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# Introduction to Tools

## Overview

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There are several tools provided that makes it easy to use this application. They are available through the **Tools** menu option. These tools include:

- Smart Assistant
- Smart Setup Checklist
- Customize Toolbar
- Purge All Transactions
- Calculator
- Notepad
- Windows Wordpad
- Explorer
- System Editor

Before we discuss these tools, we will discuss the menus available in this program and how they are organized. After the menus, we will discuss the shortcut keys available in this program.

# Menu Items

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In this section, you will learn how to use the menu bar and the tool bar.

## What Is a Module?

The program is divided into modules. A module is a program that is a part of a larger system. For example, in an integrated accounting program there are several **modules** like Inventory, Purchase Orders, Accounts Receivable, General Ledger, etc.

## Description of the Menus

Each module has its own menu. Many menus have **Short Cut Keys** associated with them. These are also sometimes referred to as **Hot Keys**. We will discuss them in a section later on. The menus that are common to all the modules are:

- **File:** This menu has functions that are common to all to all the modules. You can use this menu to create and open Companies, set up Users and Passwords, Import data etc.
- **Edit:** This menu gives access to copying and pasting data via the Windows clipboard. For example, you can copy all the notes from one customer to the clipboard and then paste them into another customer's notes.
- **Tools:** This option gives you the ability to use various tools and checklists to help you through the program.
- **Window:** This menu lets you look at a list of windows and organize the open windows.
- **Help:** The help menu allows you to access the online help for the Accounting program. It also gives you other valuable information about the program.

## **Paste**

menu option will be disabled by Windows. This behavior is consistent across all Windows applications.

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## **Examples**

### **Moving Information between Two Fields**

- Step 1:** In the field that contains the information you want to move, select the information by highlighting it.
- Step 2:** On the **Edit** menu, click **Cut**.
- Step 3:** In the field where you want the information to appear, click the place where you want to put the information.

**Step 4:** On the **Edit** menu, click **Paste**.

The information is removed from the original field and appears in the new field.

## Copying Information between Two Fields

**Step 1:** In the field that contains the information you want to copy, select the information by highlighting it.

**Step 2:** On the **Edit** menu, click **Copy**.

**Step 3:** In the field where you want the information to appear, click the place where you want to put the information.

**Step 4:** On the **Edit** menu, click **Paste**.

The information is copied from the original field and appears in the new field.

## Editing Tips and Tricks

The following tips should work on **most** of the fields:

- On most fields, you can select text and press the right mouse button. This will bring up the **Edit** menu. You can then select the appropriate option and then click on the left mouse button.
- To select a word in the current field, place the cursor anywhere on the word and double click with your mouse.
- To select the entire contents of the current field, place the cursor anywhere in the field and double click with your mouse two times.
- To delete the currently highlighted text, press the **Delete** button on your keyboard.
- To delete all the text to the right of your cursor, press the **Ctrl** and the **Y** keys at the same time. This is not available in the **Notes** field.
- Use the Edit shortcut keys (hot keys) to cut, copy, paste, etc. For a list of the shortcut keys, refer to the **Introduction to Tools** section.

# The Tools Menu

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## Smart Assistant

Smart Assistants are visual charts that guide you through each module in the program. These Assistants represent the sequence of steps you would need to follow in order to use each module.

### Using Smart Assistants

You can use **Smart Assistants** to navigate through the program. These Assistants are designed to visually display the flow of data in the program. The Smart Assistant has two levels. At the main level, icons representing all the modules display.

Click here to display the **Order Entry Smart Assistant**.



**TIP!** If you do not wish to have the program display the smart Assistant at startup, make sure that the checkbox for **Show this Screen at Startup** is left blank.

If you click on the icon for any module you can display its flow-chart.

Click here to display an **Order Entry** screen.



The chart above represents the Order Entry Assistant flow chart. In the center of the flowchart, the program will display how the major activities of the module relate to each other.

For example, in order to use the Order Entry Assistant module, you will start at the top by clicking on either the **Enter Sales Orders** or the **Enter Invoices** icon. This will bring up the screen on which you can enter the order/invoice. After you have entered the orders/invoices, you will work your way down the flow chart by following the arrows.

All the other module flow charts work exactly in the same manner as the **Order Entry** flow chart described above.



**Important Note:** The Smart Assistant will not allow you to display the flowchart for the modules not installed.

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# Smart Setup Checklist

**Smart Setup Checklist** will display the steps required in entering the starting balances.

There are lists for each module in the program. As you complete each task, the program will automatically mark it as completed. Once an option is marked as completed, you can still go back to it. The check mark tracks your progress towards completing each step.

You can access this option at any time by selecting the **Smart Setup Checklist** option from the Tools menu.

## Customize Toolbar

### Overview

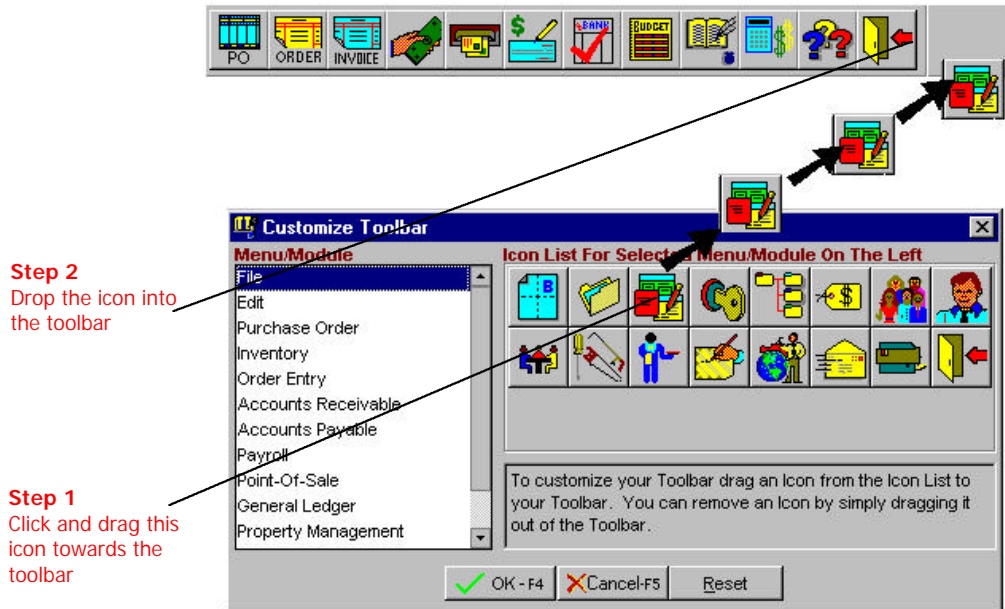
This option is used to add or delete the icons in the Toolbar. Using the Drag and Drop Technology, you can use your mouse to “Drag” and then “Drop” and icon into the toolbar.

### Examples

You can customize the Toolbar as follows:

**Step 1:** Select the **Customize Toolbar** menu option from the **Tools** menu. The list of icons for the program displays.

**Step 2:** To add an icon to the Toolbar, “Drag” an icon from the icon list and “Drop” it into the Toolbar.




**Step 3:** To remove an icon to the Toolbar, “Drag” an icon and drop it outside the Toolbar.

**Step 4:** To reset the Toolbar to the default settings, click on the **Reset** button on the **Customize Toolbar** screen.

## Deactivating the Toolbar

You can remove the Toolbar as follows:

**Step 1:** Using your mouse, drag the end of the toolbar and bring it to a floating position in the middle of your screen.

**Step 2:** Click on the **Close Window** control button  on the Toolbar window. This will deactivate the toolbar.

## Activating the Toolbar

You can activate the Toolbar by selecting the **Activate Toolbar** menu option from the **Tools** menu.



# Purge All Transactions

This option will delete all transactions for the company that is active. Once this option is completed, the deleted transactions cannot be recovered. Your lists like Customers, Vendors, Inventory, and G/L Accounts are not deleted. Only the balances and the transactions are cleared from the system.



**Important Note:** This option **permanently removes all transactions from this accounting system!** Make sure that you backup your data before proceeding with this option.

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**Step 1:** Select the **Purge All Transactions** option from the **Tools** menu.

**Step 2:** Click on the **OK** button and then on the **Yes** button to continue. You will be informed once the process is complete.



**TIP!** If you have passwords enabled, this option is only available for users marked as System Administrators.

## Windows Utilities/Tools

You can access standard Tools available in Windows. These are **Calculator, Notepad, Windows Explorer, and System Editor**. Please refer to the Windows manual for detailed instructions on using these tools. In addition to the manual, you may be able to access the help menus of the respective programs for further information.



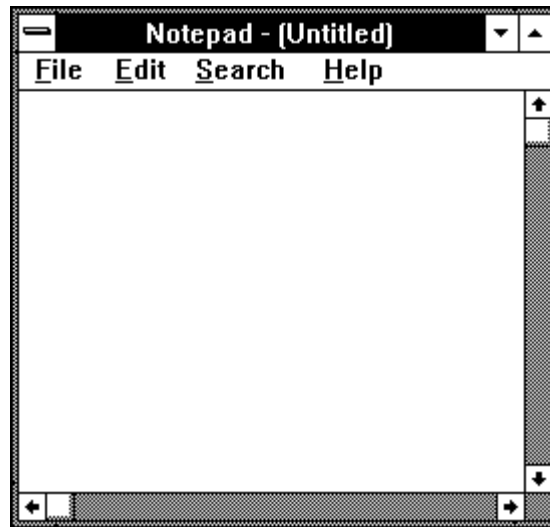
**Important Note:** These tools will be accessible only if you have not deleted them from your Windows directory. If you get an error accessing or using these tools, please contact the technical support for Microsoft Windows.

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The Calculator can be accessed from the **Calculator** option in the **Tools** menu.



The Notepad can be accessed from the **Notepad** option in the **Tools** menu.



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**⚠ Important Note:** Other utilities are the Windows Wordpad, Explorer, and the System Editor. The Windows Wordpad is a mini word processor like Microsoft Word.

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The **System Editor** is used to view or modify your system configuration files. **These utilities should be used only under the direction of technical support personnel. Improper use of these utilities can cause data loss or make your computer inoperable.** The Explorer is used to manage the files on your computer. Refer to your Windows manual for more details. Use these options carefully as the can affect your system and its performance.

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## Window Menu

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This menu is used to manipulate the open windows on the screen. You use the **Cascade** option to cascade all the windows. The Cascade option arranges all the windows by stacking them diagonally **as shown below**.

This is the menu bar. There is one menu option for each module.

This is the toolbar. You can customize it from the Tools menu.

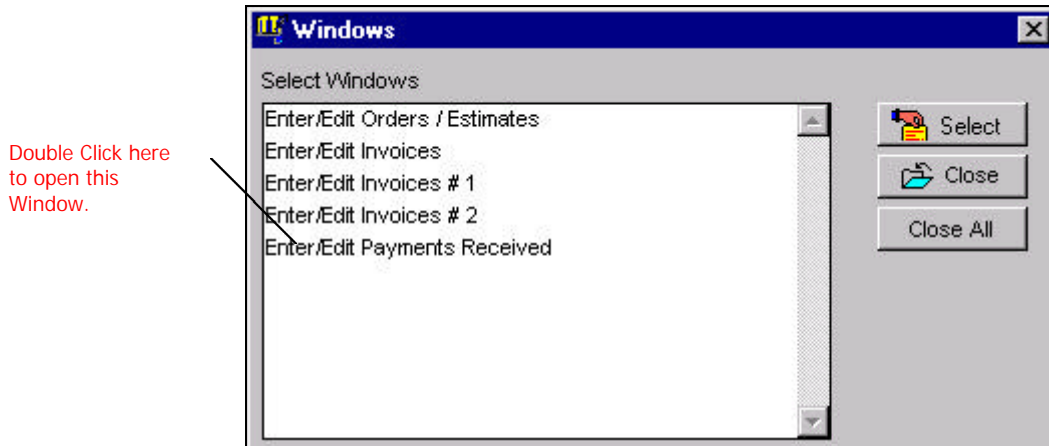
Click on the top bar to activate the window.



The **List of Windows** option will bring up a list of all the open windows in the accounting program. You can click on the **Close** button to close the selected window. You can also click on the **Close All** button to close all the open windows. If you wish to activate a window, do the following:

**Step 1:** Single click on the window from the list of windows.

**Step 2:** Click on the **Select** button to activate the window.



In addition, you can select the **Close All** option from the **Window** menu to close all the open windows.

## Help Menu

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### Contents

This option will display the online Help system. The online Help system contains the entire manual for the program. The screen-shot graphics have been removed from the online help to save disk space. The table of contents lists all the chapters. You can also conduct a search for text in the online documentation.

### Help on Topics

When you press the **F1** function key, the program will display the Help topic relevant to the screen that you are viewing. This is called Help on Topic or Context Sensitive Help. This saves time – from having to search the online Help for appropriate help text.

# How to Use Help

This program comes with a comprehensive online Help system. You can access help in two different ways.

- Using a mouse or the keyboard, you can access help from the **Help** menu option.
- Using a mouse, you can click on the **Help** icon on the icon bar.
- Press the **F1** function key to access context sensitive Help – i.e., Help relating to the screen you are viewing.

The program uses the standard Help system supplied by Windows to display Help screens. Your Windows manual describes the Help system in detail. We will discuss some of the commonly used functions available in Help.



**TIP!** From the **Help** menu, select the option called **How to Use Help**. You can use this option only if you have your Windows Help files installed. If your Windows Help files do not exist, when you select this option, you will get a message **Cannot Open Help File**. In such a case, you may have to reinstall your Windows software.

On the top of your Help screen is a series of buttons. The text on these buttons varies according to the version of Windows that you have installed. Some of these are described below:

- **Index/Contents:** To view the table of contents for the Help text.
- **Search/Find:** Locate information about a topic. This topic can be selected from a search list that comes up after you click on this button.



**TIP!** If you see an underlined word while you are viewing a Help screen, you can click on it to obtain more information.

# About

This screen displays information about the program version, Customer Number, Fonts installed, Printer drivers, and Modules installed in your Accounting program.

## Shortcut Keys (Hot Keys)

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### Overview

This program includes several key combinations that make it easier to navigation the system. These are:

**Function Keys:** These keys are used within a data entry screen so that you do not have to use the mouse for common tasks. These shortcut keys also make data entry easier for you.

**Shortcut Keys:** These key combinations provide quick access to menu options. You have to press two keys at the same time to quickly access a menu option. These keys are also sometimes referred to as **Hot Keys**.

The available function keys and hot keys are listed later in this section.

# Function Keys

Key Name	Description
F1	To obtain <b>Help</b> relating to the topic or screen you are on.
F3	When you are on a field that supports browsing of data, you can press the function key <b>F3</b> to <b>Browse</b> the data. This key is available only if the Browse button is available and is not disabled.
F4	<b>OK</b> or <b>Save</b> . If the current screen has an OK or Save button enabled, you can press the function key <b>F4</b> . This key is available only if the OK or Save button is available and is not disabled.
F5	You can press the <b>F5</b> function key to <b>Cancel</b> or clear the existing transaction screen.
F6	When you are in the body section of a data entry screen (in the spreadsheet-like grid e.g. Line Items on an invoice screen), you can press the function key <b>F6</b> to <b>delete the current line item</b> . On the POS Payment screen, F6 is used to save the transaction after entering the payment.
F7	You can press the function key <b>F7</b> to <b>Exit the Line Items</b> (i.e. the spreadsheet like grid) and move to the next section of the data entry screen.

## Function Keys (Continued)

F8	You can press the function key <b>F8</b> to <b>Delete</b> the current record. This key is available only if the Delete button is available and is not disabled.
F9	If you are on a character field or notes field, pressing <b>F9</b> will put the <b>Time and Date Stamp</b> in the current location.
F10	When you press this function key, the cursor will jump to the <b>File</b> menu. You can then use our arrow keys to select a menu option.
F11	This key is available on the Sales Order and the Invoice screens only. If you have <b>Auto Increment Customer ID</b> checked in O/E setup and you press this key, the <b>Customer Maintenance</b> screen will display and the customer number will be assigned automatically.
F12	You can press the function key <b>F12</b> to display the <b>Notes</b> field for the current record. This key is available only if the Notes button is available and is not disabled.
Esc	The <b>Escape</b> key will usually <b>Close</b> the current window without saving any data.



# Shortcut Keys

<b>File Menu</b>	<b>Description</b>
Ctrl+N	Will open the New Company window
Ctrl+O	Will open the Open Company window
Ctrl+P	Will open the Printer Setup window
Ctrl+S	Will open the Send Mail window
Ctrl+Q	Will Exit the program

<b>Edit Menu</b>	<b>Description</b>
Ctrl+Z	Will undo the last text edit action
Ctrl+R	Will redo the last text edit action
Ctrl+X	Will cut the text to the clipboard
Ctrl+C	Will copy the text to the clipboard
Ctrl+V	Will paste the text from the clipboard
Ctrl+A	Will select the contents of the entire field

<b>P/O Menu</b>	<b>Description</b>
Ctrl+U	Will open the Purchase Order window
Ctrl+H	Will open the Received Purchase Orders window

<b>Inventory Module</b>	<b>Description</b>
Ctrl+D	Will open the Inventory Adjustments window

<b>O/E Module</b>	<b>Description</b>
Ctrl+E	Will open the Sales Order window
Ctrl+I	Will open the Invoicing window

<b>A/R Module</b>	<b>Description</b>
Ctrl+T	Will open the A/R Transactions window
Ctrl+M	Will open the A/R Payments Received window

<b>A/P Module</b>	<b>Description</b>
Alt+D	Will open the A/P Transactions window
Ctrl+B	Will open the A/P Bills window

<b>Bank Manager Module</b>	<b>Description</b>
Ctrl+W	Will open the Checkbook window


<b>Payroll Module</b>	<b>Description</b>
Ctrl+K	Will open the Enter/Edit Timecard window

<b>Property Management Module</b>	<b>Description</b>
Alt+F5	Will open the Building Maintenance window
Alt+F7	Will open the Unit Maintenance window
Alt+F8	Will open the Tenant Maintenance window
Alt+F9	Will open the Tenant Transaction window

<b>G/L Module</b>	<b>Description</b>
Ctrl+G	Will open the G/L Transaction window

Tools Menu	Description
Ctrl+F1	Will open the Smart Assistant window
Ctrl+F2	Will open the Smart Setup Checklist window
Ctrl+F3	Will open the Calculator
Ctrl+F5	Will open the Note Pad
Ctrl+F7	Will open the Windows Wordpad program.
Ctrl+F8	Will open the Windows Explorer
Ctrl+F9	Will open the System Editor

## A Special Note

Most screens that **print reports** have the option to browse or search for some information. The selection could be an Account ID, Customer ID, etc. When you are on a field that has the option to let you choose a range, this browse icon  will be available. You can click on this browse icon to bring up a selection list.