

Entering APPAK™ System

Operator Log-on

Operator log-on allows people to log on as different user of the system. Upon entering the system you are prompted to identify yourself to the system and will not be allowed access until this information is entered. This is called the operator Log-on procedure.

This page describes a general log-on procedure. Since every computer is a little bit different, your steps may not be the same as shown here.

You are prompted to identify yourself to the system and will not be allowed access until this information is entered. This is called the Operator Log-on procedure. This prompt is:



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      APPAK
    Accounts Payable
Enter your operator ID code:  _
Enter your password:      _

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First, enter the operator code (assigned by the supervisor). Press <ENTER>. Second, if required, enter the password. Press <ENTER>. The password will not show on the screen. This provides additional security should non-authorized personnel be viewing the screen at the time of your log-on. When this log-on procedure is completed, you will be placed at the AIMPAK Master Menu from which you can choose the option you desire.

All AIMPAKs require an operator identification (OPID) for some of the reports. This is a one-digit to four-digit numerical code which is not necessarily related to the USERID mentioned above. You will need to assign these codes to each individual operator to be able to efficiently track entries into the system. You may use any numerical code you wish; however, you will need to keep track of this code yourself.

Recall that AIMPAKs can run more than one company at a time. These other companies are run on individual directories or user numbers. You will have to log-off (exit) from one company and log-on again to move to another company.

Once you have signed on to the computer, you will see a menu displayed listing all of the AimPAKs module to which you have access. This is called the AIMPAK Master Menu and is described in the next section.

If you have a prompt, but no menu, enter the code DFX at your prompt and press <ENTER>. The Master Menu should appear. A part of the AIMPAK system you have received is a menu system which gives you access to the particular PAK you have purchased. You have signed on to the computer and are now placed on a menu listing all of the PAKs to which you have access. This menu is called the AIMPAK Master Menu. The last time and date you accessed this AIMPAK is also shown. "Blank" choices represent other AIMPAKs which you did not purchase. An example of this AIMPAK Master Menu is shown below:

Select the particular option you desire by choosing the number that appears opposite the option. DO NOT PRESS <ENTER>. You will be placed on the entry Menu of that AIMPAK.

Below is a list of the menus available in APPAK:

NEW INVOICE ENTRY AND CHANGE: allows you to enter invoice information supplied by your payable accounts.

REPORT MENU : Selecting "F3" accesses a sub-menu with eleven reports which can be generated through this option, such as audit entries, history, account ledger report and their ledger numbers, discounts available and offer, issue checks, and many more.

OPERATIONS: Selecting "F7", gives you the options to enter accounts, checks, and other maintenance and operational menus.

SETUP (F4) : accesses the system setup operations such as printers, adjusting screen colors, query, end-of-month processing, archiving which are periodically required.

TICKLER FILE MENU (F8): This option accesses a sub-menu with four options allowing you to set up and maintain reminders necessary to run APPAK so you don't miss a payment.

