Abacus 32 Windows Menu System

Note: If you do not want to use the Windows Menu system please ignore this section.

System Requirements

- IBM or PC compatible. Pentium 233 or higher is recommended but will operate on a 486 DX 66 or higher
- Microsoft Windows 95 or higher or Microsoft Windows NT version 4.0 or later
- 32MB RAM recommended 16MB minimum
- CD-ROM Drive
- VGA or higher resolution monitor set at a minimum of 800x600 resolution
- Microsoft/compatible mouse
- **File Handles (Take special note of this)**
  If you plan on using the new Abacus 32 Windows menu system, you will have to take note, that the file handles will be an issue, primarily with Windows 95/98 and ME. With the Abacus 32 Windows program, you may open multiple menu items at one time. Each program will open a number of files. As these files are opened, the system keeps track of them in what are called files handles. The default number of file handles with Windows 95/98 & ME is only set to 30. These file handles will quickly be used up if multiple menu items are executed at once and will result in the program generating a DOS ERROR 4 (not enough file handles)

  If you get a DOS ERROR 4, ensure that the "FILES=" in the CONFIG.SYS file in the C:\ directory on the computer where the error occurred, is set to "FILES =200".

  This indicates that the "FILES=" in the CONFIG.SYS on the particular workstation are set too low and will prevent you from running Abacus multiple menu items.

SPECIAL NOTE TO WINDOWS ME USERS
The SYSTEM.INI file located in the \WINDOWS directory controls the File Handles.

Edit the SYSTEM.INI file, locate the section heading beginning with [386Enh], and add the following line above the line starting the next section:
PerVMFiles=170
This adds 170 to the default of 30 file handles, giving you a total of 200 file handles.

SPECIAL NOTE TO NT & WINDOWS 2000 /XP USERS
The CONFIG.NT file located in the \WINNT\SYSTEM32 directory controls the File Handles. It is located near the bottom of the CONFIG.NT file and defaults to FILES=20. This should be increase to 100 or higher.

Windows NT/2000 & XP control file handles differently then Windows 95/98 & ME. When a program is opened, it is supplied with it own operating environment, with its own set of file handles.

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Creating An Icon On Your Desktop

If each user in your organization wishes to use the new Abacus 32 Windows system you will need to create a new shortcut on each workstation that accesses Abacus on the network. The following procedure will explain how to create the shortcut with the icon as shown below.
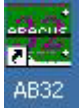
Desktop Program Shortcut

To create an Abacus 32 program shortcut on your desktop:
1. Right click your mouse anywhere on your desktop
2. Choose **New**
3. Click on **Shortcut**
4. In the command line type: **X:\ABACUS2\AB32.EXE** (Where X is the drive Abacus is installed or press browse to locate it)
5. Mouse Click on the Next> button.
6. Type in "Abacus 32" for the name of the shortcut.
7. Mouse Click on Finish.

If your Abacus program were located on a network drive or in a different program directory you would replace the above command with the appropriate information.
If you are unsure of where it is located please contact your system administrator.

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Login Screen & Data Locations

Once your icon has been created – double-click it, and the above screen will appear
Click on the **Log into Abacus 32** button or press **Enter**.
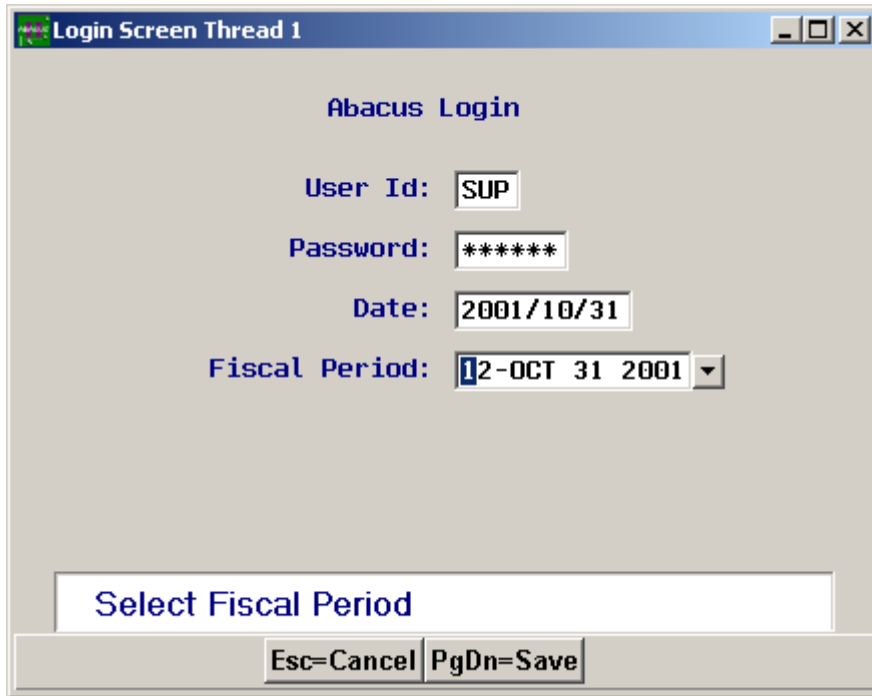The **Login Screen** will appear as shown below.
Type in your User ID: e.g. SUP
If you user id is 3 characters long the cursor will automatically drop to the **Password** field if it is shorter than 3 characters press **Enter** to move to the **Password** field or click the mouse in the **Password** field.
Enter your Password: e.g. SUPERU
If your password is 6 characters long the cursor will automatically drop to the **Date** field if it is shorter than 6 characters press **Enter** to move to the **Date** field or click the mouse in the **Date** field.
If you do not wish to change the **Date** press Enter to move to the **Fiscal Period** field.
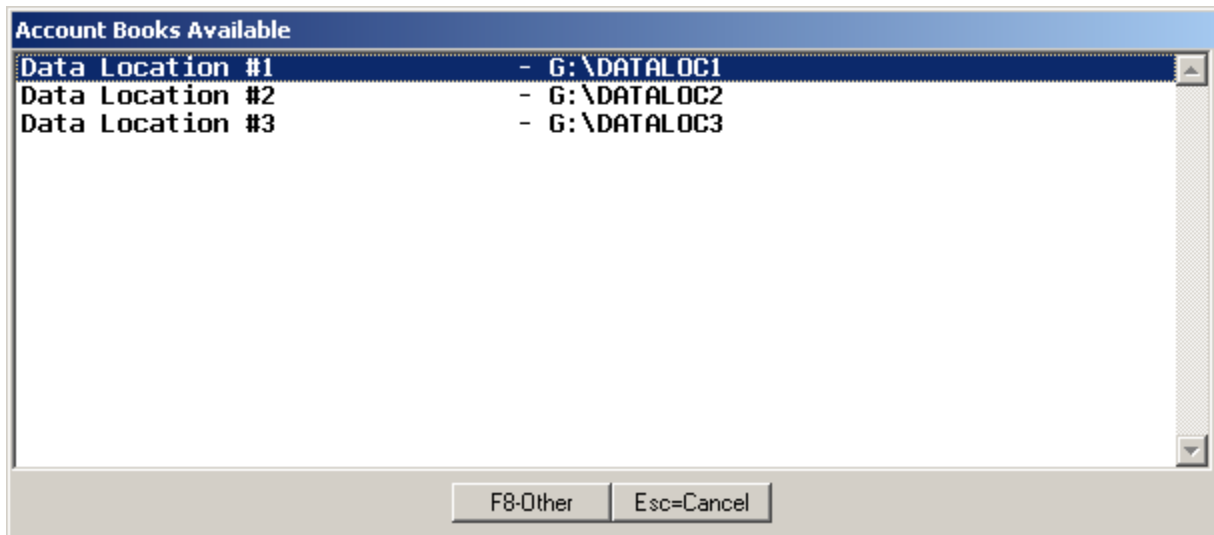If you wish to change the **Fiscal Period** that Abacus will use as the default press **F1** or click on the **Drop Down Button,** then using either the up/down arrow keys or the mouse highlight an alternate fiscal period and press **Enter** or click the mouse to select.

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Note: You only have 3 attempts to login correctly after that you will need to re-launch the Abacus Program (AB32.EXE). Also, if you have more than one data location setup in Abacus an **Account Books Available** box will appear. Select the set of Abacus books you wish to work on and it will proceed to the Log Screen as shown above.

If you do not see the data location listed in the box you can press **F8** or click **Other** to direct Abacus to use an alternate set of books or press **Esc** or click **Cancel** to exit without entering the Abacus program.

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ABACUS 32 MAIN MENU
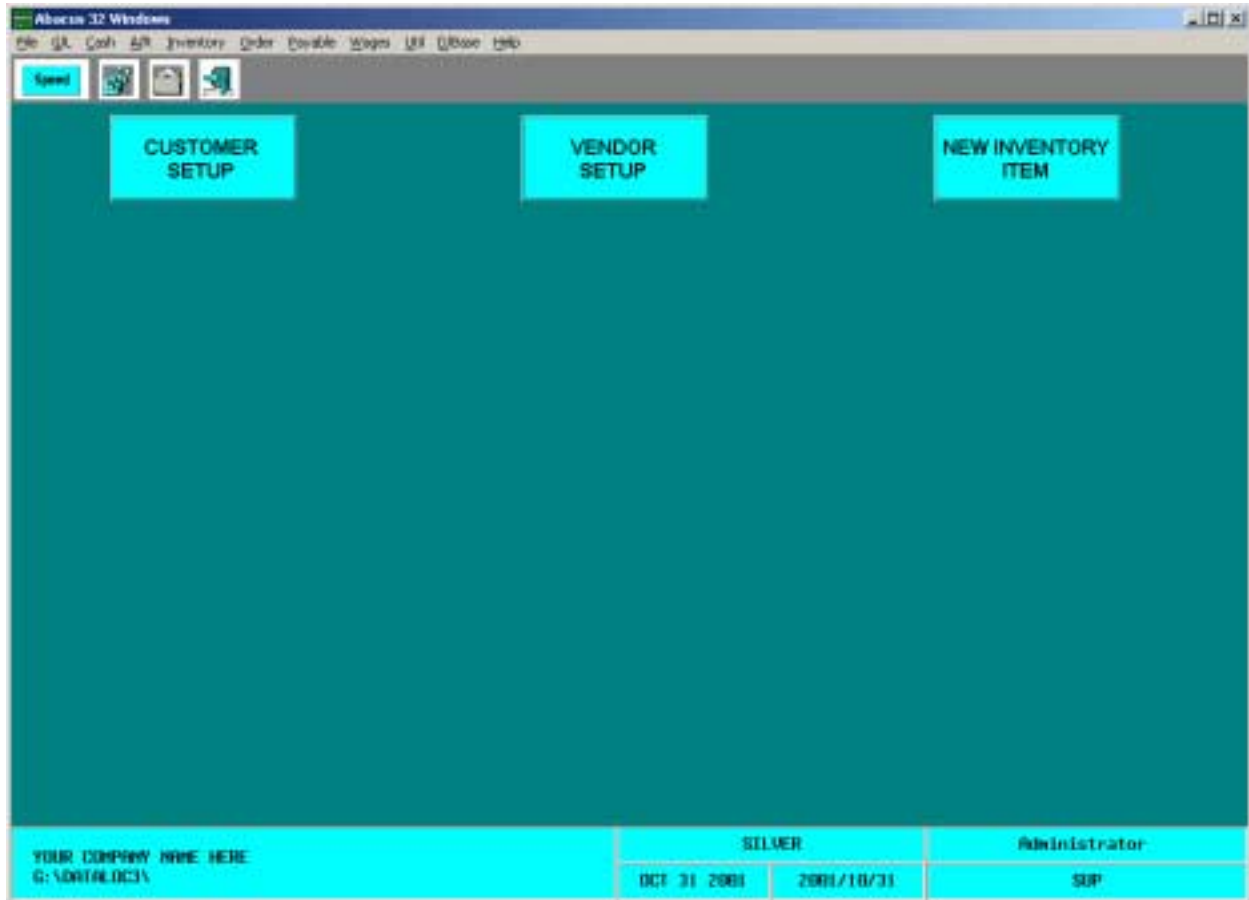
The Abacus Main Menu is comprised of 4 components:

- Abacus Title/Menu Bar

The Abacus menu bar is very similar to the DOS menu. The **File** and **Help** menu items have been added and the **Quit** DOS menu item has been removed.

- Abacus Toolbar

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The Abacus Toolbar is customizable for you to place functions that you will use regularly, for example, File Reorganize (USF) or Batch View (DB). The toolbar also has the speed button. You will use the speed button to create Toolbar items as well as Speed buttons, which will be found on your Abacus Desktop.

• Abacus Desktop

The Abacus Desktop is where you will customize your Speed buttons. You can have up to 12 Speed buttons defined.

• Abacus Status Bar

This portion of the desktop will inform you of the current company books you are working in as well as fiscal period and current date. It also shows you the current Abacus user id logged in and the computer system name and the user id logged on to that particular computer.

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Exiting the Abacus Windows System

You now have 3 different ways to exit Abacus. First, you can click **File** from the Abacus Menu bar and then click **Exit** or by pressing the **Alt-F** keys and then the letter **E**.
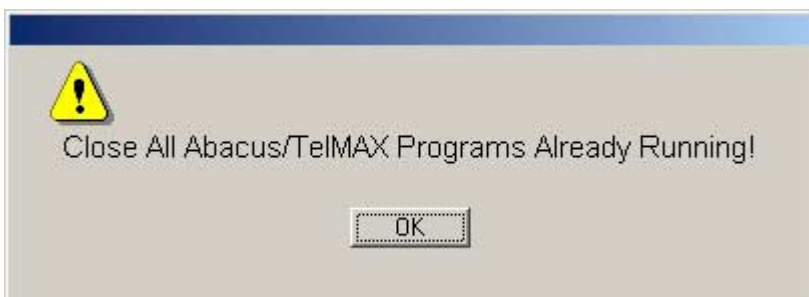Second, you can click the ☒ in the top right corner of the Abacus Program Screen.
Third, you can click the far right Exit Program button on the Toolbar as shown below.
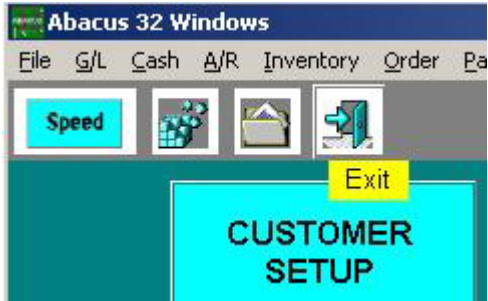
After you have selected one of the 3 methods the following screen will appear to ensure that is what you really want to do. Either confirm or deny your decision.
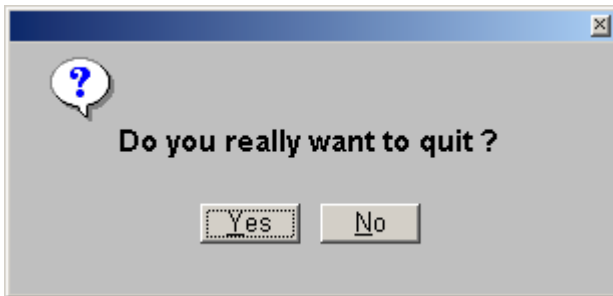
A note when exiting the system, if you have an open program function such as Batch View (DB) and it is minimized on the Windows Taskbar the system will warn you that you have an open program and will make you close it before you can proceed to exit the Abacus system.

Setting Up a Toolbar Menu Item

The icons on the Toolbar can be personalized so that each individual user id in Abacus can setup their own Toolbar.

Note: Each user has to login to Abacus to create their own set of Toolbar icons.

To begin, click on the **Speed** button on the Toolbar. The following screen will appear.

Click on the **Toolbar** or press Alt-T simultaneously to proceed with the Toolbar setup.
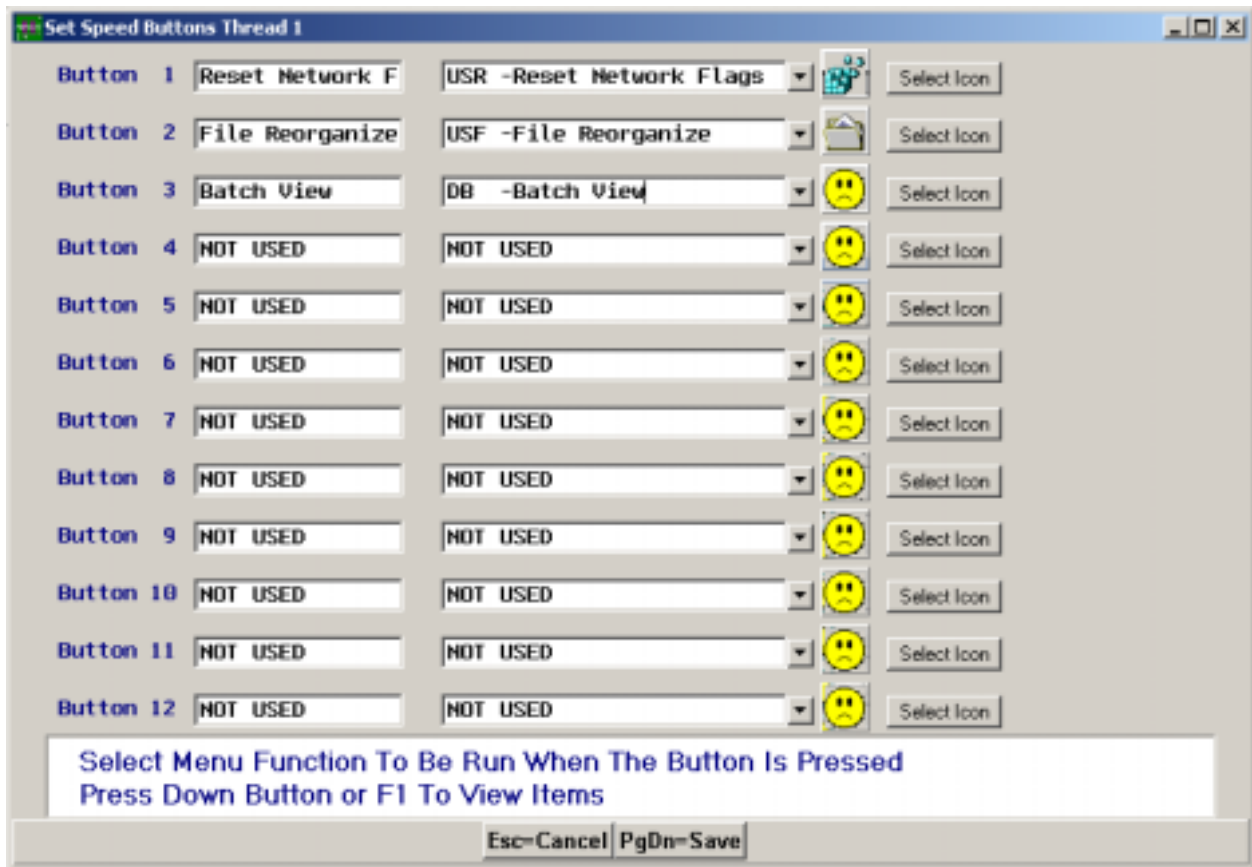Once you have done that the following screen will appear.
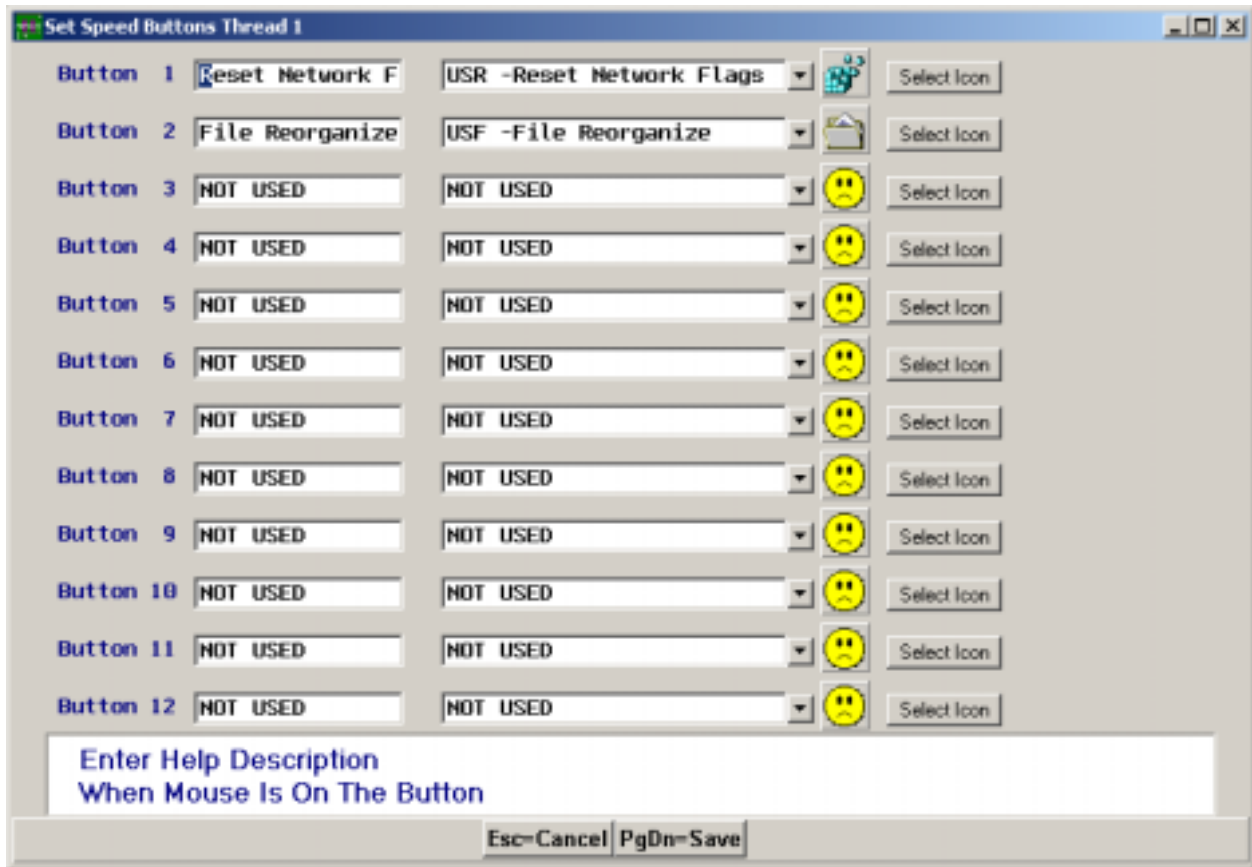
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You can have a maximum of 12 Toolbar Items plus the **Speed** and **Exit Program** buttons. Use the first column to type a description of the Toolbar item. It can be a maximum of 18 characters long. This description will appear in a yellow highlighted box when the mouse is over the Toolbar icon as shown below.
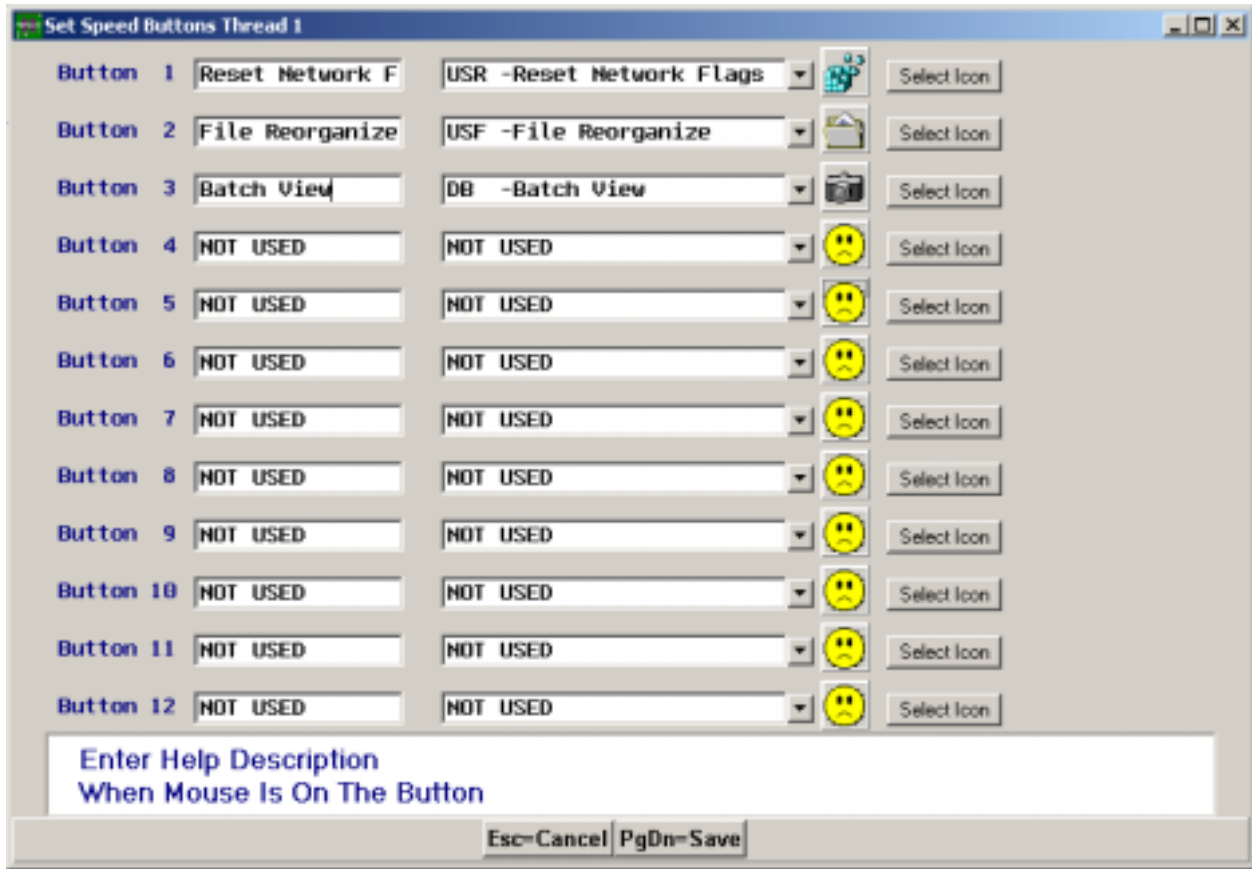

The second column is where you can assign a function or an Abacus menu item to the Toolbar icon as shown below. Click on the Drop Down Button or press F1 to see a list of all the Abacus menu items. You can scroll up or down the list by pressing the up/down arrow keys or using your mouse. Also, if you know which menu item you want to assign you can press the first letter of the Abacus menu item to go directly to that group. For example, we use the **Batch View (DB)** function on a regular basis, **presses D** for **D/base** and the system will zoom to the **D/base** menu items. Once you have highlighted **DB – Batch View** press **Enter** or click on the item to select it.
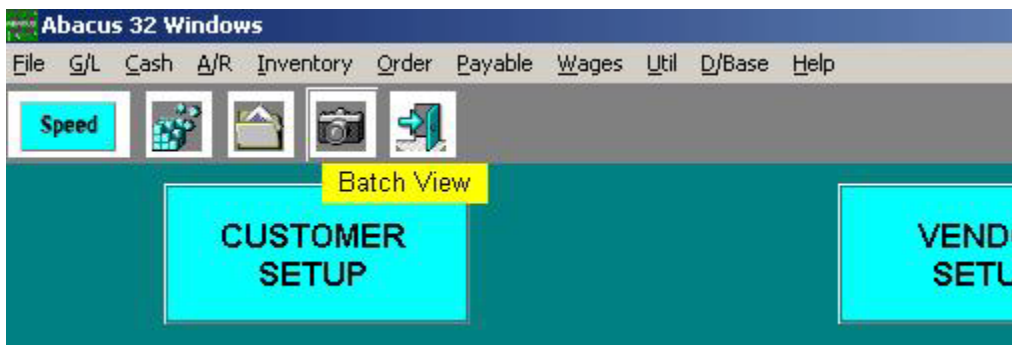
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Then by pressing the **Select Icon** button on the right of the row we can assign an icon from an extensive list as shown below.

Use the left/right arrow keys to scroll through the list. Press the double-arrow buttons on either side to go to the top/bottom of the list. Click on the icon you wish to use. In our example we choose the Camera icon. Once you have selected the icon for the Toolbar menu our screen will appear as shown below.

At this point if we are satisfied with our choice and description we can click on the **Save** button or press **PgDn** to save it. If you are not satisfied with the description and icon for **Batch View** simply click the **Cancel** button with your mouse or press **Esc**. If you save your new Toolbar item your Toolbar will appear as below.

Note: If you setup more than 1 **Toolbar** item at a time and press **Esc** or click **Cancel** You will lose any and all changes or additions that you made since launching the **Toolbar** creation tool.
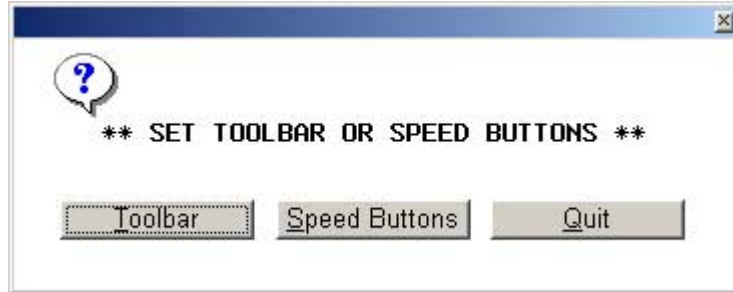
Setting Up a Desktop Speed Button

The **Speed** buttons on the Abacus desktop can be personalized so that each individual user can setup their own **Speed** buttons.

Note: Each user has to login to Abacus to create their own set of Speed Buttons.

To begin, click on the **Speed** button on the Toolbar. The following screen will appear.

Click on the **Speed Buttons** or press Alt-S simultaneously to proceed with the Speed Button setup. Once you have done that the following screen will appear.
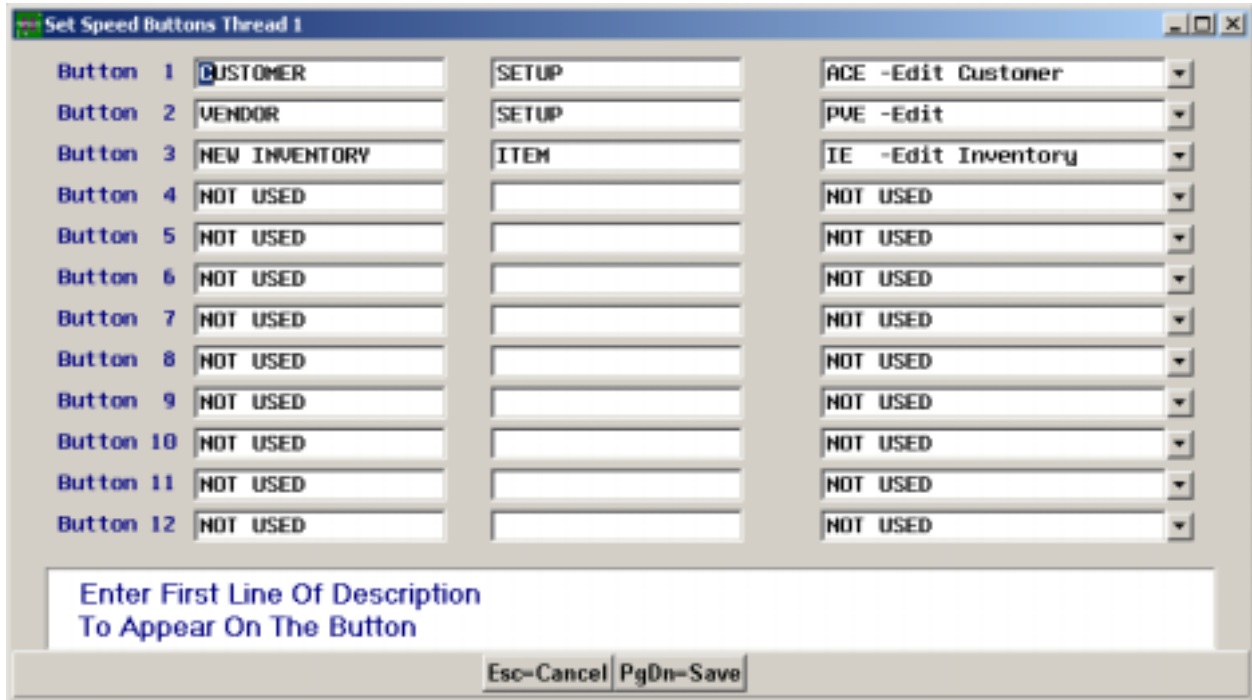

You can have a maximum of 12 Speed Buttons on your Abacus desktop.
Use the first and second column of each row to type a description of the item.   Each column field can be a maximum of 18 characters long. This description will appear in a light cyan colour box.
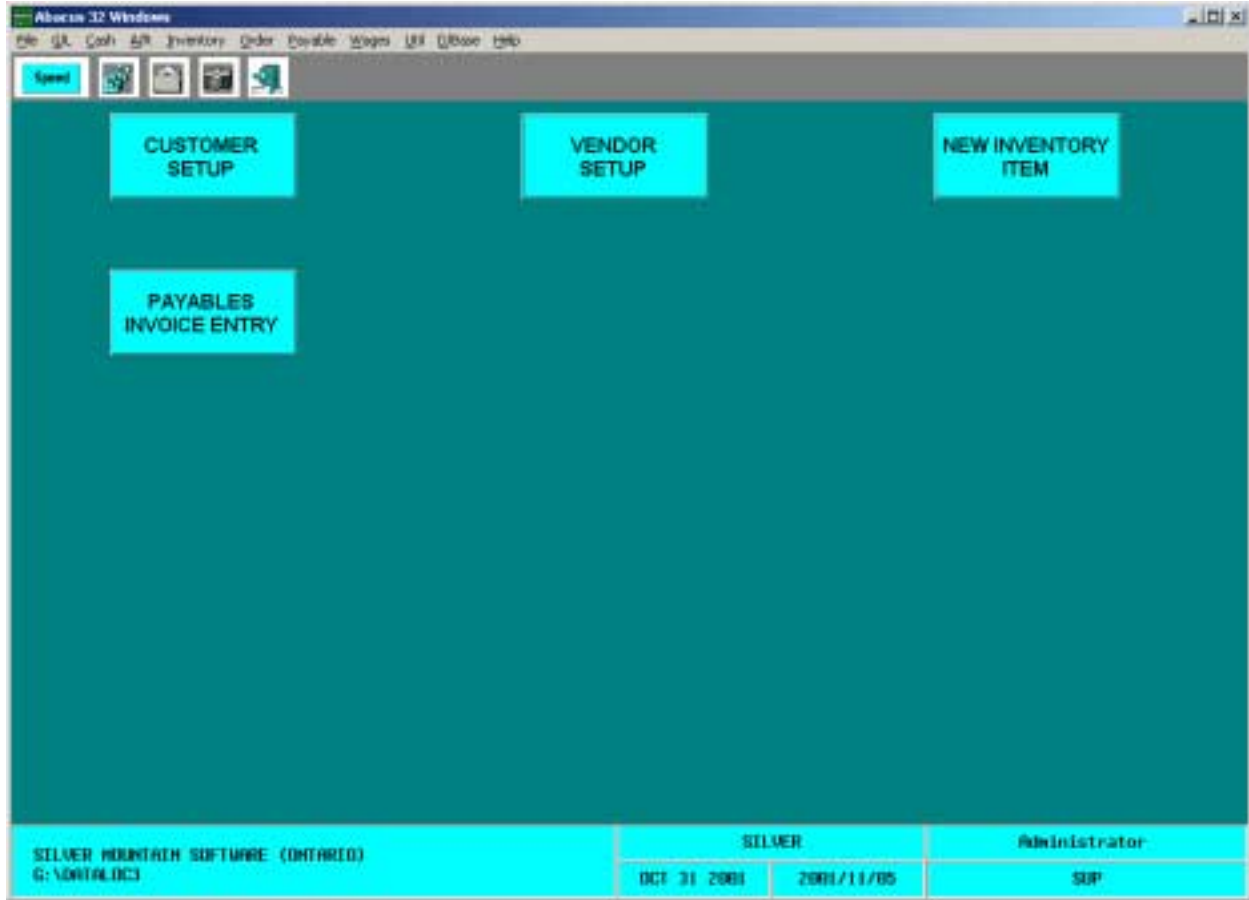
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The third column is where you can assign the function or an Abacus menu item to the Speed button. For example, we are assigning the Payables Invoice Entry (PIE) function that we perform on a frequent basis to this Speed button as shown below.
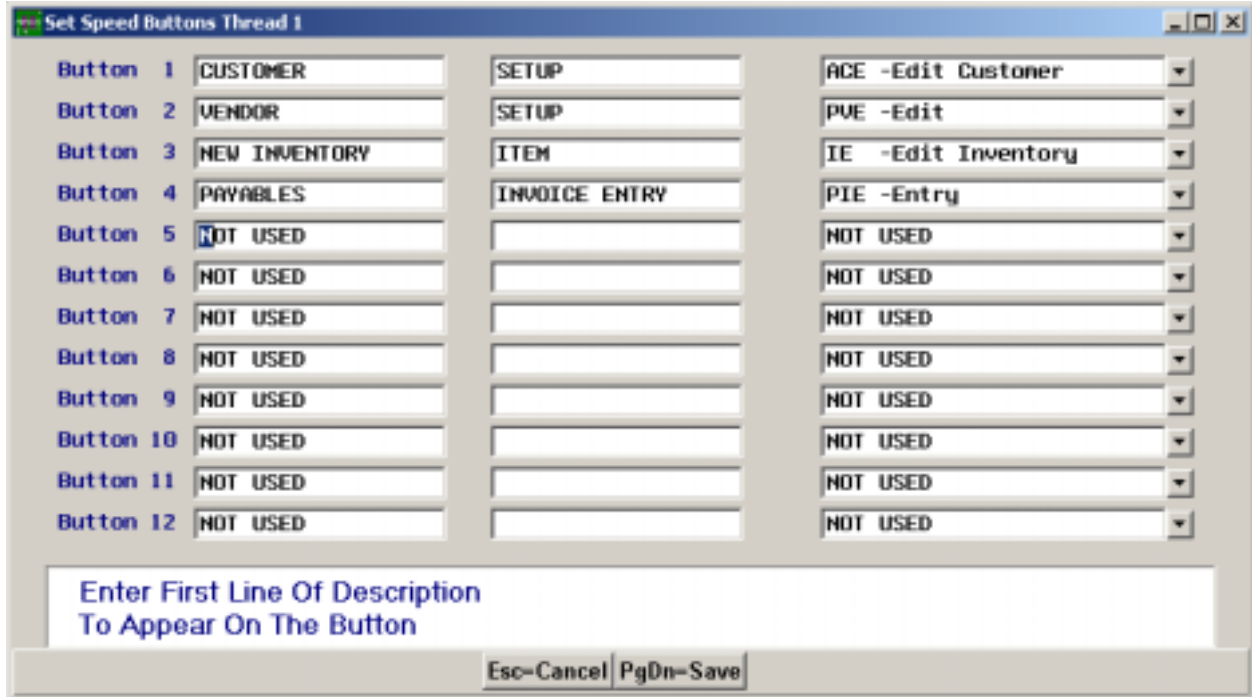
At this point if you are satisfied with your choice and description click on the **Save** button or press **PgDn** to save it. If you are not satisfied with the description for Payable Invoice Entry click the **Cancel** button with your mouse or press **Esc**. If you choose to **save** your **Speed** button entry the Abacus desktop will appear as shown below.

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Note: If you setup more than 1 **Speed** button at a time and press **Esc** or click **Cancel**
You will lose any and all changes or additions that you made since launching the **Speed** button
creation tool.

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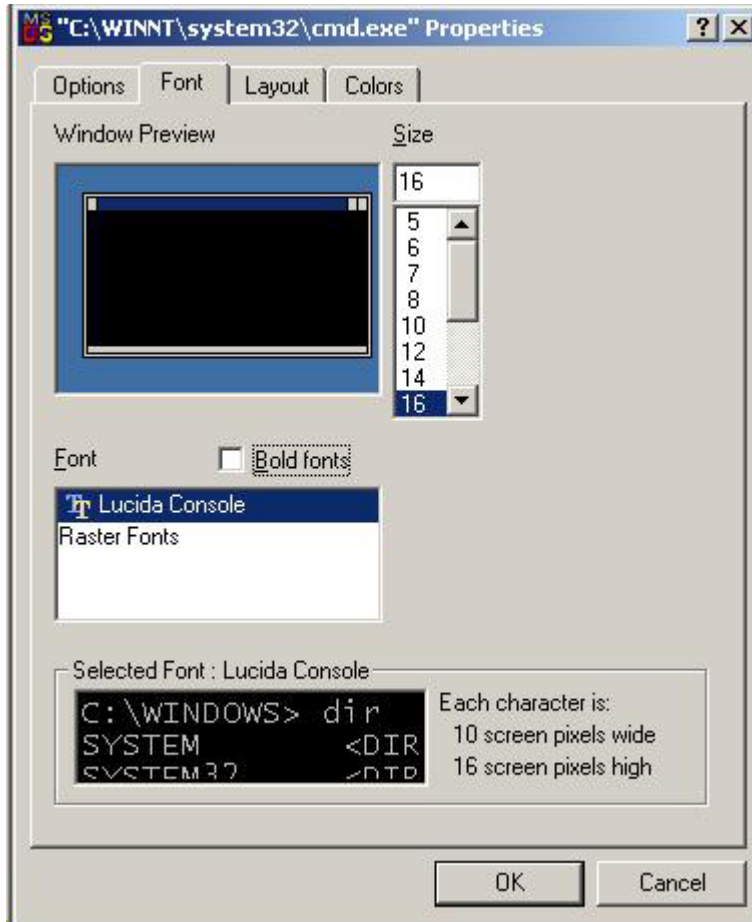
To Change the DOS Window Properties

With the Abacus 32 Windows Menu System each Abacus menu item or function that you launch will open a DOS session window. The default size of the window is usually too small. To change to a larger size you will need to modify the **Properties** of the DOS session by clicking the mouse in the top left corner of the window over the DOS prompt icon. Then using the up/down arrow keys or the mouse highlight the **Properties** item on the menu and pres **Enter** or click on it with the mouse.
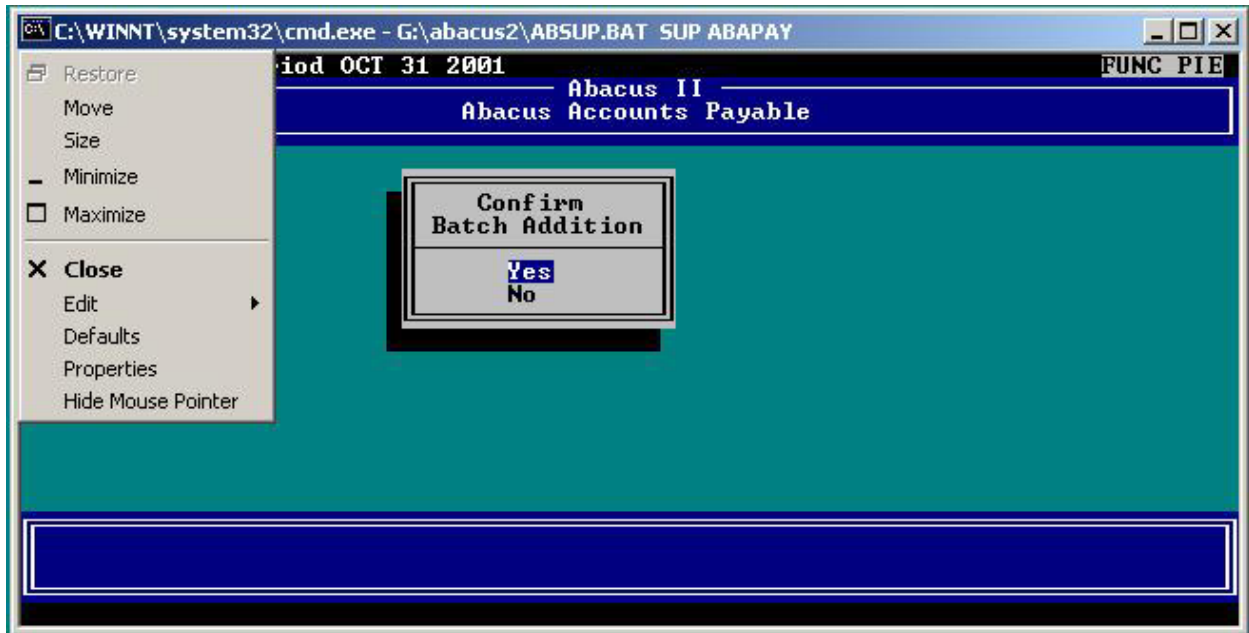

Windows NT/2000/XP Users:

Once you have done that the following screen (as shown below) will appear. Ensure that you are in the **Font** tab of the window. Choose the **Lucida Console** rather than the Raster Fonts in the middle of the window. This will give you a larger text on screen appearance and make it much easier to work with Abacus. You can then change the font size. If you are using **800x600** screen resolution we suggest using the font size **16**. Use your mouse to select the desired font size and click **OK**. You may also adjust the height and width of the **window screen** under the **Layout** tab.

After you have clicked OK a small box will appear and ask you if you want to apply the properties you have just changed. To make the change permanent for all DOS windows you will use in Abacus click on **save properties for future windows with same title** or press **Alt-S** simultaneously. Then press **Enter** or click **OK**.
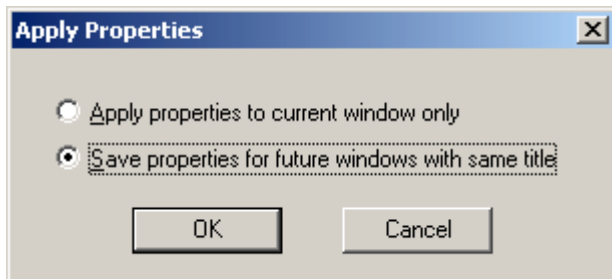
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Windows 95/98/ME Users:

When the window menu system is turned on, it is strongly recommended that Abacus **NOT BE RUN IN FULL SCREEN MODE.**
IE: Abacus should be run within a window. If Abacus appears in full screen mode (the windows desktop can not be seen). Hold the Alt key down and press Enter to switch to windowed mode. If the screen size displayed in windowed mode is too small, edit the icon on the desktop, by pressing the right button on the mouse while on the icon and then select properties. Select the **Screen** Tab (in Windows 95/98/ME) and select the "Window" button (Not Full-screen). Then select the **Font** Tab and increase or decrease the font size being used until the window size suits your visual needs. Then press **Enter** or click **OK**.