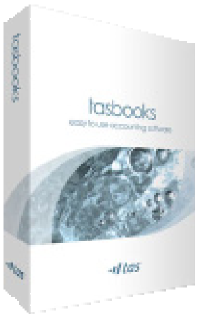
TASflex

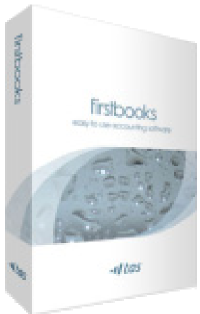
Reference Manual v2.3

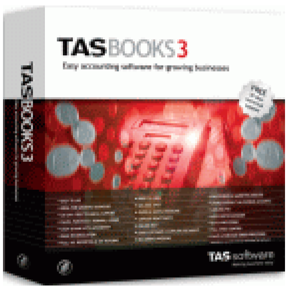
A product from infoplex

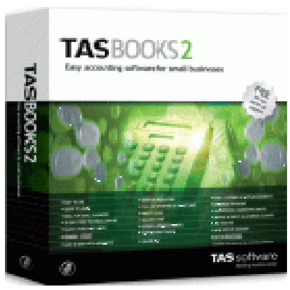
TASflex

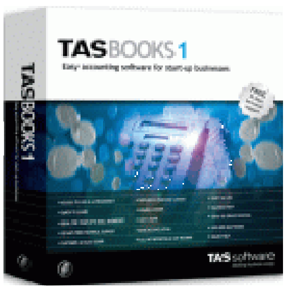
Real-Time Integration for TAS











Reference Manual

v2.3, 01 Nov 2010

This reference manual describes the **TASflex** for TAS, computerised sub-systems developed by Infoplex Ltd with automatic integration to TAS Software's *TASBooks, FirstBooks, TAS Books 3, TAS Books 2 and TAS Books 1* accounting systems.

Title: **TASflex**
for TASBooks, FirstBooks, TAS Books 3, TAS Books 2 and TAS Books 1, and **Error! Unknown document property name.**

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1 Introduction & Benefits

1.1 Welcome

Welcome to Infoplex TASflex™, the real-time integration tool for TASBooks, FirstBooks and the TAS Books 1, TAS Books 2 and TAS Books 3 ranges of accounting products.

TASflex enables smooth integration between TAS and your other business software, whether that is simply Excel or Outlook, or an advanced CRM or vehicle booking and hire system. The link lets you have a two-way flow of data which is virtually invisible to the user and also "real-time", i.e. both systems are kept up to date as the user works. Yet, from a security point of view, access to TAS is tightly controlled.

1.1.1 Note for Developers

TASflex is the **end-user runtime** integration product. As a developer, you need TASLink™ SDK (Software Development Kit), which gives you the tools you need to develop a controlled integration with TAS software quickly, easily and cost effectively. Both TASflex and TASLink are compatible with the latest versions of the TAS range of accounting products, as well as supporting earlier products. TASLink provides an object model, based on the Component Object Model ("COM") specification, for reading and writing information from and to the TAS range of accounting software. With COM it is possible to use TASLink in Microsoft Visual Basic, Microsoft Visual C++, in applications such as Word and Excel that support Visual Basic for Applications, and in scripting environments such as JavaScript and VBScript - which widens the scope of its use to Internet-based technologies like Active Server Pages.

1.2 Key Benefits

1.2.1 For End-Users

TAS is automatically updated without you having to manually rekey into TAS details of Customers or Suppliers, Sales, Purchase, Cash Book and Nominal Journals, as well as Payment Allocations and Budgets; the same applies to Products, Stock transactions, Sales Orders and Purchase Orders. Less duplication of manual effort means that your business saves time and money, as well as helping eliminate errors. By removing bottlenecks your users' efficiency is maximised.

Similarly, up to date information from TAS is available on demand to your other business software, whether to provide reports, enquiries or warnings. Your users no longer have to spend time logging in to TAS and running an enquiry because the information they need is already at their fingertips.

For example, imagine that you are a garage and bodyshop business and you have an industry-specific program to handle your estimating, links to insurance companies, parts, labour, insurance excesses and invoicing. If this program uses TASflex, when you add new customers (or change the details of existing ones), TAS is automatically updated. Similarly, if your Financial Controller had put a customer on credit stop in TAS, your program could automatically alert you and give you the ability to drill down to the customer's TAS transaction history. Also, when a sales invoice (or credit note) is printed and "posted" by your bodyshop program it could automatically post the journal to the TAS Sales and Nominal Ledgers - same with purchase invoices.

In another case, you may need to update a spreadsheet with the latest figures from the TAS Nominal Ledger or Debtors in order to produce summarised Management or Financial Control figures. It can can be quite a hassle, and very time consuming, to go through the routine of exporting from TAS to CSV file, maybe reorganising the rows and columns, then copying and pasting selections to your master spreadsheet. Imagine if you could achieve that with a few mouse clicks – just open your spreadsheet, click a button, select the periods and whether to include "BBFs".

TASflex's key benefits for end-users can be summarised as follows:

	Benefit
1	**Reduce expensive manual processing costs**
2	**Eliminate re-keying errors**
3	**Streamline time-consuming processes**
4	**Reduce delays and bottlenecks**
5	**Handle Customer and Supplier records and Notes**
6	**Process and retrieve over 40 different types of Nominal, Sales & Purchase Ledger and Cash Book Journal Transactions, plus Budgets**
7	**Handle Product Stock & Service records**
8	**Process and retrieve Stock Transactions, including full Sales Invoices**
9	**Process, retrieve and Update Sales Orders**
10	**Tighter Financial Control**

1.2.2 Developer Benefits

With over 85,000 TAS customers in the UK and Ireland, TAS is one of the top three systems for SMEs and the number of businesses relying on TAS is growing fast – many may be among your own customers. In this increasingly connected world, being a TAS Developer enables you to do business with the thousands of other companies who rely on TAS.

TASLink SDK is designed for use by professional 3rd party/in-house developers of business software with a good understanding of object-orientated programming. It lets you read from and write to the rich TAS database in a way that doesn't require detailed knowledge of the underlying business rules (unlike traditional ODBC/SQL methods). TASLink hides those rules, yet enforces them, thus helping to ensure that the integrity of the TAS database is never compromised.

1.3 Licensing

There is a dual licensing policy as follows:

1. a **low-cost** **TASLink** SDK licence for **development** purposes only, and
2. a **runtime** **TASflex** licence for internal business use at each **end-user** installation.

TASflex and TASLink each have the same two main product purchase options depending on whether or not you wish to handle Stock and Order Processing in addition to the Financial Ledgers:

	Set	*Basis*	*Description*
1	**Finance**	Financial Ledgers only	All the objects necessary to read and write the main Nominal Ledger journals and Budgets, the Customer and Supplier records, plus Sales Ledger journals, Purchase Ledger journals and Cash Book journals
2	**Plus**	Financial Ledgers and Stock & Order Processing	Covers Stock/Products & Services, Sales Orders, Purchase Orders and Marketing

There are further options covering the number of users and the number of TAS company datasets to be accessed.

1.4 Business Examples

Many businesses use spreadsheets to handle a lot of their computing work. But much of the data needs to be transferred between (to/from) the spreadsheets and TAS. A TASflex solution, developed with TASLink SDK, solves this problem by automating the data transfer with one or two mouse clicks.

In other cases, businesses have their own "front-end" software which is specially designed to handle their particular business activity. Typically these systems go up to the stage of producing Sales invoices, or even recording Purchases and Payments. However, to achieve proper financial control and integration, as well as to produce timely Financial Statements, Debtors & Creditors Lists, Customer Statements and Bank Reconciliations, all these transactions have to be re-entered to TAS along with, in the case of Sales and Purchases, keeping the customers and suppliers “in sync” between the systems. Again, a TASflex solution, developed with TASLink SDK, provides the answer.

The table below lists some common examples and shows how these relate to the two parts of TASflex (and TASLink).

Type	*Software*	*Example Description*	*Finance*	*Plus*
Office: spreadsheet, word processing	Excel	Get latest P&L or Trial Balance figures for Management Accounts	✓	✓
	Word	Prepare Customer Statements	✓	✓
Contact Management & Email	Outlook	Add and link contacts to TAS Customers and Suppliers, display their details and history.	✓	✓
	MXContact			
CRM	ACT!	As previous, plus link products and pricing, create Sales Orders, view Order history		✓
	Maximiser			
	Goldmine			
Order Processing	Bespoke Booking/Hire	Post sales invoice journals to TAS; get up-to-date Credit Control information and customer transaction history		✓
	Recruitment			
	Contract Engineering	As previous, plus post Purchase invoice journals and display Supplier history/terms		✓
eCommerce	Website (bespoke)	Process Customer website Orders and Payments		✓
		As previous, except post full Sales Invoices to TAS Stock System and auto-generate Sales Invoice Journals; process Stock Adjustments and Assembly Builds		✓

1.5 Contents

TASflex comprises the items listed in the table below. For convenience TASLink items are listed too:

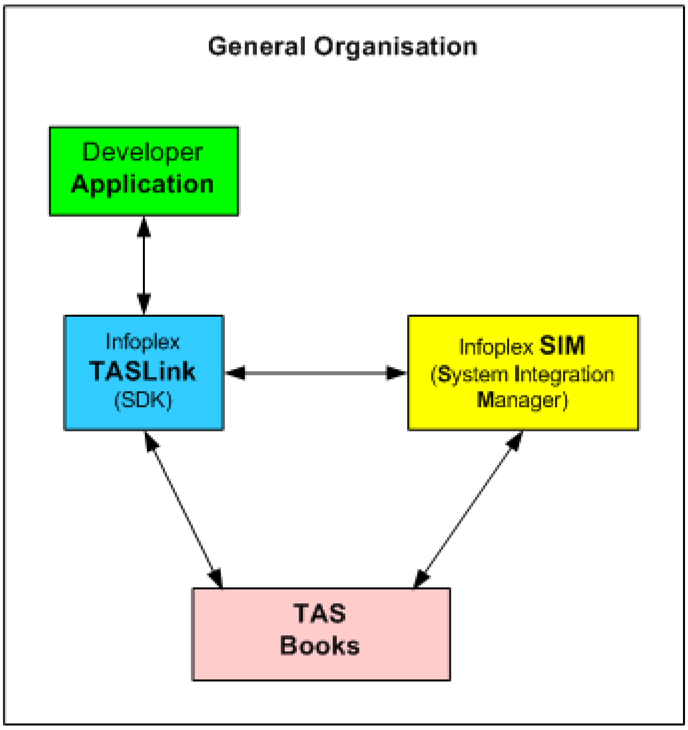
Item	*Description*	*TASLink*	*TASflex*
1	A User Reference Manual	✓	✓
2	SIM (System Integration Manager)	✓	✓
3	'TASLink' Dynamic Link Library ActiveX component	✓	✓
4	TASLink Control Centre SIM module	✓	
5	TASflex Control Centre SIM module		✓
6	Related dependent components (installed by/with SIM)	✓	✓
7	Sample spreadsheet containing VBA examples	✓	

Infoplex SIM (System Integration Manager), manages security, setup, user configuration, versioning and licensing for all Infoplex software modules.

1.6 System Organisation & Structure

1.6.1 Organisation

To enable correct linking between the Developer's software Application, the Dynamic Link Library ActiveX component (TASLink.dll) and TAS Books, TASLink uses Infoplex's SIM technology. The diagram below illustrates how this is organised.



Tables and Files used by the system are detailed in Files & Tables Used in the Appendices.

1.7 Acronyms & Jargon

Acronym/Jargon	*Meaning*	*Notes*
A/C	Account	e.g. A/C Number
ASCII	American Standard Code for Information Interchange	Allows digital devices to communicate with each other and to process, store, and communicate character-oriented information
BoM	Bill of Materials	a key part of an MRP system
CB	Cash Book	Also a Ledger
CoA	Chart of Accounts	
CRM	Customer Relationship Management	Software system for managing customer relationships, inc Contact Management)
CSV	Comma Separated Variable	A standard type of ASCII text file used for transferring data between systes
Dr/Cr	Debit/Credit	In bookkeeping Debit values are always positive, whilst Credit values are negative; hence a balanced double-entry must consist of at least 2 items
EDI	Electronic Data Interchange	In business this most often refers to the transfer of data between trading partners, e.g. customers and suppliers
ERP	Enterprise Resource Planning	Software system encompassing almost all aspects of business, inc CRM and accounts
FIFO	First-In First-Out	A method of Stock Valuation based on the assumption that when stock is sold, it is items that first came in that are sold.
MRP	Materials Reqirements Planning	Production planning and stock/inventory control system used to manage manufacturing processes
MRP II	Manufacturing Resource Planning	Method for the effective planning of all resources of a manufacturing company
NL	Nominal Ledger	Also called General Ledger
Open Item	Incomplete/unpaid transaction	e.g. an unpaid invoice, i.e. one which has no payment(s) fully allocated against it
PL	Purchase Ledger	Also called Creditors Ledger, Suppliers Ledger or Accounts Payable
PO	Purchase Order	
POP	Purchase Order Processing	
SL	Sales Ledger	Also called Debtors Ledger, Customers Ledger or Accounts Receivable
SO	Sales Order	
SOP	Sales Order Processing	
ST	Stock Ledger	Also called Inventory or Products
VAT	Value Added Tax	A Sales Tax
WiP	Work in Progress	A value assigned to part-completed work
WO	Works Order	Used in BoM (Bill of Materials)

2 Quick Start

This section explains how to quickly install and set up your TASflex system.

Important – Network Paths

To help avoid confusion in Network installations it is strongly recommended that UNC paths are used instead of mapped drive letters.

For example: \\OurServer\TB3Data\Data1 instead of T:\Data1.

In order to get going quickly with TASflex, the steps set out in the table below should be followed.

Step	*Action*	*Notes*
1	Install Infoplex SIM (System Integration Manager) onto your computer using the SIM Installer program.	You can obtain the SIM Installer program from the Infoplex website via TASLink Download page, which has full details of how to install SIM. Setup details are in the SIM Manual (SIM_Manual.pdf).
2	Login into SIM as the **ADMIN** user	User Name = ADMIN, password = ADMIN
3	Do the basic setup in SIM as described in steps 4 to 7 below	For full details see Appendix A – Installation, Setup & Launch in this manual
4	Install at least one TAS company, preferably a test/demo company in the first instance	use the Tools>Companies>Maintain/Add function - details are in the SIM Manual (SIM_Manual.pdf) and the Important – Network Paths note above
5	Install the TASflex Control Centre Module from within SIM	use the Tools>Modules> Add/Upgrade function (see Installation in Appendix A)
6	Integrate the Module to at least one company, preferably the Test/Demo company initially	use the Tools>Modules>Maintain/Add function (see Setup Integration & User Access rights to TAS Company in Appendix A)
7	Add access rights for each valid user in SIM for the Module(s)	using the Tools>Users>Access Rights function
8	In SIM's **Module Selection** form double-click the module to **Launch** it at the selected company	In the main SIM form's Companies tab, simply double-click on your selected company and, in the Module Selection form double-click the module to Launch it at the selected company (see Launching Modules in Appendix A)
9	(Future) **Important –** If this is the first time that TASLink has been used in this company, you must now configure the default values in order that TASLink functions work correctly	(Future) Use the Company Options functions from the Setup menu – see Company Options
10	Close the Module and then close SIM	Full details of how to do these are described in the Main Menu section below
11	You can now run your application using TASflex (and the TASLink library of functions)	SIM installation will have registered the Dynamic Link Library 'TASLink.dll' as well as other components
12	If you hav a multi-user TASflex licence, repeat the above steps for each PC on the network	Important – the second and subsequent PC workstation installations should select the Network Client option during the intial SIM setup and use the same network folder as was created by the first PC workstation installation

3 Versions, TAS Compatibility & Standards

3.1 Products and Versions

The product versions covered by this document are:

Infoplex Product	*Version*
TASLink library	2.07
System Integration Manager (SIM)	4.5x
TASLink Control Centre SIM Module	2.07
TASflex Control Centre SIM Module	2.07

3.2 TAS Product Version Compatibility

The product(s) listed above are for use with TAS 32-bit Windows products as set out in the table below. To check which Data Version your TAS product is: login to TAS, on the menu go to Help > About, select the Product Information tab, left-click the 'System' item in the left-hand pane and you can see the Data Version in the right-hand pane (last item).

TAS Product	*Latest Data Version supported by SIM*	*Earliest Data Version supported by SIM*
TASBooks (inc Stock module)	1.21	1.20
FirstBooks	1.21	1.20
TAS BOOKS 3	8.17	4.07
TAS BOOKS 2	8.17	4.07
TAS BOOKS 1	8.17	4.07
TAS Bookkeeper	n/a	n/a
TAS Books Small Business Edition	n/a	n/a
TAS Business Controller	n/a	n/a
TAS Books Accounting Plus	n/a	n/a
TAS Books Accounting	n/a	n/a

Except where the context requires otherwise all TAS 32-bit Windows accounting systems are from here on referred to simply as "TAS".

Important – Some Limitations

TASLink covers the majority of day-to-day functions which are likely to be needed for real-time automation and integration with other software applications. However, there are some limitations which are described in section 3.4 below.

3.3 Standards

Unless stated otherwise, the system is written to conform broadly to the same general standards utilised by TAS so that there is a common look and feel, whilst maintaining adequate security. These include user access security via SIM and the use of function keys.

3.4 Limitations

TASflex covers the majority of day-to-day functions which are likely to be needed for real-time automation and integration with other software applications. However, there are some limitations which are described in this section.

3.4.1 General TAS Functional Areas NOT supported

TASflex does not currently cover the following general TAS functionality:

- Projects
- Purchase Order Processing beyond initial PO creation, e.g. edit PO, receive goods, receive invoices
- Cash with Order in Sales Order Processing
- Fixed Asset Register
- VAT reporting
- TAS Setup maintenance
- Payroll

3.4.2 Non-Standard VAT Accounting and CIS systems

TASflex provides limited support for certain types of transactions in systems set up to use non-Standard VAT Accounting and CIS (Construction Industry Scheme) schemes.

1. **VAT Cash Accounting** (**Money Received** basis in Ireland) – where VAT inputs and outputs are based on cash paid or received rather than on invoices/credit notes. The following Financial Journal transaction types/methods are not supported:
    a. Sales Ledger Receipt Allocation
    b. Sales Ledger Credit Note/Journal Allocation
    c. Purchase Ledger Payment Allocation
    d. Purchase Ledger Credit Note/Journal Allocation
    e. Cash Book Receipts
    f. Cash Book Payments
    g. Sales Order Processing Credit Note Allocation

2. **VAT Reverse Charge** scheme (**UK** only) – for transactions involving certain types of electronic goods supplied to/from other UK businesses. TASflex does not support these particular transactions.

3. **VAT Reverse Charge** scheme (**Ireland** only) – applies to the construction industry, in cases where Relevant Contracts Tax applies. TASflex does not support these particular transactions.

4. **Flat Rate VAT** Scheme (**UK** only) – this is designed to help simplify VAT Return calculations for small businesses. TASflex does not support two types of transactions involving Fixed Assets where, if you claim back the VAT on the purchase of a capital asset, then when you have finished with the asset and sell it, you must charge VAT at the full standard rate - not at your flat rate percentage.
    a. Sale of Fixed Assets
    b. Purchase of Fixed Assets

5. **CIS** scheme (UK only) – TASflex does not support Purchase Ledger payments to suppliers set up as sub-contractors under this scheme. It does allow the posting of Invoice and Credit Note type transactions for these suppliers if the appropriate Nominal Ledger Chart of Accounts have been configured as CIS Tax Liability.

4 Range of Integration Options

The table below illustrates a few of the huge range of possibilities available with TASflex:

Worksheet	*Function*	*Description*
1 – Nominal Ledger	Trial Balance for Current Year to Date	Lists the Trial Balance Debits & Credits and displays the Profit/Loss for the current year to date
	Post a Nominal Journal	Posts a typical monthly Depreciation journal to 6 different CoA records
	Built-in Lookup Form	Use the built-in Lookup Form to find and select a Chart of Accounts record
2 – Sales Ledger	List Customers' details	Lists all the TAS Customers with their Name, Postcode, Credit Limit and Outstanding Balance
	List Details & Open items for Customer X	Use the built-in Lookup Form to find and select an existing TAS Customer, then list details of Customer X and any outstanding Financial Transactions ('Open items')
	Add a new Customer	Create a new TAS Customer record (the process for adding a Supplier is virtually identical)
	Update a Customer	Use the built-in Lookup Form to find and select an existing TAS Customer, then amend the record (the process for updating a Supplier is virtually identical)
	Post a Sales Ledger Invoice	For £400 Net with mixed VAT Rates to SURREY BUS
	Post a Sales Ledger Credit Note	For £200 Net with mixed VAT Rates to SURREY BUS
	Post a Sales Ledger Receipt	For £250 from SURREY BUS
	Allocate Cash/Credit to Invoice	
	Built-in Lookup Form	Use the built-in Lookup Form to find and select a Customer record
3 – Purchase Ledger	List Suppliers' details	Lists all the TAS Suppliers, in Supplier name order, with their Name, Postcode, Credit Limit and Outstanding Balance
	List Open Items for Supplier X	Lists any outstanding Financial Transactions ('Open items')
	Built-in Lookup Form	Use the built-in Lookup Form to find and select a Supplier record
4 – Cash Book	Post a Cash Book Receipt – Home	For £250 Net with mixed VAT Rates
	Post a Cash Book Payment – Home	For £150 Net with mixed VAT Rates
	Post a Cash Book Inter-Bank Transfer Payment	Transfer £200 from Bank Account number 1 to Bank Account number 2
5 – Stock	List Products	Lists all TAS Products with their Name/Description
	New Product	User input box for new Product Code of new Product record with simple pricing
	List Dynamic Discounts	Lists all Customer-Product Dynamic Discounts
	List Assembly Parts	Lists all Assembly Products' Codes with their parts' Product Codes, sequences and Quantities
	Add Assembly Part	From lookups select existing Assembly Product Code and select a part Product code to add to the selected Assembly
	Post Stock Adjustment	
	Build Assembly	
	Post SOP Sales Invoice/Credit Note	Post a fully detailed Sales Invoice to TAS with all line items. Same for Credit Note.
6 – Sales Orders	Create Sales Order	Add sales orders from an eCommerce system
	Update Sales Order	Add extra lines, e.g. delivery charges
7 – Purchase Orders	Create Purchase Order	Create back-to-back purchase order
8 – SIM API	List Companies, Users & Applications	3 methods
	Add Company	Create a company from an existing TAS dataset
	Add User	
	Integrate Application	Integrate an Application to a Company
	Give User Access to Application	Let user access an application with a specific company

4.1 Connect and Login to the TAS Company

The developer must establish a database connection to the TAS company. The physical location of the database is established by setting the correct folder path to the TASBooks Company dataset and then assigning the user name and password.

4.2 Working with the Chart of Accounts

Nominal accounts can be accessed through TASflex's ChartOfAccounts system. TASflex navigates these and can retrieve what you require.

4.3 Working with Customers & Suppliers – Trading Partners

Customers and Suppliers can be accessed as TradingPartners.

4.3.1 Retrieving Trading Partner Data

The developer can set whether or not you want to include any suppliers in a list and in what order you want the records presented. TASflex can then retrieve a specific customer record, either by using the built-in Lookup Form (see the Navigation section in the Appendices for details of the form) like this, or by specifying an individual customer/supplier.

4.3.2 Maintaining Trading Partner Data

TASflex lets you add a new Trading Partner or update an existing Trading Partner.

4.4 Working with Financial Transactions - the Single Ledger

All types of Financial Transations are held within the TAS Books Single Ledger. There are some 50 different types of transaction or journal.

4.4.1 Retrieving Journal Transactions

TASflex lets you have the order set in which the Journal Lines are sorted upon retrieval and set filter properties, e.g. by Source Ledger, Include Closed Items, Include Open Items, Posting Date From, Posting Date To, Posting Number, Trading Partner Code From/To etc.

4.4.2 Posting Journals

Most of the 50-odd different TAS Journal types are handled by TASflex, including adding the various the types of VAT information.

4.4.2.1 Foreign Currency Journals

TASflex supports Foreign Currency transactions in the TAS Financial Ledgers.

4.5 Working with Products & Stock Transactions

4.5.1 Working with Products

It is important to note that Products/Stock is only available with the TASflex **Plus** product and this option needs to be purchased and activated to allow access to Stock (i.e. Product) records and related features.

4.5.1.1 Retrieving Product Data

TASflex allows you to get the the order set in which you want the records. You can then retrieve a specific product record, either by using the built-in Lookup Form (see the Navigation section in the Appendices for details of the form), or by specifying an individual product.

4.5.1.2 Maintaining Product Data

TASflex lets you add a new Product Record and update an existing Product Record (e.g. to change the product's name or price).

4.5.1.3 Free Format Text Blocks

Free Format Text Blocks can be accessed by users during manual Sales Order entry and contain pre-setup 'blocks' of repetitive text which can be auto-populated into the Sales Order body lines, thus saving the user having to remember and type the text. With TASflex you can create and update Free Format Text Blocks in a similar way to Products described above.

4.5.1.4 Dynamic Discounts

Dynamic Discounts can be accessed by users during manual Sales Order entry and contain pre-setup special Customer-Product percentage discounts – in effect, allowing special customer pricing for specific products - which can be auto-populated into the Sales Order body lines, thus saving the user having to remember that a discount exists for that Customer-Product combination. With TASflex you can create and update Dynamic Discounts in a similar way to Products described above.

4.5.1.5 Assemblies and Assembly Parts

TAS supports single-level Assemblies and TASflex lets you create and update these, by adding and deleting components, i.e. AssemblyParts.

4.5.2 Working with Stock Transactions

It is important to note that Stock Transactions is only available with the TASflex **Plus** product and this option needs to be purchased and activated to allow access to Stock (i.e. Product) records and related features.

All types of Stock Transations are held within the TAS Books Stock Ledger. There are 6 main types of Stock Transaction in TAS Books (a 7th and 8th type are not available in TAS); most of them are handled by TASflex and they are all as set out in the table below:

#	*Source*	*Type*	*TASLink Version*	*Notes*
1	Stock	Stock Adjustment +/-	v1.01	Only applies to products that are "Regular" stock type product records – cannot be used to adjust Assembly or Non-Stock types of product/service.
2	Stock	Build/Unbuild Assembly	v1.01	Only applies to products that are "Assembly" type product records
3	SOP	Sales Invoice	v1.01	Sales Invoices and Credit Notes generated in another system **can be posted in full** by TASLink, including all body line items; TASLink auto-generates the related Financial Journal, VAT Register, Stock etc updates.
4	SOP	Sales Credit Note	v1.01	
5	POP	Goods Receipt	-	Future
6	POP	Purchase Invoice	-	Future
7	POP	Goods Return	n/a	Not yet available in TAS
8	POP	Purchase Credit Note	n/a	Not yet available in TAS

4.5.2.1 Stock Processing

TASflex means you can set the order in which the Stock Transaction Lines are sorted upon retrieval.

4.5.2.2 Post Stock Adjustment

TASflex lets you post adjustments to 'Regular'-type Product's stock values, thus increasing or decreasing the Quantity in Stock value. This process adjusts these and the Product's summary In/Out values, creates Stock Transaction records and auto-creates the required Financial Journals with related updates to the summary records.

4.5.2.3 Build/Unbuild Assembly

TASflex lets you increase or decrease the Quantity in Stock values of 'Assembly'-type Products by using the BuildAssembly function. This process adjusts these values, not only for the 'parent' assembly product, but also for the component parts, as defined in AssemblyParts. The function updates all the involved Products' summary In/Out/Used values, creates Stock Transaction records and auto-creates the required Financial Journals with related updates to the summary Financial records based on the products' unit cost prices.

4.5.3 SOP Sales Invoice Processing

You can use TASflex to process the full Invoice Header and Body line items into TAS. This not only updates all the involved Products' summary In/Out/Used values, creates Stock Transaction records and auto-creates the required Financial Journals with related updates to the summary Financial records based on the products' unit cost prices, but it also lets the user 'drill-down' to view the Invoice from within the Financial Ledger sections within TAS.
Important Note:
If the TAS Customer's Price Type is flagged as Retail including VAT and TAS is not set up so that VAT is calculated per line (rather than on the total net amount of the invoice) an error will be returned because TAS must be set up to calculate VAT per invoice line if Retail pricing is used. Also, with such customers, all unit prices passed in are set as including VAT.

4.6 Working with Sales Orders

It is important to note that Sales Orders is only available with the TASflex **Plus** product and this option needs to be purchased and activated to allow access to Sales Orders and related features.

Sales Orders are held within the TAS Books Sales Order Ledger. There are 4 different types of order, as set out in this table:

#	*Sales Order Type*	*Notes*
1	Quotation	Does not affect Stock Quantity values. Can be amended at any time. Can be converted to a Proforma Invoice or to a Sales Order.
2	Proforma Invoice	Does not affect Stock Quantity values. Can be amended at any time. Can be converted to a Sales Order.
3	Sales Order (Invoice)	Does affect Stock Quantity values. Can be amended at any time until fully posted. Cannot be be converted to a Credit Order or back a Proforma Invoice or Quotation. When fully ‘printed and posted’ it cannot be amended.
4	Credit Order (Note)	Can (optionally) affect Stock Quantity values, i.e. where goods are being returned to Stock for resale. Can be amended at any time until fully posted. Cannot be converted to any other Sales Order Type. When fully ‘printed and posted’ it cannot be amended.

4.6.1 Creating Sales Orders

You can have Sales Orders created including adding text lines.

4.6.2 Retrieving Sales Orders

TASflex lets you have Sales Orders retrieved, including how they are sorted. It can then provide a lookup to allow you to select a particular Sales Order or the developer can specify a particular Sales Order to retrieve.

4.6.3 Updating Sales Orders

Having retrieved a Sales Order as described in the previous section, TASflex lets you have it updated if it has not been completed.

4.7 Financial Collections Objects

4.7.1 Financial Collections Objects Summary

The following table summarises the Collections Objects in the order in which they are stated in the Object Model.

Object	*Section*	*Description*
VAT_Rates	Company Setup	Collection of up to 20 VAT_Rate objects
BankAccounts	Company Setup	Collection of up to 100 BankAccount objects
Countries	Company Setup	Collection of about 270 Country objects
CurrencyRates	Company Setup	Collection of about 150 CurrencyRate objects
ChartOfAccounts	Single Ledger	Collection of ChartOfAccount objects
NominalGroups	Single Ledger	Collection of NominalGroup objects
FinancialJournalLines	Single Ledger	Collection of FinancialJournalLine objects
VAT_Journals	Single Ledger	Collection of VAT_Journal objects
ForeignCurrencyJournals	Single Ledger	Collection of ForeignCurrencyJournal objects
TradingPartners	Customers & Suppliers	Collection of TradingPartner objects
CustomerDeliveryAddresses	Customers & Suppliers	Collection of CustomerDeliveryAddress objects
CustomerGroups	Customers & Suppliers	Collection of CustomerGroup objects
SupplierGroups	Customers & Suppliers	Collection of SupplierGroup objects
SalesPeople	Sales Analysis	Collection of SalesPerson objects
MarketingCodes	Sales Analysis	Collection of MarketingCode objects

4.8 Financial Single Objects

4.8.1 Financial Single Objects Summary

Object	*Section*	*Description*
TASBooksAccountingCompany	System	The root object of the SDK
Status	System	Current status following call to SDK. It could be information, a warning, database operation status/error, runtime errors, business rule violations
TAS_SetupInfo	Company Setup	The core setup and configuration settings for the TAS Books dataset; these are configurable by Supervisory users in TAS Books
VAT_Rate	Company Setup	One of up to 20 VAT rates supported by TAS
BankAccount	Company Setup	One of up to 100 bank accounts that can be set up in TAS
Country	Company Setup	One of some 270 prepopulated Countries which can be amended in TAS
CurrencyRate	Company Setup	One of some 150 Currencies whose rates of exchange can be adjusted in TAS
ChartOfAccount	Single Ledger	The Chart of Account is the core accounting record which provides the main summary figures for the Trial Balance and Financial Statements in all accounting systems
NominalGroup	Single Ledger	A Nominal Group record holds summary values of any Chart of Accounts records assigned to it by the user
FinancialJournal	Single Ledger	A top level ‘holding’ record for each set of Financial Journal Lines, which must ‘balance’, i.e. the total of all debit (+) amounts must equal the total of all credit (-) amounts
FinancialJournalLine	Single Ledger	The Financial Journal Line is the core ‘Double Entry’ transaction record in the Single Ledger
ForeignCurrencyJournal	Single Ledger	A record of any foreign currency transaction associated with the main FinancialJournal object
VAT_Journal	Single Ledger	A record of any Value Added Tax associated with the main FinancialJournal object
TradingPartner	Customers & Suppliers	TAS handles Customers and Suppliers as essentially one entity which can also be both a Customer AND a Supplier; this makes special types of transaction, such as Contras between the Sales and Purchase Ldgers, easy to implement
CustomerDeliveryAddress	Customers & Suppliers	TAS allows an effectively unlimited number of Delivery Addresses per Customer
CustomerGroup	Customers & Suppliers	A Customer Group record holds summary values of any customer Trading Partner records assigned to it by the user; there is one preset default group (‘DEFAULT’)
SupplierGroup	Customers & Suppliers	A Supplier Group record holds summary values of any supplier Trading Partner records assigned to it by the user; there is one preset default group (‘DEFAULT’)
SalesPerson	Sales Analysis	A SalesPerson record holds summary values of each Sales Person set up by the user; there is one preset default Sales Person (‘DEF’). Each Customer is assigned its default Sales Person
MarketingCode	Sales Analysis	

4.8.2 Financial Journal Types

The different types of TAS Financial Ledger Journal are set out in the table below.

#	*Financial Journal Transaction Types handled*
1	CashBook Payment EC
2	CashBook Payment HomePurchase
3	CashBook Payment NonEC
4	CashBook Payment NonVATJournal
5	CashBook Payment VAT Refund
6	CashBook Payment InterBank Transfer
7	CashBook Receipt EC
8	CashBook Receipt HomeInvoice
9	CashBook Receipt NonEC
10	CashBook Receipt NonVATJournal
11	CashBook Receipt VATRefund
12	CashBook Receipt InterBankTransfer
13	Nominal Ledger General Journal
14	Purchase Ledger CreditJournal
15	Purchase Ledger CreditJournal Bounced Cheque
16	Purchase Ledger CreditJournal Refund
17	Purchase Ledger CreditJournal WriteBack
18	Purchase Ledger DebitJournal
19	Purchase Ledger DebitJournal WriteOff
20	Purchase Ledger DebitJournal ContraWithSales Ledger
21	Purchase Ledger Invoice
22	Purchase Ledger CreditNote
23	Purchase Ledger Payment
24	Purchase Ledger Payment Cash
25	Purchase Ledger Payment ePayment
26	Purchase Ledger Payment Other
27	Purchase Ledger Payment CCard
28	Purchase Ledger Payment Cheque
29	Purchase Ledger Payment Transfer
30	Purchase Order Processing Invoice
31	Sales Ledger CreditJournal
32	Sales Ledger CreditJournal WriteOff
33	Sales Ledger CreditJournal ContraWithPurchase Ledger
34	Sales Ledger DebitJournal
35	Sales Ledger DebitJournal BouncedCheque
36	Sales Ledger DebitJournal Interest
37	Sales Ledger DebitJournal Refund
38	Sales Ledger DebitJournal WriteBack
39	Sales Ledger Invoice
40	Sales Ledger CreditNote
41	Sales Ledger PaymentReceipt
42	Sales Order Processing Invoice
43	Sales Order Processing CreditNote
44	StockProcessing StockAdjustmentAssemblyBuildBody Positive
45	StockProcessing StockAdjustmentAssemblyUnbuildBody Negative
46	StockProcessing AssemblyBuildParent Positive
47	StockProcessing AssemblyUnBuildParent Negative

5 TASflex Plus – Additional Objects

5.1 Commercial Collections

5.1.1 Commercial Collections Objects Summary

The following table summarises the Collections Objects in the order in which they are stated in the TASLink Object Model.

Object	*Section*	*Description*
ProductGroups	Stock & Products	Collection of ProductGroup objects
Products	Stock & Products	Collection of Product (can be Service) objects
AssemblyParts	Stock & Products	Collection of AssemblyPart objects
FreeFormatTexts	Stock & Products	Collection of FreeFormatText objects
DynamicDiscounts	Stock & Products	Collection of DynamicDiscount objects
StockTransactionHeaders	Stock & Products	Collection of StockTransactionHeader objects
StockTransactionLines	Stock & Products	Collection of StockTransactionLine (Body) objects
SalesOrderHeaders	Sales Orders	Collection of SalesOrderHeader objects
SalesOrderLines	Sales Orders	Collection of SalesOrderLine (Body) objects
PurchaseOrderHeaders	Purchase Orders	Collection of PurchaseOrderHeader objects
PurchaseOrderLines	Purchase Orders	Collection of PurchaseOrderLine (Body) objects

5.2 Commercial Single Objects

5.2.1 Commercial Single Objects Summary

The following table summarises the Collections Objects in the order in which they are stated in the Object Model.

Object	*Section*	*Description*
TASBooksAccountingCompany	System	The root object of the SDK
Status	System	Current status following call to SDK. It could be information, a warning, database operation status/error, runtime errors, business rule violations
ProductGroup	Stock & Products	The ProductGroup record is a Product classification record for the core Product records (below) which provides summary analysis and figures for the Stock system.
Product	Stock & Products	The Product (or Service) record is the core Stock record which provides the main summary figures for the Stock system. Assembly type Product records have 1 or more components. TAS does not support sub-assemblies.
AssemblyPart	Stock & Products	There must be 1 or more AssemblyPart records, i.e. components, per Assembly.
FreeFormatText	Stock & Products	TAS users can call pre-setup Free Format Text blocks whilst entering Sales and Purchase Orders
DynamicDiscount	Stock & Products	These are TradingPartner_Customer+Product combinations to allow special discounts on a per product basis to individual customers; these discounts are used during Sales Orders entry.
StockTransactionHeader	Stock & Products	All Stock Transactions consist of a Header record plus at least one Line (body) record.
StockTransactionLine	Stock & Products	One or more Stock Transaction Line (body) records make up a Stock Transaction.
SalesOrderHeader	Sales Orders	All Sales Orders consist of a Header record plus at least one Line (body) record.
SalesOrderLine	Sales Orders	One or more Sales Order Line (body) records make up a Sales Order.
PurchaseOrderHeader	Purchase Orders	All Purchase Orders consist of a Header record plus at least one Line (body) record.
PurchaseOrderLine	Purchase Orders	One or more Purchase Order Line (body) records make up a Purchase Order.

5.2.2 Commercial Single Objects Enumerations

Object	*Type*	*Enumeration*	*= #*
Product	Product_PrimarySalesTypeFlags	Goods	G
		Service	S
		FreeSample	F
		Install_And_Assemble	I
	ProductTypeFlags	Regular	R
		Assembly	A
		Non_Stock	N
SalesOrderHeader	IntrastatDeliveryModes	NotApplicableDeliveryMode	0
		Sea	1
		Rail	2
		Road	3
		Air	4
		Post	5
		NotAllocated	6
		FixedInstallation	7
		InlandWaterway	8
		OwnPropulsion	9
	IntrastatDeliveryTermsFlags	NotApplicableDeliveryTerms	0
		ExWorks	1
		FOB	2
		CIF	3
		DDU	4
		Other	5
	PrintingPostingStatusFlags	PrintedCompleted	Y
		NotCompleted	N
		PartCompletedOutstanding	U
		PrintedNotPosted	P
	SalesOrderTypes	Quotation	Q
		,ProformaInvoice	P
		Invoice	I
		CreditNote	N
	VAT_TypeFlags	HomeCustomers	H
		EC	E
		NonEC	N
		OutsideScope	O
		Exempt	X
SalesOrderLine	ProductTypeFlags	Regular	R
		Assembly	A
		Non_Stock	N
StockTransactionHeader	CommissionBasisFlags	Sales	S
		Margin	M
	IntrastatDeliveryModes	NotApplicableDeliveryMode	0
		Sea	1
		Rail	2
		Road	3
		Air	4
		Post	5
		NotAllocated	6
		FixedInstallations	7
		InlandWaterway	8
		OwnPropulsion	9
	IntrastatDeliveryTermsFlags	NotApplicableDeliveryTerms	0
		ExWorks	1
		FOB	2
		CIF	3
		DDU	4
		Other	5
	OrderLineDiscountMethods	None	N
		UnitPrice	U
		ExtendedPrice	E
	StockTransactionGroups	Purchase	P
		Movement	M
		Sale	S
	StockTransactionTypes	Adjustment	A
		Invoice	I

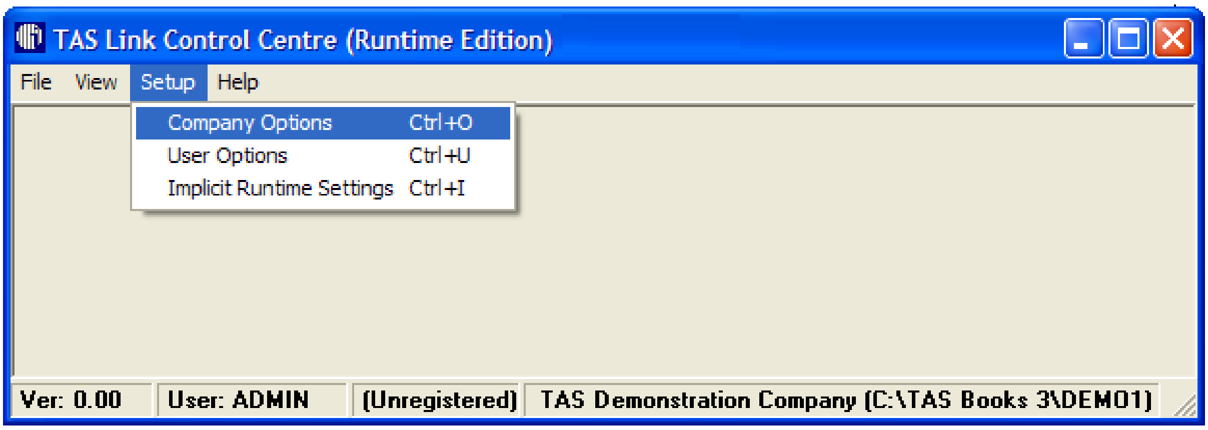
Object	*Type*	*Enumeration*	= #
		CreditNote	N
		Receipt	R
	VATInvoiceCalcMethod	LineByLine	L
		TotalByRate	T
StockTransactionLine	MovementTypeFlags	IntoStock	I
		OutOfStock	O
	StockTransactionGroups	Purchase	P
		Movement	M
		Sale	S
	StockTransactionTypes	Adjustment	A
		Invoice	I
		CreditNote	N
		Receipt	R

6 SIM Launched Control Centre Modules

6.1 Module Menu & Functions Summary

6.1.1 Main Menu Form

When you successfully launch the module program you are presented with a Main Menu form, which may vary slightly depending on the module. An example is:



6.1.2 Menu Functions

All functions are accessed via a standard Windows type menu bar at the top of the Main Menu form of each Module. Depending on the module selected, options are **File**, **View**, **Tools** and **Help**.

Clicking on any of these options produces a drop down sub-menu allowing further function selection, organised as set out in the table below.

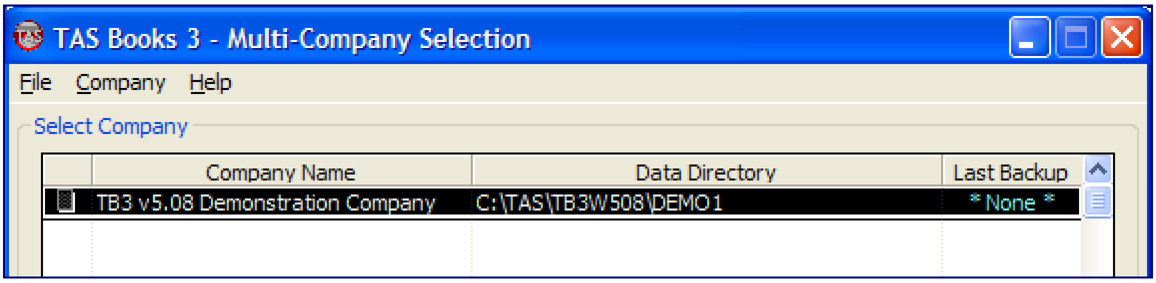
Top Menu	*#*	*Dropdown Level 1 Functions*	*Runtime*	*Developer*
File	1	View Text Files	✓	✓
	2	Printer	✓	✓
	3	Exit	✓	✓
View	4	SDK Audit Log	✓	✓
Setup	5	Company Options	✓	✓
	6	User Options	✓	✓
	7	Implicit Runtime Settings	✓	✓

6.1.3 Version & User ID

The status bar at the bottom of the form has 4 sections to display information:

Section	*Name*	*Description*
Left 1	Ver	Module's program Version in the format 9.99. If you hover your mouse over the section a tool tip displays the Version plus the Build numbers in the format 9.99.9999; this is useful to determine that you have precisely the correct program
Left 2	User	Your SIM User ID
Centre		Normally blank, but can be used to display messages or prompts for you
Right	Company	The Company Name as set up in TAS
	Folder	The Data Path for the target TAS company, i.e. its folder location either on your PC's local drive or on the network

The folder information should correspond to the information displayed in the TAS Multi-Company Selection form which is displayed each time you launch TAS (unless you have selected the option to auto-load the company on launching TAS):



Important – Network Paths

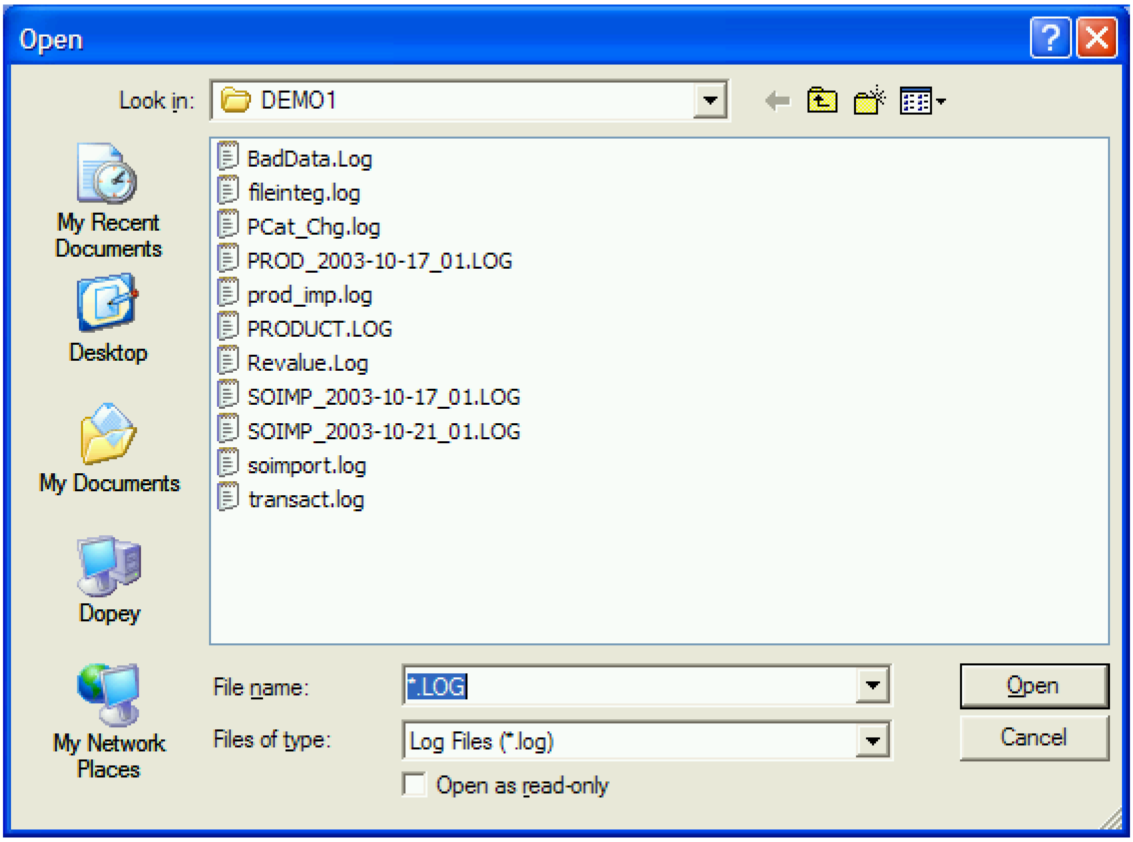
To help avoid confusion in Network installations it is strongly recommended that UNC paths are used instead of mapped drive letters.

For example: \\OurServer\TB3Data\Data1 instead of T:\Data1.

6.2 File Menu

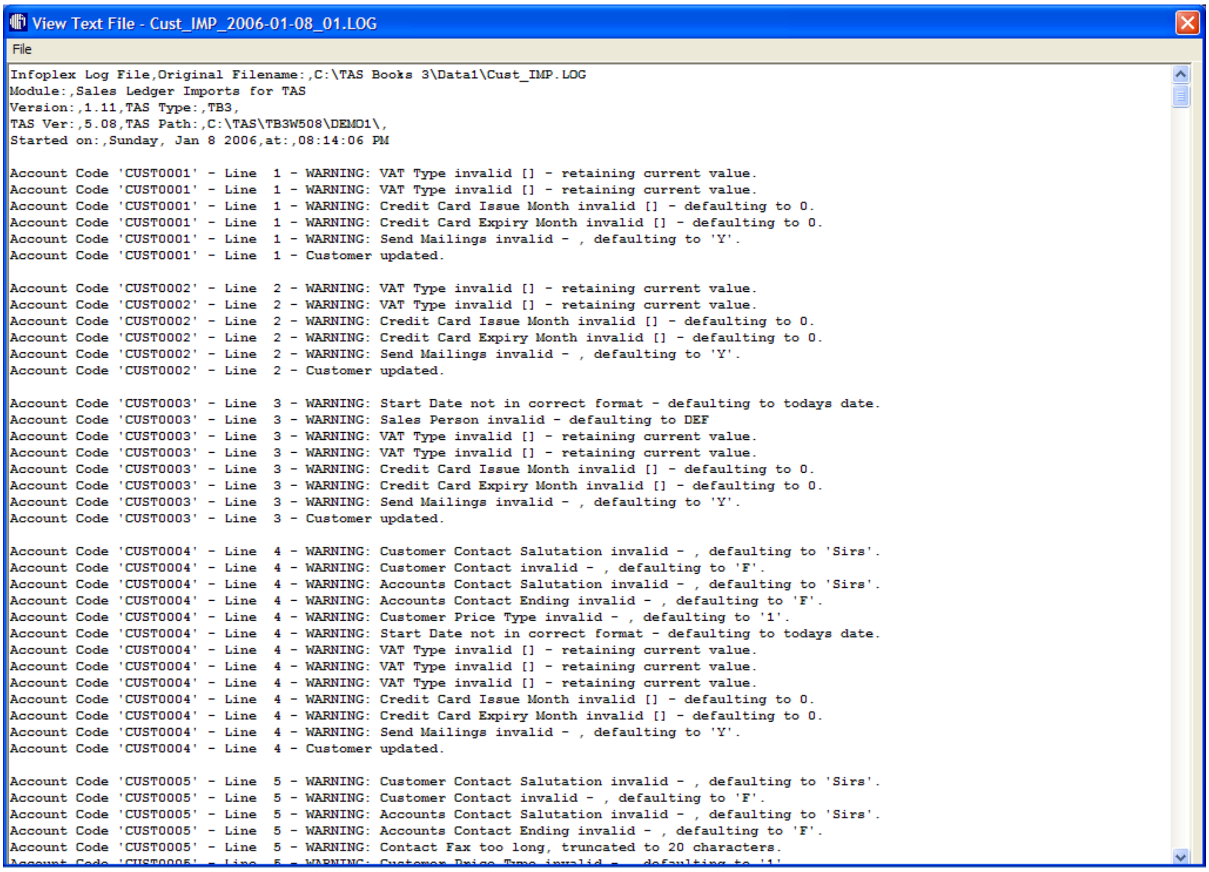
6.2.1 View Text Files

This is a basic text file viewer, that allows you to open, view and print any text file or your system but in particular allows the viewing of the **log** files that are generated by any import/update function of this program. On selection of this option you are presented with a blank text file viewer screen. There is a **File** option on the menu. Select **Open** to browse to the file you want to view, as shown below.



The browser defaults to the TAS company data folder and to files of the 'Log Files' type, but you can change these to suit.

When you have selected the file, its contents are displayed:




```
Infoplex Log File,Original Filename:,C:\TAS Books 3\Data1\Cust_IMP.LOG
Module:,Sales Ledger Imports for TAS
Version:,1.11,TAS Type:,TB3,
TAS Ver:,5.08,TAS Path:,C:\TAS\TB3W508\DEMO1\,
Started on:,Sunday, Jan 8 2006,at:,08:14:06 PM

Account Code 'CUST0001' - Line  1 - WARNING: VAT Type invalid [] - retaining current value.
Account Code 'CUST0001' - Line  1 - WARNING: VAT Type invalid [] - retaining current value.
Account Code 'CUST0001' - Line  1 - WARNING: Credit Card Issue Month invalid [] - defaulting to 0.
Account Code 'CUST0001' - Line  1 - WARNING: Credit Card Expiry Month invalid [] - defaulting to 0.
Account Code 'CUST0001' - Line  1 - WARNING: Send Mailings invalid - , defaulting to 'Y'.
Account Code 'CUST0001' - Line  1 - Customer updated.

Account Code 'CUST0002' - Line  2 - WARNING: VAT Type invalid [] - retaining current value.
Account Code 'CUST0002' - Line  2 - WARNING: VAT Type invalid [] - retaining current value.
Account Code 'CUST0002' - Line  2 - WARNING: Credit Card Issue Month invalid [] - defaulting to 0.
Account Code 'CUST0002' - Line  2 - WARNING: Credit Card Expiry Month invalid [] - defaulting to 0.
Account Code 'CUST0002' - Line  2 - WARNING: Send Mailings invalid - , defaulting to 'Y'.
Account Code 'CUST0002' - Line  2 - Customer updated.

Account Code 'CUST0003' - Line  3 - WARNING: Start Date not in correct format - defaulting to todays date.
Account Code 'CUST0003' - Line  3 - WARNING: Sales Person invalid - defaulting to DEF
Account Code 'CUST0003' - Line  3 - WARNING: VAT Type invalid [] - retaining current value.
Account Code 'CUST0003' - Line  3 - WARNING: VAT Type invalid [] - retaining current value.
Account Code 'CUST0003' - Line  3 - WARNING: Credit Card Issue Month invalid [] - defaulting to 0.
Account Code 'CUST0003' - Line  3 - WARNING: Credit Card Expiry Month invalid [] - defaulting to 0.
Account Code 'CUST0003' - Line  3 - WARNING: Send Mailings invalid - , defaulting to 'Y'.
Account Code 'CUST0003' - Line  3 - Customer updated.

Account Code 'CUST0004' - Line  4 - WARNING: Customer Contact Salutation invalid - , defaulting to 'Sirs'.
Account Code 'CUST0004' - Line  4 - WARNING: Customer Contact invalid - , defaulting to 'F'.
Account Code 'CUST0004' - Line  4 - WARNING: Accounts Contact Salutation invalid - , defaulting to 'Sirs'.
Account Code 'CUST0004' - Line  4 - WARNING: Accounts Contact Ending invalid - , defaulting to 'F'.
Account Code 'CUST0004' - Line  4 - WARNING: Customer Price Type invalid - , defaulting to '1'.
Account Code 'CUST0004' - Line  4 - WARNING: Start Date not in correct format - defaulting to todays date.
Account Code 'CUST0004' - Line  4 - WARNING: VAT Type invalid [] - retaining current value.
Account Code 'CUST0004' - Line  4 - WARNING: VAT Type invalid [] - retaining current value.
Account Code 'CUST0004' - Line  4 - WARNING: VAT Type invalid [] - retaining current value.
Account Code 'CUST0004' - Line  4 - WARNING: Credit Card Issue Month invalid [] - defaulting to 0.
Account Code 'CUST0004' - Line  4 - WARNING: Credit Card Expiry Month invalid [] - defaulting to 0.
Account Code 'CUST0004' - Line  4 - WARNING: Send Mailings invalid - , defaulting to 'Y'.
Account Code 'CUST0004' - Line  4 - Customer updated.

Account Code 'CUST0005' - Line  5 - WARNING: Customer Contact Salutation invalid - , defaulting to 'Sirs'.
Account Code 'CUST0005' - Line  5 - WARNING: Customer Contact invalid - , defaulting to 'F'.
Account Code 'CUST0005' - Line  5 - WARNING: Accounts Contact Salutation invalid - , defaulting to 'Sirs'.
Account Code 'CUST0005' - Line  5 - WARNING: Accounts Contact Ending invalid - , defaulting to 'F'.
Account Code 'CUST0005' - Line  5 - WARNING: Contact Fax too long, truncated to 20 characters.
```

Save as
Once a file has been opened it can be saved as an alternative file name in any folder you select.

Print Setup
This option takes you to your standard Windows printer setup dialogue options.

Print
Prints the text file on display.

Close
Closes the text viewer window.

6.2.2 Printer

This option takes you to your standard Windows printer setup dialogue options.

6.2.3 Exit

This option closes the program and records you as logged out of that Module/Company combination.

6.3 View Menu

6.3.1 SDK Audit Log

[##Future release]

6.4 Setup Menu

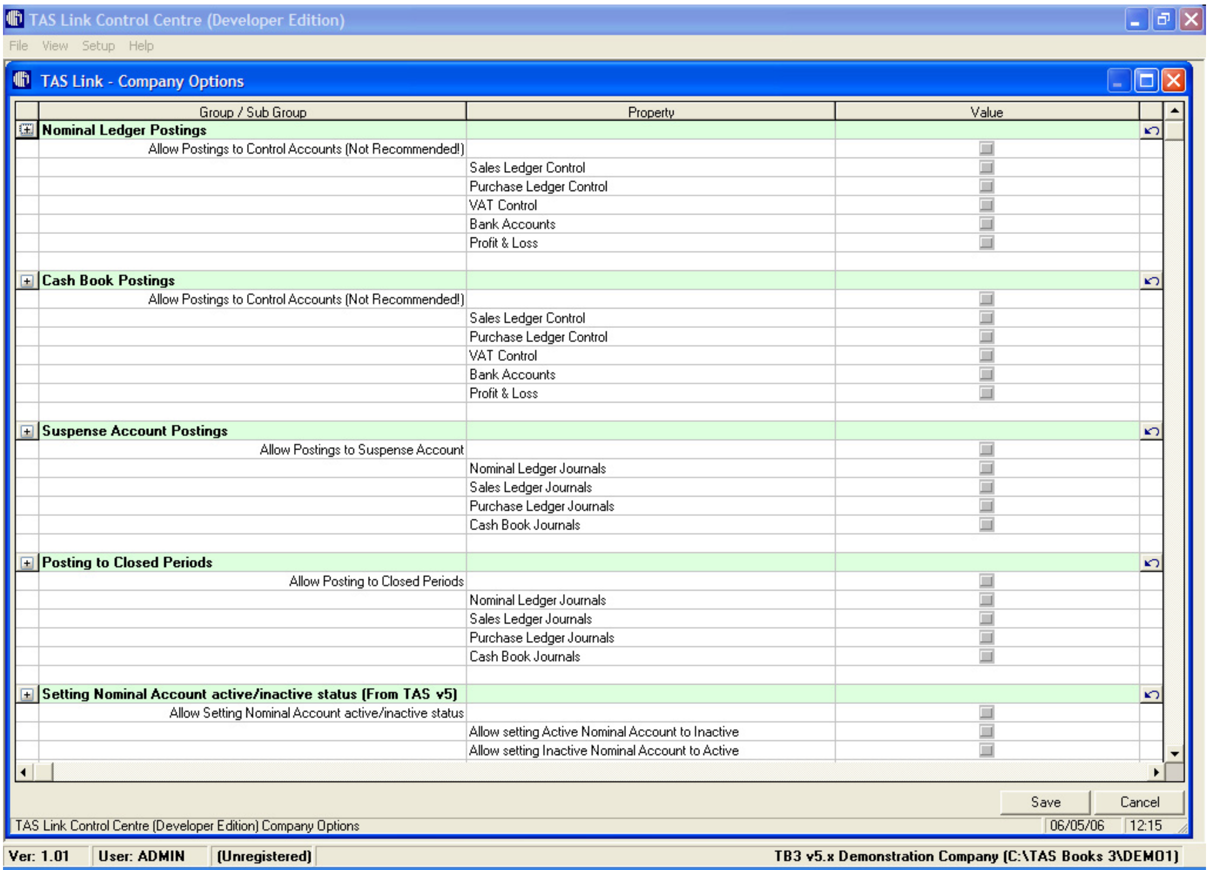
6.4.1 Company Options

Important – Record Locked

Whilst this function is active the TASLink application's Central Setup Information record is locked to other users

[##Future Release]

This function lets you make changes to the SDK's Central Setup Information, which contains global default values and preferences to control how the SDK behaves. All of the TASLink options, which are automatically set to default values when the system is first run, are displayed in a grid and are grouped for easy maintenance. Each group can be expanded or collapsed as required by clicking on the **+/-** button in the 1st column of the selected group.



Once you are happy with the options, click the **Save** button to apply the changes; this unlocks the Central Setup Information record and closes the form. If you want to discard all changes made then click **Cancel**; this unlocks the Central Setup Information record and closes the form without applying any changes you may have made.

6.4.2 User Options

[##Future release]

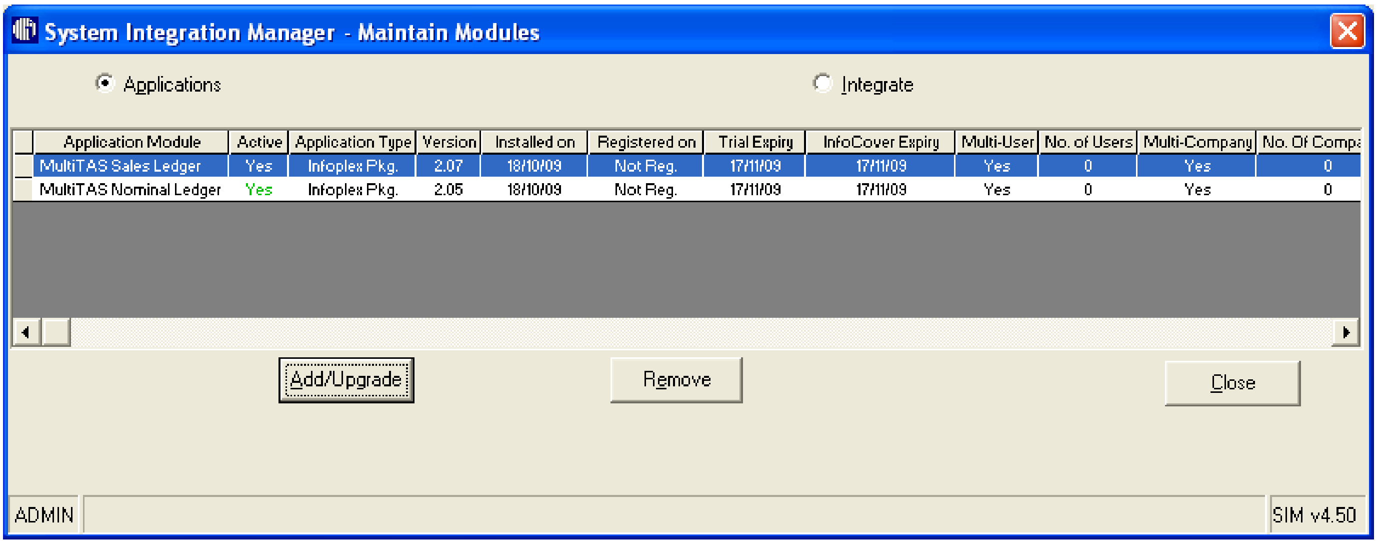
APPENDIX A Installation, Setup & Launch

A.1 Installation

You will have been sent an installation CD for the Infoplex System Integration Manager (SIM) and the TASflex and Control Centre module(s).

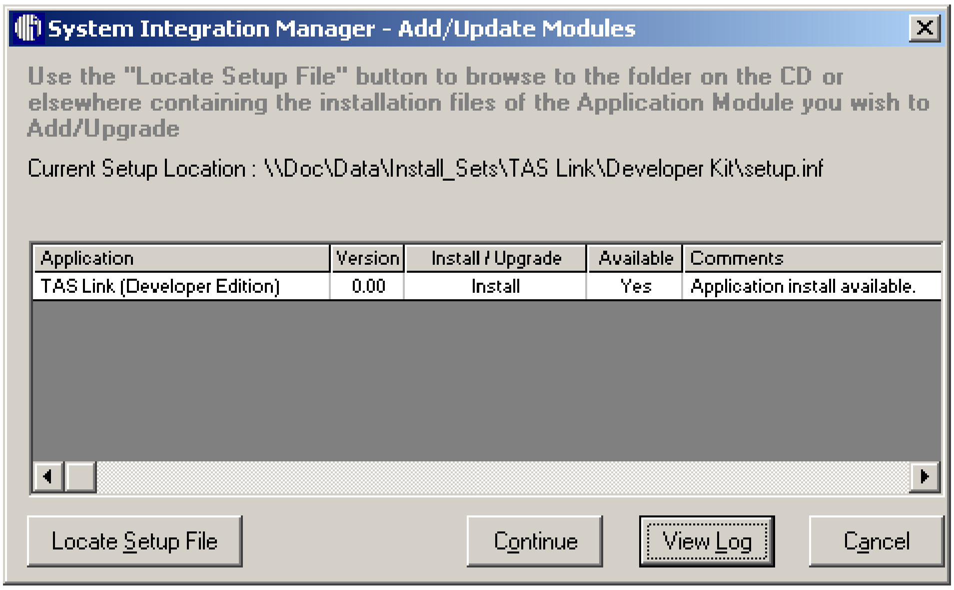
The TASflex Control Centre module can only be installed and used from within SIM. If you have not already done so, please install SIM first. Please refer to the SIM Manual on your SIM installation CD for details of how to install and use SIM.

To install your TASflex Control Centre Module
If installing from CD media, insert your Installation CD into your CD-ROM drive. Log into SIM as 'ADMIN' and select **Tools > SIM Modules > Configure** from the menu bar at the top of the screen.

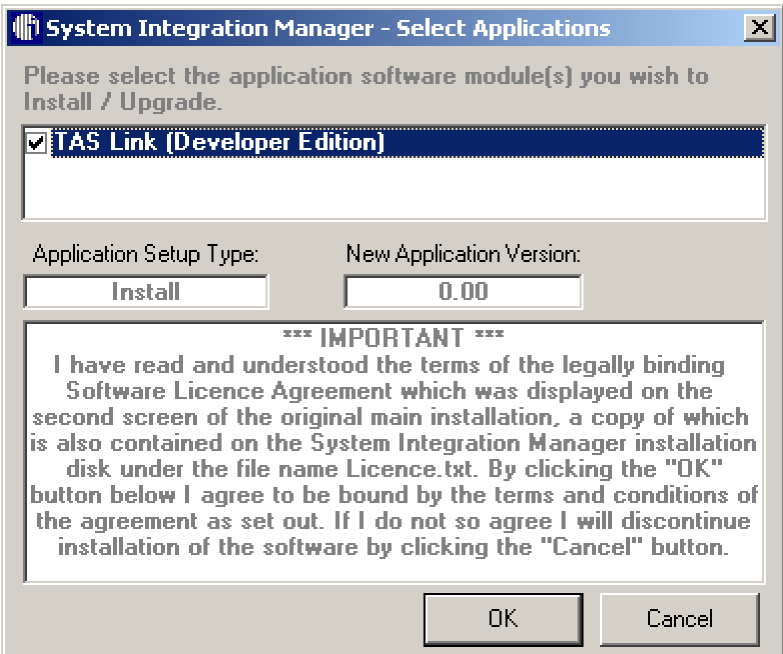


Click the **Applications** radio button then click **Add/Upgrade**, which opens the SIM “Add/Upgrade Modules” window.

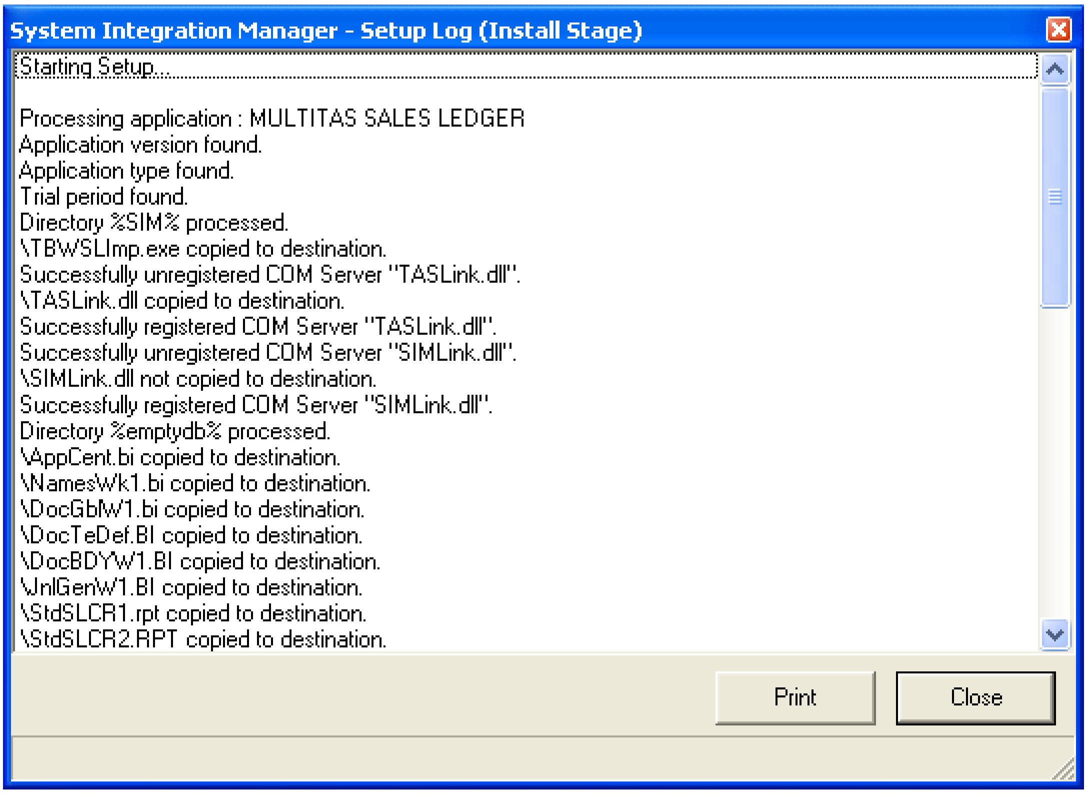
Click the **Locate Setup File** button and use the "Browse for Folder" dialogue to select the folder on the CD (or elsewhere) which contains the TASflex Control Centre installation files. For example this may be:
D:\Packages\TASLink for TAS Link Control Centre (where "**D:**" is your CD-ROM drive) and click **OK**.
Check that you have the correct Application and click **Continue**.



In the "Select Applications" form tick the box next to Infoplex TASflex Control Centre for TAS and click **OK**. Answer **YES** in "Setup Verification" to confirm you wish to Install/Upgrade the selected application.

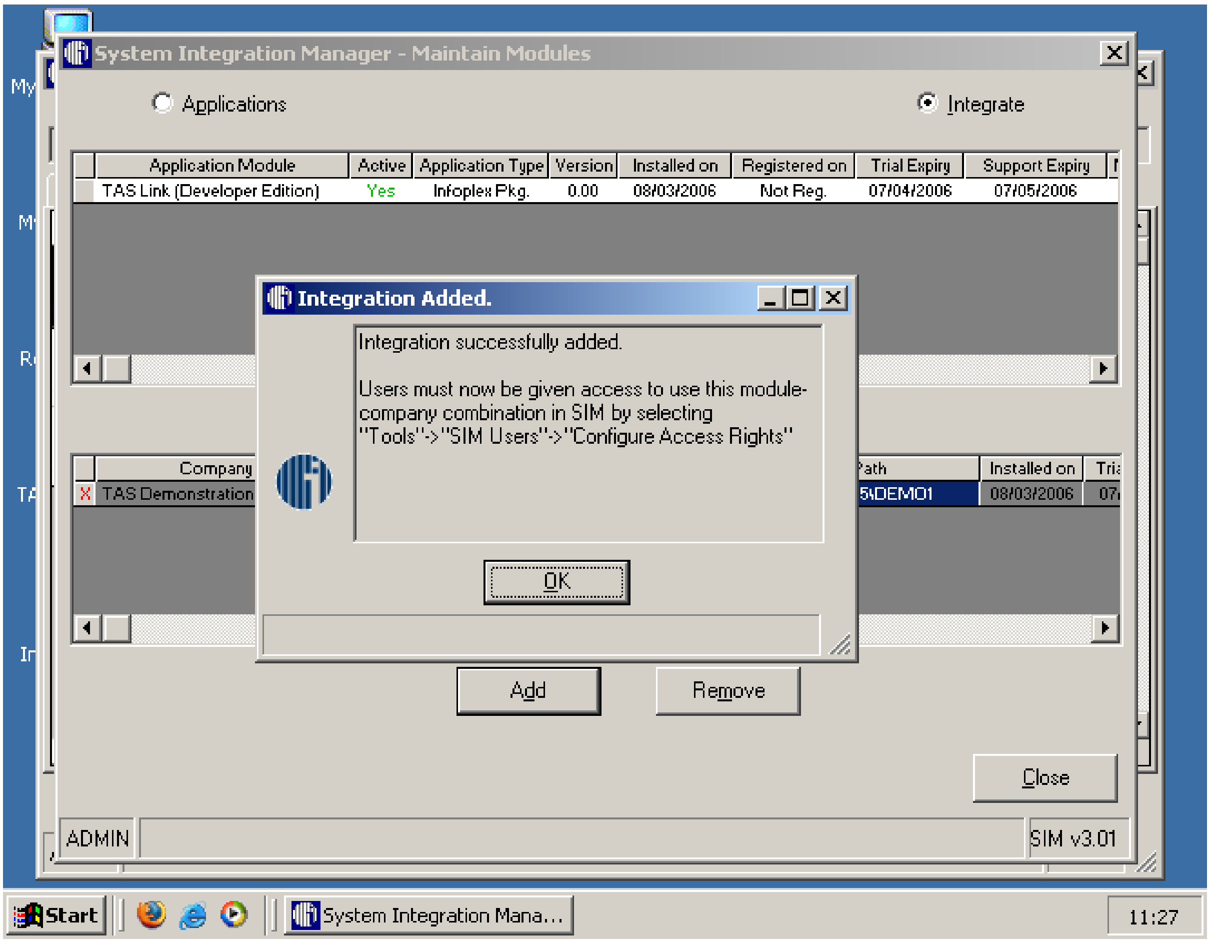


When the installation is complete a Setup Log is shown which may be printed if required; click **Close** to continue.



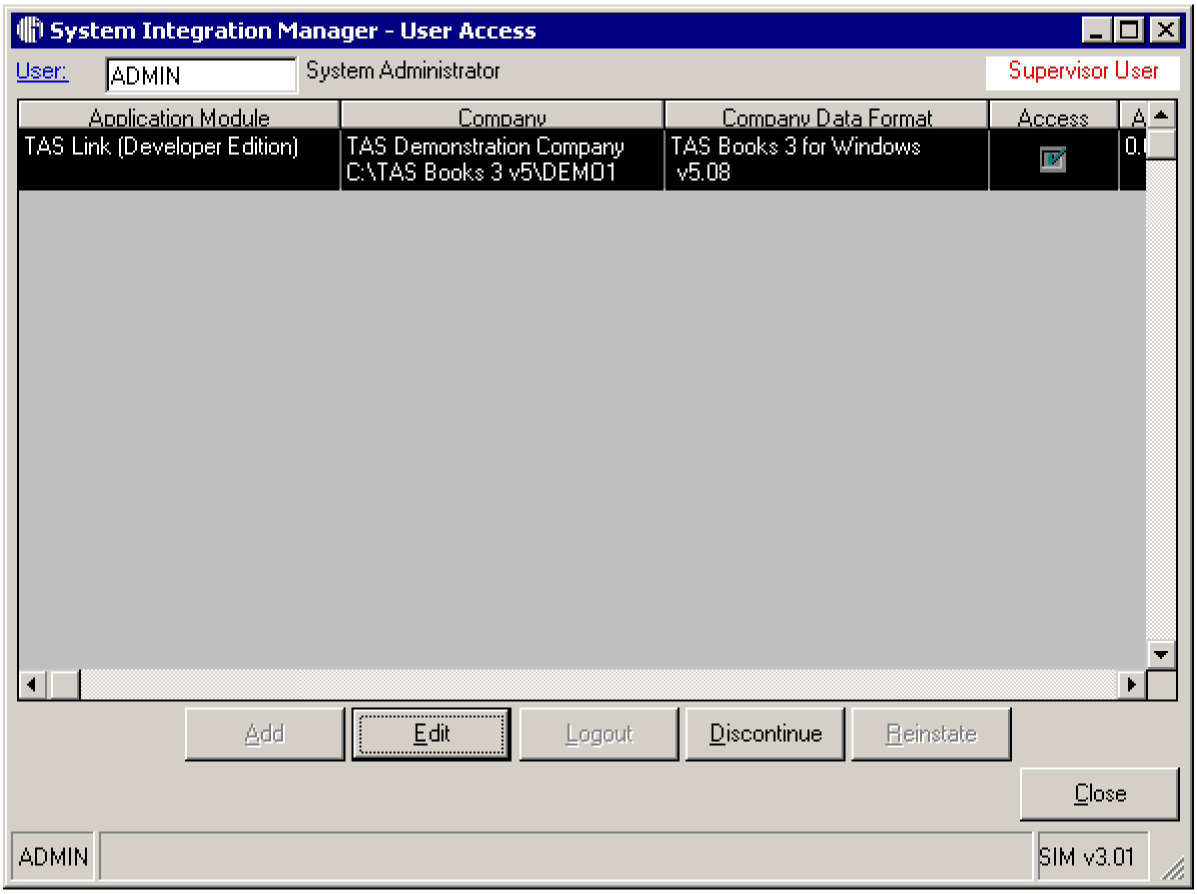
A.2 Setup Integration to TAS Company

Before you can use TASflex you must create an integration link between it and your TAS Company and enable user access rights. This is done still using SIM's **Tools > SIM Modules > Configure**; click the **Integrate** radio button at the top right of the screen, highlight TASflex in the list and click the **Add** button.

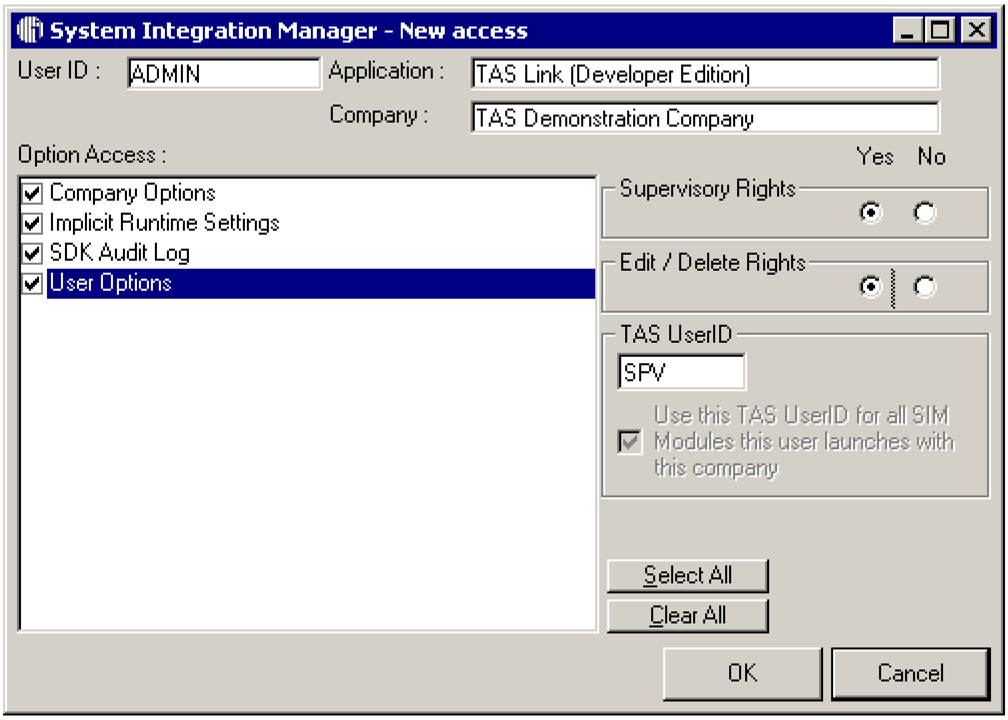


A.3 Add User Access rights for the module with the TAS Company

Next you must add User Access rights to TASflex for this Company. Do this by using SIM's **Tools > SIM Users >Configure Access Rights**:



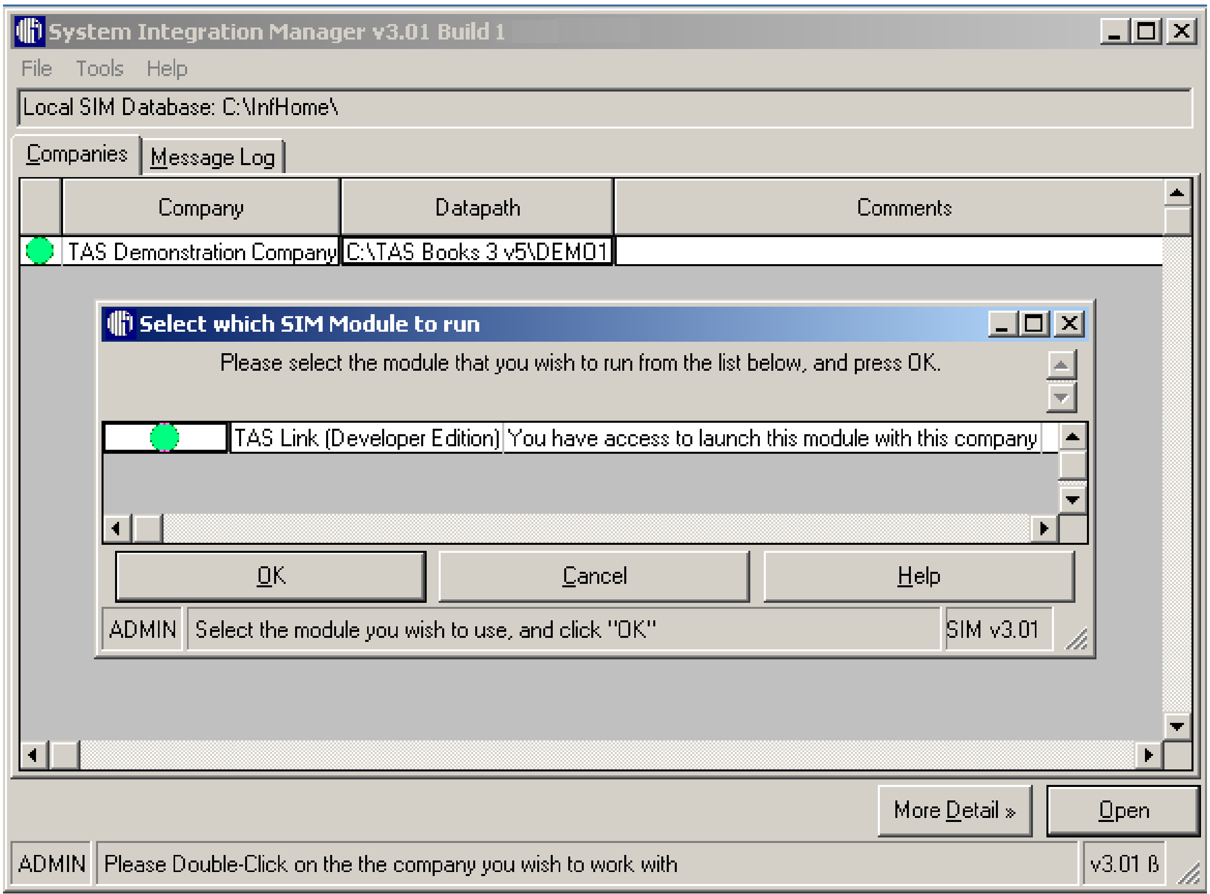
Select the User by pressing ***F2***, highlight the TASflex Application Module and click the **Add** button:



Tick those options to which the selected user should have access and select whether or not they should have Supervisor rights and/or Edit/Delete rights.

A.4 Launching TASflex Control Centre

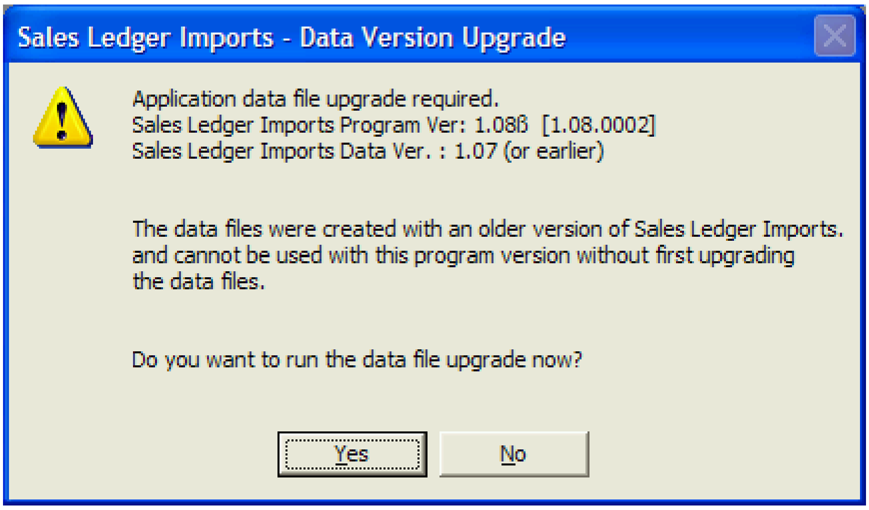
From SIM's main screen select the the TAS Company with which you work (double-click), then select the TASflex Control Centre module and then double-click it or click **OK** to start it. At launch, SIM checks the program's version number against its database of installed programs. SIM also checks that the TAS Company's Data version (still) matches that in its own record for the target TAS company dataset. If either of these do not match, you are presented with an error message and, to avoid possible data corruption, SIM stops the launch from proceeding further. As a further security safeguard the program cannot be launched successfully directly from Windows; if a user attempts to do this, an "Invalid Startup" error message is displayed informing you that the program can only be launched from SIM.



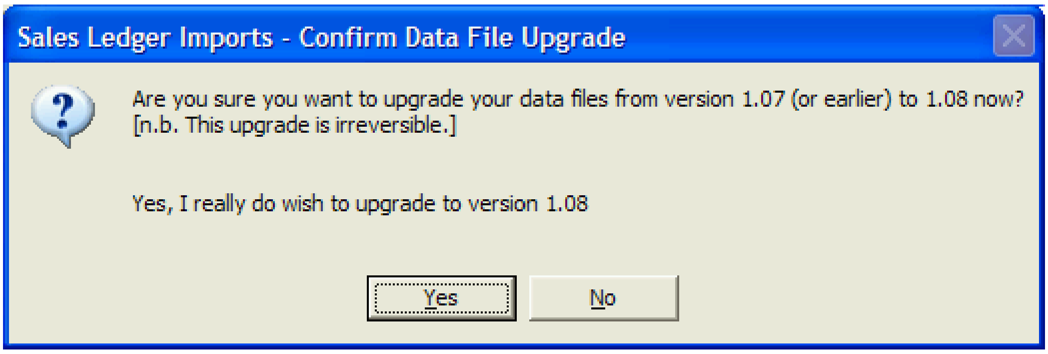
When the program is launched from SIM it checks its own compatibility against the version which SIM states to it and against the version of TAS data at which it has been launched; if it finds that it is incompatible in either case you receive an error message and the program exits. It also checks the Application Central Information file to find its own application record for default values; if this is not present, indicating that this is the first time the program has been run, it may warn you to configure and set these up. Once the application has been successfully launched, you are presented with the Module Main Menu form - see Module Menu & Functions Summary.

A.5 Data File Upgrade

If you have just installed a module upgrade in SIM and are running the module for the first time with this company, you receive an upgrade warning:

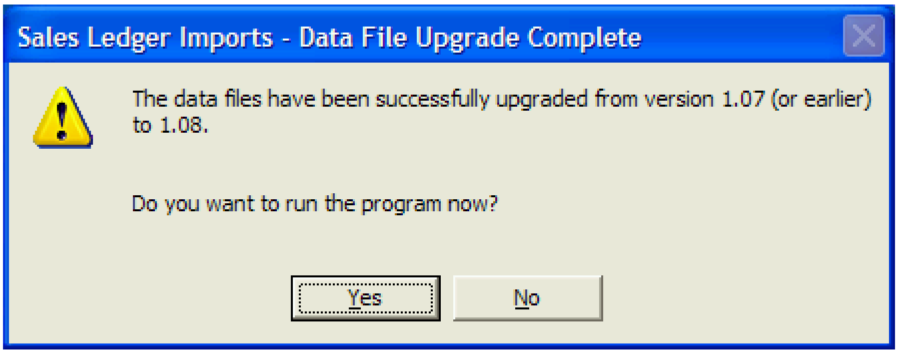


Click **Yes** to continue. You are asked to confirm that you want to proceed:



Click **Yes** to continue.

When the data upgrade is complete, you can continue to launch the module:



A.6 De-Installation

To de-install this module, first log into SIM as 'ADMIN'. Select **Modules>Maintain** from the menu bar at the top of the screen. Click the **Application** radio button then click **Remove**. A warning screen is shown asking you if you are sure you wish to do this. Click **OK** and the application is removed.

A.7 Product Licensing

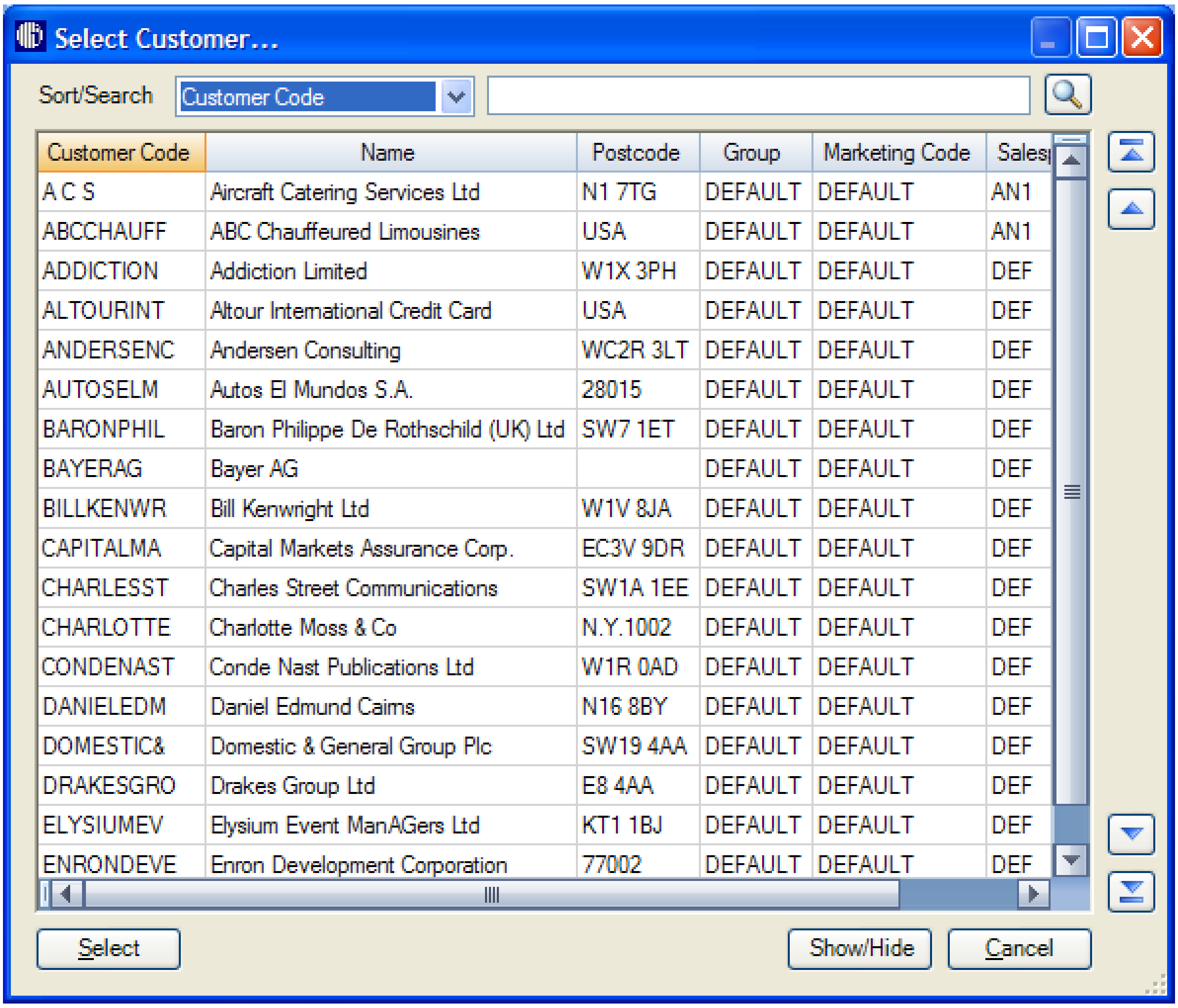
You are free to try this product for thirty days from the date of installation, following which it will time-expire and cease to be accessible. If you wish to continue using the product after this date it must be Registered. This is done through SIM's **Modules>Maintain>Register** function - see the SIM Reference Manual on your SIM Installation CD to see how to do this.

APPENDIX B Database Navigation & Lookups

In SIM and the TAS Link Control Centre modules the main function keys operate in much the same way as TAS:

Key	*Function Description*
F2	Database navigation – Lookup Selection list
F5, F6, F7 & F8	Database navigation – Find First/Last/Prev/Next
F9	Database navigation – Find Nearest
F3	Record management – Clear form
F4	Record management – Delete
F10	Record management – Save
F11 & F12	Reserved for special functions

A sample Lookup selection list form is included and shown below, though its actual presentation will vary in certain respects depending on the type of Lookup you are doing.



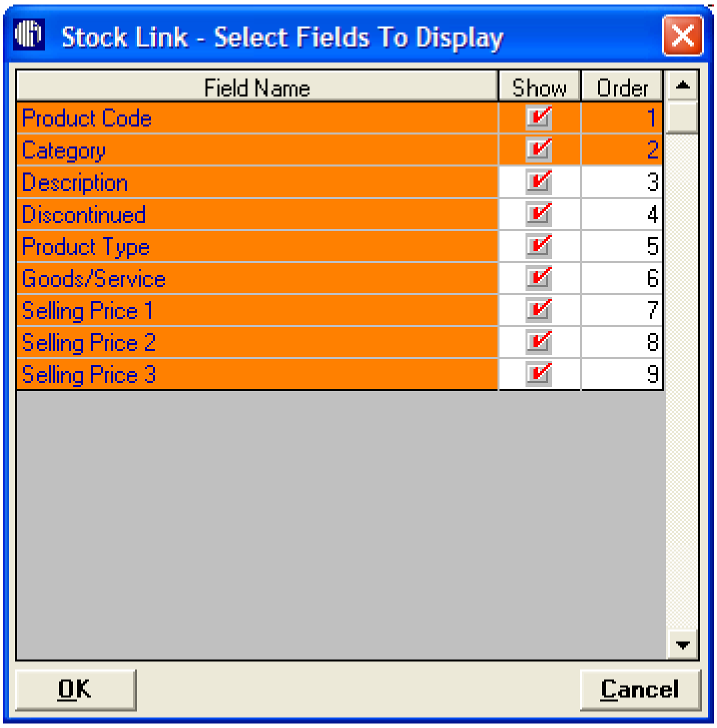
Depending on the type of Lookup that you are performing you may have options for how you want to search using the **Search by** dropdown menu; for example you may be able to search Customers by their TAS Code, their Name or their Postcode. Partially typing in the search field makes the nearest match appear in the first row of the grid. You can also use the 4 database navigation buttons on the right of the form, the top and bottom one of which take you to the first and last record of the **Search By** field. Double clicking on a column header sorts the displayed list in ascending/descending order.

The following table sets out the columns which are displayed for different types of lookup and which are searchable:

Lookup Table	*Display Columns*	***Searchable***
Customers	Code	✓
	Name	✓
	Postcode	✓
	Group	✓
	Marketing Code	✓
	Salesperson	✓
Customer Delivery Addresses	Delivery Code	
	Name	
	Postcode	
	Contact	
	Tel Num	
Suppliers	Code	✓
	Name	✓
	Postcode	✓
	Group	✓
Customer & Supplier Groups	Group Code	✓
	Description	
Marketing Codes	Code	✓
	Description	
Products	Code	✓
	Description	✓
	Group	✓
	Bin	✓
	ANA/Barcode	✓
	Type	✓
	Discontinued	
	Price 1	
Product Groups	Group Code	✓
	Group Description	
	Number of Products in Group	
Sales Orders	Sales Order Number	✓
	Customer Code	✓
	Order Type	✓
	Sub-Type	
	Description	
	Order Date	✓
	Expected Ship Date	✓
Salespersons	Code	✓
	Name	
	Tel Num	
	Area Covered	
	Country Covered	
Free Format Text Blocks	Code	
	Description	
Chart of Accounts	Nominal Account Number	✓
	Department	
	Description	✓
	Group	✓
VAT Rates	Rate ID	✓
	Description	
	Percentage	
	Nominal Account Number	
	Nominal Department	
Bank Accounts	Bank Account Number	✓
	Bank Account Name	
	Nominal Account Number	
	Nominal Department	
Countries	ISO Country Code	✓
	EC Country Code	✓
	Name	✓
	Notes	
Currencies	Code	✓
	Name	
	Rate	
Purchase Orders	Order Number	✓
	Supplier Code	✓
	Description	
	Order Date	✓

Lookup Table	*Display Columns*	***Searchable***
	Expected receipt Date	
	Order Completed?	
	Invoicing Completed?	✓
	Supplier's Order Number	✓

In future versions you will be able to select which columns you want to display from a list:



For other functions, such as to move around forms, use:

Key	*Function Description*
TAB	Accept an entry and move to the next field
↑, ↓, ←, →	Move to the next field – Up, Down, Left, Right
Ctrl + Insert	Insert blank row on grids
Ctrl + Delete	Delete row on grids
Ctrl + P	Microsoft standard Print dialogue box

APPENDIX C Files/Tables Used

The above functions use the files/tables listed below as summarised in the table.

File/Table	*Type*	*Notes/Remarks*	*Function #s*
AppCent.BI/SDK	PSQL/Btrieve	Application Central Information	All
DocGblW1.BI	PSQL/Btrieve	Report document's global runtime information workfile	All Reporting
xxxxWK1.BI	PSQL/Btrieve	Xxxxxx Report data workfile	16
Xxxxx.LOG	ASCII Text	ASCII Text Log file for each Customer Import run	4
Customer_Code_Change _YYYY-MM-DD_NN.log	ASCII Text	Unique ASCII CSV Log file for each bulk/mass Customer Code Change run	13
Supplier_Code_Change _YYYY-MM-DD_NN.log	ASCII Text	Unique ASCII CSV Log file for each bulk/mass Supplier Code Change run	14
TAS Central Information	PSQL/Btrieve	To get default values	All
TAS Chart of Accounts	PSQL/Btrieve	To validate NL account values and post to	N, N
TAS Names & Addresses	PSQL/Btrieve	Customer and Supplier records	All SL & PL, some ST, all SOP
TAS Customer/Supplier Notes	PSQL/Btrieve	Notes for Customer and Supplier records	
TAS Delivery Addresses	PSQL/Btrieve		
TAS Users	PSQL/Btrieve	For Lock/Unlock System routines	All Imports
TAS SalesPeople	PSQL/Btrieve	Validation, Sales Orders & Analysis	N, n
TAS Customer Groups	PSQL/Btrieve	Report selections	N
TAS Supplier Groups	PSQL/Btrieve	As previous - but PL module	All Imports
TAS VAT Rates	PSQL/Btrieve	VAT Rates and VAT setup validation	N
TAS VAT Register	PSQL/Btrieve		
TAS Product Groups	PSQL/Btrieve	Groups for CoA records with summary values	N, n
TAS Journal Transactions	PSQL/Btrieve	The double entries	N
TAS Stock Transaction Headers	PSQL/Btrieve		
TAS Stock Transaction Lines	PSQL/Btrieve		
TAS Sales Order Headers	PSQL/Btrieve		
TAS Sales Order Lines	PSQL/Btrieve		
TAS System Audit Log	PSQL/Btrieve	To enable check for Product Code changes	N

APPENDIX D Change History

Version	Date	Item	Feature Add/Change Notes
0.00	24/03/06	1	First Phase 1 release (beta) – Financial Ledgers. Compatibility with TAS Books 1/2/3 range, versions 4.x and 5.x
1.01	02/05/06	1	Financial Ledgers (Phase 1) non-beta release. Customer Delivery Addresses support added.
1.01	nn/06/06	1	First Phase 2 release (beta) – with Commercial Pack. Compatibility with TAS Books 1/2/3 range, versions 4.x and 5.x. Binary compatibility broken.
1.01	16/07/06	1	Financial Ledgers + Commercial Pack (Phase 2) non-beta release. Binary compatibility broken.
1.02	11/08/06	1	Updated to provide support for V6 of the TAS BOOKS product range. Binary compatibility broken due to introduction of Retail Pricing in Customer Prices.
		2	Enhancements to SOP Invoicing (better financial date support) and Sales Order product lines (cost price support)
1.03	10/11/06	1	Performance/speed improvements in terms of accessing master and transaction objects
	23/11/06	2	Tolerance checking against TAS settings when adding VAT to a transaction; also support for posting SOP Credit Notes & Credit Lines on Sales Invoices
	29/11/06	3	Support for posting Sales Orders with Settlement discounts; also for Foreign Currency Transactions in Financual Ledgers
1.04	20/02/07	1	Support for TB v6 SP1 (Db v6.11); Customer From/To filters added to Dynamic Discounts; allow writing to Retail Price property in Products
	06/03/07	2	Increased Financial Calendar range for retrospective Financial Journal postings up to 2 Years Past (from Current and 1 Year Past)
1.05	10/04/07	1	Support for TB v6 SP2 (Db v6.12) following introduction of revised HMRC rules for Construction Industry Scheme (CIS) from 06/04/07;
	10/05/07	2	New filters for Products and SalesOrderHeaders classes. Adding VAT Information to financial journals must be within the VAT Tolerance Level or £0.01, which ever is greatest.
	17/07/07	3	New 'AllocateSalesLedgerCredit', 'DisputePurchaseLedgerInvoice' & 'UnDisputePurchaseLedgerInvoice' functions
1.08	19/02/08	1	Added compatibility with TAS BOOKS v7 SP1 (***Binary Compatibility broken***)
		2	Posting a Sales Order now updates the correct COAs as setup in the WarehouseProduct records in StockControlPlus
1.09	24/04/08	1	VAT only transactions now allowed (***Binary Compatibility broken***)
		2	PO's added; SO Payment Type added to FinancialJournalLine TransactionType enumerator
1.10	30/04/08	1	Posting Sales Orders to EC Customers now handled, including updates to the VAT Transaction record.
1.11	06/05/08	1	Minor bug fixes and maintenance (***Binary Compatibility broken***)
1.12	22/05/08	1	Added Allocate Purchase Invoices (***Binary Compatibility broken***)
1.13	06/08/08	1	TB v8.17 compatible
1.14	11/08/08	1	Minor bug fixes
1.15	04/12/08	1	Minor updates
1.16	22/01/09	1	Small updates, including bug fix to CashBook_Receipt_VATRefund & CashBook_Payment_VATPayment (previously called CashBook_Payment_VAT_Refund) transactions (***Binary Compatibility broken***)
1.17	13/02/09	1	Customers can be set up as Suppliers and vice-versa
	20/03/09	2	Added extra filters to StockTransactionHeaders & FinancialJournalLines collections
	30/03/09	3	Added new filters to StockTransactionHeaders.
1.18	04/06/09	1	Posting Sales Orders now optionally creates an OrderEvent record (***Binary Compatibility broken***)
1.19	23/06/09	1	UniqueID added to Product (***Binary Compatibility broken***)
		2	Date fields changed from long to date in FinancialJournalLine, StockTransactionHeader & StockTransactionLine classes
		3	NoSlipReference_PaymentReceipt added to allow posting of SLReceipt & CashBookREceipt transactions without supplt
1.20	02/07/09	1	New filters added to POHeaders (***Binary Compatibility broken***)
		2	New TASReader class for read only access
1.21	10/08/09	1	Fix to posting credit notes with service mounts. VAT Transaction now has correct signage. (***Binary Compatibility broken***)
2.01	21/10/09	1	Compatible with TSB & TFB (***Binary Compatibility broken***)
2.04	07/01/10	1	Compatible with TSB & TFB SP1 (data v1.21)

Version	Date	Item	Feature Add/Change Notes
		2	Added the ability to use optionally the TAS Invoice numbering system in Stock Transactions
2.05	31/01/10	1	***Binary Compatibility broken***
2.06	03/06/10	1	Added SIM API as separate deliverable within TASLink to allow developers to maintain TAS integrations and access rights.