## EDIT DENEB MENU DESCRIPTIONS

#### Rev. Nov. 2017

#### An Introduction and Review of how the Deneb2000 Menus Work in Conjunction With the Programming

### Part I - How the Deneb2000 Menu System Has Historically Been Maintained:

- Originally Deneb updated all programs menu changes.
- In the early years of Deneb's Software Production, many of the Deneb Dealers were authorized to modify regular Deneb programs or create new programs for their Customers (which they added to the menus).
- As new additional Deneb programs were introduced with the Updates, it was not possible to automatically correct the Menus due to each Customer's possible changes that had been made.
- Another change to the Menus could have been made by the Deneb Support Department for a program that was not part of the regular distribution, but listed in the Manuals as an existing program in the Deneb Directory shipped to each Customer.

Important - Before making any Menu changes, we suggest that you print a special report in Deneb. This report will give a list of 'modified' programs found on your menu system for all of Deneb. If you need to call Deneb for support, you should always refer to the Program ID and Revision No. (located in the right top corner of the screen or report].

To print this report, Go to the System Utilities (F2). Select 'Run a Cobol Program'. Type "menuprt" on the line and 'Enter'. Select all Companies and the correct printer.

In order to verify or update our records of our Customer Modifications in use, we would ask that you either email or fax this report to us at: <u>cherylhac.denebinc@att.net</u> or fax to cheryl @ 1.866.870.1125.

# Part II - Physically Changing a Program's Menu:\*

Each Module's Menu System allows only 12 line items per menu page. Due to previous changes of your Menus, you may already have 12 line items set up for a Menu that you want to change. If this happens, you will have the following options for adding a new item:

- 1. If a Menu Item that currently exists is not used,\*\* you can delete it and add the new one.
- 2. You can change the one that is not used to be the new one that you want on this Menu.
- 3. You can add this new one to a different Menu in this application.

Regarding the Description that you use for this program addition.... This Description should be something that helps the User(s) know how to recognize what it is. Especially if it is not on the correct Menu.

- If Deneb creates a new program (that you are billed for), it will have a different ID than the regular programs. After it Is loaded on your system, it must be added to a menu, in order to run it.

- The following steps are required to maintenance a program menu:
  - Select the Program for the Menu Change (ex: Accounts Payable).
  - Select the 'Utilities' on this Menu.
  - Select the '\_\_\_\_\_AP\_\_\_\_Control Maintenance' on this Menu.
  - > You will see that Items 2-8 on the screen all end in the word 'Menu'.
  - You will have to determine the correct Menu to select for your change, and enter that number to select it.
  - For this example, if you enter "2", it will display the Input & Maintenance Menu.

Caution must be taken, when you enter this screen. Any accidental or incorrect changes will affect the way your programming menus are presented and if programs are found in the Deneb9 Directory.

- The following steps are required to maintenance a program menu: (continued)

- > Use the 'arrow keys' to move up and down on this Menu Screen Setup.
- Also you can use the 'insert' key to place a program between 2 existing programs.
- \* If you want to do this 'clean up' work and need assistance from Deneb, you can request a billable session with Deneb's Support Department, at your convenience.

\*\* Not-Used Deneb Programs:

When the original Menus were Standardized for all Customers and issued by Deneb, many reports were included that may or may not have been required for all Customers. Month End Processing Reports are a good example of duplication of shorter-term Reports with the same Data appearing on both sets of Reports. Now that Payroll and Accounts Payable Master Files are 'saved' for each year, and can be easily accessed; running some reports are not necessary for archiving. If you save History Files, this also gives you detail data for each program, and can be printed.

We suggest that you check with your Accountant about any Reports that might qualify to be removed from your Menus.

If a Menu Item is a Process that you have never used, and will never use in the future, If your Accountant agrees, it could be removed from the Menu.