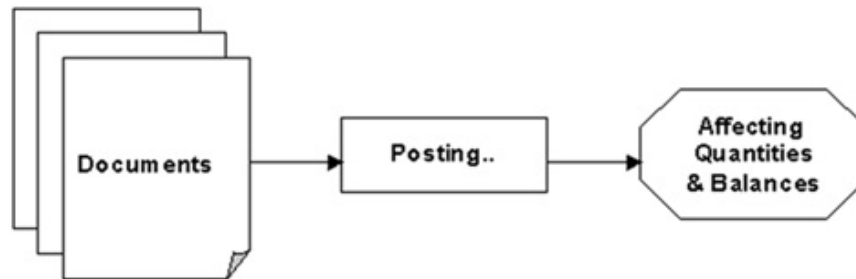


Fig 3: Posting process

The principle of separating “feeding” and “posting” is considered one of the important principles in ASWAQ4, because from the accounting point of view, it is illegal to modify the effect of one document in the books- files- as long as this effect has been posted. Therefore, ASWAQ4 prevents modification of any document after posting- after issuing final accounting and inventorial effects for this document. Because documents cannot be changed after posting, in many organizations it is necessary to review the document after it is fed and before it is posted. The revision process takes many forms according to the organization requirements. Some organizations refer to comprehensive individual revision of all documents, while other organizations prefer revision through issuing reports by the most important information of accounting effects and reviewing totals or issuing financial statements with online balances and reviewing it before accepting these balances and transferring them into posted balances.

For these reasons ASWAQ4 can separate feeding process from posting, and the user can correct or modify the document during the revision to correct any mistakes that may be found. After assuring that the inputs are correct a posting order is given to the program, then ASWAQ 4 issues the document’s accounting and inventorial effects posted, and prevents correction or modification in the document since it is considered a posted document that cannot be changed.

This method is called “hold posting” because posting is not done directly after feeding the document but “held” for another time.

The fact is that “hold posting” is not the only posting method found in ASWAQ4, but it is one of three methods that can be selected. The other methods are ‘suspend posting’ and ‘automatic posting’.

When selecting “automatic posting”ASWAQ4 post the document directly after feeding it and so it issues the posted accounting and inventorial effects immediately after feeding the document. Moreover, of course since the document has been posted, it cannot be corrected or modified later.

As for the “suspend post” it resembles “hold post” very much, and the difference between them is that suspend post method needs an additional step after feeding the documents and before posting it, which is “cancel suspend document post”. And the aim of this third method is separating posting process from revision process, because in some companies the one doing the posting (usually the system administrator) is different from those doing the revision (usually the accounting department). On this basis, ‘suspend post’ method serves the workflow nature in these companies and organizations according to the following steps:

1. Data entry specialists enter the documents. The documents added are suspended, which means that the posting process will not result in posting these documents.

2. Data reviewers check them and when they make sure that the data is correct they cancel the documents suspended posting, then the documents become ready to be posted.
3. The system administrators do the posting. The posting process in this case posts only the documents ready for posting, or those permitted for posting by the data reviewers.

Note that "hold post" method is the most posting method used specially when using the program on one machine or a small network. While the "suspend post" is better for companies with larger work force or bigger networks. As for the 'automatic post' it is useless except when there is an urgent need for updating quantities and balances while feeding the documents.

Note that in case of automatic posting online quantities and balances are useless, since posted balance is provided immediately after entering the document.
--

The integration between the programs parts

The aim of integration in any accounting application is saving the money and effort necessary for posting the accounting and inventorial effects of the different documents, in addition to assuring the accuracy and consistency of these effects. ASWAQ4 technique to achieve integration depends on presenting the effects in the same known accounting form and content. I.e. ASWAQ4 issues entries and documents on behalf of the user where these documents make the desired accounting effects.

For example, credit sales invoice has an inventorial effect -the decrease of sold item quantities, which are mentioned in the invoice- in addition to accounting effect, proven customers' debt is equal to the amount in the invoice. Therefore, when posting certain sales invoice, ASWAQ4 makes an accounting entry (from customer to sales) and post this entry to give the correct accounting effect that expresses the transaction. In addition, ASWAQ4 when posting the same invoice, issues stock issue voucher with the full item contents of the invoice, then this issue voucher executes the correct inventorial effect that expresses the transaction, which decreases these items.

The integration between inventory and general accounting takes more important dimension, which is the full linkage between inventory expressed in quantities and costs, and general accounting to express the inventory value as a whole. The method followed by ASWAQ4 for this linkage is known as "continuous inventory" which is a method known in the manual accounting, but which stands against using it much in the manual system, is that it requires much time and effort to represent all inventorial transactions in accounting entries.

According to this method, ASWAQ4 always when posting any inventory document issues an accounting entry also, to express the inventory transaction value. For example, referred to the previous example of sales invoice, ASWAQ4 when posting stock issue voucher-, which is issued by the program after posting the sales invoice- issues an accounting entry with the total cost of items on the figure (from sales to inventory cost). The accounting entries that expresses the inventory value is considered the basic mean for linkage- integration- between the general accounting and the inventory, as it always ensures the existence of actual and true balances about the inventory in the chart of accounts.

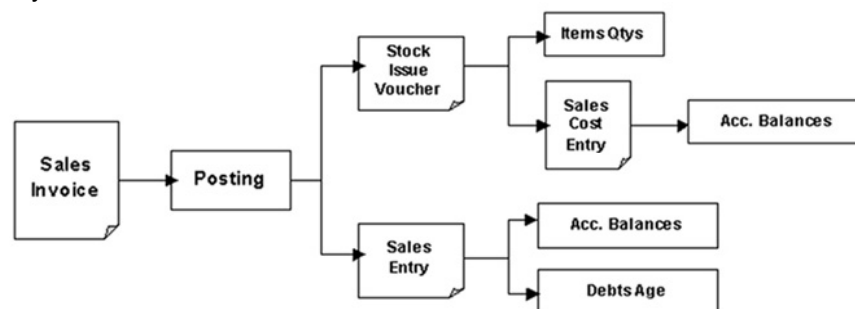


Fig 4: Posting process

The advantages of this method are countless, although the most important advantage is its ability to issue financial statements at any time during the activity and these reports contains real information on profitability. Since sales cost and inventory value is available and accurate, on the contrary of the manual systems which do not depend on "continuous inventory" method, must perform physical stocktaking and an inventory evaluation to get balances, profits and loses. For this reason, most of the organizations, which use the manual systems, cannot get accurate financial statements except at the end of the fiscal year when doing the stocktaking. On the other hand ASWAQ4 allows users to retrieve the financial statements anytime, because it always updates the inventory accounts balances and the sold products cost, using the entries expressing the inventory transactions, which are issued immediately when posting these documents.

The integration is also useful in decreasing the inputs the users have to feed the program with, to reach accurate business results, since the process of affecting the

balances and quantities is done automatically and immediately by ASWAQ4. Once sales invoice is issued for customer, this invoice will have effects on all sides of the accounting cycle immediately. Such as affecting the customers account which appears in his/her account record, and affecting this customer's debts-age by adding another debt due on a certain date, and affecting cash flows reports which is related to debts-age. Also, affecting sales accounts and sales costs and therefore affecting profits and loses, in addition to the previously explained effects such as the effect on the items quantity.

Principles of operation

ASWAQ4 uses group of unified techniques and methods for operation. Once the user acquires enough experience to deal with these methods, he/she can use the different program contents effectively. ASWAQ4 works under Microsoft windows; therefore, users experience in this environment is a prerequisite for successful operation of the program. Moreover, programs that work in the Microsoft windows environment are similar in their method of interaction with the user. Therefore, the users experience in using some of these programs helps them in operating ASWAQ4 without long training periods. However, there must be warning from using the program without complete training on how to use it, that is because accounting programs generally deal with much sensitive and effective data than general office applications such as the text and painting coordinators. For that reason, the user must give the program documents the same consideration and accuracy he/she gives to manual accounting documents. This chapter is considered an introduction to using ASWAQ4, as it includes explanation of basic principles upon which the program is built, and methods of interaction with user in inputs and outputs. It also displays the different windows types included in the program options, differences between them and methods of working with each. All the program users must read this chapter, both beginners and experts in utilizing Microsoft windows. This chapter is considered very important since it displays ASWAQ4 method in operation and interaction with user, although it does not get into details of the different types of windows. Users who are experts in utilizing Microsoft windows must read this part also because it explains the differences between ASWAQ4 operation method and the rest of Windows programs. These differences are not much, but necessary to increase the efficiency in using the program.

The main window and its composition

ASWAQ4 -like most of Microsoft windows programs- depends on main window, from which many other windows can be opened.

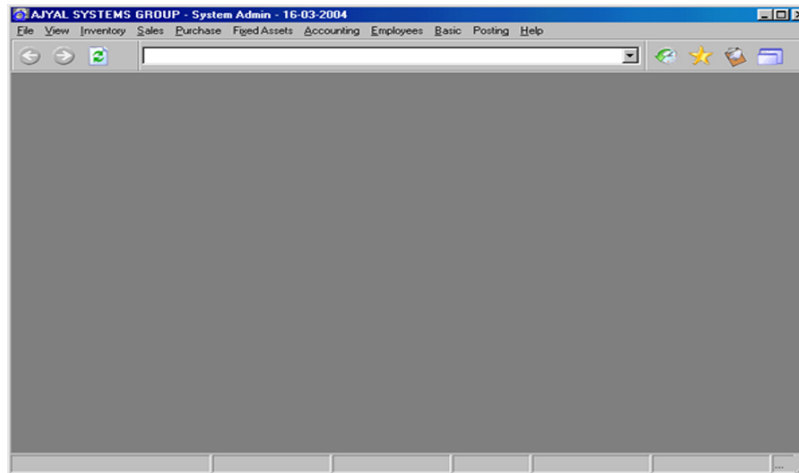


Fig 5: Aswaq4 Main Window

When running ASWAQ4, the first thing user sees is ASWAQ4 main window and its contents. The main window in ASWAQ4 is considered the program basis, through which user can select any option or operation in ASWAQ4, and move to MIRSAL or ASWAQ utilities.

ASWAQ4 is accounting program that contains many sensitive data, therefore, it adopts using authority method, through which user authorities are specified for each user individually. It is illogical to allow salesman -for example- to read financial statements of the organization. Thus the first thing user must do after running the program is to feed the program with user code and password, then the program in this case, and based on user authorities, which are defined in a particular window of the program, by the system administrator – of high authority-, opens some of the program options to this user. The process of entering user code and password is called the “log in”. The log in process is explained later in details. Note that, until the log is completed successfully, most of the program options are disabled, that is because all the accounting options in the program require the user to log in.

The main window in ASWAQ4 consists of four parts, and they are as follows:

Options menu

The options menu includes all the options that can be performed by the program, by using the mouse or keyboard exactly like the normal way of working with windows menus. The options menu contents change by changing the application used by user; it change from ASWAQ4 to MIRSAL to ASWAQ utilities, that is because ASWAQ4 interface automatically suits the operation situation. Next, ASWAQ4 menus are displayed, whereas MIRSAL and ASWAQ utilities menus are displayed each in its location:

- ▶ File menu
 - File menu includes the log in, log out, move from ASWAQ4 to either of the built-in applications MIRSAL or ASWAQ utilities, and exit options. This menu is explained in details later.
- ▶ View menu
 - An edit menu that includes the defaults, change the program language and the date settings (Hijri-English calendar) options. It also includes current user options and settings. This menu is explained in details later.
- ▶ Inventory menu
 - Inventory menu includes options for handling the inventory, which are the edit inventory file, inventory vouchers and inventory report options. These options are explained in details later, each in its part in the following chapters (Master files and documents chapters).

- ▶ Sales menu
Sales menu includes options for handling the sales, which are the options of edit customers file, in addition to sales documents and sales report options. These options are explained in details later, each in its part in the following chapters (master files and documents chapters).
- ▶ Purchase menu
Purchase menu includes options for handling the purchases, which are the options of edit vendors file, in addition to purchase documents and purchase report options. These options are explained in details later, each in its part in the following chapters (master files and documents chapters).
- ▶ Fixed assets menu
Fixed assets menu includes options for handling the fixed assets, which are the options of edit fixed assets file, in addition to the fixed assets documents and fixed assets report options. These options are explained in details later, each in its part in the following chapters (master files and documents chapters).
- ▶ Accounting menu
Accounting menu includes options for handling the accounting, which are the options of edit chart file, cost center file, analysis code file and recurring documents, in addition to the accounting documents. It also includes the statements and the accounting statement report options. These options are explained in details later, each in its part in the following chapters (master files and documents chapters).
- ▶ Employee's menu
Employees menu includes the options of edit the employees' file, in addition to salary components and salary documents. These options are explained in details later, each in its part in the following chapters (master files and documents chapters).
- ▶ Basics menu
Basics menu includes the options of edit Basic files -refer to "basic files", in the previous part "basic concepts"-. These options are explained in details later, each in its part in the following chapter (basic files).
- ▶ Posting menu
Posting menu includes the options of posting, cancel posting and hold posting – refer to the previous part "Basic concepts"-. In addition to that, it includes beginning and end of fiscal year options. These options are explained in details later, each in its part in the following chapters.
- ▶ Help menu
Help menu includes the operation help. Moreover, its last option "about ASWAQ4" includes some technical information about computers and ASWAQ4 version.

Navigation bar

The navigation bar contains icons and elements that allow user to interact with opened windows and facilitate operation procedures. Detailed explanation on the navigation bar and its utilization is displayed later.

Information bar

The information bar task is to display helpful information to user on items edited in the window. For example, on the information bar appears quantity available of the item during editing the invoices. Detailed explanation on the information bar and its utilization is displayed later.

Error messages bar

The error message bar does not appear except when the program displays an error message or information on the current inputs, and then it disappears. This bar appears under the main window and directly above the information bar.

Application workspace

The application workspace occupies most of the main window area. Any window ASWAQ4 opens appears in this area. Moreover, the various windows of the program can be moved inside this area as needed.

ASWAQ4 windows

The unit of interaction with the user in ASWAQ4 is the window. The program interacts with the user through different types of windows to receive the user inputs or display the required outputs. There are many types of windows with which the program function. These windows are as follows:

- ▶ Edit data windows

The edit data windows are used to edit master files, as well as editing documents. These windows are recognized by the edit tool bar found below them. It is a bar with number of icons, through which the user can perform edit options and move between different records.

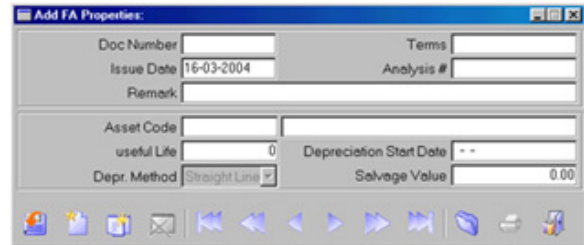


Fig 6: Edit Window

- ▶ Procedures windows

The procedures windows are used to accept certain information from user or perform certain procedure. Unlike the edit data windows, procedures windows do not include tools bar below them, and this is normal since these windows are designed to conduct certain procedure and not to edit and move between different records. In addition to that, the procedures windows usually include number of buttons below, and they are often "ok", "cancel" and "close" buttons.

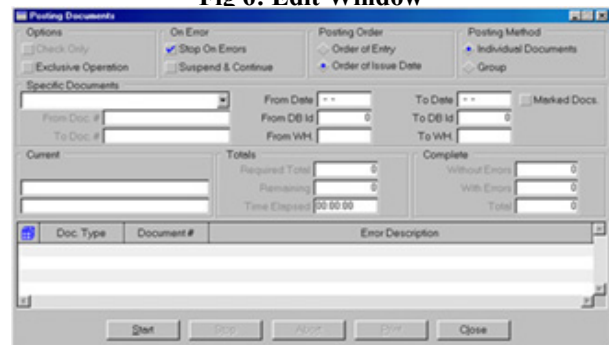


Fig 7: Procedures Window

- ▶ Launch reports windows

The launch reports windows are used to view report on screen. They are simple structure windows that the user cannot use to enter data but just can move through the different report tabs and select the print option.

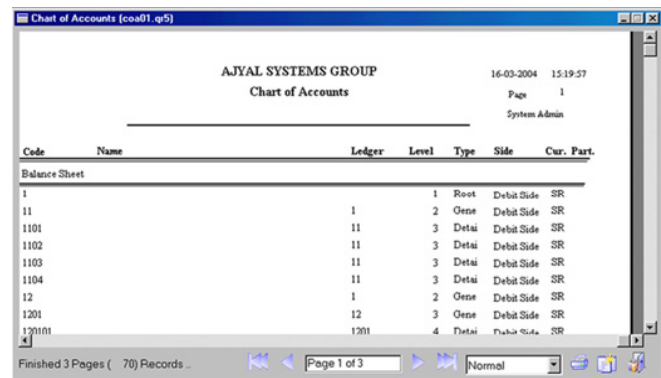


Fig 8 :Launch Report Window

Design reports window

The design report window is used for checking reports design and there is a special attachment related to report design within ASWAQ4.

- ▶ Browse file window

The browse file window is used to review certain file contents quickly. Through this window, the fields required to display in every record, can be selected. Also selecting the review ranges in terms of the information included and information that is not included in this window. In addition, through this window outputs are printed. The browse file window is considered a special type of procedures

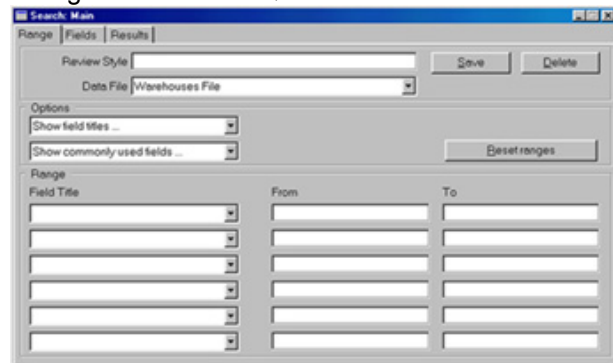


Fig 9: Browse file Window

windows previously mentioned, and its operation method and interaction is similar to that used in the procedures windows.

Working with windows elements

The data windows (edit data and procedures windows) include number of elements that facilitates entering data. ASWAQ4 depends on the standard Microsoft windows elements in entering and displaying data. Brief explanation for each of these elements will be displayed in the following:

Push button

The push button is one of the most used and easiest elements. This button performs the accompanied option, which is usually expressed by the word written on the button top. For example, the “close” button always closes the current window; the “ok” button performs the required operation...etc.

Buttons with special meanings in this element are listed below:



Fig 10: Push Buttons

Button	Its meaning
Click a button	Perform the operation on the button
Backspace (space key)	Perform the operation on the button

Edit field

The edit field is the most common type of fields in ASWAQ4; the user can use the keyboard to enter the required characters. The program checks the information entered in the field when the user tries to leave the field and move on to another element – by using one of the keys for moving between elements – and if the information entered is not correct, the program rejects quitting the field, thus the user cannot move to another field before correcting the information. However, it is possible to leave any field empty, and therefore, can move to any other field. This means that ASWAQ4 allows user to leave the edit field empty and move on to another element just in one of these two cases:

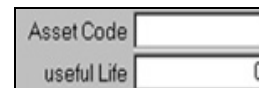


Fig 11: Edit Field

Entering correct information that the program accepts

Leaving the field empty

Buttons with special meanings in the edit field are listed below:

Key	Its meaning
Arrows (Right and Left)	Move one character according to arrow
Home Key	Move to first character in the field
End Key	Move to last character in the field
Del Key	Delete the character after the pointer
Backspace Key	Delete the character before the pointer
Right Shift &Alt Keys	Change keyboard to Arabic characters
Left Shift &Alt keys	Change keyboard to English characters
Right Shift &Ctrl Keys	Change direction to Right & keyboard to Arabic
Left Shift &Ctrl Keys	Change direction to Left & keyboard to English
Del &Ctrl Keys	Delete all characters after pointer till end of field
C &Ctrl Keys	Copy field contents
V &Ctrl Keys	Paste contents to field
X &Ctrl Keys	Cut contents of field

Note that it is not possible to move by the mouse between characters in edit field. Also, note that ASWAQ4 may prevent user from changing the entry language or direction in some fields, and that is if one language only was specified for this field. This can be done through "fields specification" file –refer to previous part-.

Drop-down list Box

The drop-down list box or combo box is a list with a number of options. An option can be selected using the keyboard or mouse. Buttons with special meanings in the drop-down menu are listed below:

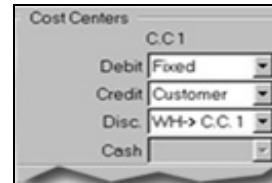


Fig 12: Drop-down List Box

Key	Its meaning
Click drop-down button	Open the list
Alt &Down Arrow Keys	Open the list
Click one option	Select option
Arrows (up &down)	Move between options
Del &Backspace Keys	Cancel the option currently selected from combo box and return back to select none

Radio buttons Group

The radio buttons group always appears in groups of two or more buttons. Only one of these buttons can be selected.

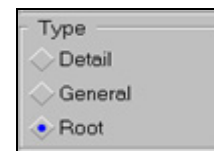


Fig 13: Radio Buttons

Buttons with special meanings in radio buttons are listed below:

Button	Its meaning
Click a button	Select the option on the button
Backspace (space key)	Select the option on the button

Check box

This box is used to select or skip certain value. It does not have to be in groups. If the value indicated by the box was selected, a check appears in the box in the beginning of the field, and if it is not selected the check box appears empty.

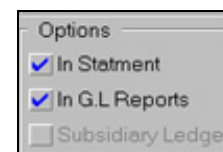


Fig 14: Check box

Buttons with special meanings in check boxes are listed below:

Button	Its meaning
Click a box	Change the option from "selected" to "not selected" and vice versa
Backspace (space key)	Change the option from "selected" to "not selected" and vice versa

Table

The table is one of the important and most used elements in ASWAQ4 windows, as it is used in the documents bodies such as invoices ...etc. it is also used in monthly statistical windows... etc. There are tables that allow user to correct data within, like the tables in the invoices bodies and vouchers, while other tables allow the user to view only and do not allow correcting data within. In addition,

there are tables that allow user to select one or more lines. Modifying data in the cells is done by a way that resembles electronic spreadsheets.

	Account Code	Account Name	Narration	Amount		Currency
				Debit	Credit	
1						

Fig 15: Journal entry voucher table

Buttons with special meanings in the tables are listed below:

Key	Its meaning	Note
Click a cell	Move to the cell	Only in tables that allow modification
Click anywhere on the line	Select that line	Only in tables that allow selecting lines
Arrows (Right &Left)	Move through cells on line according to arrow	Only in tables that allow
Arrows (Up &Down)	Move through lines according to arrow	
F2 Key	Open cells for modification	Only in tables that allow
Enter Key	Move to next cell and move to next line when reach last cell in table.	Only in tables that allow
Home Key	Move to first cell in current line	Only in tables that allow
End Key	Move to last cell in current line	Only in tables that allow
Page up Key	Move one page up	
Page down Key	Move one page down	
Insert &Ctrl Keys	Insert one line	Only in tables that allow
Delete &Ctrl Keys	Delete one line	Only in tables that allow
C &Ctrl Keys	Copy current cell contents	Only in tables that allow
V &Ctrl Keys	Paste current cell contents	Only in tables that allow
X &Ctrl Keys	Cut current cell contents	Only in tables that allow
Click a Title column	Freeze column when moving horizontal	
Move mouse to the field right edge and drag	Change column width on screen	

Note that ASWAQ4 automatically adds new line to the table when user tries to move down the last line in table.

Note also that it is not possible to leave one line completely free of inputs. ASWAQ4 also prevents user from moving out the line if the line had incomplete information, and in this case, the user must complete the line information or delete the line before moving to another one.

Moving between windows elements

When entering the data in one window within ASWAQ4 the user has to enter data in the different elements (fields) in these windows. Therefore, the program must allow him/her to move freely between these elements to enter and modify data in these elements. The program allows number of ways to move between these elements. The easiest, of course, is clicking the required element by the mouse then entering the required information. Beginners prefer using the mouse to move through elements since it is an easier and common way. Although using the keyboard leads to more effective utilization of the program, that is because fields are arranged in windows in a logical arrangement for sequential entry. In addition, the expert user will not waste the time in more.

Buttons used to move through elements inside the window are listed below:

Key	Its meaning
Enter Key	Move to next element in sequence. Note that this field will not do this task in table since it has another task in table, which is to move to next "cell" in table.
Down Arrow Key	Move to next element in sequence. Note that this field will not do this task in table since it has another task in table or combo box, which is to move to next "line" in table.
Tab Key	Move to next element in sequence.
Enter & Shift Keys	Move to next element in sequence.
Up Arrow Key	Move to next element in sequence. Note that this field will not do this task in table since it has another task in table or combo box, which is to move to previous "line" in table.
Tab & Shift Keys	Move to previous element in sequence.

Moving between windows Tabs

Most edit windows and some procedures windows include many tabs. It is easy to know the tabs available in any window by viewing the area below the window title directly, which in case of multi-tabs windows includes bar called "Tab bar", which includes titles of these tabs. However, if the window contains only one tab, this bar will not exist.

The reason for having many tabs in some windows is that files related to these windows have too many information



Fig 16: windows tabs

that cannot be recorded in one tab. In addition, sometimes companies prefer not to show some sensitive data-such as costs and balances- to all employees. Therefore, recording the information in separate tab enables the system administrator to specify the view and modify authorities for specific users.

Moving between windows tabs is very easy is enabled anytime while work in the window. User can move using one of these two approaches:

- ▶ Click the mouse left button on the required tab title on the title bar, then the program moves from the current to the required tab.
- ▶ Use Alt & any key number from 1 to 9 to move to the required tab number. For example, to move to the third tab in tabs bar sequence, push Alt & 3 and for moving to the first (main) tab, push Alt & 1.

Note also that displaying element information in many windows does not mean that these tabs are independent, but rather it can be considered as different "views" for the same element, where each displays part of the information. Therefore, it is not necessary to "save data" in each tab when changing some of its contents, but make all the required changes in different tabs of the same element then make the saving only once in any of the window tabs, and this save operation will save all changes made on the element in all tabs.

Changing ASWAQ4 windows language

ASWAQ4 is a bilingual program; the program allows changing the operating language (user interface) from Arabic to English and vice versa anytime during the operation. To change the main window language, the option in “view” menu can be used. The main window language identifies the language of all opened windows and those going to be opened, as these windows will be in the same language of the main window. In addition, the language and direction of any opened window can be changed through one of the options in the system menu of this data window. The name of the option responsible for changing the window language is changed according to the current operation language.

When the operation language is English, the option name is “Arabic” and by selecting it, the window interface changes to Arabic, and when the operation language is Arabic then the option name will be “English” and by selecting it the window interface will change to English.



Fig 17: System menu at edit windows

Although the previous option is in the window system menu, it is not one of the features found in all programs working with Microsoft windows, but it is a special feature in ASWAQ4. Therefore, do not expect to find these options in other Arabic programs working with Microsoft windows.

Changing date settings

ASWAQ4 allows using English and Hijri dates with the possibility of changing the date settings anytime during the operation. ASWAQ4 deals with dates in a clear dynamic system, which means that it is possible to enter dates in any of the two languages and ASWAQ4 converts to either when needed. From the same perspective, ASWAQ4 can issue reports in either date regardless of the system with which the data was entered. To support this important and comfortable feature, there is an option in ASWAQ4 in “view” menu that allows changing the current date setting. This option is “English dates” when the current date system is the Hijri, and is “Hijri date system” when the current date system is English. This means that this option allows changing the date system to the “other” which is not effective now.

When selecting this option, whenever a new data window is opened this window takes the current date system.

In addition, the date system of any opened window can be changed using one of the options in the system menu of this data window. This option takes one of the following two forms:

- ▶ Hijri date: this option takes this form when the current window system is the English system, and therefore this option changes the date system to the Hijri, which results in changing all the date fields in the window into Hijri dates.
- ▶ English date: this option takes this form when the current window system is the Hijri system, and therefore this option changes the date system to the English, which results in changing all the date fields in the window into English dates.

Although the previous option is in the window system menu, it is not one of the features found in all programs working with Microsoft windows, but it is a special feature in ASWAQ4. Therefore, do not expect to find these options in other Arabic programs working with Microsoft windows.

Also note that the program accepts the English date in the window even if the date system of the window is the Hijri system, and vice versa.

Working with edits windows

Edit windows are characterized by having the edit tool bar below it. The edit tool bar is used to display and modify records in basic and master files and in document books. The edit windows work in one of the following three phases:

- ▶ View phase
In the view phase, record contents can be viewed but these contents cannot be modified.
- ▶ Modify phase
In the modify phase, the contents of a record that already exists can be modified.
- ▶ Add phase
In the add phase, a new record is added to the file related to the window.

Note that system administrator can specify user authorities for each user for every edit window. For example, certain user authority can be specified such that he/she can “view inventory file”, then ASWAQ4 automatically opens the window in the view phase for this user, thus prevents user from making any modification on that window. In addition, ASWAQ4 sometimes shifts the window to view phase to prevent user from modifying the current record if it was correct from the accounting point of view. For example, ASWAQ4 shifts any document window to the view phase if this document is posted, since it is not allowed to modify posted documents in ASWAQ4.

The current phase can be simply known by viewing its title bar, which begins with “view” or “edit” or “add” according to current phase. Noting that usage phase changes by the change in the window status. For example, when adding a new inventory item the edit window will be in the “add” phase, but as soon as “save data” is done, the phase changes to “edit” to express that the current record is a record that actually exists in the database.



Fig 18: Add item



Fig 19: Add item



Fig 20: Add item

Basic and master files windows

The Basic and Master files windows allow user to view and modify basic and master files- refer to previous part “Basic concepts” -. The movement keys –explained later-, can be used between records to view the contents of each record. In addition, the contents of a record can be displayed directly by writing the element code in its field, and then the program displays this element information immediately.

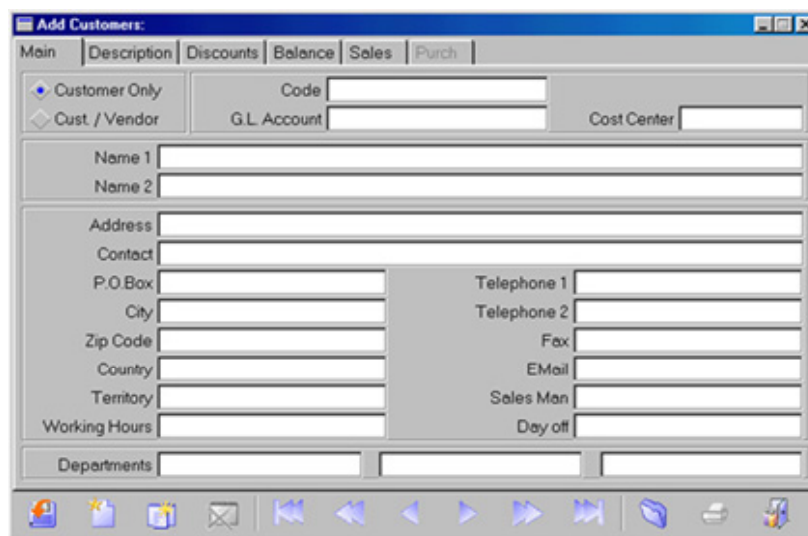


Fig 21: Edit Customer window

ASWAQ4 prevents user from deleting any master file record once the record has been moved- or an accounting or inventorial transaction has been entered -. The program also prevents user from modifying some sensitive information when the record is moved too. The most important information is the element code, as codes of elements in master files cannot be changed after entering a transaction on that element.

The master files edit windows are those opened by the following options in menus:

- ▶ Inventory file window from “inventory” menu
- ▶ Customers file window from “sales” menu
- ▶ Vendors file window from “purchase” menu
- ▶ Fixed assets file window from “fixed assets” menu
- ▶ Chart of accounts file window from “accounting” menu
- ▶ Cost centers file window from “accounting” menu
- ▶ Analysis codes file window from “accounting” menu
- ▶ Recurring documents file window from “accounting” menu
- ▶ Employees file window from “employees” menu
- ▶ Salary components file window from “employees” menu

Basic files edit window are those opened by the following options:

- ▶ Documents types window in “basics” menu
- ▶ Documents books window in “basics” menu
- ▶ Inventory window in “basics” menu
- ▶ Currency window in “basics” menu
- ▶ Accounting period’s window in “basics” menu
- ▶ Company specifications window in “basics” menu
- ▶ Users authorities window in “basics” menu
- ▶ Users group window in “basics” menu
- ▶ Edit options menus window in “basics” menu
- ▶ Specifications window in “basics” menu

Documents windows

The documents windows allow user to view and modify the document (see figure). Refer to previous part “Basic concepts”.

Documents share many features as follows:

- ▶ Document number

Every document must have its special number, documents (of the same type) never share the same number- refer to previous part “Basic concepts”. Accordingly, the document number matches element code of the Master files.

During the definition of documents books, user can specify if ASWAQ4 keeps the documents sequence numbers in the books, or leave this to user to make it manually.

In case that ASWAQ4 does not keep the serial numbers, the user must enter the whole document number, i.e. the prefix that distinguishes the book then the serial number, and then ASWAQ4 displays the document if it exists in the file, or accepts it as new document number in add phase – after selecting “new record”.

Fig 22: Add sales invoice window

When ASWAQ4 is keeping the sequence numbers, the document number can be entered as follows:

- ▶ In add phase (add new document)

Write the prefix only then click the Enter key, ASWAQ4 displays the next sequence number after the last document saved in files.

- ▶ In view and edit phase (view document that already exists in file)

Write the prefix only then the program displays the document. Note that it is not obligatory to enter the same number of zeros that already exists in the documents, as the program checks the number of zeros first then display the document. For example, if user adds a document with number SIV00001, when it is displayed in the window, the number can be written as follows SIVI and the program changes it automatically to SIV00001.

- ▶ Document type

Every document must have type. The document type is very importance as it specifies the accounting orientation of the document. Types are built in the basic file "documents types file" from the option found in basics menu.

- ▶ Edit date

All documents contain an edit date field to edit the document. The edit date has great importance for the documents with accounting effect since it controls the period when the accounting effect will be loaded on the document, according to the ranges of the specified periods in the basic file "accounting periods". The edit date must be specified for every document, entering this piece of information is considered obligatory in all documents.

- ▶ Analysis code

All documents contain field to specify the analysis code and sometimes it is obligatory to enter the information according to the set up of the current "Document type". The analysis code can be used to establish link between the different documents in transaction menus and statements.

- ▶ Note

All documents contain field for notes and it is not considered obligatory, although it is considered important in some cases, especially that it can be inserted in the statements and transaction reports.

The document windows are those opened by the following options in the menus:

- ▶ Stock issue voucher window from “inventory” menu
- ▶ Stock receipt voucher window from “inventory” menu
- ▶ Stock transfer voucher window from “inventory” menu
- ▶ Sales quotation window from “sales” menu
- ▶ Sales order window from “sales” menu
- ▶ Sales invoice window from “sales” menu
- ▶ Sales return window from “sales” menu
- ▶ Modify sales order voucher from “sales” menu
- ▶ Purchase quotation window from “purchase” menu
- ▶ Purchase order window from “purchase” menu
- ▶ Purchase invoice window from “purchase” menu
- ▶ Purchase return window from “purchase” menu
- ▶ Direct cost voucher window from “fixed assets” menu
- ▶ Properties of fixed asset voucher window from “fixed assets” menu
- ▶ Disposal of fixed asset voucher window from “fixed assets” menu
- ▶ Depreciation of fixed asset voucher window from “fixed assets” menu
- ▶ Journal entry window from “accounting” menu
- ▶ Receipt voucher window from “accounting” menu
- ▶ Payment voucher window from “accounting” menu
- ▶ Exchange rates voucher window from “accounting” menu
- ▶ Cancel document voucher window from “accounting” menu
- ▶ Opening entry voucher window from “accounting” menu
- ▶ Salary voucher window from “employees’ menu

Working with edit tool bar

All edit windows contains edit tool bar below the window through which the options of save, delete and move between different records...etc, can be selected.



Fig 23: Edit tools bar

The tool bar contains 13 icons, any of which can be selected by clicking on it or pushing the corresponding button.

Explanation of these icons, their meaning and effects are listed below:

Save icon (F5)

This icon is used to save changes in the current record to the program files. Note that this option does one of these following operations based on the nature of inputs:

- ▶ Add new record (add phase): when user “save” in the add phase, the program adds this record to the program files.
- ▶ Modify old record (edit phase): when user moves to one of the records that actually exists in the file and modify any of the data in this record, ASWAQ4 saves these modifications in the same record.

Also note that the program may display the error message “no changes to save” if the user tries to save record although there are no changes done.

When user selects this option, ASWAQ4 checks all the contents of the window element- on all its tabs- before saving and it may reject saving the record if the user did not fill in one of the obligatory fields in the window. In this case, the user has to enter data in the required field then save again.

This key is disabled in “view” phase.

New record icon (F6)

This option is used to prepare the window to enter (add) new record to the file. All fields in the window are emptied from information to be ready for receiving the new record data. This option must be done before entering the new record data, or ASWAQ4 will not recognize the entered data as a new record but will rather recognize it as modifications on the current record.

Note that as for edit windows, “new record” task may lead to filling the document head with defaults that is specified by the user or system administrator, in case of creating “default template” for this document. - For more information about default templates refer to “documents default templates” in this chapter-.

Tools icon (F7)

This option displays menu that contains group of tasks that are performed on the current record or using it. Options in this menu depend on the window nature and the phase it is working in. Detailed explanation is displayed on options and tasks of this menu in the next part (options of tools icon on edit tools bar).

Delete icon (F8)

This option deletes the current record from the files. Note that this icon is sometimes disabled, thus the user will not be able to delete the record. ASWAQ4 sometimes prevents deleting when it conflicts with the validity of data. For example, it is not possible to delete an item while there is still some quantity of it in warehouses.

Note also that ASWAQ4 always requires confirmation from user before performing this option.

This icon is disabled in “view” and “add” phases.

First record icon (Home + Ctrl)

This option displays the first record in window – according to the element code or document number- and it is one of the options used to move between records. This option along with the other five allows the user to move between different records within the file.

Previous group icon

This option displays record that precedes the current record by number of records - according to the element code or document number- or it resembles the fast forward found in recorders. This icon works in two different ways, with edit documents windows and edit basic and master file windows as follows:

► With basic and master files

The record preceding the current one by number of records is displayed. The previous record displayed is “element code”. By this record the icon starts by a character, which precedes the first character in the current record in alphabetical order. For example, assuming that these records are found in the inventory file:

Sequence	Item code
1	A001
2	A006
3	A022
4	C009
5	C012
6	P546
7	T541
8	T599

This task will display record that precedes the current one according to the following table:

Current record	When selecting “previous group” moves to
C009	A001
C012	A001
T546	P546
P546	C009
A001	A001
A022	A022

► With documents:

The document preceding the current one by number of documents is displayed. The previous document displayed “document number” belongs to the documents book which precedes the current document in alphabetical order. For example, assuming that these documents are found at the journal entry voucher:

Sequence	Item code
1	MJE00001
2	MJE00002
3	RJE00001
4	RJE00002
5	RJE00003
6	RJE00004
7	SJE00001
8	SJE00002

When performing this task, the program displays document that precedes the current one according to the following table:

Current record	When selecting "previous group" moves to
RJE00001	MJE00001
RJE00003	MJE00001
SJE00002	RJE00001
SJE00001	RJE00001
MJE00002	MJE00002

Previous record icon (Page up +Ctrl)

This option displays the record preceding the current one in the window - according to the element code or document number- and it is one of the options that moves between records.

Next record icon (Page down +Ctrl)

This option displays the record next to the current one in the window - according to the element code or document number- and it is one of the options that move between records.

Next group icon

This option displays record that follows the current record by number of records - according to the element code or document number- or it resembles the fast rewind found in recorders. This icon works in two different ways with edit documents windows, and Edit basic and master file windows as follows:

▶ With basic and master files

The record following the current one by number of records displayed. The next record displayed is "element code". By this record the icon starts by a character, which follows the first character in the current record in alphabetical order. For example, assuming that these records are found in the inventory file:

Sequence	Item code
1	A001
2	A006
3	A022
4	C009
5	C012
6	P546
7	T541
8	T599

Performing this task makes the program display record that follows the current one according to the following table:

Current record	When selecting "previous group" moves to
C009	P546
C012	P456
T546	P541
P546	T541
A001	A001
A022	C009


► With documents:

The document following the current one by number of documents is displayed. The next document displayed "document number" belongs to the documents book which follows the current document in alphabetical order. For example, assuming that these documents are found at the journal entry voucher:

Sequence	Item code
1	MJE00001
2	MJE00002
3	RJE00001
4	RJE00002
5	RJE00003
6	RJE00004
7	SJE00001
8	SJE00002

Performing this task makes the program displays document that follows the current one according to the following table:

Current record	When selecting "previous group" moves to
RJE00001	SJE00001
RJE00003	SJE00001
SJE00002	SJE00002
SJE00001	SJE00001
MJE00002	MJE00001

 **Last record icon (End +Ctrl)** 

This option displays the last record in the file within the window - according to the element code or document number- and it is one of the options that move between records.

 **Open current element icon (F4 +Shift)** 

This icon opens the edit window and views the current element if found. For example, when editing sales invoice, whereas the current element -field- is the "customer number" field and the customer number found in the field is "C00001" then to perform this task, the customer file edit window is opened on the customer "C00001". Another example, in journal entry voucher, whereas the current cell on the document body is "account number" when performing this task

ASWAQ4 opens the account file edit window on the account that exists in the cell.

Note that this task leads to easier and quicker operation since it saves the time needed to open these elements manually:

Remember the current element number or copying it

Open the edit window for that element from menus

Copy or write the element number manually to view its data

 **Print icon (F9)** 

This task prints the current record. Note that if the window is in the edit phase and during the addition of new record, ASWAQ4 disables the print key since it is not possible to print record before it is saved. Moreover, if user modified record in the edit phase, ASWAQ4 rejects printing this record as long as these changes are not saved.

Finally, there are limits for reprinting documents, since the copy printed of the record is considered important; therefore, ASWAQ4 gives the system administrator the possibility of preventing users from reprinting documents.

 **Close window icon (F4 +Ctrl)** 

This option closes –end- the window. Note that if this window contained modification made by user that are not saved, ASWAQ4 confirms ignoring these modifications before closing the window.

Working with procedures windows

The procedures windows are considered much easier to use than the edit windows since it does not contain “edit tool bar” with its different tasks. Usually the procedures windows contain group of buttons below the window or tab. One of these buttons often performs the procedure required according to the data entered by user. For example, the window does the “post” when pushing “start” button and start the posting procedure for the documents specified by user in the different windows elements.

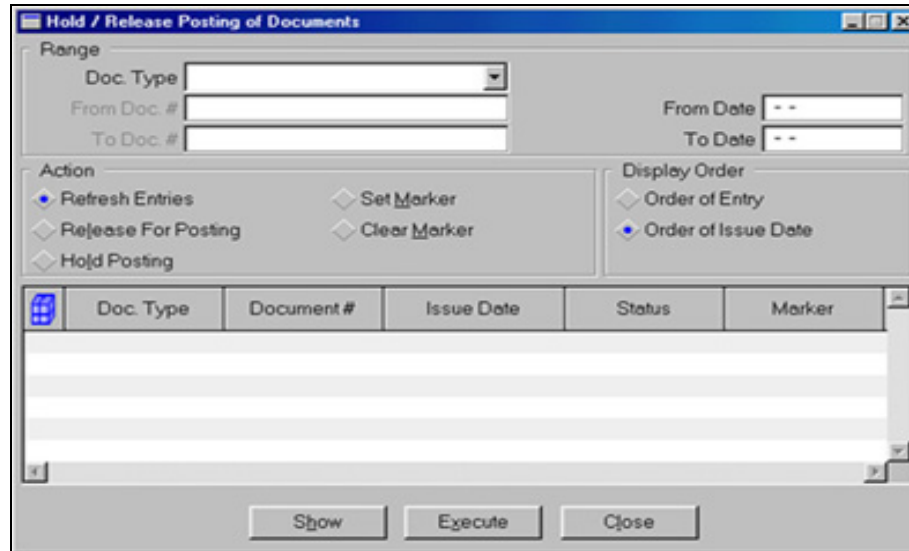


Fig 24: Hold/Release posting window

The procedures windows do not follow specific form, as their form and content depend on the nature of procedure it performs.

The following options in ASWAQ4 menus open the procedures windows:

- ▶ “Log in” window from “file” menu
- ▶ “Select database and log in” from “file” menu
- ▶ “Current log in information” from “file” menu
- ▶ “Defaults” from “view” menu
- ▶ “User preferences” from “view” menu
- ▶ “Link items to warehouses” from “inventory” menu
- ▶ “Automated pricing” from “inventory” menu
- ▶ “Inventory reevaluation” from “inventory” menu
- ▶ “Start/end physical stock adjustment” from “inventory” menu
- ▶ “Reset physical quantities fields” from “inventory” menu
- ▶ “Generate adjustment documents” from “inventory” menu
- ▶ “Generate depreciation documents” from “fixed assets” menu
- ▶ “Budget and balances” from “accounting” menu
- ▶ “Recurring documents” from “accounting” menu
- ▶ “Generate salary documents” from “employees” menu
- ▶ “Selecting lists setup” from “basics” menu
- ▶ “Reports utilities” from “basics” menu
- ▶ “Posting documents” from “posting” menu
- ▶ “Cancel posting of documents” from “posting” menu
- ▶ “Holding/ suspending posting” from “posting” menu
- ▶ “Import journal entry” from “posting” menu
- ▶ “Recalculate on-line information” from “posting” menu
- ▶ “Accept opening quantities and costs” from “posting” menu
- ▶ “Generate closing entry” from “posting” menu

- ▶ “Create next year database” from “posting” menu
- ▶ “Update opening balances as per previous closing” from “posting” menu
- ▶ “About ASWAQ4” from “help” menu

In addition to these windows, all the “report options” and “view files” windows are considered procedures windows.

Note that some procedures windows prevent users from moving to another window before ending the current one. These windows are “log in window” and “select database and log in window”. Note also that pushing the “F4 +Ctrl” keys closes the window.

ASWAQ4 operation method

This method is similar to that used in most of the windows programs; it is also similar to ASWAQ3 operation method, which is the older version of Aswaq.

ASWAQ4 allows user to open any number of edit and procedures windows with no limits except for the computer memory.

Also user can move between these opened windows using the mouse, keyboard, "navigation bar" or "view" menu, also all opened windows can be minimized or closed together.

Once opening procedures windows option or opening the edit windows, ASWAQ4 opens the required window and put it on "workspace" and it become the effective window and all other windows are ineffective.



The easiest way to move between opened windows is clicking any visible part of the required window, and then ASWAQ4 put this window immediately on the "workspace" to be the effective one that accepts the entry for the first element in the window. Also some of the options found in the navigation bar and "view" menu moves between opened windows as explained later in the "navigation bar" part.

Navigation bar

The navigation bar contains icons and elements that allow user to work with opened windows and facilitate operations procedures.

 **“Back” icon (Alt +Right Arrow)** 

The icon changes the effective window to previous one and is useful for moving between opened windows.

 **“Next” icon (Alt +Left Arrow)** 

The icon changes the effective window to next one and is useful for moving between opened windows.

 **“Load” icon (F7 +Ctrl)** 

This icon reloads the current effective window contents from the database and therefore ignoring modifications made by user on current record and return it to its original status in database. For example, the user may make modifications on certain sales invoice then discovers that these modifications are wrong, and then he/she may simply return the invoice to its original content found in the database by clicking this icon.

This icon only affects edit windows and does not affect other ASWAQ4 windows types.

 **Title field (F12)**



The “title” field is used to

Fig 25: Title field

display title of the current effective window. It also may be used as an alternative way to open certain window without using the program menu. For more information, refer to “basic concepts” in “titles in navigation bar” chapter.

Once certain window is opened or become effective, ASWAQ4 displays this window title (QRL) in the “title” field, hence, the “title” field in ASWAQ4 is similar to the URL or address space found in the internet browsing pages and performs a similar task.

The “title” field can also be used to open certain window directly without using the program menu only by knowing this window QRL. For example, the title of the receipt voucher window is “receipt”; hence, the user can open the receipt voucher window as follows:

Move to “title” field by clicking it or pushing F12

Write, “Receipt” then push the enter key so the program opens the required window.

The “title” field can be used to open window, and then move to specific record directly. Referred to the previous example, to open receipt voucher on the MJE00012 voucher directly, the user can do the following steps:

Move to “title” field by clicking it or pushing F12

Write "MJE00012 voucher" then pushing the enter key so the program opens the required window on the required voucher.

According to the previous, the title of edit windows is made of two parts as follows:

- ▶ Window title
- ▶ Element code or document number

When writing the window title without specifying element code or document number, ASWAQ4 opens the window that matches the title in the add phase and prepare it to the entry of new element or document. But when writing the window title along with the element code or document number, ASWAQ4 opens the window on the required element or document in the edit or view phase according to procedures windows.

All windows titles in ASWAQ4 can be entered in Arabic or English or in the short name. The short name is made of three English characters and therefore faster in entry. For example, the sales invoice title in Arabic is "sales invoice" and its short name is "SLI". To open the sales invoice number CR00123, user can move to the title field and write "SL00123" or to write "SLICR00123" as a much faster alternative, then ASWAQ4 opens the required invoice in the two cases.

In addition to the windows titles, also some orders related to "title" field can be entered to do specific tasks. For example, the "close" order in the "title" field leads to closing all the opened windows.

Note that the "title" field is a drop-down menu (combo box), which includes all procedures and windows the user previously opened. Simply opening this menu and clicking the required window or procedure title can re-open any of these procedures or windows.

The F12 key gives focus to the "title" field if the focus is already this field. However, when the focus is already in this field, the F12 key transfers the focus to the last element that contained this focus before it moved to "title" field. This means that the F12 key toggle between "title" fields and the currently effective edit window.

"Previous" icon (F11 +Ctrl)

The "previous" icon opens menu that includes titles of all windows the user opened from the start of operation but regardless of the records or different elements that the user viewed or modified in these windows. For example, one user performed the following operation:

Sequence	Operation
1	Modify journal entry voucher number MJE0001
2	Modify journal entry voucher number MJE0002
3	Enter sales invoice SI00003
4	Link items to warehouses
5	Enter sales invoice SI00004
6	Edit receipt voucher RV00005

The menu that appears when performing the "previous" task contains the following options:

Sequence	Option
----------	--------

1	Journal entry voucher
2	Sales invoice
3	Link items
4	Receipt voucher

This means that the menu contains the windows titles that the user opened (see figure). The reason for putting this task in the navigation bar is that the user often moves between limited numbers of pages forth and back, hence opening certain window means that he/she may re-open it again. Therefore, placing these windows in one menu allows user to open either somehow easier than selecting its option from ASWAQ4 menus.

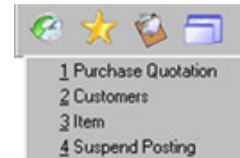


Fig 26: "Previous" menu

"Favorites" icon (F10)

ASWAQ4 menus contain tens of options and tasks, despite that; every user often uses limited number of these options most of the time. Therefore, it sounds logical to provide method that allows user to arrange the most used tasks and options, and provide him/her with a quicker way to perform any of these options.

Every user can specify these tasks and options frequently used or "favorites" by one of the "view" options, which is explained later in the part titled "view option menu". These options are some of ASWAQ4 menu options or some reports.

Once user set up his/her favorite options and reports, "Favorites" icon –when clicking it– displays menu of these "favorites" so that user selects one.

Every user can control his/her "favorites" menu and change it anytime as long as the system administrator allows.

"Marks" icon (F10 +Ctrl)

Sometimes users need to keep document number or certain element code to return to later, in process that is similar to putting "bookmark" on certain page in book so as to refer back easily to this page later.

The process of putting a bookmark on record is done through "tools" icon on the edit tool bar in the window. Once bookmark is added to one element, for editing this element the window can simply be opened by clicking the "marks" icon found in the navigation bar, and then list of the titles of all marks records appears, to select the one required from.

"Windows" icon (F11)

The "windows" icon allows moving between opened windows simply and without the need to click on the window required directly. Simply by clicking this icon, ASWAQ4 displays list of all the titles of the opened windows, and user can simply move to either by clicking its title in this list.

This task gets additional importance when one window is totally covered by other window and therefore use cannot move to it directly by clicking it but must first move the window that covers it to uncover part and click it. Instead of that user can simply select its title from the "windows" icon.

Information bar

The information bar is found below the main window and its only task is to display information on the current element in the edit windows and procedures windows. The information bar provides instant data on the element, excluding the need to open new window to view the data. This subject gets additional importance during editing documents, because the program in this case displays useful instant information for every element added to the document. For example, when editing sales invoice and entering the customer number, the program displays the customer name, balance and credit limits in the information bar. When entering inventory item code, the program displays the online quantity available and the lowest selling price in the information bar

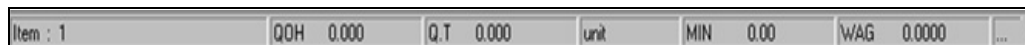


Fig 27: Information bar

The last element in the information bar, which is called “...” when pushing it, it opens the edit window of the element that has its information on the information bar.

The elements included in the information bar for every type of record it supports are listed below:

- ▶ Inventory items

The program displays the following information in sequence:

- ▶ Item number and its unit of measure
- ▶ Online quantities available in warehouse
- ▶ Online quantity available in each warehouse
- ▶ Unit, by which the last two quantities appear, it can be changed by clicking it
- ▶ Lowest selling price for this item from the prices specified in the inventory file for the unit determined in the previous element
- ▶ Item average cost from the inventory file for the unit determined in the previous element

- ▶ Customers and vendors

The program displays the following information in sequence

- ▶ Customer code
- ▶ Customer balance
- ▶ Credit limit
- ▶ Customer balance currency, it can be changed by clicking on it
- ▶ Payment period for the customer
- ▶ Customer total purchase

- ▶ Fixed assets

The program displays the following information in sequence

- ▶ Fixed asset code

- ▶ Current book value
- ▶ Depreciation value
- ▶ Fixed asset account currency
- ▶ remaining depreciation installments
- ▶ Lifetime in periods

▶ Accounting

The program displays the following information in sequence

- ▶ Account code
- ▶ Account balance
- ▶ Account currency, it can be changed by clicking on it
- ▶ Exchange rate of the account
- ▶ Total account (balance sheet or income statement)

▶ Cost centers

The program displays the following information in sequence

- ▶ Cost center code
- ▶ Cost center balance

Tool icon options in the edit tool bar

This option displays menu that contains group of tasks that can be performed on current record or using it (see figure)

Options found in this menu depends on the window nature and the phase it is working in, these options are displayed in details in the following:

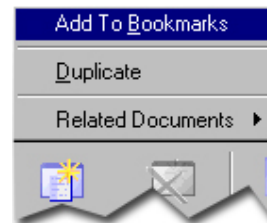


Fig 28: Tools icon

 **“Add mark”**

This option adds bookmark for the current record in the window to the “bookmarks” menu, which appears by clicking the “marks” icon in the navigation bar. This arranges for re-opening the window later in the same record by one click.

 **“Price tag”**

This option appears only in the inventory file window, and does not appear except when this window is in the view or modify phase only, that is because through it, the “price tag” for some item of the available inventory items is printed. What is meant by “print a price tag” here is to “print barcode” which is a feature required by many commercial organizations in their deals.

Fig 29: Price tag

Once the user click this option, the “print price tag” dialog box appears, through which any number of price tags for the current item in the inventory window can be printed.

Note that the main purpose from having the “ print a price tag” dialog box is to print barcode tag for the item prices, but of course it can be used – with the same efficiency- to print normal price tags with no bar code.

Note also that printing price tags is done in many ways and with different properties. For that reason, there is file called “price tags properties file”, in which the different templates for printing price tags is saved. For example, the size, place and quality of printing, and the assumed template ASWAQ4 suggests when printing the price tag of an item, which facilitates the work and saves time.

ASWAQ4 developers recommend specifying “barcode printer” for this process, because these types of printers are basically prepared to print the barcode with suitable speed and efficiency, which ensures having the maximum quality when printing price tags, although price tags can be printed using the regular printers without having any technical problems.

ASWAQ4 developers recommend seeking the assistance of ASWAQ4 technical support professionals when modifying this file because it needs experience in ASWAQ4 and knowledge in writing and building computer programs. In addition, any damage or wrong data in this file leads to stopping the print of price tags service completely, until another undamaged file is available.

To view or modify this file the user can select the "barcode" order from the "title" field in the "tools bar".

The dialog box contents appear as follows (see figure):

Design template

This field is combo box that contains titles of all the available templates, which can be described in the previously mentioned "price tags properties file". Through this file, the template of the required price tag is determined.

Note that the assumed options in this menu are the template specified in the "price tags properties file" previously mentioned, however the user can replace it by another template of course.

Code

This field is specified for displaying current item code, with which the price tag/tags is printed.

Note that this field is for reading only and cannot be modified, since it is determined according to the item for which the "price tag" option is made when viewing or modifying.

Note

This field is specified for adding any note user wants to print along with the price tag, so as it appears below it or in any place specified in the "price tags properties file" previously mentioned. The user can specify any note in this field, if it does not exceed sixty characters.

Number

This field is specified to determining the number of copies printed of the current item price tag.

Note that the value specified in this field should not be less than integral one or exceed (9999). The fact is that ASWAQ4 will not start printing unless there is an accepted value in this field.

Print

The user clicks this button to start printing the current item price tag/tags.

Close

The user clicks this button to end the work and close the dialog box immediately.

“Templates management”

This option does not appear except in the documents edit windows and when these windows are in the add phase only. This option allows the management and preparation of “documents default templates”. For more information on documents default templates refer to the part titled “documents default templates” in this chapter.

“Duplicate”

This option does not appear except in modify or view phase and it leads to creating new record or document similar to the current one. It opens this new record in an independent window. This option is considered very useful to users since it saves time of re-entering similar data. For example, the user may need to add new item of properties that is similar to an item that already exists with only some few exceptions (the color or size) for example. In this case, this new item can be created as follows:

- ▶ Move to similar item that has been added before
- ▶ Select “duplicate” from this item, then ASWAQ4 opens new window with similar record
- ▶ Enter the new item number and change the information in the new item window according to its properties
- ▶ Select “save data”

The “duplicate” order can be selected from all master and basic documents files and all the documents files, noting that:

For the master and basic files:

The duplicate ASWAQ4 creates has code number similar to that of the record from which it was created, except for question mark “?” that is added at the end of the code. For example, when making duplicate on an item with code “AX0001”, then the new element –duplicated- contains the same old item information with code “AX0001?”. The user has to change the code before saving data because ASWAQ4 rejects saving an element code with question mark.

For documents files:

The duplicate ASWAQ4 creates has document number similar to that of the document from which it is created. By that, ASWAQ4 automatically selects next document number in the same book when saving. The document and book number can also be changed before saving data.

Hold/suspend –cancel posting

This option does not appear except with documents windows, when the window is in the modify phase for document that is not posted. It also does not appear except for users with authorities to hold/suspend or cancel posting. When the document is ready for posting, this option name is “Hold posting” and by selecting this option the document becomes in the “hold” status. When the document is on hold, this option name is

“release posting” and by selecting it the document status is changed to “ready for posting”.

Therefore, this task is considered another alternative for holding or releasing posting for certain document. Whereas the same procedure can be performed through the “hold/release posting” found in the “posting” menu.

The document mark/cancel mark

This option does not appear except with the documents windows and when the window is in the modify phase for document that is not posted. It also does not appear unless the user has the authority to hold and release posting. When the document is marked, the option name is “cancel document mark” and by selecting that, the document status is changed back to “unmarked”. When the document is unmarked, the option name is “mark document” and by executing that, the document status is changed to “marked”.

Therefore, this task is considered another alternative for marking or canceling the mark for a certain document. Whereas the same procedure can be performed through the “hold/release posting” found in the “posting” menu.

Posting

This option does not appear except with the documents windows and when the window is in the modify phase for document that is ready for posting. This option does not appear also except for users with authorities of posting the documents. By selecting this option, ASWAQ4 posts the document.

Therefore, this task is considered another alternative for posting certain document. Whereas the same procedure can be performed through “post documents” option, found in the “posting” menu.

Reverse document

This option does not appear except with some documents windows when these windows are in the modification or view phase. The documents with which this option appears are:

Sales invoice

Purchase invoice

Journal entry voucher

When selecting this option new document is created in new window, whereas the new document is completely the reverse of the old one with all its contents. As for sales and purchase invoices, ASWAQ4 creates return voucher, and for the journal entry voucher ASWAQ4 creates another journal entry that reverse the transaction made in the original document and that by putting the credit as debit and the debit as credit.

That is, ASWAQ4 provides quicker way to creating reverse entry or transaction to these documents without the need to re-write the content of every document manually.

Not that, as for the reverse document the program creates, ASWAQ4 leaves the document number empty, and therefore the user has to enter document number from suitable book before selecting “save data”. Also ASWAQ4 does not prevent user from making modifications on the reverse document before “saving data”.

Related documents

This option does not appear except with document windows and when the window is in modify or view phase. This option opens subsidiary menu that contains the numbers of all documents related to the current document. Any of these document windows are opened by clicking the number of the required document (see figure).

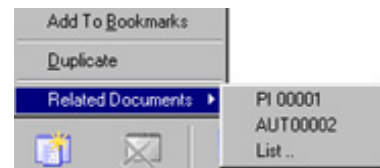


Fig 30 :Related documents

Documents are related to certain document when they are attached to it. For example, when editing purchase return voucher number “PR00001” from the purchase invoice number “PI00012” then menu of the document related to the purchase returns will contain a line for the document “PI 00012”. Also the accounting and inventorial effects issued automatically by ASWAQ4 are considered related to the document that resulted in creating them. Referred to the previous example, posing the document “PR00001” leads to issuing journal entry “SJE00020” and the stock receipt “SRN00014” by that there is three documents related to the return document “PR00001”, which are the purchase invoice “PI00012” and the journal entry voucher “SJE00020” and the receipt voucher “SRN00014”. User can open any of these documents windows by clicking the

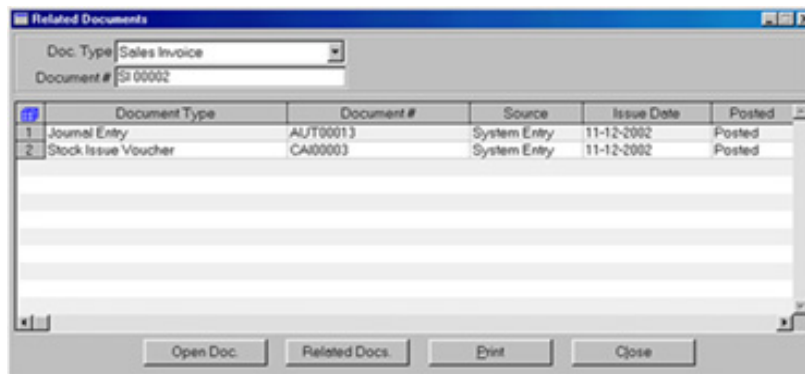


Fig 31: Related documents window

required document number from the subsidiary “related documents” menu.

ASWAQ4 provides user with an easy way to view the related documents and without the need to open the windows of these related documents manually and searching for the required document.

The last option in “related documents” menu, the one called “menu” opens window that contains a chart of all related documents with some additional information about it, also through it a list of types and numbers of these related documents can be printed.

Note that this option is disabled if there are no documents related to the current document.

Documents default templates

The documents default templates facilitates the work for users whose work nature depends on entering data in certain document repetitively– for example, enterers of cash sales invoices. This task leads to filling the document head with default values and moving directly to the table (if there is one) to enter the document body. For example, sellers with selling points always need to fill the document head with the cash sales information as follows:

Process	Explanation
Write SI then enter	Define the document and hence the document number
Enter	Leave "From" empty
Write cash then enter	Determine "document type"
Enter	Leave "customer code" empty
Enter	Leave "customer name" empty
Enter	Leave "warehouse" in default
Enter	Leave "edit date" in default
Enter	Leave "seller" in default
Enter	Leave "note" empty
Enter	Leave "analysis code" empty

The one who enters the cash sales must write this data every time he/she enters an invoice, although this information is fixed, and rarely change. Specifying default template for sales invoice in this case leads to filling the document head directly with these values in one click and moving to the table to start entering items, which saves time and effort.

Although the importance of the documents default templates appears in invoices, it can be set up to any document in the program but not to basic or master files.

Documents default templates types

There are two types of default documents templates and they are the “user template” and the “Global template”.

▶ User template:

This template is only applied to this user work, and does not affect other users. This is useful for preparing template for cash sales invoices that does not apply on credit sales invoices for example. Any user can specify his/her own template in any document he/she has the authority to enter new documents in.

▶ Global templates

This template applies to all users of certain document. Only system administrator can specify template for all users for a certain document.

Note that, if two types of templates are specified for certain document then the user document is the active one.

Managing documents default templates

The documents default templates are managed by the “templates management” tool, which appears when clicking the “tools” icon on the edit tools bar.

Note that “templates management” only appears when the window is in the add phase.

To prepare template for document the user has to open the required document window then the document head is filled by the specified defaults, and then selects one of the “template management” options, which are: “set as user template” or “set as global template”.



Fig 32: Manage documents templates

For example, and to specify the sales invoice template the following steps are made”

Open “sales invoice” window and click the “new record” icon or push F6 to change the window to add phase and work with new document.

Fill the new fields with values. For example, SI00009 in the invoice number, “cash” in the document type, etc.

Place the mouse on the element that will be written in, after the fields are completed (usually the first space in the table, although it is possible to choose any element and place the mouse on it.)

Click the “tools” icon or push F7 then select “template management”

Select “set as user template” or “set as global template” as required. If there is previous template for the same window and of the same type –i.e. previous user or global template- warning message appears to confirm replacing the old by the new one.

Now the template setting process is completed and it can be used immediately.

Note the following

The “template management” menu also includes options to cancel the existing templates.

Only the system administrator can set or cancel Global template for all users. The system administrator is any user with the authority of modifying the basic file “users’ authority”

If user wants to disable “template for all users” for himself, he/she can specify an empty template by standing on the document number without entering any fields then selecting “set user template”

ASWAQ4 ignores values in the edit date and payment date when saving the template, so that each document appears in today’s date and not the date of setting the template.

ASWAQ4 does not take from the document number except the book and ignores the number, since -of course- templates are used to enter new documents.

It is unpractical to use documents default templates with books of manual sequence numbers, because the program rejects to move from the document number without entering the number manually.

ASWAQ4 ignores all the tables' contents during setting the template, it also ignores the documents totals and this is logical as it is determined to fill the document head with defaults.

Although documents default templates appear their importance in invoices, it can be set to any document in the program but not for basic or master files.

Using documents default templates

Using documents default templates is very easy process, and does not have an independent icon or key, but “new record” icon and key is used or F6, that is because “new record” toggles between completely empty record and template record.

To enter record in the template, follow these steps:

After you are done with the previous document click the “new record” icon or push F6, then the window is empty again.

Click the same “new record” icon or push F6 once again, then the program fills the document with the template.

If you pushed the same icon or pushed F6 for the third time, the template disappears and the document is empty again.

<p>I.e. the “new record” task applies the template if it does not exist (on an empty window) or cancel it if it exists, thus giving the user a chance to use it or not to use it very simply.</p>

Logging in, moving and logging out procedures

There is difference between “running the program” and “logging into the program”. Running the program means operating the program, which is usually done through the program menu that is set in the operating system under the “start” button or on the desktop, by double-clicking ASWAQ4 icon. The log in is the process of checking the user before allowing him/her to reach any of the programs windows or procedures. This process is important for working with ASWAQ4 that is because the program depends on it to specify the authorities available for each user.

After running ASWAQ4, all the program options are almost disabled except the “log in” and “exit” in addition to the language options, date systems and “help” menu options. This means that all the actual work –accounting- options on ASWAQ4 are disabled. None of these options is opened except when the user successfully log in. Note that after logging in, ASWAQ4 does not open all options; it only opens those allowed for the current user according to the authorities specified by the system administrator.

There are two options for logging into ASWAQ4, the first is called “log in” and the second is called “select database and log in”. Both options result in “acknowledging” the program by the user who wants to use the program, so that ASWAQ4 opens the options this user can use. The first option “log in” is the easiest and most used as it leads to entering the automatic “normal” database that he/she uses in the daily work.

The “database” concept from ASWAQ4 point of view means the group of data (files) related to certain fiscal year for a certain accounting unit. This matches in the manual system the group of books and documents related to certain fiscal year in the accounting unit.

From the previous, it is now clear that ASWAQ4 allows dealing with more than one fiscal year for the accounting unit, and more than one accounting unit. To support that, ASWAQ4 can deal with many “databases” each containing data for one fiscal year of one accounting unit. For that reason, there are two options for the log in process. The first one “log in” and it log into the most used database i.e. it log into the default database. The second option “select database and log in” displays a list of available databases to select from, and then complete the log in process as the first option (it asks the user for his username and password).

Note that the process of setting up the databases and default database that are entered when selecting the option ‘log in’ is one of the system administrator tasks. Detailed explanation on how to set up databases is found in ASWAQ4 setup manual.

An explanation for both logs in processes:

Log in procedure

To complete the log in, the following steps must be followed:

Select the “log in” option from the “file” menu
 Note that the database name is displayed in the title bar of ASWAQ4 main window

Enter user number in the log in window, the user number is specified by the system administrator and is given to each user. Note that the program rejects to move out the field if correct user number is not entered. If the user number is correct, ASWAQ4 displays the user name and move to “password” field.

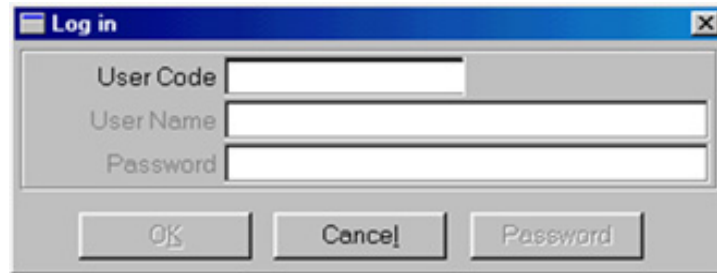


Fig 33: Log in

Enter the password in its field. Note that the password must be entered exactly as specified by the system administrator or user. Note also that the program does not display the password while it is being entered, but displays a question mark instead of every letter so that no one can see it while it is being entered.

When password is entered correctly, the “ok” and “password” buttons become active –enabled- but if it is not correct the two options are disabled and the password must be re-entered once more.

If the user failed to enter the password 4 times, ASWAQ4 closes itself and return to the operating system.

Once the “ok’ button is pushed, ASWAQ4 displays the current user name in the main window title bar with today’s date. Then ASWAQ4 opens the options available for the user and he/she can select any. As for those the user cannot open (because the system administrator did not give him/her the authority) remains disabled. This user is effective until he/she performs one of these options:

- ▶ Select the “log in” option again and entering another use number
- ▶ Select “log out” from “file” menu
- ▶ Select “exit” from “file” menu

The “password” button importance is to change the user password when desired. When pushing “password” button, ASWAQ4 opens another window that allows user to enter new password. Note that the new password must be entered twice in the two fields assigned for that then pushing “ok”. Once the “ok” button is pushed, the new password is accepted and saved in the employees file. It is preferred that users change their passwords from time to time, to ensure security of data.

ASWAQ4 records the user activities in one file during work; therefore, assigning an independent number for each user is preferred, to specify each user activity.

Select database and log in procedures

To select database and log in, the following steps must be done:

Select “select database and log in” option from “file” menu

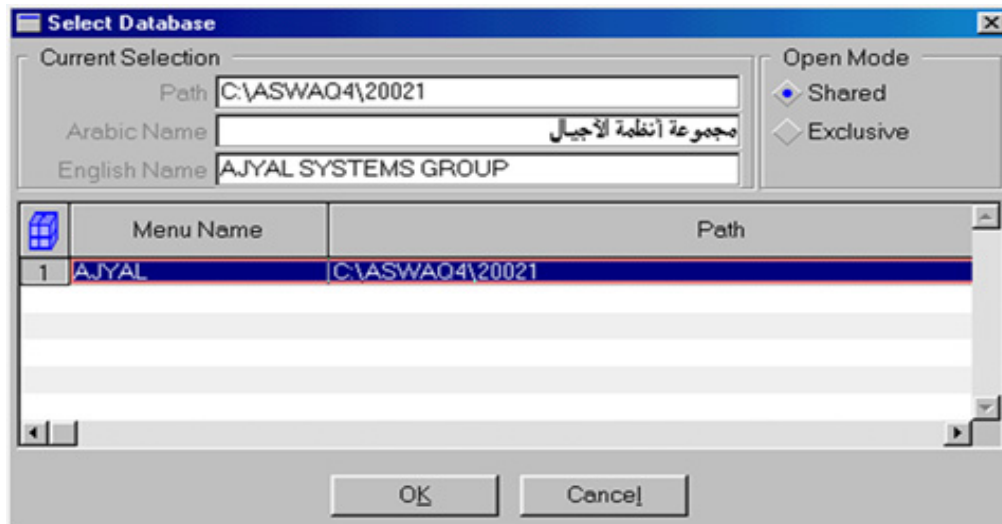


Fig 34: Select Database and login

Note that the program opens procedure window that contains table. Every line in the table expresses one of the available databases and in the table appears the short name as specified by the system administrator and the Path that contains the database file. Note also that the first group in the window contains the full name for the currently selected database and which is specified by the system administrator. Moreover, there are two buttons from the “radio” types for specifying the utilization type of the database. An explanation of these options is displayed later.

Select the required database by clicking its line in the table or using the keys –refer to the previous part (working with windows elements –table) to know these keys.

Specify the type of use you want the radio buttons for. The two available options are:

- A. Multi users: means opening database in multi user phase, i.e. any number of users can open the database in the same time.
- B. Single user: means opening database for one user, any other user tries to open the same database from another computer will not be able as long as the current user is using the database, until the current user selects “log out” or “exit” options.

Push “ok” button

ASWAQ4 displays the database name in the title bar above the main window, and then displays the “log in” window, explained in the previous part “log in”.

Perform the same steps explained in the previous part “log in”

Move procedure

This procedure is used for moving between ASWAQ4 and any of the built-in applications –MIRSAL or ASWAQ utilities- or vice versa. The user can use it to move to any of the built-in applications by clicking the suitable option in the file menu or by writing the application name in the title field found in the navigation bar then pushing the enter key. For example, if the user wants to move from ASWAQ to MIRSAL, he/she can click “MIRSAL” option found in the file menu, he/she can also write “MIRSAL” in the title field in the navigation bar then push the enter key, then ASWAQ4 interface changes to suit working with MIRSAL (see figure)

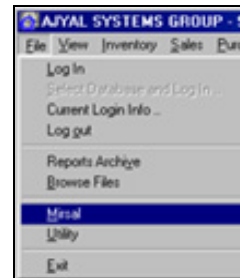


Fig 35: Move to Mirsal

Log out procedures

Log out process is the adverse of the log in, it return the program to the disabled status and close the database. In this case, any user wants to use the program has to perform one of the two log in processes again by entering his/her number and password.

To log out, select “log out” option from “file” menu or “exit” icon from the icon bar.

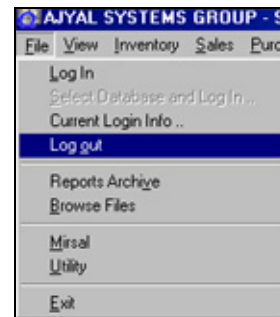


Fig 36: log out

“Current log in information” procedures

The user can view some data of the current entry in the database through “current log in information” found in “file” menu, which displays the following data:

- ▶ User code: which is the current ASWAQ4 user code, as specified in “employees file”.
- ▶ User name: which is the current ASWAQ4 user name, as specified in “employees file”.
- ▶ Database: that is the currently opened database name, as specified in “company specifications file”.
- ▶ Company name: organization name, as specified in the “company specifications file”.
- ▶ Path: the full path of the current database

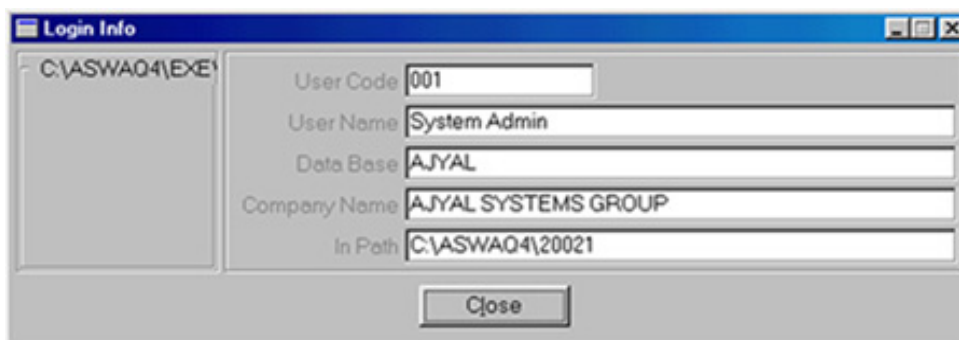


Fig 37: Login Information

Search

The user often needs to search for specific element. For example, while entering sales invoice, the user may forget to enter the item code or the customer code into the invoice, hence needs to search for the item or customer by feeding the program with part of the code or name, then the program displays list of similar items or customers.

The search process in ASWAQ4 uses one style with all data windows in the program. The search process stops on the current field in the window. I.e. if the focus in the "customer code" field, this means searching for the inventory items...etc. The search process is very simple, as it only requires clicking the mouse right button on the field, or pushing the smart search key F3 then selecting one of the elements that the program displays.

There are two different methods for searching in ASWAQ4. One is called the "simple search". The program uses it when the focus is in one field of less available options. Such as the document number field or the currency field, where the filed nature calls for number of options that, in worse cases, do not exceed tens of options. Therefore, ASWAQ4 displays all the possible options in one list beside the field and the user has to select one.

The other type is called the smart search and the program uses it when the number of possible options is many, such as searching for an inventory item in the inventory file, which may include thousands of items. In this case, it is impossible and impractical to display all the available options to select from. Therefore, the smart search window arranges for the user entering part of the element code or name, ASWAQ4 displays the file closest contents to the specified focus for the user to select on of it.

Simple search

As previously mentioned, ASWAQ4 uses the simple search when the user selects the search option in one of the fields of relatively less number of options. Steps to follow are displayed below:

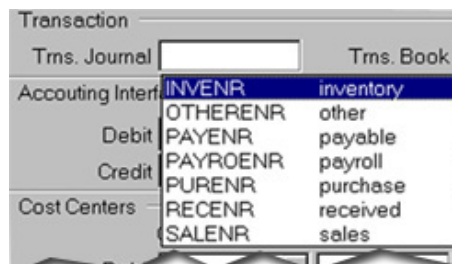


Fig 38: Simple search

Click right mouse button or push the search key (F3) in the field, then ASWAQ4 displays all the available options in a list next to the field.

Any of the options can be selected by clicking the option, or moving to the option using the arrows keys until it is highlighted then pushing the enter key.

ASWAQ4 copies the selected value to the field, the user has to push the enter key again to accept the value.

ASWAQ4 uses the simple search when the focus is in one of the following fields:

- ▶ Document number field: ASWAQ4 displays the available document books for this document.
- ▶ Document type field: ASWAQ4 displays the available document types for this document.
- ▶ Currency code field: ASWAQ4 displays the currencies defined in the currencies file.
- ▶ Recurring document code field: ASWAQ4 displays all available recurring document codes.
- ▶ Analysis code field: ASWAQ4 displays all available analysis codes.
- ▶ Item unit field: ASWAQ4 displays all defined units for current item.
- ▶ Warehouse number field: ASWAQ4 displays all opened warehouses.
- ▶ Salary components field: ASWAQ4 displays all available salary components.
- ▶ Users' group field: ASWAQ4 displays all available users groups
- ▶ Fields with options lists: if system administrator specifies option list for any field in the program, ASWAQ4 displays these options in the simple search method. For more information on the option lists refer to "options lists" in "basic files" chapter.

Smart search

ASWAQ4 uses smart search when the user selects the search option in one of the fields with relatively more number of options. Steps to follow are listed:

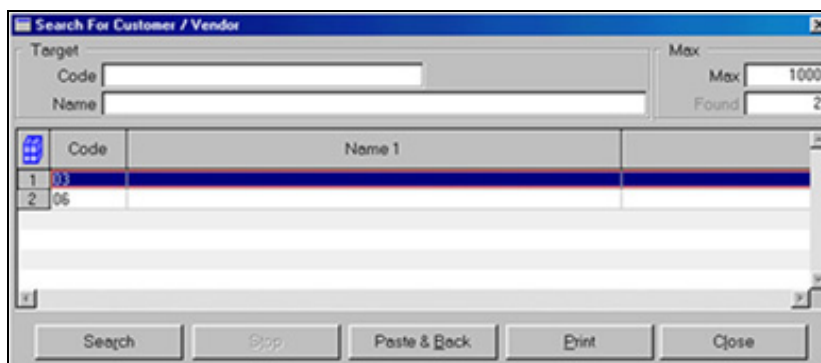


Fig 39: Smart search

Click right mouse button or push the search key (F3) in the field, then ASWAQ4 opens the smart search window.

Part of the first item code or any part of the name can be entered, each in the assigned field. When entering part of the code or name, or when pushing Enter key, ASWAQ4 displays the options that includes the part required.

Element is selected through one of the following ways:

- ▶ Move to required element in the table then push the enter key. This is the most preferred and fastest used by most users.
- ▶ Double-click the required element.
- ▶ Move to the required element then click "paste and back" button.
- ▶ When executing any of the previous operations ASWAQ4 executes the following:
 - ▶ Close the smart search window
 - ▶ Past the element code to the field from which the smart search is opened.
 - ▶ User has to push the enter key again to accept the value.

Note the following:

The "search" button can be clicked without specifying part of the number or name, and then ASWAQ4 displays all the available options in the file.

The maximum number of options that ASWAQ4 displays in the window are specified in the “maximum number” field. The program always assumes 20 elements maximum; the user can change it before pushing the search button.

When specifying part of the element code, part of the beginning and not from the middle or end must be specified.

When specifying part of the name, any part can be specified, from the start, middle or end, the program is also provided with technique that enables it to find elements even when Arabic or Latin characters are somehow different.

If the search process takes longer time the user can push “stop” button to stop the search process before it is completed, the program, in this case, will display the records found before stopping the process.

The user can print lists of elements –records- by clicking the “print” button in the search window.

ASWAQ4 starts the smart search when the focus is in one of the following fields:

- ▶ Inventory item code field: the program opens the item search window.
- ▶ Customer code field: the program opens the customers search window.
- ▶ Vendor code field: the program opens the vendors search window.
- ▶ Fixed asset code field: the program opens the fixed assets search window.
- ▶ Account code field: the program opens the accounts search window.
- ▶ Cost center code field: the program opens the cost center search window.

Notes on searching by name

Searching by name in ASWAQ4 differs from most of the other programs in its method and capabilities. Some notes that may be used to increase the search by name efficiency are listed below:

- ▶ ASWAQ4 can perform successful search operation even if there is difference in some pronunciations in part of the required name as it is actually saved. These differences are designed to avoid the common mistakes of users such as using “B” instead of “P” or using “sion” instead of “tion” ...etc.
- ▶ User must always try to specify the largest possible part of the name even if he/she is not sure of the characters order in a word. For example, if customer is called “Al Aswaq Al motaheda” for importing and distributing food” then searching for “motaheda food” or “Aswaq motaheda” and “Aswaq food” leads to finding the customer, While specifying only one or two characters such as “S” or “AS” leads to displaying large number of options. That is because the program, as previously mentioned, does not search only for the first part of the name, but searches for the required word in any part of the name.
- ▶ Try to search for complete words and not part of every word.
- ▶ Specifying the largest number of words does not slow down the search process by any mean.

Notes on searching for accounts

When searching for an account, i.e. when the focus is in the "account code" field, the search range can be changed from the chart of accounts to the subsidiary ledger books such as the customers or vendors file, since in some cases it is required to find the account code of an element of the subsidiary ledger. For example, while editing journal entry voucher and searching for "account code" on the document body, ASWAQ4 displays the search window with an automatic option, which is the search for open accounts in the chart of accounts. Before doing the search process, the search range can be changed to one of the subsidiary ledger books and therefore, the search is done in this file.

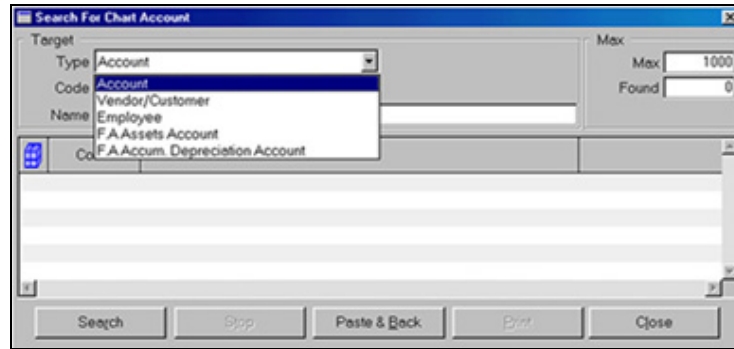


Fig 40: Select account type while searching

Note that when doing the "paste and back" option, in this case ASWAQ4 pastes the "element account code" and not the "element code" itself.

Launching reports

Reports can be launched either to printer or screen. In addition, the report can be printed after it is launched on screen, which is the method preferred to most users. When launching the report on screen, it is displayed in the same form of the print.

Reports are found in ASWAQ4 in groups, when selecting any of the printing option in the program, ASWAQ4 displays all the available reports in the “select report option” window. Any report can be launched by clicking its name in the table within the window body then clicking one of the two options to “screen” or to “printer”. For more information on launching reports, refer to the following part “working with select report procedure”.

When launching any report, the user can save these report results, to use it later as archive or reference or to send it to any managerial authority for example. For more information on this subject, refer to the section “working with report view window- tools icon F7- exporting report” in this chapter.

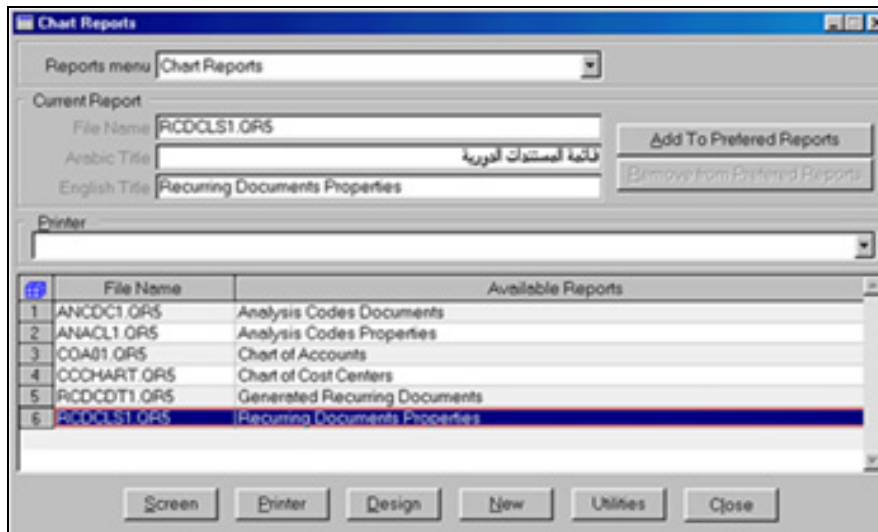


Fig 41: Select Report

The launching reports options are always down the menus and they are as follows:

- ▶ Items reports from “inventory” menu
- ▶ Inventory vouchers reports from “inventory” menu
- ▶ Customers reports from “sales” menu
- ▶ Total sales from “sales” menu
- ▶ Sales items reports from “sales” menu
- ▶ Vendors reports from “purchase” menu
- ▶ Total purchases reports from “purchase” menu
- ▶ Purchase item reports from “purchase” menu
- ▶ Fixed assets reports from “fixed assets” menu
- ▶ Fixed assets documents reports from “fixed assets” menu
- ▶ Charts reports from “accounting” menu
- ▶ Transactions reports from “accounting” menu
- ▶ Statements reports from “accounting” menu
- ▶ Accounting statements reports from “accounting” menu
- ▶ Employees reports from “employees” menu
- ▶ Employees voucher reports from “employees” menu
- ▶ Basic files reports from “basics” menu
- ▶ Administration reports from “basics” menu

- ▶ Printed forms reports from “basics” menu
- ▶ Posting reports from “posting” menu

Working with report selection procedure

When selecting any of these options the program displays the report selection window, which includes table that contains all the available reports. Below the window is found some buttons that performs the following tasks:

- ▶ Screen: display the selected report on screen
- ▶ Printer: send the selected report to printer
- ▶ Design: enter the report designer program to modify the selected report
- ▶ New: enter the report designer program to design new report
- ▶ Utilities: open the report utilities procedure window. For more information on the report utilities window refer to “report utilities procedure” in “basic files” chapter.
- ▶ Close: closes the report selection window

In addition, the launch reports window contains some additional elements as follows:

- ▶ Select printer menu: drop-down menu above the report table through which the printer can be specified.
- ▶ Report menu: user can move directly to another group of reports by selecting one of this menu contents.
- ▶ “Add to favorite reports” button: leads to adding the current report in the table to the user favorite reports, which can be launched through “favorite reports” option found in “view” menu.
- ▶ “Cancel from favorite reports” button: leads to canceling the current report in the table from the user favorite reports, which can be launched through “favorite reports” option found in “view” menu. This button is non-effective only when the current report is one of the user favorite reports, which are specified by the previously mentioned “add to favorite reports” button.

To launch any report select the required report -you will notice that ASWAQ4 displays the report English and Arabic title in the “current report” group above the window- then select one of the options “screen” or “printer” as required. Note that pushing the Enter key on selected report leads to launching this report on screen, i.e. pushing the Enter key on the report is similar to selecting the report then pushing “screen”.

Working with view reports window

Once report is launched on screen, ASWAQ4 opens the "launch reports" window and the report starts working. Note that some reports require user to enter some data before actually starting to display the report contents. For example, most of the statements require entering the period and account code before displaying data. In this case, the user must enter the reports parameters then push “run” in the reports parameters window to launch it according to these specifications (see figure).

Some reports display their contents immediately after launching the report, while some reports take some time before starting displaying the report contents in the window, that if the report needs data sorting before the display.

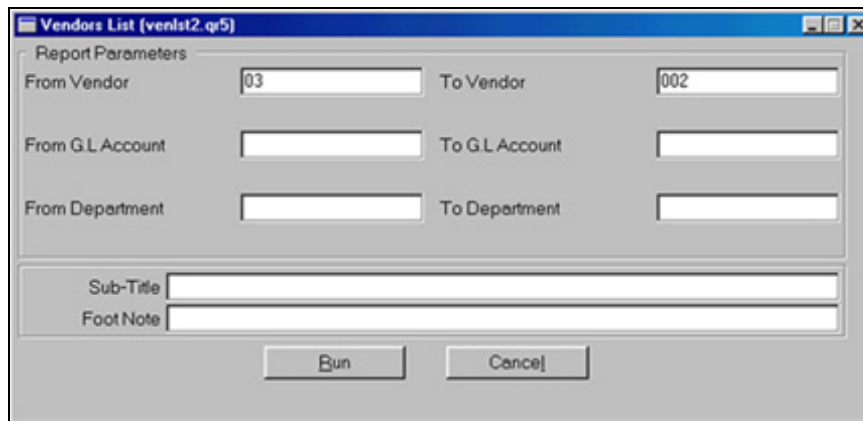


Fig 42: Reports Parameters window

The report view window contains bar that is called the “report view tools bar”, which is used to work with the window and move between the tabs...etc. this bar icons are explained in the following part:



Fig 43: Reports Tools bar

- ▶ First tab icon (Home + Ctrl): displays first tab in the report
- ▶ Previous tab icon (Page up + Ctrl): displays the tab before the current one.
- ▶ Tab number field and number of tabs: includes the current tab number in the window and total number of tabs in the report. It can be used to display one tab directly by writing the number of the required tab, and then ASWAQ4 displays it immediately.
- ▶ Next tab icon (Page down +Ctrl): displays the next page
- ▶ Last tab icon (End +Ctrl): displays the last tab
- ▶ Print icon (F9): prints certain focus of tabs. This option displays procedures window in which user determines the required tabs focus and the printer to which the report is launched, then print these tabs.
- ▶ Tools icon (F7): this icon opens menu that contains some supporting tasks as follows:

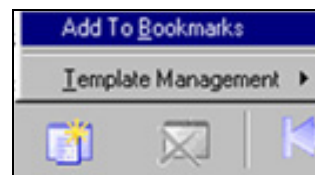


Fig 44: Tools icon options

- ▶ “Add mark”: this option adds bookmark to the report in its current parameters to the “bookmarks” menu, which appears by clicking the “marks” icon in the navigation bar. This sets up launching the report in the same specifications later by one click.
- ▶ “Run again”: This option launches another copy of the same report, which is desirable in some cases to launch the same report in other parameters, for example.
- ▶ “Export report”: this option exports data (results) of reports to external file, through which the report result is saved in the form of TEXT and RTF or HTML, which enables user to keep the reports results as references or send them anywhere for example. Note that viewing the file resulting from this process is done through any of the common viewers, such as the text editors or Internet browsers...etc.
- ▶ “Archive report”: this option saves data (results) of any report in the form of QAR file, this archive is featured by its ability to display the results saved in it according to the same usage authorities of the original report.

It also can be re-launched to observe the current new results of the same archive. Note that viewing the archive file resulting from this process is only done through ASWAQ4, from the “report archive window” that is explained in the next section.

- ▶ “Close” (F4 +Ctrl): this option closes the window

Note the following:

- ▶ Once the report data display starts; user can view data and move between tabs to end (close) the report.
- ▶ The “close” option can always be selected even before the report ends the data collection to end “close” the report

Working with report archive data

This window is assigned to working with reports archive files that the users save; this

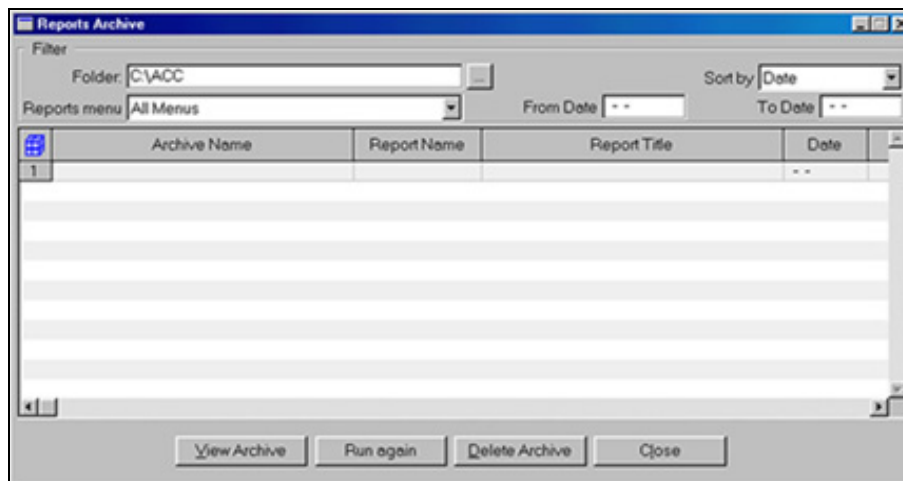


Fig 45: Reports Archive window

Window is found at “report archive” option in the “file” menu. This window contents are as follows:

□ Filter

This section is assigned to specifying the report archive file filter displayed in the “report archive table”. Note that all this section fields influence the number of archives displayed in the table. The role of the authorities of user who views the reports must not be ignored, since ASWAQ4 excludes archive files that the user does not have authority to view its original reports. This section contents are as follows:

✎ Folder

This field is assigned to specify the folder that contains the report archive files required to be displayed. To specify this folder user can write it directly, provided that it indicates folder that already exists or ASWAQ4 will not accept it. Alternatively, user can click the “...” then select the required folder from the dialog box that appears.

✎ Sort

This field is drop-down menu (combo box). It is assigned to specify the method of arranging data displayed in the “reports archive table”. Options available in this menu are as follows:

- ▶ “Archive file”: this option leads to displaying data in “report archive table”. Files are arranged in ascending order according to the file name in the archive.
- ▶ “Report name”: this option leads to displaying the data in “report archive table”. Files are arranged in ascending order according to the original report name in the archive file
- ▶ “Report title”: this option leads to displaying the data in “report archive table”. Files are arranged in ascending order according to the original report title in the archive file
- ▶ “Date”: this option leads to displaying the data in the “report archive table”. Files are arranged in descending order according to the date of saving the archive file.

Reports menu

This field is in the form of drop-down menu, combo box, assigned to specify the types of archive files displayed in the “report archive table”. Options available in this menu are all the reports types in ASWAQ4, such as the “items reports”, “customers reports”.... etc. the user can specify any of these type then ASWAQ4 displays the archived files saved for report files attached only to this type of reports. Alternatively, user can select the automatic option to this menu “all menus” then ASWAQ4 displays all the archive files the user has authority to view them.

From date

To date

These two fields are assigned to specify the range of date used when saving the archive files displayed in “report archive table” so as data displayed in the table are limited to archive files saved in this range. Example, if the user sets a range from “1-10-2002” to “31-10-2002”, this leads to displaying all archive files saved only during October and the user has the authority to view their original reports, even if user saved another archive files in previous or following months.






Note that date specified in the “from date” field must be before or exactly the same as the date specified in “to date” field, or ASWAQ4 will not accept it.

Reports archive table

This section contains table that occupies most of the window area. Through this table, the archive files menu is viewed according to report filter the user specified in the “filters” section, according to what agrees with the user available authorities. All this table fields are for viewing only, and user cannot amend its data.



Note that the user can view the data saved in any of the archive files found in the table, by double-clicking the required archive file, or clicking once on the file, then clicking the “view archive” button in the “tools buttons” section.

This table contains the following fields:


-  **Archive file (view only)**
This field is assigned to display the archive file name.
-  **Report name (view only)**
This field is assigned to display the name of the original report from which the archive is saved.
-  **Report title (view only)**
This field is assigned to display title of the original report from which the archive is saved.
-  **Date (view only)**
-  **Time (view only)**
These two fields are assigned to display both date and time of archive file.

□ Tools buttons


This section contains group of tools buttons, as follows:

-  **View archive**
User clicks this button to view the data saved in the archive file he/she specified in the “archive file table”.
-  **Run again**
User marks any of the archive files in “archive file table”, and then clicks this button to re-launch the original report from which the archive file is saved. This process is useful in comparing the results of reports previously saved to that of the current results for the same report, or for any other purposes like reviewing.

Note that ASWAQ4 runs the report again only if the user authorities allow viewing this type of reports.

-  **Delete archive**
User marks any of the archive files in “archive file table”, and then clicks this button to cancel (Delete) this archive completely.

Note that, due to the sensitivity of this process this button is only effective for the system administrator, who has the right to view and amend “users' authorities”.

-  **Close**
User clicks this button to end the work and close the window.

“View” menu options

The view menu contains many options that manage the defaults, user interface language and user preference...etc. ASWAQ4 gives all users the authority of using all this menu options -except the “user preferences”- once the log in process is completed since the entire menu options are considered “useful” data, i.e. it facilitates the work but has no effect on the open database files and documents.

As mentioned before, ASWAQ4 user interface automatically suits the operation status, therefore, user notices that the options available in this menu changes according to operation status, while it is limited to the “English interface” option in MIRSAL, and in ASWAQ utilities it is limited to “English interface” and “Hijri dates”, in ASWAQ4 includes the following:



Fig 46: view menu

Defaults

This option opens procedure windows that allows user to select some defaults. This window contents are as follows:

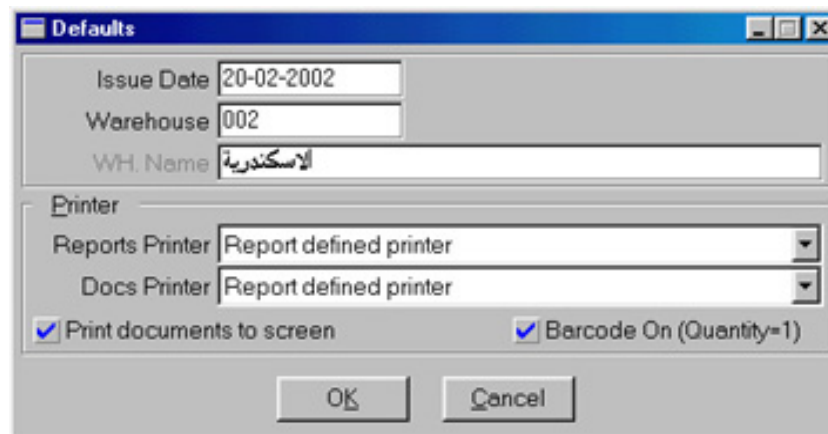


Fig 47: Defaults

- ✎ **Edit date**
Default edit date that appears in documents in add phase.
- ✎ **Warehouse**
Default warehouse number that appears in documents in add phase.
- ✎ **Reports printer**
Default reports printer. The first option is “report defined printer”, which means that ASWAQ4 assumes the printer defined in the report design, which of course can be changed before printing the report from select report window, or when clicking the “print” icon from “view report” window. The other option is the printers set up in the computer.
- ✎ **Documents printer**

Default documents printer. The first option is “report defined printer”, which means that ASWAQ4 assumes the printer defined in the report design. The other options are the printers set up in the computer.

**Print documents to screen**

When checking this box, ASWAQ4, when clicking print icon in any document window, launches the document to the screen in the view report window, and the report can be printed through this window. When checking this box, ASWAQ4 moves the document directly to the printer.

**Barcode on (Quantity =1)**

When checking box, ASWAQ4 uses technique that suits using the point-of-sale barcodes reading machines. Once entering item number in invoices and sales returns, ASWAQ4 puts the Quantity = one in the item automatic measure unit and move directly to the next line. That is, all what the user has to do is to read the item barcode using one barcode reader after another to complete the sales document body with the sold items.

Note that ASWAQ4 saves defaults on computer level, which means that all users using certain computer will share the defaults set up on that computer.

English interface

This option changes the main window (interface) language to the English language, i.e. the program menu and all opened windows appear in English language. When the program interface language is the English, this option is changed to “Arabic interface”, which means that its task will be changing the program interface to the Arabic language. Note that changing the main window interface leads to changing the opened windows interface, i.e. if there is any data windows opened in Arabic and user changed the program interface to English, this window interface will be changed to the English as well. Note also that when selecting any option that leads to opening new data window, ASWAQ4 opens it in the same interface language of the main window.

Hijri dates- English dates

This option changes the main window date system to the other system currently ineffective, i.e. this option takes the “Hijri dates” form when the effective date is the English date and vice versa. Note that when selecting any option that leads to opening data window ASWAQ4 opens this window in the current effective date system, i.e. all the date fields in this window will include the date expressed in the effective system.

Note also that this option may be ineffective if the database is not set up in a way that can deal with Hijri dates.

Navigation bar options

The “view” menu contains many tasks that are found in the navigation bar. These tasks are:

- ▶ Back
- ▶ Forward
- ▶ History
- ▶ Favorites
- ▶ Bookmarks

▶ Windows

Having these options in the view menu provides an alternative way for running them, besides clicking their icons in the navigation bar as in most of the windows programs. For more information about these options refer to “navigation bar” in this chapter.

Close all windows

This option closes the edit and procedures windows. Note that ASWAQ4 warns the user, if some modifications that are not saved yet in the database are found.

Minimize all windows

This option minimizes all opened edit and procedures windows in the workspace in order to appear as small bars below the workspace.

Favorite reports

ASWAQ4 includes about 150 reports; moreover, the built-in report designer allows increasing this number by designing additional reports for some or all users. Because of this large number of reports sometimes it is difficult to find certain report from the various reports menus. Moreover, despite the large number of reports found in the program, the user in most times uses limited number of these reports according to the nature of work the program performs.

To facilitate searching for reports and launching them, ASWAQ4 allows each user to set up favorite reports, and all these reports appears in one select report window, which is opened by this option.

Therefore, favorite reports option resembles in form and performance the “select report” windows in the different programs menus – refer to “launch reports” in this chapter -.

The process of adding report to favorite reports or deleting report from favorite reports is done through the “select report” window by checking the required report in the table then clicking “add to favorite reports” or “delete from favorite reports” as desired.

Note that, ASWAQ4 saves the favorite reports for each user; i.e. each user has his/her own favorite reports.
--

User preferences

ASWAQ4 menus contain tens of options and many reports. Despite the large number of menu options and reports in the program, the user uses only limited number of these options and reports according to the nature of work he/she performs on the program.

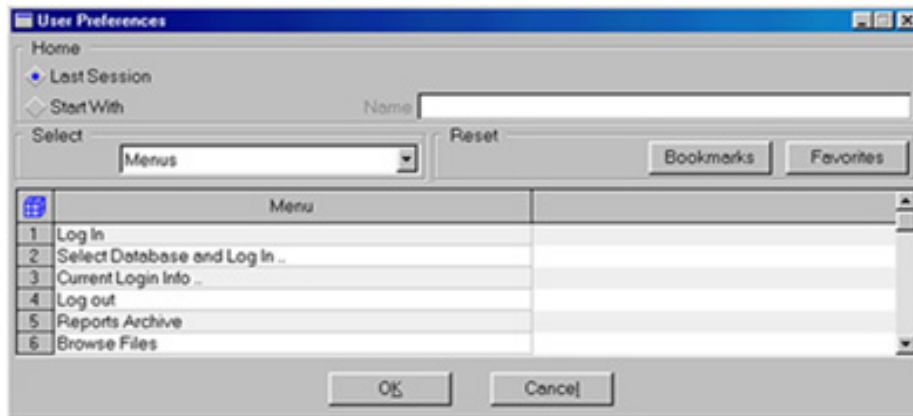


Fig 48: User Preferences window

Therefore, it is logical to provide certain method to user through which he/she can specify the options and reports that are frequently used and such that these options appears in one small menu that saves time and effort.


The “user preferences’ options opens procedure window that allows user to make the following procedures (see figure):

- ▶ Specify favorites from reports and menus so that it appears by clicking “favorites” icon on navigation bar
- ▶ Specify ASWAQ4 operation method
- ▶ Other some beneficial tasks


The window contents are as follows:

□ Home

Through this section, certain window/s can be specified so that ASWAQ4 opens it once the user log in to the database. This considered beneficial to users who use specific windows most of the time.

 **Last session**
Once the user log in to the database, ASWAQ4 automatically opens the windows the user left open when ending the program or “exit” the last time he/she used the database.

 **Start with**
The program opens the window/s specified in the “title” field.

 **Title**
This field is effective only if the “start with” buttons are checked. The user can enter window or some windows titles with a semicolon in between. For instance, to open the “journal entry voucher” window automatically after the user log in the database, write “journal entry” in this field. To open the receipt voucher and sales invoice windows, write “entry: receipt”.

□ Select

This section contains an only element that controls the elements in the “options table” below the window.

Drop-down menu

The drop-down menu contains two options, “menus” and “reports”. In addition, it controls the elements inserted in the “options table” below the window. When selecting the “menus”, all the program menu options are inserted into the table to select from within. When selecting “reports”, all the reports in the current database are inserted in the table. This allows the user to add the menus and reports options to his/her favorites.

Reset

This section contains options that delete some of the navigation bar contents as follows:

Bookmarks

When pushing this button ASWAQ4 deletes all bookmarks, the user specified before.

Favorites

When pushing this button ASWAQ4 deletes all favorites, the user specified before.

Options table

The option table contains the program menu options or the reports in the database according to the value found in the previous section “reports menus”. This table allows user to select many options, for example, the user can click on many menus and reports to check them.

Once the user specifies the options from the menus and reports options then push the “ok” button, these options and reports are displayed when clicking the “favorites” icon or pushing (f10) thus the user can select any of these options by clicking it.

Windows buttons

Ok

The user pushes this button to accept changes and close the window.

Cancel

The user pushes this button to end the work without accepting changes.

Help menu options

The help menu contains electronic copies of this book arranged in two different ways plus some other beneficial options. ASWAQ4 gives all users the authority to use all this menu options regardless of completing the log in process since this menu options have no effect on the database files and documents.

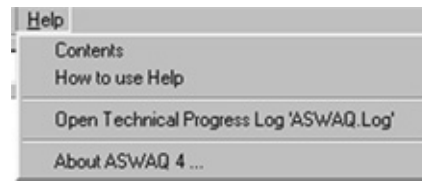


Fig 49: “Help” Menu

ASWAQ4 contents

This option opens ASWAQ4 operation contents that are set in the form of windows help file, which allows user search and move to a certain window or option information directly.

ASWAQ4 manual

This option opens the electronic version of this book in the same form and arrangement.

Open technical progress log “Error. Log”

If ASWAQ4 faced any technical errors in the procedures users usually perform when running the database or the program itself, ASWAQ4 record these technical information on these errors. This option allows opening the technical errors record and printing it. Note that the technical support personnel may demand to view this record to know the reason of the error

Open technical operation information “AWAQ4.Log”

ASWAQ4 record technical information about the procedures the users perform while running the program. This file allows knowing the technical details of procedures done by users that lead to certain technical error or problem. Note that the technical support personnel may demand to view this record to know the error reason.

About ASWAQ4

This option opens procedures window that displays some information on the program and computer as follows:

- ▶ The developing company communication information
- ▶ Technical support communication information
- ▶ ASWAQ4 version information and the operating system it runs in
- ▶ Current database version information
- ▶ Current protection device information

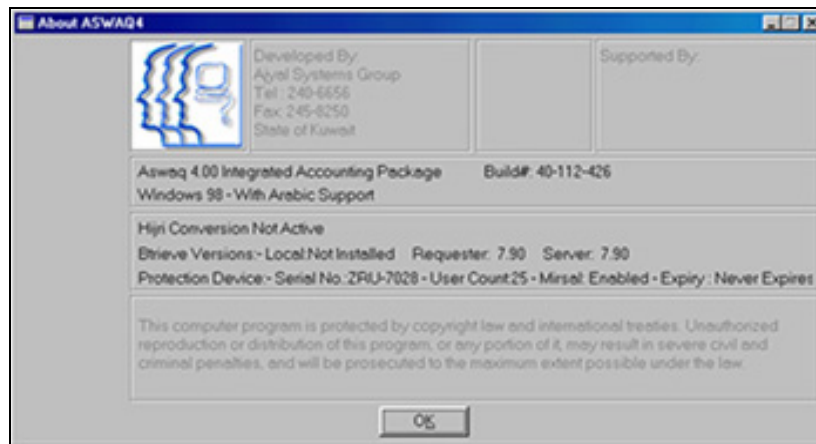


Fig 50: About Aswaq

Note that the technical support personnel may need to know this information to be able to solve any error or problem facing users.

Browse file

The work nature sometimes requires reviewing some files contents, certain items quantities, or certain account balances ...etc. This can be done, of course, through designing report that displays the required data, then launch the report. However, designing reports requires considerable time and knowledge in designing and coordinating reports, so that output data are good and readable. Here appears the importance of the "browse file" utility, as user can easily specify the information he/she wants to display using it, and then the data are displayed simply, without the need for special designs for the displayed data. This saves time and effort and provides what can be called automatic reports. The "browse file" review style depends on the following stages:

▶ Select file

This stage is completed in the main tab, as this tab includes drop-down menu from which the file name is selected.

▶ Select the fields contained in the context

This stage is completed in the "fields" tab, from which the fields viewed are selected, where the fields viewed in the "results" tab is inserted from the available fields table to the included fields.

▶ Results

The results are displayed through the "results" tab, which includes all ASWAQ4 main menus and options to display this menu files. For example, "inventory" menu contains option that allows viewing all the files related to the inventory management ...etc. Moreover; the "browse file" option in the "file" menu allows displaying any file from the current database (see figure).

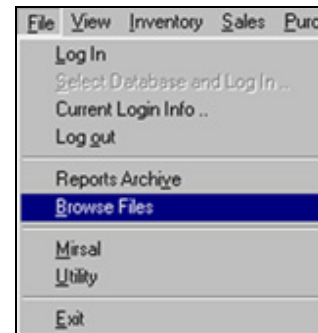


Fig 51: Browse File

Note that cautions must be taken when giving users authorities to use these options, because allowing user to display file contents allows him/her to view and print all information in this file, including the sensitive information such as costs and balances.

The developing company recommends the authorities given to "browse files" are equivalent to that given to "design reports".

Main search tab

This tab is assigned to specify the file to be reviewed, the fields' focus and some of its options. This tab contents is as follows:

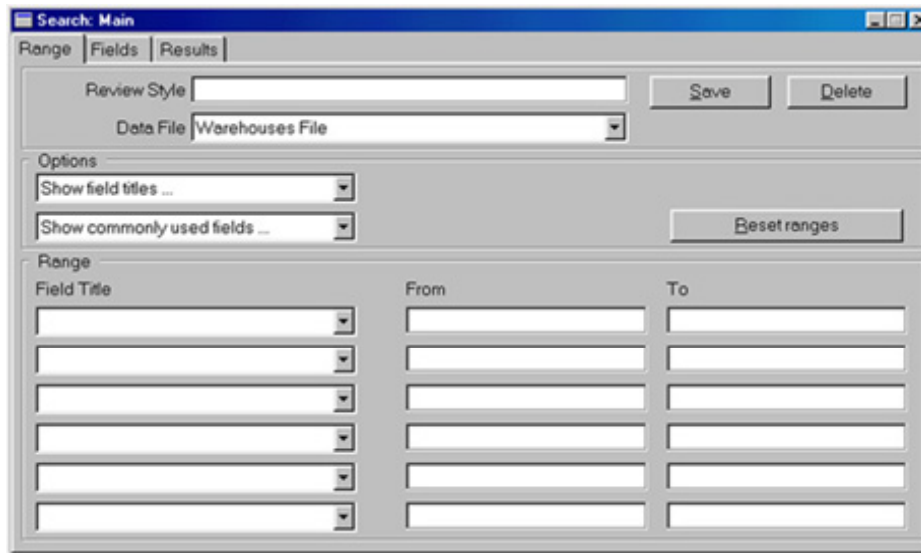


Fig 52: Browse Files window

□ First section

Through this section, the data file name is specified; also the review process details can be saved, such as the browse range and options, even the fields that appears in the browse results, which are specified by the user in the “fields tab that is explained later. Note that saving the review style is done on the data file level set by user, which is logical, since the review style contains details related to the data file field itself. This section contents are as follows:

▶ Review style

ASWAQ4 allows saving the style the user uses to browse different files; this style includes the review range, options and the fields used. This field is assigned to specifying a suitable name for this style by user, in order to save it and re-use it again, which saves time and effort. Note that the user cannot use this field before specifying the data file required to be viewed. This field is effective only after specifying the data file required from the “data file” combo box, which is explained later. The review style of one data files can be saved as follows:

- ▶ State suitable name for the review style in this field “review style” field.
- ▶ Push “save” button, a confirmation message appears, that asks you if you want to save this style or not
- ▶ Push the “yes” button, and then the review style is saved.

If the user wanted to use one of the previously saved review styles, he/she can do the following:

- ▶ Select the data file you want to review from the “data file” combo box, which will be explained later.


- ▶ In this field –“review style” field- write the name of the style you want to use directly, or push the search key. Then a popup menu appears that contains all the saved review styles for the current data file (see figure), to



Fig 53: Select Review Style

pick the suitable style from. Then push the enter key, then all the review details appears before you. Now you can continue the review.

Note that, as we mentioned before, the process of saving the review style is done on the data file level. I.e. we save the options and field ranges used in reviewing the data file. Therefore, the program developers recommends saving the review style after specifying all the browsing properties, or after viewing the browsing results, which ensures saving only the effective reviewing styles, and so as the many saved styles do not confuse users, which cancels the main advantage of this page that is to save time and effort. This previous note leads us to talking about the organizing side in saving the review style, as the advantage of the previous capability, as mentioned before, is saving the most common review styles that users frequently need, which help in performing the tasks in a better and quicker way. However, the saving itself must be organized and arranged so that user can benefit from this feature as much as possible. The program developers recommend saving only common and frequently demanded review styles, and not to save any other styles the user will not need them later.

 **Save**

 **Delete**

These two buttons are assigned to save/delete the current review style. When save/delete style is performed, a confirmation message appears, which is useful for avoiding the possible users' errors.

 **Data file**

This file contains drop-down menu (Combo box) that has options for all the names of the files that can be reviewed (see figure). To select a data file, click the menu; all the files names appear to select the required file from.

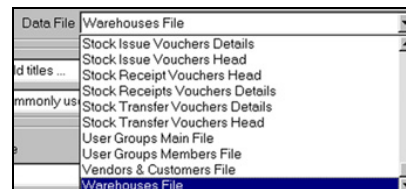


Fig 54: Data File

Note that ASWAQ4 makes all the tab fields ineffective and incapable of entering data, if there is no file name selected from this field.

❑ Options

This section contains group of review options, such as the form and number of fields that can be used to specify the review range. Moreover, through it the specified review ranges can be deleted, in order to re-enter it again. This section contents are as follows:

 **Fields form options**

This field contains drop-down menu (Combo box) that has only two options (see figure), which are:

- ▶ “Display fields names...”

This is the assumed option in ASWAQ4, selecting it leads to displaying the fields names in its normal names that appears in the program (this option is recommended).

- ▶ “Display variables name...”
Selecting it leads to displaying fields in its abbreviations, usually ASWAQ4 use it internally.

To specify the field form click the field, and select the suitable style

Number of fields option

This field contains drop-down combo box with only two options (see figure), they are:

- ▶ “Display all fields...”

Selecting it leads to displaying all fields from data file.



Fig 55: fields options

- ▶ "Display commonly used fields..."

This is the default option in Aswaq4, when selected; it displays commonly used files from data files

To specify the number of fields click the field, and select the suitable style.

Reset ranges

Pushing this button deletes all options selected by user in the “ranges” section, which is explained later. Use this button when you want to reset all the range options at once.

Note that using this button deletes all the range specifications completely, therefore, the user has to re-specify all the range options again, so user must take good care when using it.

Range

This section contains six drop-down combo box for fields available for browsing from the data file, each of these six menus has two entry fields attached, which are “from” and “to”, they are not effective or ready to entering data except after specifying a field from the drop-down menu corresponding. This section contents are as follows:

Field title (six drop-down menus)

Each of these menus contains all the fields available for browsing from the data file, the number and form of these fields depends on the options set by user in the “options” section (refer to previous section). Every menu of these six has two field attached, “from” and “to” – which are explained later- are used to specify the range of the field selected from the menu. To specify field

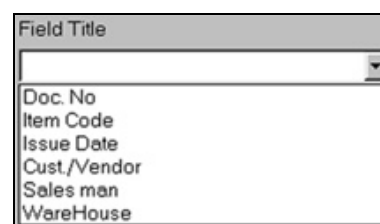


Fig 56: Data File

rang click any of the six menu, a list of the available fields appears (see figure), select one, then the field with all its data becomes within the review range.

 **From**

 **To**

Through those two fields the start and end of the review range of each field is specified. For example, in the case of date fields, the range is specified “from” certain date as a start for the range, and “to” another date as an end to the range. If the field selected is one of the sequence fields, the review range is set “from” code “to” another code ...etc. These two fields are not effective or ready to receive data except after specifying the corresponding field from the “field title”.

When specifying the “from” and “to” range consider the following:

- ▶ The first side “from” must be less than or equal the other side “to”. For example, when specifying the field range in the inventory file as “number” the two sides are “from 001” and “to 005” and the sides “from 001” and “to 001” are acceptable, but the two sides “from 005” “to 001” are not acceptable as two range sides.
- ▶ The user can use the search button to get the available field options, and using it as range sides. However, the search button is not effective unless the field selected in the review range allow that, here the range sides must be entered manually.
- ▶ Changing the data file the user specified leads to emptying all the data found in the “range” section, hence, this range sides. Here the fields and the suitable ranges for the current file must be re-specified.
- ▶ Changing the field selected from the “field title” corresponding to the range sides leads to emptying the contents of the two entry fields assigned to the range sides, therefore the user must re-specify them again.

Note that not entering the range limits “from’ and “to” means that the review range includes all the data of the corresponding fields, this results in longer than usual search process, specially if the data file contained large amount of data. Therefore, the program developers recommends user to specify the search range, that he/she sees suitable for getting the required information, which assists in having only the required amount of data, thus saving time, and increasing the effectiveness of this tab as a utility to quicker data selection.

Selecting fields

This tab contains two tables, one displays the available contents of this file fields, and the other displays the fields that appears within the search results tab, and this tab contents are as follows:

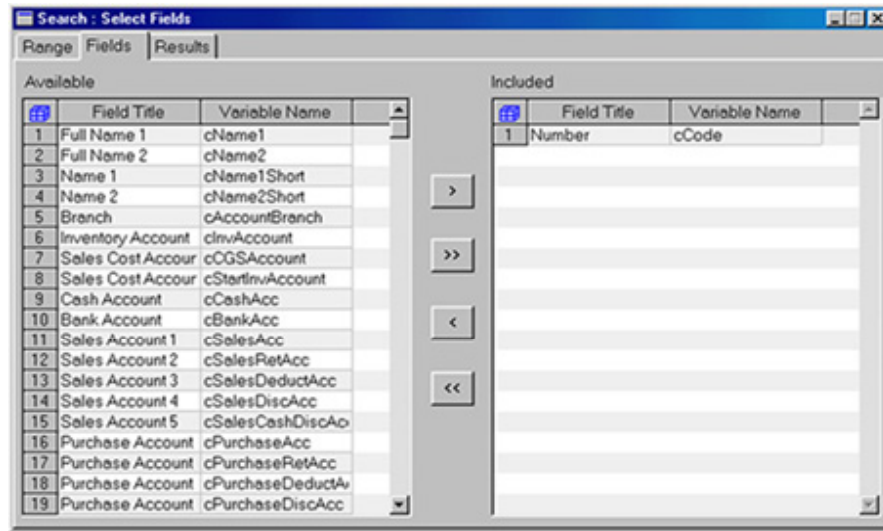


Fig 57: Select Fields

□ Available fields table

This table contains two columns displaying the fields available for use to present the contents of the file selected in the main tab (see figure), where the first column displays the field title, and the second displays the name of that field variable. To select some available fields and include it in a file review you can do the following:

#	Field Title
1	Full Name 1
2	Full Name 2
3	Name 1
4	Name 2
5	Branch

Fig 58: Available fields

- ▶ Use the mouse to check the field you want to insert in the review, by clicking that field. Note that changing the field color means that it has been checked (see figure).
- ▶ Repeat step one until you finish checking all the fields you want to insert.
- ▶ Push the “insert some fields” button (explained later), the fields you checked before moves to “fields included in review table”.

Note that you can check the fields in two ways. The first one is checking the fields one by one, as explained in the previous steps, and the second is checking group of fields all at once, this can be done in two ways explained as follows:

- ▶ The first: click and drag using the mouse. The user clicks the mouse button on the first field of the group, and drags the mouse pointer in the other fields direction – without raising his finger off the mouse button- until he/she reaches the last field in the group he/she wants, then raise the finger off the button he/she pushed in the beginning. This way the user finds the required fields are checked easily and by one click.
- ▶ The second: use the keyboard. The user moves between the fields in the “available fields table” using the keyboard arrow keys. Then he/she stops on the first field and check it by pushing the space key, then pushing the Shift key along with one of the moving up or down keys – in the same time without leaving the

Shift key-. The fields are then automatically checked just by moving over them by the arrow keys.

Those two ways helps user to quickly check group of fields, without the need to check it field by field.

Note that removing the check at any field does not differ much from checking it; which means that the user can un-check any field by just clicking it with the mouse, or pushing the space key on this field, so its color is changed back as it was i.e. it is un-checked. Note that the fields inserted in the fields review moves from the “available fields table” to “fields included in the review table”. This means that it disappears from the first table to appear in the second one.

❑ Fields included in the review table

This table contains two columns displaying the fields included in the review of the contents of the file selected in the main tab (see figure), where the first column displays the field title, and the second displays the name of that field variable. For more information on inserting the fields into the review, refer to the previous section “available fields table”. The user may change his/her mind about inserting some fields, and want to cancel it, i.e. delete it from the table. Deleting fields does not differ much from inserting them, as the user checks the fields he/she wants to cancel its insertion from the file content review, then push the “cancel including fields” that is explained later.

Included			
	Field Title	Variable Name	
1	Doc. No	clnvoicNum	
2	Item Code	clnCode	
3	Issue Date	dissueDate	
4	Cust./Vendor	cVCCode	
5	Sales man	cSalesMan	
6	WareHouse	cWare1	

Fig 59: included fields

Note that the fields in this table are only the fields that appear in the results tab, where each of them redisplay a column in the “file data display table”. Therefore, the user must specify only the fields he/she wants so that he/she easily views the required data.

❑ Utility buttons group

These are group of buttons through which the inclusion or deletion of fields -that enter the file data review- is managed. This group is formed of four buttons, explained as follows (see figure):

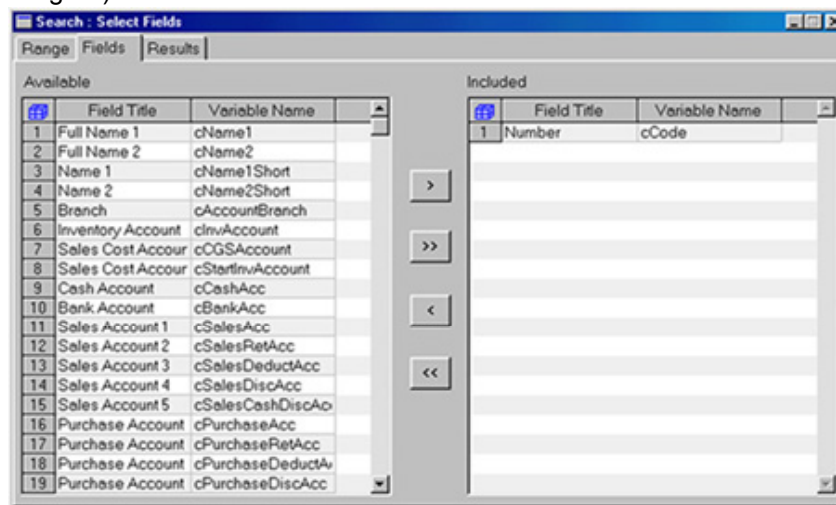


Fig 60: Buttons group

 **Include some fields**

The user pushes this button to include some fields in the file data review, i.e. to move the fields he/she checked only from the “available fields table” to “fields included in the review table”.

 **Include all fields**

The user pushes this button to move all the fields in the “available fields table” to the “fields included in the review table”, regardless of whether the user checked some fields or not, i.e. this button moves all the contents of the “available fields table” to “included fields in the review table”.

Note that user must take care when using this button, because if the user inserted some fields, then moved all the contents of “available fields table” to “included fields in the review table” by error, he/she has to cancel all the fields included by error once more.

 **Cancel some included fields**

The user pushes this button to cancel including some fields, i.e. to move the fields he/she checked only from “the fields included in the review table” to “fields available table”.

 **Cancel all included fields**

The user pushes this button to move all the fields in the “fields included in the review table” to the “fields available table”, regardless of whether the user checked some fields or not, i.e. this button moves all the contents of the “fields included in the review table” to “fields available table”.

Note that user must take care when using this button, because if the user inserted some fields, then moved all the contents of “fields included in the review table” to “fields available table” by error, he/she has to re-include all the fields required being included once more.

Results tab

This tab is assigned to displaying the data of the file the user specified in the main tab,

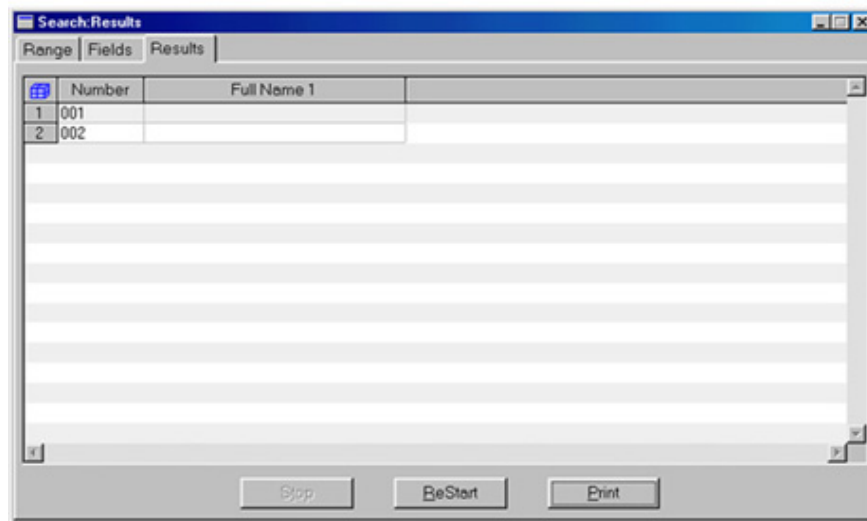


Fig 61: Results tab

exactly as the user specified. This tab contents are as follows:

❑ Results table

This section is formed of large table that occupies most of the tab area. The file data specified in the main tab appears in this tab. Note that this table's columns are the same fields the user included in the "fields included in the review table" in the "fields" tab. (refer to the "fields" tab, in the "fields included in the review table" section for more information on including fields in the review).

❑ Utilities group section

This section is formed of three buttons; their tasks are explained as follows:

🛑 Stop

This button is useful when the user wants to stop the review process for any reason; by pushing the button then the data review process is stopped immediately. This buttons saves much time, as mentioned before, if the data file contains large amount of data, then the search process ASWAQ4 performs for displaying data may takes time longer than usual. Therefore, if the user wanted to return to the "fields" tab, and add or delete some additional fields, he/she will not have to wait for ending the review process. He/she can just stop the review by clicking the "stop" button, and return back to results tab to view the data again.

Note that this button is not effective except when ASWAQ4 is displaying the file data.

🛑 Restart

This button restarts the review process again and updates the "results table" contents.

🛑 Print

This button opens the assumed windows text processor and displays all the "results table" contents for the user to print