



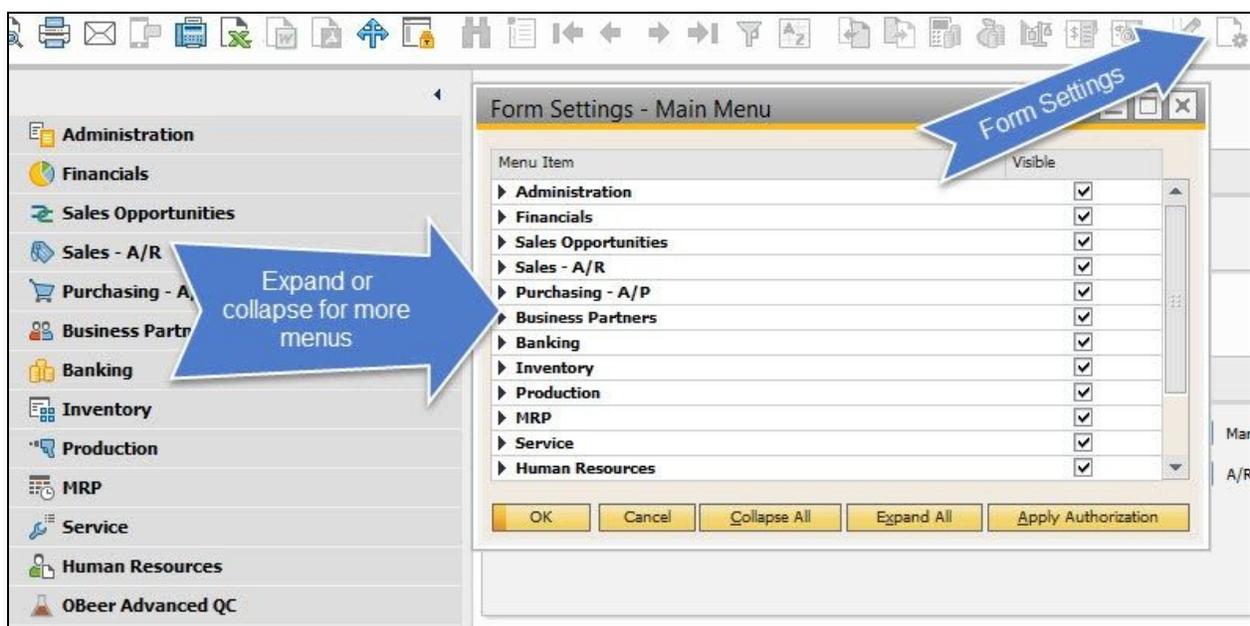
Summary

The Modules tab contains lists of the menus available within your database. The system provides you with the ability to hide some of the options that you don't use as well as bring additional settings into view on specific documents.

Step-by-Step Guide

Menu Form Settings

1. Without any active windows, press the Form Settings button on your top menu bar
2. In the Form Settings - Main Menu window, you can check or uncheck the box in the Visible column (expand the menu with the black triangle to set visibility for sub-menu features such as A/R in Sales) to adjust what menu is shown on the Modules tab
3. When finished, press Update on the window



Document Form Settings

1. Bring up your desired document (e.g. A/R Invoice, Delivery, Sales Order, etc.)
2. Click on Form Settings button on the top of your menu bar
3. Switch between the Table Format and Row Format tabs to check or uncheck the box in the Visible column to adjust what is shown on the document
4. When finished press Update on the window



Form Settings →

A/P Invoice

Vendor: [Field] No.: Primary 8229
Name: [Field] Status: Open
Contact Person: [Field] Posting Date: [Field]
Vendor Ref. No.: [Field] Due Date: [Field]
Local Currency: [Field] Document Date: [Field]

Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity
1			

Buyer: -No Sales Employee-
Owner: [Field]
Total Before Discount: [Field]
Discount: [Field] %
Total Down Payment: [Field]
Freight: [Field]
 Rounding
Tax: [Field]
Total Payment Due: \$ 0.00
Applied Amount: [Field]
Balance Due: [Field]

Payment Order Run
Remarks: [Field]

Add Cancel Copy From Copy To

Form Settings - A/P Invoice

Table Format | Row Format | Document

Find: [Field]

Column	Visible	Active
#	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Item Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UoM Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Extended Qty	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Whse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unit Price	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Discount %	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Net Price	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tax Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Row Total	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Available to Promise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel Restore Default

Notes:

- These changes are user-specific; you will have to be logged onto the user you wish to make these changes for
- You can click on the column name (i.e. Visible) to check or uncheck all. This is useful if you are missing an option and/or want simply just give yourself access to everything.

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