Introduction to Prologue™
Training Guide
Contents

Starting and Exiting Prologue ♦ Lesson 1 ................................................................. 1-1
Starting Prologue ........................................................................................................... 1-2
Starting Prologue in a Hosted Environment ............................................................... 1-5
Changing Companies .................................................................................................. 1-6
Session Time Out for In-House Clients ..................................................................... 1-7
Session Time Out for Hosted Clients ......................................................................... 1-8
Exiting Prologue .......................................................................................................... 1-9
Changing Your Prologue Password ............................................................................ 1-10
Summary ...................................................................................................................... 1-11
  Lesson Summary ....................................................................................................... 1-11
  Where to Find Additional Information .................................................................... 1-11

Navigating Prologue ♦ Lesson 2 ................................................................................ 2-1
About the Application Navigator Window ................................................................. 2-2
  Elements of the Application Navigator Window .................................................... 2-2
  Diagram of the Application Navigator Window .................................................... 2-2
Buttons in Prologue ..................................................................................................... 2-3
Setting the Control Options ....................................................................................... 2-4
Selecting a Printer ....................................................................................................... 2-5
Summary ...................................................................................................................... 2-6
  Lesson Summary ....................................................................................................... 2-6
  Where to Find Additional Information .................................................................... 2-6

Working with Prologue Records ♦ Lesson 3 ............................................................. 3-1
Using the Lookup Window .......................................................................................... 3-2
  Using the Lookup Window from an Open Window .................................................. 3-2
  Using the Lookup Window from the Application Navigator Window .................. 3-3
Searching for Records with the Find Button .............................................................. 3-5
Sorting Records with the Sort Dialog Button ............................................................ 3-7
Copying Records with the Copy Button ..................................................................... 3-9
Deleting Records ........................................................................................................ 3-10
  Deleting Records from a Window ............................................................................ 3-10
  Deleting Records from a List .................................................................................. 3-11
Working with Templates ............................................................................................. 3-12
  Creating a Template ............................................................................................... 3-12
  Using a Template .................................................................................................. 3-13
Using the Calendar for Date Fields ........................................................................... 3-14
About the Status Field ............................................................................................... 3-15
Managing Prologue Data ♦ Lesson 4.................................................. 4-1

Safeguarding Customer Data............................................................... 4-2
Masking Credit Card Data................................................................. 4-2
Encrypting Sensitive Data................................................................. 4-3
Unmasking Sensitive Data................................................................. 4-3

Backing Up and Restoring Prologue Data............................................. 4-4
Planning a Backup Routine............................................................... 4-4
Creating a Backup of the Database File............................................. 4-4
Restoring the Database..................................................................... 4-7

Changing the User Date in Prologue ................................................... 4-9

Summary.......................................................................................... 4-10
Lesson Summary.............................................................................. 4-10
Where to Find Additional Information............................................ 4-10

Working with BLOB Records ♦ Lesson 5........................................... 5-1

What are BLOBs?................................................................................ 5-2
Multiple BLOB Records................................................................. 5-2
Different Ways to Access the BLOB Window................................. 5-2

Creating a BLOB Record.................................................................. 5-3
Attaching an Existing File as a BLOB................................................ 5-4
Attaching an Existing File as a Link.................................................. 5-4

Viewing and Changing BLOB Records............................................. 5-5

Summary.......................................................................................... 5-6
Lesson Summary.............................................................................. 5-6
Where to Find Additional Information............................................ 5-6

Maintaining Company Information ♦ Lesson 6................................. 6-1

Maintaining Companies.................................................................... 6-2
Before You Create a Company ID..................................................... 6-2
Single and Multi-Company Users................................................... 6-2
Creating a New Company ID........................................................... 6-2
Viewing, Changing, or Deleting Company IDs............................... 6-3

Maintaining Company Addresses...................................................... 6-4
Creating a Company Address ID...................................................... 6-4
Viewing, Changing, or Deleting Company Address IDs.................... 6-5

Summary.......................................................................................... 6-6
Lesson Summary.............................................................................. 6-6
Where to Find Additional Information............................................ 6-6
Starting and Exiting Prologue

This lesson contains procedures that you will frequently use when working with all aspects of Prologue. After going through this lesson, you can refer back to it as needed.

If you are running Prologue in a hosted environment through a data center, some of the Prologue processes function differently than they do when your database is stored outside of a data center (or in other words, ‘in-house’ at your institution). Those differences are documented in this training guide where necessary.

Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Navigator Window</td>
<td>The main window of Prologue from which you access the windows and reports of Prologue’s various modules.</td>
</tr>
<tr>
<td>Answer Center</td>
<td>For Hosted Clients of Prologue: The Answer Center is the user assistance and support portal for Intelligent Workplace.</td>
</tr>
</tbody>
</table>

Lesson 1

In This Lesson

Starting Prologue
Starting Prologue in a Hosted Environment
Changing Companies
Session Time Out for In-House Clients
Session Time Out for Hosted Clients
Exiting Prologue
Changing Your Prologue Password
Starting Prologue

Your system administrator assigns a user ID, password, and security permissions before you log on for the first time. After your system administrator assigns this information, you can then use the following information to start Prologue.

Important

If you are running Prologue in a hosted environment, you will be accessing Prologue through Intelligent Workplace™. Please review Chapter 1: “Getting Started” in the Intelligent Workplace™ User’s Guide. When you open Prologue from Intelligent Workplace™, the automatic log on process to Prologue begins and you do not have to re-enter your user name and password. Refer to "Starting Prologue in a Hosted Environment" later in this lesson for more information.

1. On the taskbar, click Start > All Programs > Risk & Compliance > Prologue > Run Prologue.
2. The Log On dialog box is displayed. However, the Log On dialog box can appear differently, depending on the type of logon your system administrator has set up for Prologue (in the am_authentication_method component option). Do one of the following.
   • If the Log On dialog box looks like the following screen, follow these steps.

   a. In Prologue user ID, type the user ID issued by your system administrator.
   b. In Prologue password, type your password.
   c. In Profile, select the profile associated with the database that you need for your session in Prologue.
   d. Click the OK button.
• If the Log On dialog box looks similar to the following screen (The Domain or computer name field could have either your actual domain name, as shown in this example, or your domain’s DNS name, for example, MyInternetName.com), use these steps.

   ![Log On dialog box](image)

   In this case, Prologue uses a trusted connection for your security log on information. You accept the defaults in these fields, and only the Profile field can be changed.

   a. In Profile, accept the default appearing or select the profile associated with the database that you need for your session in Prologue.
   b. Click the OK button.

• If the Log On dialog box looks similar to the following screen (The Domain or computer name field could have either your actual domain name, as shown in this example, or your domain’s DNS name, for example, MyInternetName.com), use these steps.

   ![Log On dialog box](image)

   In this case, you must enter your Windows security log on information. The defaults in the Profile and Domain or computer name fields can be changed, if necessary.
a. In **Windows user name**, type your Windows user ID issued by your system administrator.
b. In **Windows password**, type your Windows password.
c. In **Profile**, accept the default appearing or select the profile associated with the database that you need for your session in Prologue.
d. Click the **OK** button.

3. If your system administrator has given you permission to multiple companies in your institution, the **Company Logon** dialog box appears. Select the **Company ID** that you want to set as the default to work with during this session of Prologue. This is the **Company ID** that will automatically display when creating new records in Prologue. If you accept the blank space (the default) from the list instead of a **Company ID**, you must select a **Company ID** every time you create a new record. You can always change this selection during your session of Prologue.

If the **Company Logon** dialog box does not appear, then the **Application Navigator** window is open and Prologue is ready for you to use.

4. Click the **OK** button or press **Enter**. The **Company Logon** dialog box closes and the **Application Navigator** window remains open and Prologue is ready for you to use.

Component options are validated during logon for all components that are active for the current user. If any component option is invalid, an error message appears and Prologue closes. Only a user with administrative privileges can log on while one or more component options are invalid. For more information on component options, press **F1** on the **Component Options** window in Prologue.
Starting Prologue in a Hosted Environment

To begin scheduling tasks and executing Prologue™ Financial Accounting, you need to log on to Intelligent Workplace™. Follow these steps.

1. Double-click the Intelligent Workplace shortcut on your desktop. The Intelligent Workplace Login page appears.

2. Type your User ID and Password, and click Login.
   The Workspace Navigator appears with your active workspace.

3. Click the arrow in the upper-right corner of the Prologue component or double-click the component to open it in full screen view.
   During the automatic logon process in Intelligent Workplace, refer to the following steps if the Log On window pauses for a response, or if a Company window appears. Otherwise, the Application Navigator window in Prologue appears available after you have been successfully logged on. Use the following instructions, if needed.
Changing Companies

You can change the company ID that you want to set as the default to work with during your session of Prologue.

1. From the menu bar, click Application > Change Company. The companies listed depend on how both Prologue and your user permissions are set up.

![Company Logon](image)

2. Select the Company ID that will automatically display when creating new records in Prologue. If you select the blank space from the list, you must select a Company ID every time you create a new record that requires a company ID.

3. Click the OK button.
**Session Time Out for In-House Clients**

Prologue provides an additional layer of security that inhibits access by unauthorized users. If you are logged on to Prologue and you have been called away from your workstation, or your session in Prologue has remained inactive for a specified number of minutes, your Prologue session is locked and will remain locked until you reenter your password.

When Prologue locks your session, the Prologue window is locked out and the Prologue **Log On** window is displayed on top.

---

**Important**

If unattended processing started to run before the Prologue session time out occurred, it will continue to run as scheduled. The time out only locks the workstation; it does not log you off.

All fields on the **Log On** window except for the password field, display the logon information as it was entered, and only the password field is available for entry, and you will be required to log back into Prologue to continue your session.
Session Time Out for Hosted Clients

Intelligent Workplace℠ also provides a similar layer of security and your inactive session is locked after a specific number of minutes. Prologue remains open under the locked Intelligent Workplace workspace view unless you have closed the application completely. You are required to log back into Intelligent Workplace to continue your session. Refer to the *Intelligent Workplace℠ User’s Guide* for more details about this feature of Intelligent Workplace.
Exiting Prologue

When you are signed on to Prologue through Intelligent Workplace℠, if you do not exit from Prologue so that it closes completely, it will remain open even if you have shut down Intelligent Workplace. Once you have successfully logged off from Prologue, you return to the workspace view in Intelligent Workplace.

To exit from the system so that it closes completely, use one of the following methods.

- On the Application menu, click Exit.
- Click the system icon in the upper-left corner, and then select Close.
- Click the Close button in the upper-right corner of the title bar.
- Press ALT+F4. (this option is not valid if you are running Prologue in a hosted environment)

If you are currently changing a record or running a process, a message appears asking if you want to continue with or cancel the log off. You can do one of the following.

- Cancel the exit so the changes can be saved and the process can be continued.
- Continue with the exit. The change is not recorded and the process is stopped.
Changing Your Prologue Password

You can change your password for logging on to Prologue, if needed.

**Important**
- This procedure **does not** apply to hosted Prologue clients.
- This procedure only applies if your installation of Prologue uses the Prologue authentication method (P) of logging on. Otherwise, any changes you make using this procedure are ignored.

**Before you begin:** You must be successfully logged on to Prologue.

1. From the menu bar, click **Application > Change Password**.

   ![User Password](image)

2. In **Old password**, type the password you used the last time you logged on.

3. In **New password**, type a group of characters for your new password. Passwords are case-sensitive.

   The rules for creating a new password depend on how Prologue is implemented at your institution. The component options beginning with `am_password` in the Application Administrator module determine how you can set up a password. For more information on component options, press F1 on the **Component Options** window in Prologue.

4. In **Confirm new password**, retype the characters typed in **New Password**.

5. Click the **OK** button.
Summary

Lesson Summary

In this lesson, you learned how to:

- start and exit Prologue.
- change the company for which records are shown in Prologue.
- handle session timeouts.
- change your Prologue password.

Where to Find Additional Information

All of the topics covered in this lesson, along with additional topics and information that is more detailed, can be found your Prologue module’s user’s guide.
Navigating Prologue

This lesson contains instructions for navigating the Prologue user interface.

Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Navigator window</td>
<td>The main window of Prologue from which you access the windows and reports of Prologue's various modules.</td>
</tr>
<tr>
<td>Lookup window</td>
<td>A window that displays existing records related to the window on which you are working.</td>
</tr>
</tbody>
</table>

In This Lesson

- About the Application Navigator Window
- Buttons in Prologue
- Setting Control Options
- Selecting a Printer
About the Application Navigator Window

This part of the lesson describes the elements of the main window of Prologue, the Application Navigator window. The Application Navigator window is your primary access point for the modules, windows, and reports of Prologue.

Elements of the Application Navigator Window

Your system administrator sets up the Application Navigator window for you on the Navigator Definition window. So, your window might appear differently than the versions other users see.

On the Application Navigator window, you find the following elements.

- **Modules**: A grouping of windows and other functions for a functional area of Prologue, such as Cash Manager and Fixed Assets. You might or might not have access to all modules available with Prologue, depending on your user permissions and license key.
- **Windows**: The maintenance and processing windows you can use for the corresponding module, grouped into logical categories.
- **Reports**: The reports you can run for the corresponding module, grouped into logical categories.
- **Lookups**: The windows you can use to find specific records.

Each of these elements is shown in a hierarchical tree structure. A folder icon represents a group of items that have been grouped together. Folders can contain subfolders and subentries. A plus sign next to a folder image indicates that the folder is currently closed.

Diagram of the Application Navigator Window

The following illustration shows the Application Navigator window and its elements.
Buttons in Prologue

Buttons in Prologue correspond to an action you can take on an open window or dialog box. You have two ways to access the Help topic that defines all buttons in Prologue.

**Accessing Button Definitions from the Help Contents Tab**

1. Open the Prologue Help.
2. On the **Contents** tab, click the **Basics of Prologue** book.
3. Click the **Buttons in Prologue** topic.

**Accessing Button Definitions from the Context-Sensitive Help**

1. From any window, press **F1** to open the context-sensitive Help for the window.
2. Click **Button Descriptions**.
Setting the Control Options

You can work with the content and change the appearance of an open window using the Data Window Control Options dialog box. Follow these instructions.

1. Open any window in Prologue with which you need to work.
2. From the menu bar, click **Application > Control Options**.

3. Do **one** of the following.
   - To print the contents of the current window, click the **Print** button.
   - To save the contents of the current window to a file, click the **Save File** button. The **Save As** dialog box opens, allowing you to name the file and save it in a variety of formats.
   - To copy the rows of data in the current window to the clipboard, click the **Copy** button. You can then paste the data, which is separated by tabs, into another Windows application, such as a word processor or spreadsheet application.
   - To change the magnification of the current window, type or select a magnification size in **Zoom %**.
   - To show or hide the scroll bars on the current window, select or clear the **Vertical Scroll Bar** and **Horizontal Scroll Bar** check boxes.

4. Click the **OK** button.
Selecting a Printer

Use the following instructions to select the printer you need to use with Prologue.

1. From the menu bar, click **Application > Printer Setup**.

2. Select the **Printer** that you want to use in Prologue.

3. Click **OK**.
Summary

Lesson Summary

In this lesson, you learned how to:
- use the Application Navigator window.
- use the buttons in Prologue.
- set control options.
- select a printer.

Where to Find Additional Information

All of the topics covered in Lesson 2, along with additional topics and information that is more detailed, can be found in your Prologue module’s user’s guide.
Working with Prologue Records

This lesson describes how to search for, sort, copy, and delete records in the Prologue user interface. You will also learn how to create a template for new records so that you can maintain consistency from record to record.

Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lookup window</td>
<td>A window that displays existing records related to the window on which you are working.</td>
</tr>
<tr>
<td>Template</td>
<td>A record used to speed the task of creating new records and to maintain consistency from record to record.</td>
</tr>
</tbody>
</table>

In This Lesson

- Using the Lookup Window
- Searching for Records with the Find Button
- Sorting Records with the Sort Dialog Button
- Copying Records with the Copy Button
- Deleting Records
- Working with Templates
- Using the Calendar for Date Fields
- About the Status Field
Using the Lookup Window

Throughout Prologue, you use the Lookup window to access existing records for use in the window on which you are working or to simply research existing records. You can access the Lookup window in two ways.

- From the window with which you are working
- From the Lookup folder on the Application Navigator window

Using the Lookup Window from an Open Window

1. Click the Lookup button next to the label of a field.

The Lookup window appears for the associated field. The title bar of the window describes the type of records displayed. For example, the following screen is for looking up vendors, as the title indicates.
2. Do **one** of the following to enter the record from the **Lookup** window into the target field.
   - Click the row of the record you want to use, and then click the **Send Select** button.
   - Click the row of the record you want to use, and then press **Enter**.
   - Double-click anywhere on the row containing the record you want to use.
   - Drag the row of the record you want to use to a target field in the open window. The pointer changes to a white folder. When you drag the pointer over a field that is compatible with the record, the pointer changes to a black folder. You can drop the record when the pointer changes to a black folder.

3. To close the **Lookup** window, do **one** of the following.
   - Press the **Esc** key.
   - Click the **Close** button in the upper-right corner of the title bar.

### Using the Lookup Window from the Application Navigator Window

1. Expand the **Lookups** folder on the **Application Navigator** window for the module in which you are working. Then, double-click the name of the record type you want to look up.

![Application Navigator Window](image-url)

The **Vendor** lookup window for the Accounts Payable module is accessed here.
The **Lookup** window appears for the associated field.

![Vendor (Active) Lookup](image)

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Name</th>
<th>Currency ID</th>
<th>Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Highlands Interiors</td>
<td>USD</td>
<td>604/220-222</td>
</tr>
<tr>
<td>101</td>
<td>Bonner’s Systems</td>
<td>USD</td>
<td>612/355-414</td>
</tr>
<tr>
<td>2</td>
<td>Peaches Diner</td>
<td>USD</td>
<td>408/750-322</td>
</tr>
<tr>
<td>3</td>
<td>Sunshine Copiers</td>
<td>USD</td>
<td>703/291-445</td>
</tr>
<tr>
<td>350</td>
<td>Sunshine Mountain Advertising</td>
<td>USD</td>
<td>615/622-122</td>
</tr>
<tr>
<td>4</td>
<td>Windy City Office Supplies</td>
<td>USD</td>
<td>312/957-111</td>
</tr>
<tr>
<td>5</td>
<td>New York Line</td>
<td>USD</td>
<td>212/465-111</td>
</tr>
<tr>
<td>555x</td>
<td>Harvey Williams</td>
<td>USD</td>
<td>213/461-430</td>
</tr>
<tr>
<td>6</td>
<td>Capital Leasing</td>
<td>USD</td>
<td>405/221-222</td>
</tr>
<tr>
<td>EURSYS</td>
<td>Euro Systems</td>
<td>EUR</td>
<td></td>
</tr>
<tr>
<td>JETS</td>
<td>Jumbo Jets</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

2. Do you want to enter a record on another window?
   - If no, go to the next step.
   - If yes, make sure the window you want to use is open, and then do one of the following.
     ✷ Click the row of the record you want to use, and click the **Send Select** button.
     ✷ Click the row of the record you want to use, and press **Enter**.
     ✷ Double-click anywhere on the row containing the record you want to use.
     ✷ Drag the row of the record you want to use to a target field in the open window. The pointer changes to a white folder. When you drag the pointer over a field that is compatible with the record, the pointer changes to a black folder. You can drop the record when the pointer changes to a black folder.

3. To close the **Lookup** window, do one of the following.
   - Press the **Esc** key.
   - Click the **Close** button in the upper-right corner of the title bar.
Searching for Records with the Find Button

To help you quickly locate information, you can use the Find dialog box to search for specific records in a list. This feature is available from any window or dialog box having the Find button.

Use the following instructions to locate a record on an open window or dialog box.

1. On any window or dialog box on which it appears, click the Find button.

2. Do one of the following.
   - To search in all columns, select the Search All Columns check box.
   - To search in a specific column, clear the Search All Columns check box, and then in Column, select the name of the column to search. The field defaults to the primary identifier of the record. The Column Type field reflects the type of data in the Column field.

3. In Search, type the text to search or a search expression. Your entry must be compatible with the Column field. For example, if the selected column is numeric, then enter a numeric value to search for.

See the Prologue Help for a list of search expressions and sample patterns that you can use in your search. On the Contents tab of the Prologue Help, click the Basics of Prologue book, and then click the Finding Records book.
4. In **Direction**, select either **Up** or **Down** to indicate the direction of the search.

5. In **Row #**, type the first row number in the list to be searched. The default is **1**.

6. If you want the search to be case sensitive, select **Match Case-Sensitive**.

7. Do **one** of the following.
   - To search for an exact value, clear the **Match Expression** check box.
   - To search an expression, select the **Match Expression** check box. The first value which satisfies the expression will be found. For text columns, the text pattern as well as regular expression can be used.

8. Do **one** of the following to begin the search.
   - Click the **Find First** button.
   - Press **CTRL+F**.
   - Press **Enter**.
     The system does **one** of the following.
     - If the value is not found, an error message appears.
     - If the value is found, the **Row #** field shows the row on which the value was found, and the row is selected in the list. If you are searching on a report, the row blinks several times to indicate that a match was found.

9. To find the next occurrence of the specified value, click the **Find Next** button or press **CTRL+N**.

10. To close, click the **Cancel** button.
Sorting Records with the Sort Dialog Button

On certain reports and windows in Prologue, you can specify how data is sorted. You use the **Specify Sort Columns** dialog box to do this.

1. On any window or dialog box on which it appears, click the **Sort Dialog** button.

   ![Image of Vendor Lookup dialog box]

   For certain reports that can be generated from the Fixed Assets module and the Accounts Payable module, clicking the Sort Dialog button also opens the Report Parameters dialog box. The fields and options that appear on the dialog boxes are specific to the report and are described in the report descriptions of each module.

2. Under **Source Data**, drag a field to the **Columns** list.

   ![Image of Specify Sort Columns dialog box]

   The available fields are listed under **Source Data**. Drag and drop your selections for sorting here.
The pointer changes to a pointing hand, and an I-beam shows where the field can be placed, as shown in the following illustration.

3. When the I-beam is at the location you need, drop your selection in the **Columns** list.

4. To sort a column in descending order, clear the corresponding **Ascending** check box for the column.

5. To change the order in which the sort is to be performed, drag column names under **Columns** to the position you need.

6. When you have entered and validated your expression, click **OK**.

7. To close the **Specify Sort Columns** dialog box, click **OK**.
Copy records with the Copy Button

When you need to create a new record, such as a vendor ID or an account, that is similar to an existing record, you can copy the existing record and then make any needed modifications.

There are exceptions to these rules when copying a user or user group profile, and when you are copying user or user group permissions. Refer to the Prologue Financial Accounting Help under Application Manager > Application Administrator > Users, Groups, and Permissions.

**Important**

If you are running Prologue in a hosted environment, you cannot create, copy, or delete a user profile.

1. In the current window, open the record you need to copy. For example, open the Vendor window for the vendor you need to copy.

2. Click the Copy button on the toolbar.

3. Type the new Vendor ID and change other fields as needed.

4. Click the Save button on the toolbar.

On those windows that allow you to copy records, the Copy button is located on the toolbar.
Deleting Records

You can delete existing records from the system, such as items, vendors, accounts, and buyer IDs. A record must meet certain criteria before you can delete it from the system.

Important

If you are running Prologue in a hosted environment, you cannot create, copy, or delete a user profile.

There are two methods by which you can delete records, depending on the type of window on which the record displays.
- The record appears on a window with many associated fields.
- The record appears in a list.

Deleting Records from a Window

Use the following instructions to delete an existing record from a window. This procedure uses a vendor record as an example.

1. In the current window, open the record you need to delete.

2. Click the Delete button on the toolbar.

On those windows that allow you to delete records, the Delete button is located on the toolbar.
Deleting Records from a List

1. Open the item you need to delete in the corresponding window.

Use the Delete Row button to delete a record in a list.

Caution: Use the Delete All Rows button only if you want to delete all records in a list.

<table>
<thead>
<tr>
<th>AP Transaction Type ID</th>
<th>Description</th>
<th>Status</th>
<th>Edit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARR</td>
<td>Capital Improvements</td>
<td>Active</td>
<td>01/01/00</td>
</tr>
<tr>
<td>ENRON-comp</td>
<td>Employee Expenses, Non-Compensation</td>
<td>Active</td>
<td>01/01/00</td>
</tr>
<tr>
<td>GENERAL</td>
<td>General OPEX Operating Expenses</td>
<td>Active</td>
<td>01/01/00</td>
</tr>
<tr>
<td>MARKETING</td>
<td>Marketing Expenses</td>
<td>Active</td>
<td>01/01/00</td>
</tr>
<tr>
<td>TECHNOLOGY</td>
<td>Technology Purchases</td>
<td>Active</td>
<td>01/01/00</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>UTILITIES</td>
<td>Active</td>
<td>01/01/00</td>
</tr>
</tbody>
</table>

2. Place your pointer anywhere in the line of the ID you need to delete.

3. Click the Delete Row button on the bottom portion of the window.

4. Click the Save button on the toolbar.

Caution: To delete all other type IDs, click the Delete All Rows button. However, use this button with caution to avoid mistakenly deleting all other type IDs.
Working with Templates

When you need to create a new record that is similar to the type of records that you usually create, you can use a template. Doing so speeds the time needed for creating new records and can help maintain consistency from record to record.

Creating a Template

Use the following instructions to create a template.

1. Open the window for the type of record you need to create. For this example, open the **Vendor Address** window.
2. Click the **New** button on the toolbar.
3. Change the **Status** field to **Template**.
4. Complete the other fields for the record, as needed.
5. Click the **Save** button on the toolbar.
Using a Template

Use the following instructions to use an existing template to create a record.

1. Open the window for the type of record you need to create. For this example, open the **Vendor Address** window.
2. In **Address ID**, select the template record.

3. Click the **Copy** button on the toolbar to copy the record so that you do not overwrite the template.
4. Change the other fields for the record, as needed.
5. Change the **Status** field to any option other than Template.
6. Click the **Save** button on the toolbar.
Using the Calendar for Date Fields

Prologue provides a pop-up calendar to help you enter dates anywhere in the system. Follow these steps.

1. Place your pointer in any date field of any window.
2. Press **CTRL+Q**.

![Calendar Image]

3. Do **one** of the following.
   - To enter today’s date into the field, click **Today**.
   - To clear the field of any date, click **None**.
   - To close the calendar without changing the date field, click **Cancel**.
   - To enter a specific date in the displayed month, double-click the date on the calendar.
   - To enter a date other than the one displayed, either
     - choose the month and year from the lists at the top. Then, double-click the date on the calendar.
     - click the **Next** button or **Previous** button at the bottom until the desired month is displayed. Then, double-click the date on the calendar.
About the Status Field

On various windows throughout Prologue, a Status field is available. This field indicates the current status of the ID or transaction. The following example shows the Status field on the Vendor window.

The following options are common for most all of the windows in the Accounts Payable module that contain a Status field.

- **Active**: The ID is active and you can reference the ID in other records.
- **Hold**: The ID is temporarily on hold and you cannot create references to the ID at this time.
- **Inactive**: The ID is no longer actively used and should not be referenced in the future. This option is generally used to deactivate an account that is already referenced by another record.
- **Template**: The ID is used as a template for creating new IDs only and should not be referenced by any other record. Refer to “Working with Templates” earlier in this lesson for instructions on creating a template.

Some windows have Status options that are unique to the particular window (such as the Batch window). Any options not listed here are listed in the instructions for that window.
Summary

Lesson Summary

In this lesson, you learned how to:
- use the Lookup windows.
- search for records with the Find button.
- sort records with the Sort Dialog button.
- copy records.
- delete records in Prologue.
- work with templates
- use the calendar for date fields.
- understand the Status field.

Where to Find Additional Information

All of the topics covered in this lesson, along with additional topics and information that is more detailed, can be found in the Prologue™ Application Administrator User's Guide.
Managing Prologue Data

This lesson discusses how to safeguard your customer data in Prologue. Also included is instructions on backing up and restoring data.

Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCI</td>
<td>Abbreviation for Payment Card Industry.</td>
</tr>
</tbody>
</table>

In This Lesson

- Safeguarding Customer Data
- Backing Up and Restoring Prologue Data
- Changing the User Data in Prologue
Safeguarding Customer Data

There have been additions to Prologue, version 8.7 (and later) that increase the protection of your client data.

- Monitoring and automatically masking any credit card numbers for existing data and import files.
- Restriction from entering credit card numbers when creating or updating records.
- Encryption of certain sensitive data that can only be viewed with the proper security permission.

Masking Credit Card Data

The Prologue modules (AP, GL, FA, PO, IM, and RQ), and their sub-modules are not currently designed to store credit card payment information. Accordingly, there are not any dedicated fields in Prologue to store this data in compliance with the PCI Data Security Standards. Protected Cardholder Data is defined under the Payment Card Industry Data Security Standards in its simplest form as a credit card number and can include other qualifying data elements when combined with the credit card number. The storage of PCI data is not permitted by agreement. Not storing PCI data is considered the strongest method of PCI compliance.

Since Prologue is not currently designed for PCI compliance, Fiserv cannot permit Protected Card Holder Data to be imported or stored in the Fiserv data center. Accordingly, Fiserv will routinely monitor your Prologue database and automatically mask any credit card numbers. The following import processes would have credit card numbers masked during the import process replacing all except the last four digits of the numbers with asterisks.

- Journal Entry Import
- Transaction Import
- Voucher Import

Note

This masking process includes credit card information that has been imported, entered or stored in description fields and comment fields within Prologue.

Prologue will prevent you from manually entering any credit card numbers. If you attempt to enter such data in any of the fields that are being monitored, you will receive a message alerting you to the fact that the data cannot be stored in the field. Before you can save the record successfully, you will be required to either remove the data or enter it in the following format, xxxxxxxxxxxx1234. The following windows contain fields that are monitored for entry of credit card numbers.

- General Ledger, Journal Entry window
- Purchase Order, Purchase Order windows (Normal Order, Drop Ship, Request for Quote, and Template)
- Purchase Order, Voucher window
- Purchase Order, Receipt window
- Purchase Order, Receipt/Voucher window
Encrypting Sensitive Data

In the interest of increased security, sensitive information will be stored in the database in an encrypted format. The nature of this information includes bank account numbers, vendor routing numbers, passwords related to connections with outside servers, such as e-mail servers and SQL servers of consolidation databases, and various tax related ID numbers.

- Existing information will be encrypted upon upgrading to Prologue 8.7 and later versions.
- Newly entered sensitive information is encrypted upon saving.

Refer to the Release Notes for Prologue™ Financial Accounting, version 8.7, regarding the impact of security masking on windows, reports, check forms, 1099 forms, ACH and 1099 files in Prologue.

In addition to encrypting sensitive data in the database, the information will be masked on the Prologue window, reports and export elements. By default, the sensitive data is restricted for ALL users.

Unmasking Sensitive Data

Special permission flags have been added to each of the user permission objects affected so that those users with a need to do so can be granted permission to view the sensitive data that has been encrypted.

In "Managing Users, Groups, and Permissions," of the Prologue™ Application Administrator User's Guide we present you with instructions for granting permissions to all users of Prologue.
### Backing Up and Restoring Prologue Data

**Important**

*For Hosted Clients:* Backups will be performed by the data center through continuous data protection using Microsoft DPM (Data Protection Manager). These backups will be performed every 15 minutes and are available to be restored, if needed, for up to 7 years. If you need to have your database restored, contact your Client Services representative. You can skip this section of the lesson.

*For In-House Clients:* You can perform backups on your database and restore it when necessary. Use the instructions in this section and in the *Prologue™ Application Administrator User's Guide.*

### Planning a Backup Routine

We recommend that you establish regular backup procedures and follow them carefully. You should also back up data whenever additions or changes are made that require significant effort to re-input the data. A backup provides you the opportunity to recover from possible data corruption due to hardware problems, software problems, or operator error without re-keying all the information.

We cannot over emphasize the importance of making backup copies of your database at the following times.

- Before you purge data at year-end
- After you enter new information (daily, weekly, or monthly depending on your database)
- After you purge data at year-end

The backup routine allows the user to back up the databases on the following types of media.

- Local hard drive
- Network drive

Follow the recommended procedures in this lesson to perform a backup of your database and then restore it, if necessary. If you have any questions, contact your Product Consultant.

**Caution**

The backup and restore functions in Prologue are not meant to be a substitute for a system recovery plan. It is recommended that you have some form of disaster recovery plan in place.

### Creating a Backup of the Database File

All the data for all modules included in your version of Prologue is contained in one database. It is not possible to perform a backup and restore on individual modules within Prologue. When performing a client side backup, a copy of the database can be saved to one of the following.

- Local hard drive
- Network drive
Performing a Client Side Backup

The component options in Application Manager must be configured before you can perform this function.

1. From the menu bar, click **Application > Backup/Restore > Client Side Backup**.

2. In **File Name**, depending on whether this process has been performed previously for this database, do one of the following:
   - Accept the location and name of the last zip file that will be created.
   - Type a full path and name for the backup zip file that will be created.
   - Click the **File Search** button to select a location and to provide a name for the zip file that will be created. Click the **Save** button on the toolbar to return to the **Client Side Backup** window.

3. Click the **OK** button.

4. If the name of the zip file you are creating already exists in the selected location, a message appears. Click **Yes** to overwrite the existing file, or click **No** to return to the **Client Side Backup** window and repeat steps 2 and 3 of these instructions.

5. When the backup process is complete, a confirmation appears. Click **OK**.

   The following files are created during a client side backup.
   - A zipped file named by the user in step 2 (in this example, backup_file_name.zip) and stored in the location chosen by the user.
   - A database file named by the system for the current database (ProductName_DatabaseName.bak) and stored in the location designated in the component option **am_backup_client_side_directory**.
Performing a Server Side Backup

1. From the menu bar, click **Application > Backup/Restore > Server Side Backup**.

2. In **Backup Device**, depending on whether this process has been performed previously for this database, do one of the following.
   - Select the device for which you want the backup file created.
   - To add a new device to the list, type the name you want to use to identify this backup file from any other backup file.

   *Important*

   If you are planning to use unattended processing in Prologue General Ledger, then you have to create at least one Backup Device by performing the Server Side Backup in the Prologue application. When you set up your work package to perform a Server Side Backup in unattended processing, you need to have at least one Backup Device to select, or the Backup will not be performed and it will be skipped when the unattended process runs on schedule.

3. Click the **OK** button.

4. If the name of the backup file you are creating already exists on the selected device, a message appears. Click **Yes** to overwrite the existing file, or click **No** to return to the **Server Side Backup** window and repeat steps 2 and 3 of these instructions.

5. When the backup process is complete, a confirmation appears. Click **OK**.

   A file is created during a server side backup and named by the system using the product name and the database name to identify the file. In this example, the backup file might have been named **Prologue_Prologue85.bak** (where **Prologue** is the product name and the actual database name is **Prologue85**).

   *Important*

   For detailed information on setting up a shared backup folder to use in backing up and restoring the database, see “Creating a Shared Backup Folder on the Server” in Chapter 5 of the Prologue Application Administrator User’s Guide.
Restoring the Database

When it is necessary to restore your Prologue database, be aware that the data for all existing modules is being restored at the same time.

You can perform the following types of restore processes in Prologue.

- Client Side
- Server Side

Caution

Before restoring a database file, make sure all other users are logged off, the Application Navigator window is closed, and none of the modules are open. If any users are logged on to the database, a message appears when you begin the restore process. Run the Active User Listing report to get a list of users logged in to Prologue.

Performing a Client Side Restore

You must have permission granted by the application administrator to access and perform the client side restore process.

Important

If the backup was performed as a Client Side Backup, then the restore process should be performed as a Client Side Restore.

1. From the menu bar, click Application > Backup/Restore > Client Side Restore.
2. Click Yes on the warning message.

   ![Client Side Restore](image)

3. In File Name, depending on whether a backup has been performed previously for this database, do one of the following.

   - Accept the location and name of the zip file that appears.
   - Type a full path and name for the backup zip file that you want to restore.
   - Click the File Search button to select a backup zip file that you want to restore. Click the Save button on the toolbar to return to the Client Side Restore window.

4. Click the OK button.
5. The application server compares and attempts to verify whether specific identity entries exist and match between the selected .zip backup file you are restoring and your current local hash file. If the incoming backup file that you are attempting to restore does not match any of the hash file entries, then the application server displays a dialog box to verify your user credentials. If this dialog box appears, enter the credentials that allow you access to SQL Server as verification that this is the .zip file that you want to restore.

6. Click Restore, and if the restore process does not continue, a message displays notifying you that the database could not be restored. Contact your Client Services representative for assistance.

**Performing a Server Side Restore**

You must have permission granted by the application administrator to access and perform the server side restore process.

---

**Important**

If the backup was performed as a Server Side Backup, then the restore process should be performed as a Server Side Restore.

---

1. From the menu bar, click Application > Backup/Restore > Server Side Restore. A message appears.
2. Click Yes on the warning message.
3. In Backup Device, select the device containing the backed up database file that you want to restore.
4. Click the OK button.
5. The application server compares and attempts to verify whether specific identity entries exist and match between the selected Backup Device you are restoring and your current local hash file. If the incoming backup file that you are attempting to restore does not match any of the hash file entries, then the application server displays a dialog box to verify your user credentials. If this dialog box appears, enter the credentials that allow you access to SQL Server as verification that this is the backup file that you want to restore.
6. Click Restore, and if the restore process does not continue, a message displays notifying you that the database could not be restored. Contact your Client Services representative for assistance.
7. When the restore process is complete, a confirmation appears. Click OK.
Changing the User Date in Prologue

When you log on to Prologue, your computer’s system date is used by default in fields that require the entry of a date. To use another date as the default, enter a new date in the User Date window.

1. From the Application Manager module, open the Application User folder > Windows folder > User Date, Report Preview, Report Groups folder > User Date window.

2. In User Date, type or select the date that you want to use. To use the computer's system date as the default, set the date to all zeros.

3. Click the OK button to save your changes.
Summary

Lesson Summary

In this lesson, you learned how to:

- safeguard customer data.
- backup and restore Prologue data.
- change the user date.

Where to Find Additional Information

All of the topics covered in this lesson, along with additional topics and information that is more detailed, can be found in your Prologue module’s user’s guide.
# Working with BLOB Records

In this lesson, you will learn how to create, view, and change Binary Large Object (BLOB) files.

## Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Navigator window</td>
<td>The main window of Prologue from which you access the windows and reports of Prologue’s various modules.</td>
</tr>
<tr>
<td>BLOB</td>
<td>A Binary Large Object (BLOB) file that can be attached to almost any record in Prologue for use by other users. Examples of files you can attach include a word processing document, a bitmap, audio, or video.</td>
</tr>
</tbody>
</table>

## In This Lesson

- What are BLOBs?
- Creating a BLOB Record
- Viewing and Changing a BLOB Record
What are BLOBs?

You can attach a file to almost any record in Prologue. The type of file you can attach is called a Binary Large Object (BLOB). When you attach such a file to a record, you make it available to other users of Prologue. You can also use a BLOB to attach text notes to a record without attaching any other data.

If you are running Prologue in an in-house environment, the default file types that can be used for BLOBs are as follows. The list of file types is controlled by the component option, `am_blobs_file_type_restrict_load` and only file types listed in the component option are valid. Using this component option, you can edit the list to change the valid file types that you want to use as BLOBs.

If you are running Prologue in a hosted environment, the default file types that can be used for BLOBs are as follows, and no other file types can be used.

- .tif, .tiff
- .jpg, .jpeg
- .bmp
- .png
- .doc, .docx
- .rtf
- .txt
- .zip
- .htm, .html
- .pdf
- .xls, .xlsx
- .csv
- .ascii
- .xml

Multiple BLOB Records

You can only attach one file to a BLOB record. However, you can attach multiple BLOB records to a single record in Prologue. For example, you could attach two BLOB records to an asset ID record on the Asset window of the Fixed Assets module: one for an invoice and the other for a picture of the asset.

Different Ways to Access the BLOB Window

You use the BLOB window to work with BLOB records, and you can access the BLOB window in two ways:

- You can access the BLOB window from the Application User folder of the Application Manager module. This method is best used for viewing all existing BLOB records in Prologue.
- Most windows that are used for editing records have a BLOB button next to the primary identifier field. You click this button to access any BLOB records for the open record.
Creating a BLOB Record

1. Click the BLOB button.

2. Type a **Name** to identify the BLOB record.

3. In the space under **Name**, type any notes you want to attach to the current record.

4. Click the **Save** button on the toolbar. The BLOB ID is assigned, and the buttons appear under **Data Actions**.

Most windows that are used for editing records have a **BLOB** button next to the primary identifier field.

The button is dimmed, as shown here, when a BLOB is **not** attached to the current record. The button appears multi-colored when a BLOB is attached.
5. Do one of the following:
   • If you want to attach only notes, then you are finished with this procedure.
   • To add an existing file to the Prologue database, continue with “Attaching an Existing File as a BLOB.”
   • To attach an existing file only as a link, continue with “Attaching an Existing File as a Link” (This option is not available if you are running Prologue in a hosted environment).

**Attaching an Existing File as a BLOB**

Use these steps if you want to attach an existing file as part of the Prologue database. Using this option ensures that any Prologue user at your institution can access the attachment. If the original file is deleted or moved, users will still be able to access the attachment.

1. Click the Attach button under Data Actions to display the BLOB dialog box.

![BLOB dialog box]

2. Select As a BLOB and click the OK button.
3. In File Name, type or browse to select the file name you need to attach.
4. Click Open.
5. Click the Save button on the toolbar.

**Attaching an Existing File as a Link**

Use these steps if you want to attach a link to an existing file outside of the Prologue database. If the original file is changed, then the changes will be immediately reflected via the link. However, if the file is deleted or moved, other Prologue users will not be able to access the attachment.

1. Click the Attach button under Data Actions to display the BLOB dialog box.

![BLOB dialog box]

2. Select As a link and click the OK button.
3. In File Name, type or browse to select the file name you need to attach.
4. Click Open.
5. Click the Save button on the toolbar.
Viewing and Changing BLOB Records

1. You can access an existing BLOB record in two ways.
   - To see all BLOB records in Prologue, from the Application Manager module > open the Application User folder > Windows folder > User Defined Codes, Attachments, Mass Record Changes folder > BLOB window.
   - To open an existing BLOB record attached to an open record, click the BLOB button on any window on which it appears.

   The BLOB window appears. If more than one BLOB record exists for the record, the first one is displayed.

2. In BLOB ID, select the BLOB record that you want to view or modify.

   The navigation buttons on the toolbar and the Lookup button by the BLOB ID field work differently, depending on how you accessed the window. Open the BLOB window from a window and only the BLOBs for that particular window can be viewed. Open the BLOB window from the Application Manager module and all BLOBs in Prologue can be viewed.

   ![BLOB Window Screenshot]

   The navigation buttons on the toolbar and the Lookup button by the BLOB ID field work differently, depending on how you accessed the window. Open the BLOB window from a window and only the BLOBs for that particular window can be viewed. Open the BLOB window from the Application Manager module and all BLOBs in Prologue can be viewed.

3. View or make modifications to the BLOB record, as necessary.
   - If you accessed the BLOB window from a window for a record, you cannot change the Table Name or Primary Key ID fields.
   - Use the Open button to view or modify the contents of the file attached to the BLOB. If you make changes to the attachment, be sure to close the file and its associated application.
   - Use the Delete button to detach the file from the BLOB ID. The file is then not available to be pasted into another BLOB ID with the Paste button. If you made any changes, click the Save button on the toolbar.
Summary

Lesson Summary

In this lesson, you learned how to:
- work with BLOB records to attach files.

Where to Find Additional Information

All of the topics covered in this lesson, along with additional topics and information that is more detailed, can be found in your Prologue module’s user’s guide.
Maintaining Company Information

This lesson provides instructions for two key tasks you should perform before you use Prologue: maintaining company IDs and addresses.

Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-company database</td>
<td>A database that includes the data of multiple companies in a single system.</td>
</tr>
<tr>
<td>Single company database</td>
<td>A database that includes data for only one company.</td>
</tr>
</tbody>
</table>
Maintaining Companies

The company record identifies the database in which you are logged on and in which you are maintaining and processing records. Establishing and maintaining company information is essential for the company name and address information to appear on checks, forms, and reports. It is also important to set up company specific tax information, default segment value for account numbers, and bank account routing numbers.

Before You Create a Company ID

If you are using a multi-company database and plan to use a company segment in your chart of accounts, you must set up the company segment prior to creating a company ID. Refer to “Maintaining the Component Options” in the Prologue™ Application Administrator User’s Guide.

Single and Multi-Company Users

Prologue provides processing capabilities for either single company or multi-company databases. Single company databases include only the data for one company, and all processing occurs within that single company.

Multi-company databases include the data of multiple companies within a single system. Company information must be entered separately for each company, and each company must be assigned a unique company ID. If you are processing in a multi-company environment, the application administrator gives you permission to access the company data after the company IDs are created.

Creating a New Company ID

1. From the Common Information module, open the Windows folder > Company Address, Comments, Payment Terms, Transaction Configuration folder > Company window.

2. Click the New button on the toolbar.

3. In Company ID, type a unique identifier for the company.

4. In Name, type a name for the company.

5. In Primary Company, set up one company as the primary company by selecting Yes.
6. **In Segment Value**, if you are using a multi-company database and are using a company segment in your chart of accounts, type the segment value that you set up for the company segment. Refer to the **Segment Value List** window in the General Ledger module for a list of segment values.

7. **In Tax Identification #**, type the federal tax ID number for the company.

8. If the company uses automatic transmission of tax information to the IRS, in **IRS Transmitter Control Code**, type the unique identifier supplied by the IRS.

9. **In File With States**, either accept the default (No), or select **Yes** if the company files state tax withholding.

10. **In Check Bank Account ID**, select the existing identifier for the bank account from which checks are to be written for this company.

11. **In ACH Bank Account ID**, select the existing identifier for the bank account from which ACH (Automatic Clearing House) transactions are deducted for this company.

12. **In Doc Mgmt Company ID**, if you are interfacing with Director/Nautilus and the company ID is **different** than the one used in Prologue, type the Director/Nautilus company ID.

13. Click the **Save** button on the toolbar.

   You can now set up address records for the company. Refer to the instructions for “Maintaining Company Addresses” later in this lesson.

**Viewing, Changing, or Deleting Company IDs**

- You can view or change company ID information as necessary. However, you cannot change the company ID. Also, any changes that you make to the name, tax identification number, and segment value are not reflected in existing transactions for the company. If necessary, you must search for and manually replace the changes in those transactions.

- You can delete a company ID only if all of the following requirements are met.
  - You are using a multi-company database.
  - You have not processed any transactions for the company.
  - The company is a non-primary company. You cannot delete a primary company.
Maintaining Company Addresses

Once you set up a company ID, you can set up an unlimited number of address IDs for the company, allowing you to select the address that is printed on specific forms (such as checks, transactions, and reports).

Creating a Company Address ID

1. From the Common Information module, open the Windows folder > Company Address, Comments, Payment Terms, Transaction Configuration folder > Company Address window.

2. Click the New button on the tool bar.

3. In Address ID, type a unique identifier for the type of address you are adding for the company (such as Shipping or Corporate). If you plan to use Accounts Payable 1099 reporting, we recommend that you create a separate address ID for 1099 processing.

4. In Company ID, the company to which you are logged on appears. You can select a different company if necessary.

5. In Description, type a description of the address, if necessary.

6. In the remaining fields, type contact and address information for the company.

Note

If you want your company logo to appear on various forms designed to be sent externally, then in Logo File Name, select or type the full path to the file. To ensure that all workstations are able to view the logo on their forms;

- An In-House Client must type the path in the following format, \\<servername>\<locationofapplication>\<logoname>.bmp
- A Hosted Client must use a mapped drive location. A UNC path will not work. This mapped drive must be set up prior to using it, and all users needing access must map the same drive letter to the mapped drive location. For example: P:\<logoname>.bmp

If you want your company logo to appear on checks generated from the Accounts Payable or Cash Manager modules, refer to the online Help topic “Guidelines for Using Signature and Logo Files.” Press F1 to open the Prologue Help, and on the Contents tab, click the Cash Manager book and then the Bank Accounts book. Then, click Guidelines for Using Signature and Logo Files.
7. In **Status**, select the current status of the ID.
8. Click the **Save** button on the toolbar.

**Viewing, Changing, or Deleting Company Address IDs**

- You can view or make modifications to company address information as necessary. If you want to view or modify a company address associated with another company, then you must log on to that company or change to a different company. For detailed instructions, see “Changing Companies” in Lesson 1, “Starting and Exiting Prologue.”
- You can delete a company address ID only if it is not used by any open or current transactions. If it is, you must change the status of the ID to inactive. Then, you can manually search for and replace the ID on the affected transactions. Finally, you can delete the company address ID.
Summary

Lesson Summary

In this lesson, you learned how to:
- create and maintain company IDs.
- create and maintain company address records.

Where to Find Additional Information

All of the topics covered in Lesson 6, along with additional topics and information that is more detailed, can be found in your Prologue module’s user’s guide.
Accessing Prologue User Assistance

This lesson describes how to access Prologue user assistance such as Answer Center, Help Center, context-sensitive help, right-click help, and user’s guides.

Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer Center</td>
<td><strong>For Hosted Clients of Prologue</strong>: The Answer Center is the user assistance and support portal for Intelligent Workplace.</td>
</tr>
<tr>
<td>Prologue Help Center</td>
<td>The Help Home page that provides links to key information available within Prologue and within the online Help system.</td>
</tr>
<tr>
<td>Show Me video</td>
<td>An animated feature of online Help that allows you to see how to perform a task.</td>
</tr>
</tbody>
</table>
Accessing Prologue User Assistance

For In-House Clients of Prologue: Comprehensive user assistance offers a variety of ways to access the information you need at any time.

For Hosted Clients of Prologue: Comprehensive user assistance is available for Intelligent Workplace™ solutions. You can access Help for a solution or component from within the solution or component, and you can access additional resources in the Intelligent Workplace Answer Center.

Answer Center

For Hosted Clients of Prologue: The Answer Center is the user assistance and support portal for Intelligent Workplace. To access the Answer Center, click the Answer Center icon in the Intelligent Workplace toolbar.

Learn More in Answer Center

When you click the Learn More in Answer Center button, the Answer Center opens and performs an automatic search of Prologue. If you don't find the information you need immediately, you can search using another keyword, or click a content area on the Answer Center main page.
Help Center

The Prologue Help Center, the Help Home page, provides links to key information available within Prologue and within the online Help system. Only In-House clients of Prologue can access the Secure Support Area of our Web site from the Help Center.

The links to information available within the Help system are described below. Unless otherwise noted, the links are available to both In-House and Hosted Clients of Prologue.

- **Getting Started with Prologue**
  - **Video Center**: This link opens the “Video Center” topic, which provides links to all of the Show Me videos available within the online Help.
  - **Security Considerations**: This link opens the "Security Considerations for Prologue" topic which provides information about keeping your database secure.
  - **PCI Data Restrictions Statement**: This link opens the "Payment Card Industry (PCI) Data Restrictions" topic for In-House Clients, and opens the "Payment Card Industry (PCI) Data Restrictions and Masking" topic for Hosted Clients.
  - **Accessing User Assistance**: This link opens the “Accessing Prologue User Assistance” topic.
  - **Button Descriptions**: This link opens a topic containing descriptions of each button in Prologue for easy reference.
  - **Keyboard Shortcuts**: This link opens a topic listing the keyboard shortcuts you can use in Prologue.
Solve a Problem

- FAQ: The “Frequently Asked Questions” topic provides answers to the most often-asked questions about Prologue.
- Contact Support: For In-House Clients, This link opens the "Product Support" topic, which provides access to product support information on our Web site. You must have Internet access to view information on the Web site. For Hosted Clients, this link opens the "Product Support" topic which provides contact information for our product support offices and a reference to more information in the Answer Center.
- Secure Web: For In-House Clients only, this link opens our Web site at the Secure Support Area page, where you can retrieve product updates, share files with Client Services, and view and download product documentation.

Documentation: The links in this area of the Help Center let you view the various guides and documents delivered with Prologue. For more information, refer to “Guides for Prologue” later in this lesson.

Find Out What’s New

- What’s New topic: This link provides a quick overview of the new features in this version of Prologue.

Help on Common Tasks: These links provide quick access to instructions for completing common tasks within Prologue.

Help on Common Windows: These links provide quick access to user assistance for often-used Prologue windows.

Context-Sensitive Help

Prologue provides quick access to detailed information about the application window that is displayed. Help is available for each window included in the system. There are two ways to access Help for the active window.

- From the Help menu, select Current Window.
- Press the F1 key on your keyboard.

Right-Click Help

Prologue provides right-click Help for buttons. Right-click any button on any Prologue window to read a brief description of the button, including any tips.

Guides for Prologue

The Prologue user’s guides and other guides for Prologue are available from the

- Help Center within the online Help
- Answer Center in Intelligent Workplace
- Help menu within the application
- Product DVD
- Windows Start menu
To view a guide, you must have a current version of Adobe® Reader® installed on your workstation. You can download this free program from Adobe at www.adobe.com.

Use one of the following methods to view the guides.
- From the Help Center within the online Help, click any of the links under Documentation.
- From the Prologue menu bar, click Help, and then click the name of the guide you need to view.
- For In-House Clients, on the Windows taskbar, click Start > All Programs > Risk & Compliance > Prologue > User’s Guides, and then click the user’s guide.
- For Hosted Clients, on the Answer Center main page, click the User’s Guides content area and then scroll or search for the user’s guide.
- From the root directory on your installation DVD, double-click one of the following files.
  - Proaaug.pdf (Prologue Application Administrator User’s Guide)
  - Proapug.pdf (Prologue Accounts Payable User’s Guide)
  - Proemug.pdf (Prologue E-Mail Manager User’s Guide)
  - Profaug.pdf (Prologue Fixed Assets User’s Guide)
  - Prolug.pdf (Prologue General Ledger User’s Guide)
  - Propoimrqug.pdf (Prologue User’s Guide for the Purchase Order, Inventory Manager, and Requisition Modules)
  - Pro_WorkflowGuide.pdf (Prologue Process Flow Guide)
  - Proig.pdf (Prologue Installation Guide) (For In-House Clients only)

**Identify the Prologue System Information**

To identify one of the following types of information in your Prologue Financial Accounting system, from the Prologue menu bar, click Help, and then click About Prologue. The About Prologue Financial Accounting window displays.
- The Release number and the Build Version number of the application can be found in this window.
- **License Info**: Click this button to open the License Information window. The License Information window provides detailed information about your license. You can view the status of each module, and the number of allowable centers, users, and companies for your configuration.
- **Component Info**: Click this button to open the Component Information window. The Component Information window provides a listing of your licensed Prologue Financial Accounting components with build and version information for each one.
Summary

Lesson Summary
In this lesson, you learned how to:
- obtain user assistance.

Where to Find Additional Information
All of the topics covered in Lesson 7, along with additional topics and information that is more detailed, can be found in your Prologue module's user's guide.
Introduction to Reporting

This lesson covers how to access, work with, and generate predefined reports and groups of reports within Prologue.

Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preview window</td>
<td>The window used to preview a report prior to printing, saving or e-mailing the report.</td>
</tr>
<tr>
<td>Report Parameters dialog box</td>
<td>A dialog box that appears within the Preview window if the report you are generating requires you to select reporting parameters specific to the report.</td>
</tr>
</tbody>
</table>

In This Lesson

- Accessing the Reports
- About the Report Interface
- Using the Reporting Toolbar Features
- Generating a Report
- Maintaining Report Configurations
- Creating Report Groups
Accessing the Reports

All modules within Prologue contain predefined reports specific to the module. From the Application Navigator, you access the reports from within the Reports folder associated with the module. The following illustration shows a list of reports in the Reports folder of the General Ledger module.
About the Report Interface

All of the predefined reports are generated using the same type of report preview window.

About the Preview Window

You produce all reports using the Preview window and the supplemental dialog boxes that you access from the toolbar. The commands on the toolbar enable you to customize a report and save it for future use. The following illustration is an example of a generated report in the Preview window.

You preview and print reports from this window. When you first open a report Preview window, a report does not generate automatically. You have the opportunity to define reporting parameters and options before you generate the report.

Working with Interactive Reports

For reports within Prologue that include the word “Interactive,” you can double-click on certain items or buttons within the report preview to open a window associated with the item.

The interactive feature is available on financial statement reports within the General Ledger module. When you double-click on a value in the report, the Financial Report Drill Down dialog box appears. The dialog box lists all of the account IDs and each amount, including a grand total. This total matches the values in the financial statement report.

When drilling down on a byline, all accounts for the row appear in the Financial Report Drill Down dialog box, not just for the byline. As a result, the grand total displaying in the Financial Report Drill Down dialog box matches the row amount—not the byline amount.

Some interactive reports also allow you to click the following buttons to view source documents or the record related to a selected item.

- Jump to Record
- Dynamic Jump to Record
Reviewing the Toolbar Features

The toolbar located on the Preview window consists of buttons that provide formatting and viewing features. The report type determines which toolbar buttons are available. Buttons that are unavailable are dimmed.

To view a description of each button on this toolbar, do the following.

1. Press F1 from the open Preview window. The topic “Report Preview Window” appears.
2. Click Toolbar Buttons > Reviewing the Toolbar Features.
Using the Reporting Toolbar Features

Opening a New or Previously Generated Report

The Report button on the Preview window toolbar opens the Report dialog box. This dialog box provides you with a shortcut for opening a different report once you are done viewing an initial report without having to close the Preview window. You can also load a previously generated report from the dialog box.


2. Your next step depends on whether you want to open another type of report or if you want to open a previously generated report.
   - To open another type of report, in Report ID, select the report that you want to open, and then click the Load button on the toolbar. The report loads in the Preview window, and the title bar of the window displays the report name.
   - To load a previously generated report, click the Load File button on the toolbar to open the Powersoft Report dialog box, and then select the report file. The selected file must contain a Powersoft Report (PSR) that contains the formatting of the report and the data.

3. Click the OK button on the toolbar.

Navigating a Report

The Preview window provides several navigational features that allow you to easily move through each page of the report, switch between a print preview and normal viewing mode, magnify the report, and use rulers to adjust the printing margins.

Viewing a Report in Print Preview and Normal Mode

The Print Preview button on the Preview window toolbar switches the window between print preview and normal mode—showing or hiding the non-printed white spaces. The print preview mode shows each page of the report as it will appear on the printed page. If the Print Preview button appears dimmed, the report is only available in print preview mode.

When you are working in the print preview mode, you are able adjust the print margins using a ruler, and you can also magnify the report.
Using the Ruler to Adjust Print Margins

While in print preview mode, you can use the print preview ruler to adjust print margins. The Print Preview Rulers button on the Preview window toolbar switches the ruler on and off. The ruler displays arrows on all four corners of the report that you can move to adjust the top, bottom, left, and right printing margins.

Drag the arrows on the ruler to adjust the margins.

Magnifying a Report

While in print preview mode, you can set a magnification level for viewing the report. In the Zoom box on the Preview window toolbar, either type or select a higher number to zoom in on the page or a lower number to see more of the page on the screen. The default magnification is 100%.

Moving through the Report Pages

Use the arrow buttons on the Preview window toolbar to move through each page of the report. The buttons perform the following actions.

- First Record: Opens the first page of the report.
- Previous Record: Opens the previously viewed page of the report.
- Next Record: Opens the next page of the report.
- Last Record: Opens the last page of the report.

You can also use the following keyboard keys to move around the report.

- Ctrl+Home: Advances to the top of the page.
- Ctrl+End: Advances to the bottom of the page.
- Page Down: Moves to the next page.
- Page Up: Moves to the previous page.
Finding Report Data

The Find Dialog button on the Preview window toolbar opens the Find dialog box, which you use to locate a specific value within the report. The following is an example of the Find dialog box.

![Find dialog box]

Refer to “Searching for Records with the Find Button” in Lesson 3, “Working with Prologue Records,” of this guide for instructions on locating data within a report.

Setting Print Options

Use the Print Options dialog box to change the default printing options for the currently loaded report. The settings will be in effect until you close the dialog box or you load another report.

1. On the Preview window toolbar, click the Print Options Dialog button. The Print Options dialog box appears.

![Print Options dialog box]
2. View or make changes to the default settings as necessary.

Note: Changes that you make to the print options do not affect the size of fields that appear on the report.

3. Click the OK button on the toolbar to save your changes, or click the Cancel button on the toolbar.

Sending a Report by E-mail

For Hosted Clients of Prologue: If you want to send a report through e-mail, you must first save the report to your hard drive and then send it through your institution’s e-mail service.

1. On the Preview window, click the Electronic Mail button.

2. In File Type, select the type of file that you want to use for e-mailing the report. If you want the report format to appear exactly as it does on the screen, select the Portable Document Format (PDF) output option. If you select the Text file option, the printed results of the report will be readable, but not in the same format as viewed on the screen.

3. In Subject, type a subject line for the e-mail message.

4. In Notes, type the message that you want to include in the e-mail.

5. Click the OK button on the toolbar of the Mail Report dialog box.
6. Select a recipient from your address book, and then click the OK button. The e-mail message with the attached report is sent to the recipient.

Tip
If you want to modify your e-mail before you send it, click OK on the address window without selecting a recipient from your address book. A standard e-mail composition window appears with the report attached. You can then modify the e-mail as necessary before you send it.

Setting Report Parameters

When you open a report, if a Report Parameters dialog box appears within the Preview window, you must complete the parameters before you can set any other options or generate the report. The fields and options that appear on the dialog box are specific to the report and are described in the “Report Descriptions” section earlier in this lesson.

The Options Dialog button on the Preview window toolbar opens and closes the dialog box. For reports that do not require additional reporting parameters, the button appears dimmed and is unavailable.

Defining Query Parameters

You can use the Query Parameters dialog box to further define the data that appears in the report.

1. When working with a report, click the Query Dialog button on the Preview window toolbar.

2. In the grid, type or select the criteria that you want to appear in the report. Depending on the data type, some columns provide a list from which you can select a value, while other columns require that you type a value. The query criterion that you enter is used to construct a SQL SELECT statement that is used to retrieve data from the database for the report. Each field of the report (whether visible or not) appears as a column in the query grid.

Note
Refer to “Query Operators and Examples” later in this section for a list of operators that you can use in a SQL SELECT statement and for examples of queries.

3. Once you enter the criteria, click the Query Dialog button on the toolbar again to close the dialog box.

4. Click the Run button on the toolbar to generate the report with the selected criteria.
Query Operators and Examples

The following table lists possible operators that can precede a value. If a value is not preceded by an operator, then the “=” operator is assumed.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>=</td>
<td>Values that are equal.</td>
</tr>
<tr>
<td>&gt;</td>
<td>Values that are greater than.</td>
</tr>
<tr>
<td>&lt;</td>
<td>Values that are less than.</td>
</tr>
<tr>
<td>&lt;&gt;</td>
<td>Values that are not equal.</td>
</tr>
<tr>
<td>&lt;=</td>
<td>Values that are less than or equal.</td>
</tr>
<tr>
<td>&gt;=</td>
<td>Values that are greater than or equal.</td>
</tr>
<tr>
<td>LIKE</td>
<td>A string pattern match. You can use the following wildcard characters with the LIKE operator.</td>
</tr>
<tr>
<td></td>
<td>• _ (Underscore): Any one character.</td>
</tr>
<tr>
<td></td>
<td>• % (Percent): Any string of zero or more characters.</td>
</tr>
<tr>
<td>IN (value{,value})</td>
<td>Values that are specified in the list.</td>
</tr>
<tr>
<td>AND</td>
<td>Current value logic AND with another value.</td>
</tr>
<tr>
<td>OR</td>
<td>Current value logic OR with another value.</td>
</tr>
</tbody>
</table>

- You can use logical operators AND/OR as shown in the following query for the A/P Transaction List Detail report.

- You can use logical operators AND/OR to override the default behavior of the grid, as shown in the following query for the A/P Transaction List Detail report. Without the AND, the query would generate 10 OR 20.

- The following is not a valid statement: >10 AND <20 OR 50
The following examples show the use of query operators in several query fields at once to narrow search results.

**Example 1**
The following query is from the Vendor window in the Accounts Payable module. Note that you use % as a wildcard if you do not know how to spell a word. The query will return vendor names that

- begin with “Supplies” (LIKE SUPPLIES%)
- contain “Office” anywhere in the name (LIKE %OFFICE%)
- end with “Supplies” (LIKE %SUPPLIES)

**Example 2**
The following query is from the A/P Transaction Detail List report in the Accounts Payable module. The query will return posted transactions for vendor ABC between 07/01/11 and 07/31/11.

**Example 3**
The following query is from the Journal Entry Detail report in the General Ledger module. The query will return unposted Accounts Payable transactions dated 07/04/11 or 07/08/11 only. The OR operator is the default (assumed) for the Date field.
Example 4
The following query is from the Journal Entry Detail report in the General Ledger module. The query will return Accounts Payable transactions for dates between 07/01/11 and 07/31/11 or 08/05/11 and 08/10/11.

Example 5
The following query is from the Journal Entry Detail report in the General Ledger module. The query will return all transactions for center 100000. This example assumes that the center is the last segment in your chart of accounts.

If your center is not the last segment in your chart of accounts, refer to Example 6 for examples of querying on a segment that is in the middle or beginning of your chart of accounts.

Example 6
The following are examples of querying for a specific natural account (the Account segment portion of the fully-qualified account) or for natural accounts meeting an account mask.

- If the natural account is not the first segment in the chart of accounts, you must enter leading underscores in the “like” statement. For example, to query for account number 411200 in a chart of accounts that has a 2-digit company segment, a 6-digit account segment, and a 6-digit center segment format (Company-Account-Center), use the following query:
  
  ```
  like_411200%
  ```

- If the account number is the first segment in the chart of accounts, use the following query:

  ```
  like 411200%
  ```

- To query for any accounts beginning with 41, use the following query:

  ```
  like_41% (assumes a 2-digit leading company)
  ```

- If the account number is the first segment, use the following query: `like 41%`
Sorting Report Data

The Sort Dialog button on the Preview window toolbar opens the Specify Sort Columns dialog box, which you use to define the sorting criteria of the report data after the report is generated. The following is an example of the Specify Sort Columns dialog box for the Unattended Processing Log report.


For some Prologue reports, clicking the Sort Dialog button also opens the Report Parameters dialog box. If the Report Parameters dialog box is open, click the Set Up Sort button to open the Specify Sort Columns dialog box at the same time. For those reports, the two dialog boxes work together to specify sort columns, and also to specify the subtotals and page breaks on the selected sorts for these reports. Each report has a set of default sorts and report parameters making it easy to run the report as is, but you can change all defaults to whatever sorts and other report parameters that you might want to use.

When you open one of these types of reports, the Report Parameters dialog box looks similar to the following example.
An example of how the two dialog boxes work together is shown in the following example.

Notice that the selections in the Specify Sort Columns dialog box also appear in the Sort List on the Report Parameters dialog box. The subtotals and page breaks selected on the Report parameters dialog box also refer to the Sort List. All default selections can be changed.

Select a field in the Source Data list, drag it into the Columns list, and when you close the Specify Sort Columns dialog box, the Source Data is also added to the Sort List.

However, if the Source Data represents a calculated field, then it cannot be used as a sort field and it will not appear in the Sort List.
Generating a Report

When you first open a report, the Preview window appears. However, the report data does not automatically generate. On some reports, the Report Parameters dialog box is open and must be completed before you can generate the report. If the Report Parameters dialog box is not open when you open the report, you can immediately generate the report, or you can use the toolbar features to define optional settings and apply configurations before you generate the report.

Defining Parameters and Running the Report

1. In the Application Navigator window, expand the Reports folder in the tree of the module you are working with.

2. Double-click the report that you want to generate.
   If the Report Parameters dialog box appears, complete the required information. The fields and options that appear on the dialog box are specific to the report. For certain reports, sensitive data is masked and can only be viewed by users with the permission to do so.

3. Click the Options Dialog button on the toolbar to close the Report Parameters dialog box.

4. If necessary, use the toolbar and navigational features to define your report. For detailed instructions on using the toolbar features for navigating, viewing, and defining the report, press F1 to open the Prologue Help. Then on the Contents tab, click the Reports book.

5. When you are finished defining the report, click the Run button on the toolbar.

6. Do one of the following.
   - Click the Print button on the toolbar.
   - **For an in-house environment**, click the Electronic Mail button on the toolbar. For instructions on how to send a report through e-mail, press F1 to open Prologue Financial Accounting Help, and on the Contents tab, click Reports > E-mailing a Report.
   - **For a hosted environment**, if you want to send a report through e-mail, you must first save the report to your hard drive and then send it through your institution’s e-mail service.
   - To save the report, use the following instructions.
     a. Click the Save File button on the toolbar.
     b. In File Type, select the type of file that you want to use for saving the report.
     c. Click OK.
     d. Name the file, select a location for saving the file, and then click Save.

   ![Save File](image)

   If you want to save the file so that the report format appears exactly as it does on the screen, select the Portable Document Format (PDF) output option. If you save the file as a Text file, the printed results of the report will be readable, but not in the same format as viewed on the screen.
Maintaining Report Configurations

A report configuration is used to store various settings for a report. You can save an unlimited number of configurations (containing sort and filter specifications, query parameters, and report parameters) for each report.

Creating and Saving a Report Configuration

1. Open the report for which you want to create a report configuration.
2. If the Report Parameters dialog box appears, click the Options Dialog button on the toolbar to close the dialog box. If a message appears stating that a required value is missing, then complete the missing parameters, and click the Options Dialog button again.
3. On the Preview window toolbar, click the Report Configuration Dialog button.
   - The following is an example of the Report Configuration window for an In-House environment.

   ![Report Configuration Window (In-House)]

   Only for Director or Nautilus document storage solutions.

   • The following is an example of the Report Configuration window for a Hosted environment.

   ![Report Configuration Window (Hosted)]

   Only for Director or Nautilus document storage solutions.

4. Click the New button on the toolbar.
5. In Name, type a name for the configuration.
6. Only for the integration with Director/Nautilus document storage solutions, complete the Document Management Integration fields. Contact your Sales Representative for more information about these services. Detailed instructions for completing these fields can be found in the user’s guide for your Prologue module in the chapter pertaining to “Generating Reports” under “Maintaining Report Configurations.”
7. Click the OK button on the toolbar to close the Report Configuration dialog box.
8. On the Preview window, set the sort and filter specifications, query parameters, and report parameters as needed.

9. On the Preview window toolbar, click the Run button, and then review the report to verify you are producing the correct results.

10. On the Preview window toolbar, click the Report Configuration Dialog button again to display the unsaved report configuration ID that you created earlier in these steps.

11. Click the Save button on the toolbar.

12. Click the OK button on the toolbar to close the Report Configuration dialog box.

**Applying a Report Configuration to a Report**

1. Open the report that you want to generate.

2. If the Report Parameters dialog box appears, click the Options Dialog button on the toolbar to close the dialog box. If a message appears stating that a required value is missing, then complete the missing parameters, and click the Options Dialog button again.

3. On the Preview window toolbar, click the Report Configuration Dialog button.

4. In Report Config. ID, type or select the report configuration that you want to apply to the report.

5. Click the Load button on the toolbar. The report configuration settings are applied to the report.

6. Click the OK button on the toolbar to close the Report Configuration dialog box.

7. Click the Run button on the toolbar to generate the report.
Creating Report Groups

Creating a Report Group

Use the following instructions to create a report group.

Tip
To speed the entry of a new report group, you can copy an existing report group ID that contains similar values, and then make modifications. The steps for copying a report group ID are the same as copying other records in the system.


2. Click the New button on the toolbar.

3. In Report Group ID, type a unique identifier for the report group. You can use up to 16 alphanumeric and special characters, including spaces.

4. In Description, type a destination for the report group.

5. In Output One File, select Yes or No to indicate if you want all of the reports in the group to generate to one file. The default option is No.

6. In Line #1, complete the following fields for the first report that you want to add to the group.
   a. In Report ID, click the Lookup button and select the report that you want to include in the group. The Report Name appears.
   b. To apply an existing report configuration to the report, click the Lookup button in Report Config. ID and select the report configuration. Refer to “Maintaining Report Configurations” earlier in this lesson for instructions on creating report configurations.
c. To preview the report in the Preview window, click the Preview button to the right of the Report Name.
d. In Report Output, select how you want the reports in the group to generate. Your options are as follows.
   - Printer
   - Paginated Text
   - PDF
   - Excel
   - Preview
   - XML Spreadsheet (Excel): This option is only available for financial report groups.
e. In Append Date/Time, select Yes or No to indicate if you want a system date/time stamp appended to the end of the file name if you are generating the report as a file. This field is not available if you select the Printer or Preview option in Report Output.
f. If you are generating the report as a file, then in Report Output To File Name, type the path and the file name to which you want to save the report, or click the Save File button in the header to select the path and create a file name for the report. You can type [close_date] anywhere in the file name. The system replaces that text with the Close Date from the GL Control window when the file is created. The date appearing in the resulting file name will be in the yyyy-mm-dd format (no hyphens, slashes, or time indicators such as hh:mm:ss will appear).
g. Complete this step only if you have the Director/Nautilus storage solution, and you want to load a copy of the report for storage after it is generated.
   - Select the Output to Document Mgmt check box. This check box is not available if you selected the Printer or Preview option in Report Output.
   - Select Delete File if you want the remaining report file that was created on your hard drive to be automatically deleted after a copy is sent to the Director/Nautilus system for storage.

Tip

The first time you send output from a report group to be stored in Director/Nautilus you might want to wait until you can verify the report was accepted by Director/Nautilus and then manually delete the temporary file. You could then update your report group to delete subsequent temporary files automatically at the end of the output process.

7. To add additional reports to the group, click the Add Row button and repeat step 6. You can insert and delete reports as needed using the editing buttons.
8. Click the Save button on the toolbar to save the report group.
9. Complete this step only if you have the Director/Nautilus document storage solution, and you have selected Output to Document Mgmt for any report in the group. Prologue will require verification for your access to the Director/Nautilus system. If there is no user name and password to the document management system associated with your Prologue user ID, then the Document Management Credentials dialog box opens. Contact your system administrator if you do not know your document storage system user ID and password.
   a. In Doc Management User ID, type the user ID that was established in the document storage system to give you access.
   b. In Doc Management Password, type the password that was established in the document storage system to give you access.
   c. Click OK to save your entry and close the Document Management Credentials dialog box.
   d. Click the Save button on the toolbar to save the report group again if necessary.
Printing a Report Group

Use the following instructions to print a report group.


2. In Report Group ID, select the report group that you want to print.

3. To preview a report in the group before you print it, select the report from the group list, and then click the Preview button to the right of Report Name.
   Once the Preview window appears, you must click the Run button on the Preview window toolbar to view the report to your screen. Click the Close button to close the Preview window and return to the Report Group window.

4. If you need to add or delete a report within the group before you print it, use the editing buttons at the bottom of the window to add or delete reports.

5. Click the Print button to print all reports in the group. A status window appears displaying the status of the printing.
   To cancel the printing process, click the Cancel button on the status window. This cancels only the current report printing, but has no effect on all other unprinted reports in the group. To cancel the printing of all reports, click the Cancel button on the toolbar.
Summary

Lesson Summary

In this lesson, you learned how to:

- how to access the Prologue reports.
- about the report interface.
- how to generate a report.
- how to use the reporting toolbar features.
- how to create and maintain groups of reports.

Where to Find Additional Information

All of the topics covered in Lesson 8, along with additional topics and information that is more detailed, can be found in your Prologue module’s user’s guide.
Prologue Glossary

This glossary provides descriptions of key terms used in the following Prologue training guides:

- Introduction to Prologue™ Training Guide
- Prologue™ Accounts Payable Training Guide
- Prologue™ Application Administrator Course Guide for an In-House Environment
- Prologue™ Application Administrator Course Guide for a Hosted Environment
- Prologue™ Financial Reports Training Guide
- Prologue™ Fixed Assets Training Guide
- Prologue™ General Ledger Training Guide
- Prologue™ Purchase Order, Inventory Manager, and Requisition Training Guide

In This Glossary

Glossary of Key Terms
## Glossary of Key Terms

The following table contains Prologue key terms and descriptions of the terms.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1099 Default Type</td>
<td>A class code used for vendor payments that will be reported on 1099-MISC forms.</td>
</tr>
<tr>
<td>Account category</td>
<td>An account classification used to group related accounts for reporting purposes.</td>
</tr>
<tr>
<td>Account group</td>
<td>A classification used to further group accounts for reporting purposes.</td>
</tr>
<tr>
<td>Account mask</td>
<td>Used to identify a string or range of accounts.</td>
</tr>
<tr>
<td>Account segment</td>
<td>Separately identified portions of a fully qualified account, such as a natural account segment or a center segment.</td>
</tr>
<tr>
<td>Accrual/prepaids</td>
<td>Used to spread expenses or income evenly over a period of time.</td>
</tr>
<tr>
<td>ACH</td>
<td>Automated Clearing House—a nationwide system used for electronic funds transfers.</td>
</tr>
<tr>
<td>ACH advice</td>
<td>A paper document used to notify a vendor of an ACH payment.</td>
</tr>
<tr>
<td>ACH prenote</td>
<td>Used to test vendor ACH account information prior to transmitting actual ACH payments.</td>
</tr>
<tr>
<td>Acquisition cost</td>
<td>The cost basis of an asset, usually the purchase price paid for the asset.</td>
</tr>
<tr>
<td>Acquisition date</td>
<td>The date on which an asset is purchased.</td>
</tr>
<tr>
<td>Aging period</td>
<td>The period used to age the Accounts Payable account.</td>
</tr>
<tr>
<td>Allocation</td>
<td>A method used to spread costs/expenses or other amounts from one account to others.</td>
</tr>
<tr>
<td>Answer Center</td>
<td><strong>For Hosted Clients of Prologue</strong>: The user assistance and support portal for Intelligent Workplace.</td>
</tr>
<tr>
<td>A/P Check Report</td>
<td>The report you use to select a check format.</td>
</tr>
<tr>
<td>A/P transaction</td>
<td>A voucher, credit, or adjustment transaction originated in the Accounts Payable module.</td>
</tr>
<tr>
<td>Application Administrator</td>
<td>A module that allows administrators to manage users, system settings, and many setup functions.</td>
</tr>
<tr>
<td>Application Manager</td>
<td>A module comprised of two components – the Application Administrator and the Application User modules.</td>
</tr>
<tr>
<td>Application Navigator window</td>
<td>The main window of Prologue from which you access the windows and reports of Prologue's various modules.</td>
</tr>
<tr>
<td>Application User</td>
<td>A module that provides users with a way to maintain user settings and processing options in Prologue.</td>
</tr>
<tr>
<td>Approved to Pay Report</td>
<td>A report that lists all vouchers that are to be paid based on the selection criteria. It allows you to review the payments to be generated and to correct any problems before posting the payments and printing checks.</td>
</tr>
<tr>
<td>Asset clearing account</td>
<td>A general ledger account used on accounts payable transactions for fixed asset purchases and can be transferred into the Fixed Assets module.</td>
</tr>
<tr>
<td>Asset disposal</td>
<td>Sale or retirement from service of an active asset.</td>
</tr>
<tr>
<td>Asset type</td>
<td>Defines the default values for depreciation method, depreciation option, first year convention, useful life, and general ledger default account numbers for each asset that the asset type is assigned to.</td>
</tr>
<tr>
<td>Back Days</td>
<td>The number of days prior to the user date on which balances are reported.</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Back Periods</td>
<td>Reports balances as of a number of periods prior to the user date.</td>
</tr>
<tr>
<td>Back Quarters</td>
<td>Reports balances as of a number of quarters prior to the user date.</td>
</tr>
<tr>
<td>Batch</td>
<td>Used to group transactions for a specific type of processing.</td>
</tr>
<tr>
<td>BLOB</td>
<td>A Binary Large Object (BLOB) file that can be attached to almost any record in Prologue for use by other users. Some examples of files you can attach include a word processing document, a bitmap, audio, or video.</td>
</tr>
<tr>
<td>Book(s)</td>
<td>Used to track depreciation that is for specific posting and reporting requirements, such as general ledger depreciation, federal tax depreciation, state tax depreciation, AMT depreciation, or ACE depreciation.</td>
</tr>
<tr>
<td>Buyer ID</td>
<td>An identifier of the person who is responsible for placing purchase orders with vendors.</td>
</tr>
<tr>
<td>Capitalized value</td>
<td>The acquisition cost of an asset net of any adjustments made to the asset.</td>
</tr>
<tr>
<td>Check List Detail Report</td>
<td>A report that displays check details for all vendors in a compact list.</td>
</tr>
<tr>
<td>Check Register</td>
<td>A detailed listing of checks written in the Accounts Payable and Cash Manager modules.</td>
</tr>
<tr>
<td>Check stock type</td>
<td>The type of check stock you can use with Prologue.</td>
</tr>
<tr>
<td></td>
<td>• Blank: Use this type if you purchased a MICR license.</td>
</tr>
<tr>
<td></td>
<td>• Preprinted: Use this type if you use preprinted check stock.</td>
</tr>
<tr>
<td>Client Side backup</td>
<td>The process of creating a zipped Prologue database backup file from the client workstation.</td>
</tr>
<tr>
<td>Client Side restore</td>
<td>The process of restoring a zipped Prologue database backup file from the client workstation.</td>
</tr>
<tr>
<td>Column type</td>
<td>The type of column to be generated in the financial report that determines content and style. The column type that you select determines which fields on the Column dialog box that you can edit.</td>
</tr>
<tr>
<td>Component options</td>
<td>Various options for working in Prologue that a system administrator changes for a specific user, a group of users, or all users.</td>
</tr>
<tr>
<td>Consolidated report</td>
<td>A financial report of a hierarchical relationship between business units or companies.</td>
</tr>
<tr>
<td>Convention</td>
<td>First year convention used to determine the number of months for which depreciation can be claimed in the year that an asset is placed in service and in the year that an asset is disposed.</td>
</tr>
<tr>
<td>Currency</td>
<td>Monetary denomination used for bank accounts such as U.S. Dollars, Euros, Canadian Dollars or British Pounds.</td>
</tr>
<tr>
<td>Customized template</td>
<td>A template with stored settings that is assigned a unique identifier and name.</td>
</tr>
<tr>
<td>Data center</td>
<td>For Hosted Clients of Prologue: An outsourced facility with computer hardware and software used to run applications and manage data remotely. Access to the Fiserv data center is allowed over the Internet through the Intelligent Workplace™ portal.</td>
</tr>
<tr>
<td>Default posting accounts</td>
<td>Required company-specific default accounts for specified modules.</td>
</tr>
<tr>
<td>Definition file</td>
<td>The layout of the upload file, created by Prologue Transaction Manager that is based on the specific definition file used.</td>
</tr>
<tr>
<td>Department segment</td>
<td>The segment of the fully qualified posting level account that corresponds to the department.</td>
</tr>
<tr>
<td>Depreciation</td>
<td>The deductions taken against an asset’s capitalized value over its useful life, which are taken until the net of an asset’s depreciable basis and accumulated depreciation results in a book value of zero.</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Depreciation calendar</td>
<td>Used to help Prologue determine annual and year-to-date depreciation for a book, to allow years for the tax books that are different from the years for the GL book, and to allow years for books that are shorter than twelve months.</td>
</tr>
<tr>
<td>Depreciation method</td>
<td>The method used to calculate depreciation, such as Straight Line or MACRS.</td>
</tr>
<tr>
<td>Disposition date</td>
<td>The date on which an asset is disposed (sold or retired).</td>
</tr>
<tr>
<td>Disposition received</td>
<td>The amount of cash paid by the purchaser to the seller of a disposed asset.</td>
</tr>
<tr>
<td>Drop-ship purchase order</td>
<td>A purchase order used to ship items directly from your vendor to your customer, or any other alternative location, without the items going through your institution.</td>
</tr>
<tr>
<td>Due date</td>
<td>The date that a voucher is due to be paid to a vendor.</td>
</tr>
<tr>
<td>Economic order quantity</td>
<td>The quantity of the item that minimizes the total cost of ordering and holding it in inventory. Economic order quantity is calculated as follows. Order size = SQRT((2 * Annual quantity used in units * cost per purchase order) / Annual cost of carrying one unit in stock for one year)</td>
</tr>
<tr>
<td>Electronic Payment Type</td>
<td>Indicates if the vendor payment is an ACH or Check payment.</td>
</tr>
<tr>
<td>Eliminations</td>
<td>Used to offset intercompany transaction activity.</td>
</tr>
<tr>
<td>E-mail list</td>
<td>A list of e-mail addresses that represent a group of persons who are to receive e-mail messages.</td>
</tr>
<tr>
<td>Entity</td>
<td>A financial reporting unit of an organization such as a department or a division of a company.</td>
</tr>
<tr>
<td>Entity ID</td>
<td>The identifier for the financial reporting entity.</td>
</tr>
<tr>
<td>Entity template</td>
<td>A template that defines the relationship between entities and the related general ledger accounts.</td>
</tr>
<tr>
<td>Export configuration</td>
<td>Used to export data from the system.</td>
</tr>
<tr>
<td>Financial journal entries</td>
<td>Used to post amounts to financial accounts.</td>
</tr>
<tr>
<td>Financial report group</td>
<td>A group of financial reports created by selecting row, column, and entity templates.</td>
</tr>
<tr>
<td>Financial Report Group Builder</td>
<td>A feature of Prologue that allows you to create a group of financial reports by selecting row, column, and entity templates. You can generate multiple reports at once.</td>
</tr>
<tr>
<td>Fully qualified account</td>
<td>An account that includes all segments defined in the segment format. For example, Company—Account—Center.</td>
</tr>
<tr>
<td>GL date</td>
<td>The date of record assigned to a general ledger journal entry associated with a transaction.</td>
</tr>
<tr>
<td>Hosted environment</td>
<td>Your institution operates in a hosted environment if the applications you are using are installed in a data center and you access them over the Internet.</td>
</tr>
<tr>
<td>Import/download configuration</td>
<td>Used for processing or downloading files into the General Ledger module.</td>
</tr>
<tr>
<td>In-house environment</td>
<td>Your institution operates in an in-house environment if the applications you are using are installed on servers on your network and your data is stored and managed on your own servers.</td>
</tr>
<tr>
<td>Intellligent Workplace</td>
<td>For Hosted Clients of Prologue: A portal through which you access financial solutions and modules from Fiserv. Solution components components are displayed together in Workspace Navigator and can be opened to full screen view to work on them.</td>
</tr>
<tr>
<td>Intercompany account</td>
<td>An account used to automatically balance intercompany transactions for each company.</td>
</tr>
<tr>
<td>Item</td>
<td>Goods or services that are purchased, sold, or stocked.</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Item class</td>
<td>A user-defined category for items that can be grouped together for classification and reporting purposes.</td>
</tr>
<tr>
<td>Item subclass</td>
<td>A further way, in addition to or instead of an item class, of classifying and reporting on items.</td>
</tr>
<tr>
<td>Item vendor</td>
<td>The preferred vendor for a specific item. You can specify a vendor for an item using either the Create Item Vendor window or the Item Vendor window. When you create purchasing transactions for an item in the Purchase Order module, the system automatically supplies the vendor item number that you define for it.</td>
</tr>
<tr>
<td>Last Close Date</td>
<td>The closing of a date is used to close current transaction date journal entries. Journal entries with a transaction date on or prior to the Last Close Date are considered backdated journal entries.</td>
</tr>
<tr>
<td>Location segment</td>
<td>The segment of the fully qualified posting level account that corresponds to the location.</td>
</tr>
<tr>
<td>Logon authentication method</td>
<td>A method that determines how a user logs on to Prologue. This method is set up in the am_authentication_method component option.</td>
</tr>
<tr>
<td>Lookup window</td>
<td>A window that displays existing records related to the window on which you are working.</td>
</tr>
<tr>
<td>Luxury vehicle type</td>
<td>A special depreciation limit that is applied to the depreciation of a vehicle defined by the IRS as a luxury vehicle.</td>
</tr>
<tr>
<td>Manual check</td>
<td>A check payment made outside of Prologue.</td>
</tr>
<tr>
<td>Miscellaneous charges</td>
<td>Fees assessed on a purchase order for landing costs that occur when receiving goods from vendors. These amounts would typically be one-time charges.</td>
</tr>
<tr>
<td>Multi-company database</td>
<td>A database that includes the data of multiple companies in a single system.</td>
</tr>
<tr>
<td>Negative check</td>
<td>A check payment using a negative dollar amount that can be used to reverse a prior payment.</td>
</tr>
<tr>
<td>Non-stock item</td>
<td>A non-inventoried item, such as fixed asset purchases and consulting services. A non-stock item has a unit cost and might have a price. However, a non-stock item has no physical quantity and does not add value to your total inventory. Items that cannot be stocked are treated as an expense.</td>
</tr>
<tr>
<td>Normal purchase order</td>
<td>A purchase order for the receipt of stock items into inventory, non-stock items, or services.</td>
</tr>
<tr>
<td>Object ID</td>
<td>An identifier for a Prologue window, report, or property as referenced on the User Permissions window.</td>
</tr>
<tr>
<td>Payment terms</td>
<td>Terms used to calculate a voucher’s due date and discount date based on the vendor document date.</td>
</tr>
<tr>
<td>Permissions</td>
<td>The collection of specific windows, reports, and properties that you or the system administrator have allowed a user ID or user group to access.</td>
</tr>
<tr>
<td>Placed-in-service date</td>
<td>The date on which an asset is placed into service.</td>
</tr>
<tr>
<td>P/O transaction</td>
<td>A transaction in the Purchase Order module that is a receipt, voucher, or return.</td>
</tr>
<tr>
<td>Posting Distribution Report</td>
<td>A report that provides distribution information for the payments selected for processing.</td>
</tr>
<tr>
<td>Predefined report configuration</td>
<td>A report configuration supplied with the General Ledger module that uses predefined row and column templates.</td>
</tr>
<tr>
<td>Prepaid</td>
<td>A payment made to a vendor that is expensed on a periodic basis over a specified period of time.</td>
</tr>
<tr>
<td>Preview window</td>
<td>The window used to preview a report prior to printing, saving, or e-mailing the report.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Prologue Help Center</td>
<td>The Help Home page that provides links to key information available within Prologue and within the online Help system.</td>
</tr>
<tr>
<td>Prospective Depreciation Adjustment Mode</td>
<td>Books using this adjustment mode will prorate the depreciation adjustment over the remaining depreciable life of the asset.</td>
</tr>
<tr>
<td>Purchase order</td>
<td>A document that represents an order for items to be purchased from a vendor.</td>
</tr>
<tr>
<td>Purchase order type</td>
<td>A user-defined category that is used to further classify purchase orders.</td>
</tr>
<tr>
<td>Purge data types</td>
<td>The types of data that you are allowed to remove from the Prologue database.</td>
</tr>
<tr>
<td>Quote</td>
<td>A request for a quote that you want to send to vendors for specific stock items or non-stock items or services.</td>
</tr>
<tr>
<td>Real-time posting</td>
<td>Posting directly from the voucher record or A/P Check window while saving a new record.</td>
</tr>
<tr>
<td>Receipt</td>
<td>A transaction for recording the receipt of items but does not create a voucher to represent the Accounts Payable liability.</td>
</tr>
<tr>
<td>Receipt/voucher</td>
<td>A transaction for creating both a receipt and voucher when you receive items from a vendor and want to simultaneously create a voucher for the same amount.</td>
</tr>
<tr>
<td>Recurring batch</td>
<td>A group of transactions with a frequency type of recurring. This type of batch is typically used when identical or similar transactions are to be posted on a regular basis.</td>
</tr>
<tr>
<td>Recurring voucher</td>
<td>A voucher paid more than once to a vendor, usually for the same amount and on the same date of each period.</td>
</tr>
<tr>
<td>Report configuration</td>
<td>Used to store various settings for a report. You can save an unlimited number of configurations (containing sort and filter specifications, query parameters, and report parameters) for each report.</td>
</tr>
<tr>
<td>Report configuration ID</td>
<td>The identifier for the report configuration.</td>
</tr>
<tr>
<td>Report group</td>
<td>A group of selected reports that you can print at once.</td>
</tr>
<tr>
<td>Report Parameters dialog box</td>
<td>A dialog box that appears within the Preview window if the report you are generating requires you to select reporting parameters specific to the report.</td>
</tr>
<tr>
<td>Requisition</td>
<td>A document that represents an authorization for spending before goods or services are ordered.</td>
</tr>
<tr>
<td>Requisition type</td>
<td>A user-defined category used to further classify requisitions.</td>
</tr>
<tr>
<td>Retroactive Depreciation Adjustment Mode</td>
<td>Books using this adjustment mode will make one catch-up depreciation adjustment for the entire adjustment amount.</td>
</tr>
<tr>
<td>Return</td>
<td>A transaction for recording the return of items to a vendor.</td>
</tr>
<tr>
<td>Row/column templates</td>
<td>Templates that help you define the appearance and calculations used by a financial report. The Row/Column Template window displays a preview of the report design when the templates are combined.</td>
</tr>
<tr>
<td>Row type</td>
<td>The type of row to be generated in the financial report that determines content or style. The row type that you select determines which fields on the Row dialog box that you can edit.</td>
</tr>
<tr>
<td>SAM</td>
<td>Security Account Manager: A registry file used by Windows operating systems to authenticate user names and passwords. If your system is using SAM to authenticate users in your system, then your application administrator could set up Prologue to use one of the Windows authentication methods described in the am_authentication_method component option (W or C) instead of the Prologue authentication method (P). Caution: Do not change the authentication method in Prologue without carefully considering how it affects the way users can log on to the system.</td>
</tr>
<tr>
<td>Segment</td>
<td>An account structure that is assigned specific values.</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Segment cross-reference</td>
<td>Used when a specific combination of segment codes are present in the source file and you want to cross-reference the segment codes.</td>
</tr>
<tr>
<td>Server Side backup</td>
<td>The process of creating a Prologue database backup file that resides on the server.</td>
</tr>
<tr>
<td>Server Side restore</td>
<td>The process of restoring a Prologue database backup file that resides on the server.</td>
</tr>
<tr>
<td>Shared backup folder</td>
<td>A share folder on the database server that ensures that the backup and restore processes can be performed between the server and the client workstations.</td>
</tr>
<tr>
<td>Show Me video</td>
<td>A short video that provides an overview of a product feature or shows you how to complete a task.</td>
</tr>
<tr>
<td>Single company database</td>
<td>A database that includes data for only one company.</td>
</tr>
<tr>
<td>Single-use batch</td>
<td>A one-time batch for grouping transactions of a specific type.</td>
</tr>
<tr>
<td>Site</td>
<td>A location where items are purchased or stocked.</td>
</tr>
<tr>
<td>Site group</td>
<td>Multiple sites consolidated into one group. Site groups are used primarily for automatically generating a purchase order.</td>
</tr>
<tr>
<td>Standard e-mail messages</td>
<td>E-mail messages that you can use for certain events that happen within Prologue.</td>
</tr>
<tr>
<td>Standard IRS asset type</td>
<td>An asset type defined by IRS Publication 946, “How to Depreciate Property,” included in Prologue as a template.</td>
</tr>
<tr>
<td>Statistical journal entries</td>
<td>Used to post amounts to statistical accounts. This type of journal entry is not subject to the requirements of double-entry bookkeeping.</td>
</tr>
<tr>
<td>Stock item</td>
<td>A physical inventory unit that is treated as an asset when purchased. Stock items have a physical quantity in your inventory.</td>
</tr>
<tr>
<td>Tax Identification Number</td>
<td>The vendor’s tax ID number as assigned by the IRS.</td>
</tr>
<tr>
<td>Template</td>
<td>A record used to speed the task of creating new records and to maintain consistency from record to record.</td>
</tr>
<tr>
<td>Transaction date</td>
<td>The date of record for an A/P transaction within the Accounts Payable module.</td>
</tr>
<tr>
<td>Unattended processing</td>
<td>Allows you to process specific tasks at a predefined date and time and to run groupings of tasks on demand.</td>
</tr>
<tr>
<td>Unposted A/P Transaction Report</td>
<td>A listing of unposted transactions that can be detailed and grouped by vendor or batch ID, or that can be summarized and grouped by vendor.</td>
</tr>
<tr>
<td>Upload file</td>
<td>A file created by Prologue Transaction Manager containing general ledger journal entries to be posted to a third party general ledger.</td>
</tr>
<tr>
<td>UPN</td>
<td>User Principal Name: A method used by Windows operating systems to authenticate user names and passwords based on the domain’s DNS name for this user (for example, MyInternetName.com). If your system is using UPN to authenticate users in your system, then your application administrator could set up Prologue to use one of the Windows authentication methods described in the am_authentication_method component option (U or Q) instead of the Prologue authentication method (P). <strong>Caution:</strong> Do not change the authentication method in Prologue without carefully considering how it affects the way users can log on to the system.</td>
</tr>
<tr>
<td>Useful life</td>
<td>The length of time over which an asset will be depreciated.</td>
</tr>
<tr>
<td>User component options</td>
<td>Various options for working in Prologue that a user can change for themselves.</td>
</tr>
<tr>
<td>User profile</td>
<td>An identifier for an individual user of the Prologue system.</td>
</tr>
<tr>
<td>User Group profile</td>
<td>An identifier for a group of users within your institution who have the same permissions throughout Prologue.</td>
</tr>
<tr>
<td>User permission</td>
<td>A setting that controls the right for a user or user group to access and perform actions in Prologue windows, reports, and properties. Permissions are set on the User Permissions window.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Valuation type</td>
<td>The cost valuation type for the item: Average, FIFO, LIFO, Lot, Serial, or Standard.</td>
</tr>
<tr>
<td>Vendor</td>
<td>A supplier from whom goods or services are purchased.</td>
</tr>
<tr>
<td>Vendor class</td>
<td>A group of common vendors.</td>
</tr>
<tr>
<td>Vendor document number</td>
<td>The identifying number on the invoice or other document received from the vendor.</td>
</tr>
<tr>
<td>Voucher</td>
<td>A transaction for recording an Accounts Payable liability for a vendor. This type of transaction is generally used when you receive the invoice of items that have already been received and recorded, but not vouchered.</td>
</tr>
<tr>
<td>Work package</td>
<td>A collection of tasks that are scheduled to run on a regular basis via unattended processing.</td>
</tr>
</tbody>
</table>