

CI-AGRI

User Guide

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Getting Started

This guide describes the use of your CI-AGRI application on your AC logon (AC) available for GL900 only.

Purpose

- Displays multi-company document detail just as posting from the originating company using ADP standard user interface.
- Allows you to display posting description on the main screen and also print the posting description for control detail, document detail, and account detail as part of the standard SF5 (Shift F5).

Typing Conventions

- In all screens through which data is entered, (such as the setup screens), there are a few standardized keystrokes.
- When you read the instructions <Enter> in the steps that follow, hit the *Return* key.
- The slash key "/" will take you out of any screen and will abort all updating.
- The period key "." will take you to the bottom of the screen where you will be prompted for options that will allow you to edit the information on the screen, accept changes that have been made or new information that has been entered, or simply exit without saving.
- The back-slash key "\" will blank out the field that you are currently in.

Start Here

- Make sure that your **CI-AGRI** application is loaded onto your system. You can verify this by typing in **CI-AGRI** at the function prompt while in the AC system (AC).
- If the **CI-AGRI** main Menu displays, the application is properly installed.
- If the message "Invalid Routine Name" or "Invalid Function" displays, then call your Customer Service Representative to correct the problem.

Organization of This Manual

The figure below shows the main menu screen of the **CI-AGRI** application. Each chapter in this manual will demonstrate a main menu function of the **CI-AGRI** application and review prompts and responses for that operation.

Select the Detail inquiries function and then select the Document Detail to access the below figure.

```

Account_dtl  Control_dtl  Document_dtl  uTil  eXit
AC CI-AGRI                                     Document Detail                                csr 6010

          Company: 10  DEMO COMP#1
          Journal(s): All
          Reference(s):
Include History Postings: YES
Include GL Work In Process: YES
Include Sales Percentage: NO

Enter a company ID or press F12 for a list.
F1=Help  F3=Sv/Ex  F12=List  SF4=Quit
    
```

Figure 1 Document Detail

Reference(s):

Enter the reference(s) to access.

F3=Save/Exit:

Enter F3 to continue or to exit.

To display the post description column, enter the F11 key to scroll to view the display. This feature can be viewed at the control detail, document detail, and account detail functions.

```

Account_dtl  Control_dtl  Document_dtl  uTil  eXit
AC CI-AGRI          Document Detail          csr 6010
10 DEMO COMP#1     Document Detail
                   Detail As Of MM/DD HH:HH
(<=== more columns)
                   More Columns
+-----Account-Jrn--Reference-Acctg Dt-----Control2-Post Desc-----+
| 46000 30      12345 02/02/01
| 66000
| 24700
| 22000
|          PARTS PURCHASE      Control
| Debits
| Credits
| Ref Tot          12345
|
| Jrn Tot 30
|
|          70      12345 02/01/01          PARTS PURCHASE      Control
| Jrn Tot 70
|
| 30000 75      12345 02/01/01          12345 12345 NAPA AUTO PARTS 12
+-----<more below>-----+

Press F2 for posting detail, F11 for more columns, SF4 to quit, SF5 to print.
F1=Help  F2=Dtl  F3=Exit  F6=Acct Dtl  F7=Cntl Dtl  F9=Srch  SF11=>

```

Figure 3 Sample of Post Description Column