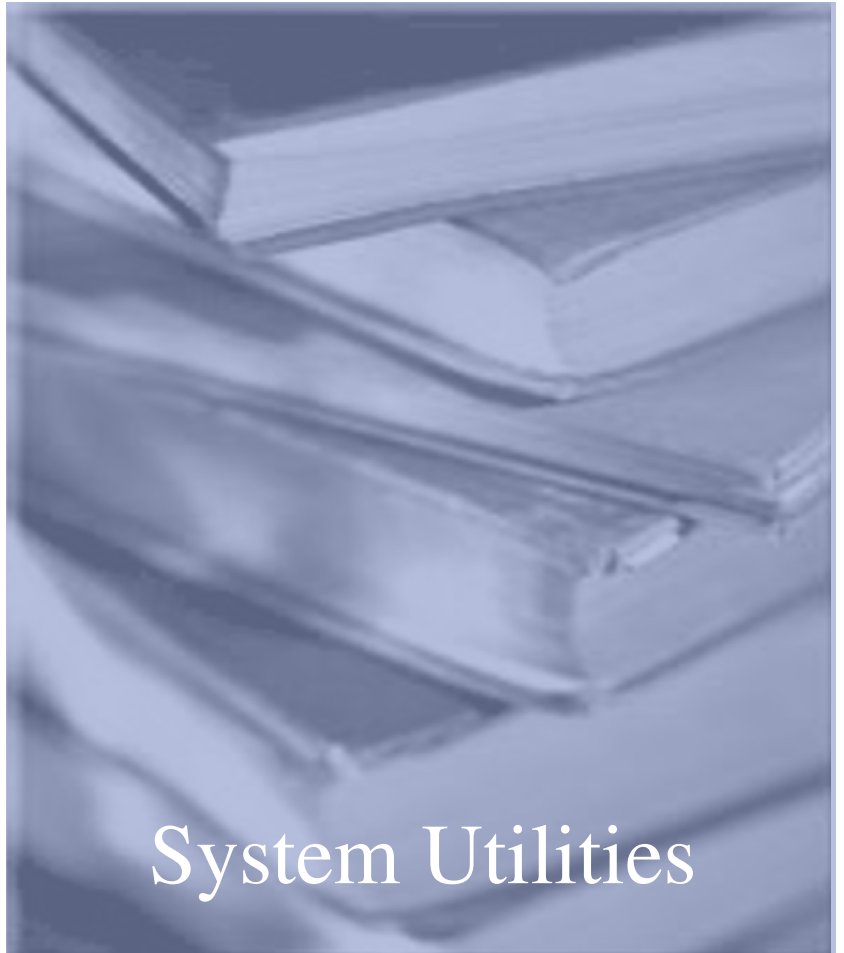
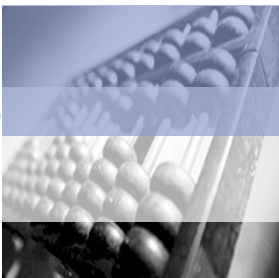


XYNTAX

Manuals

Product Documentation



Includes features to Version 7.06.02

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Downland LaserForms to Printer

UT #1 Download Laser Forms to Printer

This program downloads forms, fonts (E.g. cheque MICR font) and logos to authorized printers which are directly attached to the main Xyntax server.

Note - This program is for printers which are 'Directly Connected' to the Main Xyntax Server. This program will work with some slave printers. (A slave printer is a printer connected to a personal computer). See Xyntax Web site for more information on printing to slave printers.

After selecting the printer; you have the option to select which form or logo to download or by typing '99', all forms authorized to be downloaded to this printer are then loaded. The screen will signify which forms are being loaded as they are selected. When the screen shows "Completed" besides the corresponding number; this means the form or logo has be loaded into the printer.

Note - The printer window will usually show "XYNTAX FORMS" is this program has been run.

You will only need to run this program once unless the printer is shut off or looses power. The forms stay in the printers memory. **YOU DO NOT NEED** to run this program each time you have a cheque run unless the printer has been turned off.

Which forms and logos to be downloaded to which printers, is determined in UT #6

Print Blank Forms

UT #5 Print Blank Forms

This program allows you at any time to test if the appropriate form is downloaded into your printer. By selecting the printer and the form number; you can print blank copies of the form. Contact Xyntax for 'Custom' form numbers.

Note - All forms may not be available on your system

The forms available for printing are as follows :

- Purchase Order
- Acknowledgement Receipt
- AR Invoice
- AR Statement
- General Journal Form
- Test Laser Cheque
- T4(01) 2002-2004 Form
- T5007 Form
- Alberta/BC B&D
- Sask B&D
- NCBS Form
- Custom Form (Specified by Xyntax)

Select the line number of the form, then the number of copies you would wish to print. Select a printer.

Download Parameters

Download Parameters

This program determines which forms and logos (or signature images) are authorized to be downloaded to which printers.

Enter this program and select the printer.

Test a Printer

UT#14 Test Printer

This program is used to test printers for connectivity/ communication to the direct or salve printer. When you test this program and the printer is properly setup it will print two test pages, one in portrait mode, and the other in landscape.

Specify the printer that you want to test.

Amortization Calculator

UT # 20 Loan Amortization Schedule

This program will generate an amortization schedule for amounts borrowed.

Enter the description of the amortization schedule (E.g. Utility Van Loan)

- Loan Principal Amount - Enter the principle amount of the loan
- Annual Interest Rate - Specify the interest rate (e.g. 5 for 5%)
- Interest Calculations/Year - The standard for a credit loan is 12.
- Number of Payments/Year - The amount of times to pay per year
- Amortize Over (Years) - The number of years to amortize
- Advance Date of Loan - The date when funds are released
- Maturity date - The system will automatically fill in this date, if different enter the other date in proper format.
- First payment is - Date of first payment.
- Effective Interest/Period - System will generate an amount.
- Payment Amount - System generates a payment amount, however if different enter the amount you will pay each pay period.

Print table of results - this will print the amortization schedule, with information that you have entered.

Note - This program calculates an estimate amount only. Xyntax in no way warrants this program for its accuracy or validity.

Loan Estimation Calculator

UT # 23 Loan Estimation Calculator

Note - Calculations are best approximation, not to be considered exact.

Information that has to be entered is as follows :

- Amount of loan - Amount that was borrowed
- Approx. Interest - Approximate amount of interest
- Compounded - (M) Monthly, (Q) Quarterly, (S) Semi- Annually, (A) Annually.
- Amortization period - The number of months in which this loan will be paid.

Print Items in Printer Spool

UT #31 Print Items in System Spooler

If you have spooled reports; this program displays all reports (under your name) which have been spooled. The reports are listed numerically with a descriptive title which indicates a journal number, date and the company the entries were made to. The screen will display the terminal the entries were made from with the date and time. The size of the report will be indicated with either an (S) meaning standard report or (W) meaning wide report and whether the report has been printed.

Selecting number 1 or pressing **<Enter>**, will prompt which item number you would like to print. Specify the number from the far left and press **<Enter>**. You will see the reports change colour as you select them. When finished your selection, press F2, you will then be asked if you want to keep the report. Selecting (Y) for Yes, the report will remain in the printer spool and denote that you have printed this report previously. Pressing (N) for No, will cause the report to be deleted from the printer spool.

Note - You can select other operator's reports by choosing 3 - By operator.

Delete Items in Printer Spool

UT #32 Delete Items in System Spooler

If you have spooled reports; this program displays all reports (under your name) which have been spooled. Select the reports by spooler number to delete.

You will not be able to delete spooled reports which have not been printed and are required for auditing purposes.

List Items in Printer Spool

UT # 33 List Items in Printer Spool

This program will allow the user to view a listing of items in the printer spool. The option to select by operator is available.

Choose the line number that you wish to view, or select by operator.

Choose the printer to print list of spooled items.

AVERY Laser Labels

UT # 36 AVERY Laser Labels

Program is used to print from different system databases (E.g. AP Suppliers, AR Customers, Band Membership, or Payroll Employee) names and addressed on AVERY Laser labels. You can select from preset Avery product numbers or use CUSTOM for you sizing on other products. Options available are to print for all members, selected persons, or voters list (based on members 18 years of age for selected dates).

Export Ascii Data from Server

UT # 43 Export Ascii Data from Server

The Xyntax system allows any report which is able to be spooled (Xyntax spooler) to be exported to a MSDOS diskette in a LOTUS file format.

Note - Titles and similar alphanumeric lines within these reports are not converted and therefore are dropped during the export. Prior to exporting your files, a "LOTUS FILE" printer must be set up in the system.

Note - If you are at a remote location from the main server, you must use # 2 (ASCII Screen Capture) since # 1 creates a DOS diskette on main server and not your desktop PC. If you use # 1, you will need to have someone at the server location insert a diskette in the server. For more detail on remote data capture, see ASCII Screen Capture.

- Enter # 1 (DOS Diskette (SCO Unix)) and the following screen will appear.
- Insert the DOS diskette (empty or new diskette if possible) in the main servers floppy drive.
- Enter the file name to be transferred or F5 for search. After selecting the proper file the following screen will appear.

If the diskette is ready, press <Enter> and watch for any system messages which may appear.

Note - The exporting of any file into a DOS format can take several minutes due to the translation process.

Press <Enter> when <Transfer Completed> appears on the screen. Remove diskette for server. The diskette is now ready to be copied to the PC which is running Lotus or Excel.

Convert Spool Files to Ascii

Convert Spool Files to Ascii

This program allows you to export spooled reports to a ASCII delimited file.

Option has been added to allow you to keep all the lines in the spool file. Normally, lines that do not have a numeric value in them are discarded so you don't get headings or commentary. If you want to include all the printed lines, press the F2 key when prompted. Otherwise, pressing <Enter> will continue in the original manner.