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# Quick Start Guide

## Overview

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We have added detailed descriptions to every feature in this program. Sometimes you may wish to find answers to frequently asked questions without looking through the detailed documentation. In this section you will see answers to the most commonly asked questions. For detailed descriptions, there will usually be a reference page you can look up.

## How Do I Obtain Technical Support?

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Every effort has been made in this user guide to provide answers to your questions. However, for your convenience we offer technical support for those who require help. Please read this documentation carefully and if you still have questions, please contact technical support. The contact information for technical support is provided in two locations:

**Location #1 For Technical Support Contact Information:** In the program group where your accounting program icons are kept, click on the icon labeled **Technical Support**.

**Location #2 For Technical Support Contact Information:** If you are in the accounting program, select the menu option called **Technical Support** from the **Help** menu.

## What Is a Module?

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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.



**Important Note:** Please note that this chapter might cover modules that you may not have purchased. Some modules are optional and may need to be purchased separately.

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## How Do I Open/Close a Period?

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Within the exception of General Ledger, there are no options within each module to open or close a period. Each **module operates on a real-time basis and DOES NOT require any opening or closing.**

**General Ledger also does not require any closing.** However, if you want to do so for security and audit trail reasons, you can close a period or a year in General Ledger. You can close a period by selecting the **Close G/L Period** option from the **G/L** menu.

Payroll also does not require and closing. However if you use the payroll program to track accrual of Vacation, Holiday, or Sick pay, then you must select the **Roll the YTD Accruals** option from the **Payroll / Year End Processing menu** option. In addition, payroll will let you purge payroll history for a range of dates from the **Payroll / Year End Processing** menu option.

# How Do I Enter Starting Balances?


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Here is **sequence of steps** to enter the starting balances. You must start at the top and work your way down the list. You can skip any steps that do not apply to you.

1. Chart Of Accounts (Refer to [page 125](#))
2. Departments (Refer to [page 127](#))
3. Sales Tax Codes (Refer to [page 127](#))
4. Customers (Refer to [page 128](#))
5. Enter Open Customer Invoices (Refer to [page 129](#))
6. Vendors (Refer to [page 131](#))
7. Enter Open Purchase Orders (Refer to [page 131](#))
8. Enter Open A/P Bills To Be Paid (Refer to [page 133](#))
9. Inventory Items or Services (Refer to [page 134](#))
10. Enter Manufactured Items (Refer to [page 135](#))
11. Adjust Inventory (Refer to [page 136](#))
12. Payroll Employees (Refer to [page 137](#))
13. Property Management (Refer to [page 140](#))
14. Checkbook Transactions (Refer to [page 146](#))
15. Enter G/L Beginning Balances (Refer to [page 147](#))

# How Do I Set Up the Chart of Accounts?

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 **Important Note:** If you want to set up your own General Ledger accounts and you do not want to use any of the default accounts, then you must choose this at the time you create the company. **DO THIS ONLY IF YOU UNDERSTAND ACCOUNTING CONCEPTS THOROUGHLY.** If you do not understand accounting concepts thoroughly, we **highly recommend that you use the ready-made chart of accounts** and then modify them. This section will tell you how to set up new accounts or delete existing accounts.

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First, you will need to print out a Chart of Accounts.

1. Click on the **G/L** menu.
2. Click on the **Reports** menu
3. Click on the words **Chart of Accounts Listing**.
4. Print it to the **printer**.
5. Research the printout and see if there are any accounts that you do not need.

After you have decided which accounts you will use and which **accounts you want to delete**, you will need to do the following:

1. Click on the **G/L** menu.
2. Click on the **Setup** menu.
3. Click on the words **Chart of Accounts Maintenance**.
4. Type in the number of the account you want to delete and press **Enter**.
5. Press the **Delete-F8** button or press the **F8** function key on the keyboard. You cannot delete accounts that have any transactions associated with them.
6. Repeat **Steps 4** and **5** for all the accounts you wish to delete.

You have deleted the accounts you do not need. Now it is time to **enter the new accounts** you will be using. This is what you will need to do:

1. Click on the **G/L** menu.
2. Click on the **Setup** menu.
3. Click on the words **Chart of Accounts Maintenance**.
4. Type in the **new number** for the new account and press **Enter**.
5. Type in the new **description** for the new account and press **Enter**.
6. Choose the **account type** from the list of account types.
7. Press the **Save-F4** button or press the **F4** function key on the keyboard to save the new account.
8. Repeat **Steps 4 - 7** for each new account you wish to add.



**Important Note:** If you make ANY changes in the chart of accounts, you will need to go to the **File** menu and click on the **Company Settings** and then click on **Company Setup**. Then click on the tab titled **Default G/L Accounts** and make sure that all these

accounts are in the chart of accounts by pressing the **Enter** key. The cursor will move from one account to the next until it gets to the **Save-F4** button. Then press the **Save-F4** button.

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## How Do I Set Up Departments in G/L?

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In order to track multiple departments in G/L you must enable and set up Departmental Tracking. You can do this as follows:

1. Click on the **G/L** menu.
2. Click on the **Setup** menu and then click on **G/L Setup**.
3. Place a check in the checkbox for “**Track Departmental Accounting**” and then click on the **OK-F4** button to save.
4. Click on the **G/L** menu.
5. Click on the **Setup** menu.
6. Click on the words “**Department Maintenance**”.
7. Type in the **Department ID** and press **Enter**.
8. Type in the **Department Description** and press **Enter**.
9. Press the **Save-F4** button or press the **F4** key on the keyboard to save the new department
10. Repeat **Steps 7 - 9** for each department.

## How Do I Set Up Sales Tax Codes?

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Sales tax codes are required if you wish to deduct Sales Tax on an Invoice or a Purchase Order. These tax codes are also called PST taxes for Canadian users.

1. Click on the menu for **O/E**.
2. Click on the menu for **Sales Tax Maintenance**.



We recommend that the **Sales Tax ID** be an abbreviation of the area name or state to which that the code refers. For example: **LA** would be an ideal code for **Los Angeles County**.

3. Enter the abbreviation you wish to use into the **Sales Tax ID** field, and then press **Enter**.
4. Enter your **Description** or **Area/State** name in the Description field, then press **Enter**.
5. Enter your **G/L accounts** numbers in the liability and expense fields then press **Enter**.
6. In the **Tax Percent** fields enter the amounts, which comprise the total amount of tax charged (see example below).
7. Press the **Save-F4** button.
8. Repeat **Steps 3 - 7** for each Sales Tax Code.

#### Tax Percentage Example

State	County	City	Federal	Total
3.0000	1.5000	1.0000	0.0000	5.5000

## How Do I Set Up Customers?

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You must set up your customers before you can start tracking their Invoices, Balances, or Accounts Receivable. Follow the steps to create your customers.

**Step 1:** Click on either the **O/E** or the **A/R** menu.

**Step 2:** Next, select the **Setup** menu.

**Step 3:** Click on the menu for **Customer Maintenance**. Complete all the required fields.



**Important Note:** If your customer is to be charged Sales Tax, make sure that you enter the appropriate **Tax Code**.

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**Step 4:** Press the **Save-F4** button.

**Step 5:** Repeat **Step 3** for each Customer.

# How Do I Enter Starting Balances for Customers?

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You can create A/R Transactions to record your customer balances as follows:

1. Click on the **A/R** menu option. A/R is an abbreviation for Accounts Receivable.
2. Next, click on **Enter/Edit A/R Transactions & Payments** option.
3. Press **Enter** on the **Edit Transaction Number** field.
4. Enter the **Date** for the transaction and press **Enter**.
5. Click on **Invoice** for the transaction type and press **Enter**.
6. Type the **Customer ID** and press **Enter**.
7. Type the **Invoice** number and press **Enter**.
8. Enter the **Due Date** for the transaction and press **Enter**.
9. Type the amount of the balance owed in the **Amount** field and press **Enter**.
10. For the transaction description type the words “**Balance Forward**” and press **Enter**. This is an optional step.
11. If you have the G/L module, at this point the program will pre-fill the G/L Debit and Credit entries for you. You can change them if required or press the **Save-F4** button.

# How Do I Track Sales Commissions?

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In order to track sales commissions, the following items must be setup:

1. From the **O/E** menu select **Setup** and then select **O/E Setup**. Select the **Commissions** tab. Check the Box labeled “**Activate Commission Tracking**”. Change any other commission options if required. Click on **OK-F4** to save.

2. From the **O/E** menu select **Setup** and then select **Salesperson Maintenance**. **Enter** and **Save** all your salespeople. This includes setting up their commission rate. If the commission rate of a salesperson varies for each inventory item, then leave the commission rate blank.
3. From the **Inventory** menu, select **Setup** and then select **Inventory Maintenance**. Make sure each applicable item is marked as **Commissionable** in the **Additional Information** tab. In addition, if the commission rate is different for each item, then you can set it up over here in the **Commission Amt** or the **Commission %** fields. In most cases, you would leave these fields blank and set the commission rate in salesperson maintenance. You can also repeat this process for your **Service Codes** in **Inventory** menu.
4. When you create your invoices from now you will be required to enter the **Salesperson ID**. After you save your invoices, you can run your **Salesperson Commission** report from the **A/R, Reports** menu.



**Important Note:** In the **O/E Setup** option (Step 1 in the previous section) you can choose if sales commission is calculated on the Selling Price, Cost of Goods, or Gross Profit Margin. As the default, the program will calculate commission on the Selling Price. However, if you change it to Cost of Goods or Gross Profit Margin, then only **POSTED** transactions will appear on this report. If a transaction you had created does not appear on this report, then check to make sure that the transaction has posted.

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# How Do I Set Up Vendors?

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You must set up your vendors before you can start tracking their Purchase Orders, A/P Invoices, or Balances. Follow the steps to create your vendors.

1. Click on the **P/O, Bank**, or the **A/P** menu.
2. Next, select the **Setup** menu.
3. Click on the menu for **Vendor Maintenance**. Complete all the required fields.



**Important Note:** If your vendor charges you sales tax on a purchase order, make sure that you enter the appropriate **Tax Code**.

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4. Press the **Save-F4** button.
5. Repeat **Steps 3** and **4** for each Vendor.

# How Do I Create Purchase Orders?

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You can create Purchase Orders for your Vendors to receive Inventory items and Services from them. When you receive and post these purchase orders, Inventory, and optionally A/P, are updated.

1. Click on the **P/O** menu option.
2. Enter the **Date** of the Purchase Order and press **Enter**.
3. Enter the **Vendor ID** and press **Enter**.
4. Make sure that the **Ship to Address** is correct and press **Enter**.
5. Complete the PO header fields like **FOB, Ship Via**, etc. When you press **Enter** on the **PO Description** field, the cursor will go to the **Item ID** field.
6. Enter the **Item ID** you wish to order and press **Enter**. The description of the item will show up. Then press **Enter** again.
7. In the **Ordered** column, enter the number of units that you are ordering from the vendor and press **Enter**.

8. The price per unit should show up in the **Unit Cost** from inventory maintenance. If it does not then enter the price per unit and press **Enter**.
9. At this point, the **Tax** and the **Total** fields are automatically updated.
10. Repeat **Steps 6 - 8** for each line item for this PO. Now you are ready to save this PO.
11. You can save and print this PO by checking the “**Print**” box and then click on the **Save-F4** button. Printing of the PO is optional.
12. You can repeat **Steps 2 - 11** to enter more Purchase Orders.

## How Do I Receive a Purchase Order?

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When you create and send a Purchase Order, you will receive the items from the Vendor. At that point, you must receive and post the Purchase Order to update Inventory and optionally the A/P module.

1. Click on the **P/O** menu option.
2. Click on the menu **Enter/Edit Received Purchase Orders**.
3. Enter the number of the P/O that you are receiving in the **Rcvd P.O. No.** field. If you don't know the PO number that you are trying to receive, you can click on the **Browse** button to look up the list of open POs.
4. Make sure the information on the Received PO is correct (i.e. Date, Vendor ID, Ship to Address, and Due Date). Then click **Enter** on the **PO Description** field.
5. At this point, you should be at the **Item ID** field. Click **Enter** to go to the **Units** column. Enter the number of units you received on this PO and click on **Enter**.
6. In the **Price** column, type in the cost per unit and click **Enter**.
7. Repeat **Steps 5 & 6** for each line item on this Received PO.
8. Enter any **Freight** for this PO and click **Enter**.
9. Now you are ready to save this Received PO. You can print this Received PO by selecting the **Print Received PO** box and then clicking the **Save-F4** button.
10. Now that you have entered in your Received Purchase Orders, you can post them to update Inventory and A/P.



**Important Note:** To update A/P, make sure you do the following first: From the **P/O** menu select **Setup**, and then select **P/O Setup**. Make sure there is a check for **Create Unposted Transactions in A/P...**, and then click on **OK**.

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11. Next, click on the **P/O** menu option.
12. Click on the menu **Post Received Purchase Orders**.
13. Enter the **date** you want it to post to and click the **OK** button.
14. This will post your Purchase Orders and update inventory. In addition, an uposted bill will be created in A/P that you can pay later through the A/P menu.

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## How Do I Enter and Pay A/P Bills?

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This will tell you how to enter bill to pay and how to pay them.

You should first setup your **Vendors** as follows:

1. Click on the menu **A/P**.
2. Click on the **Setup** menu and select the menu option **Vendor Maintenance**.
3. Enter a **Vendor ID** and press **Enter**.
4. Complete the information for the vendor and click on the **Save-F4** button.
5. Repeat **Step 3 & 4** for each vendor.
6. At this point, you are ready to **enter your bills and pay them**.
7. Click on the **A/P** menu.
8. Click on the menu **Enter/Edit A/P Bills & Credits**.
9. Type the **Date** for this transaction and press **Enter**.
10. Type the **Vendor ID** and press **Enter**.
11. Make sure the **Invoice** radio button is checked, and press **Enter**.
12. Type the **Invoice Number** for the bill that you have received from the Vendor and press **Enter**.
13. Type the **Due Date** for this bill and press **Enter**.

14. Enter the **amount** for this bill and press **Enter**.
15. Enter the **discount** if any and press **Enter**.
16. Press **Enter** until you get to the **G/L Account ID** column.  
This will bring up your **Accounts Payable** account number.  
Press **Enter** to continue.
17. Enter a **description** for this transaction and press **Enter**.
18. Make sure that it has the correct **amount** in the **Credit column**. If not, then type in the correct amount and press **Enter**.
19. Next, go to the second line. You should be in the **G/L Account ID** column. This is where you need to enter the offsetting account. (The account to which the money is being debited, like an operation expense or an asset account. You can use the **Browse-F3** to find the account you need). Click **Enter** to continue.
20. Make sure that it has the correct **Amount** in the **Debit column**. If not, then type in the correct amount and click **Enter**.
21. To save these transactions press the **Save-F4** key. At this point, you have just **entered a bill**.
22. You can now use the **A/P Pay Bills** (Auto or Manual) option to pay this bill with a check.
23. Now you can update the General Ledger by posting the transaction. Click on the **A/P** menu.
24. Click on the menu option **Post A/P Transactions**.
25. In the **Post Transactions to G/L to This Date..** field, make sure you type in the **Date** of the month that you want the transactions posted to G/L.
26. Click on the **OK-F4** button to **Post** to the **G/L** module.

## How Do I Set Up Inventory, Services, and Messages?

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If you create Invoices or maintain inventory, you must set up your Inventory Items, Service Codes, or Messages as follows:

1. Click on the **Inventory** menu and click on the **Setup** option.
2. Click on the option **Inventory Maintenance**.
3. Complete the required fields.



**TIP!** Be sure to mark the items as taxable if they are taxable. Press the **Save-F4** button to save the item.

4. Repeat **Steps 3** and **4** for each Item. You can select **Service Maintenance** for services that you provide and **Message Maintenance** for messages that you can enter on in Invoice.



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**Important Note:** You cannot edit the following fields from an inventory item: Average Cost, Unposted Returns, Units In Stock, Units on Order, Units on Backorder, Units for Sale, Units on PO, and On Hand Dollars. These fields **must** be adjusted by **Receiving Purchase Orders** or by using the **Inventory Adjustment** feature. For more information, please refer to [page 136](#).

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## How Do I Set Up Manufactured Items?

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Manufacturing feature is required for companies that maintain product kits or assemble inventory items from individual components. Here is how you can set up Manufactured Items.

1. Click on the **Inventory** menu and click on the **Setup** option.
2. Enter the **Inventory ID** and press **Enter**.
3. It should show you the description and current units for this item.
4. Click on the **Manufacturing/Raw Materials** tab. This should bring up the **Raw Material Components** screen.
5. In the field titled **Item ID for Raw Materials**, enter the **Item ID** of the individual component that will be used to manufacture this item and press **Enter**.
6. Enter the **Units** for each item and press **Enter**.
7. Press the **Save-F4** button to save it.

# How Do I Enter Beginning Balances for Inventory?

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In order to update the Units in Stock and the Cost of the Units in Stock, you must use the **Inventory Adjustment** option. In addition, you can use this option to enter the starting balances for your inventory items. Here is how you can adjust an item.

1. Click on the **Inventory** menu.
2. Click on the menu for **Inventory Adjustments** and then select **Enter/Edit Inventory Adjustments**.
3. Press **Enter** on the **Transaction No** field.
4. For the **Transaction Type**, select **Increase Inventory** and press **Enter**.  
(You can also select **Decrease** or **Replace Inventory** if required).
5. Type in the **Date** and press **Enter**.



**Important Note:** If you have G/L installed, this transaction is automatically posted to G/L for the date entered.

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6. Type the **Description** for this transaction and press **Enter**.
7. Enter the Inventory **Item ID** and press **Enter**. It should show you the description and current units for this item.
8. In the **Adjust Quantity By**, enter the total units you want to increase the **Units in Stock** field. After you enter this number, the **New Units in Stock** automatically display. Press **Enter** to continue.
9. Type in the **Unit Cost** and press **Enter**.
10. If you want to change the default selling price, type the **Sell Price** and press **Enter**.
11. You can type in the other fields as required.
12. When you are done, press the **Save-F4** button to save the transaction.
13. The Inventory file is updated automatically.
14. You can repeat **Steps 3 - 12** for other inventory items.

# How Do I Set Up Departments in Payroll?

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If you track payroll for multiple departments then you should set up your department before entering any employees.

1. Click on the **Payroll** menu.
2. Click on the **Setup** menu and select the **Payroll Setup** menu option.
3. Next, click on the **Payroll Department Maintenance** button.
4. Type in the **Department ID** and press **Enter**.
5. Type in the **Department Name** and press **Enter**.
6. Press the **Save-F4** button to save the new department.



**Important Note:** If you have the G/L module installed, the program will use the default chart of accounts for the Employee, Employer & Deductions. If you are using your own chart of accounts, you will need to change the account numbers to match your account list.

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7. Repeat **Steps 4 - 6** for each department.

# How Do I Set Up and Issue Payroll Checks?

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**Important Note:** For detailed and state-specific information about various tax codes, refer to your **Readme** file.

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- Step 1:** Select the **Payroll Setup** option from the **Payroll/Setup** menu. Set up your employee **Deductions**.
- Step 2:** Select the **Payroll Setup** option from the **Payroll/Setup** menu. Select the **Edit SUI/SDI/CA-ETT Rates** option. Set up your employer contributions for these taxes if any. If your state has an employee contribution, the program automatically enters it for you. The employer contribution for this tax only applies to some states. If you are not

sure, contact your State Tax Board to determine your employer rate.

**Step 3:** Select the **Payroll Setup** option from the **Payroll/Setup** menu. Select the **Employees Maintenance** option.

**Step 4:** At the very minimum, enter the following Employee information:

#### **Personal Tab**

- **Employee Name**
- **Marital Status**
- **Department ID** (If you are not sure, enter the number 1)
- **Social Security Number**
- **Tax Table ID**
- **EIC (Earned Income Credit) Status**

#### **Earnings Tab**

- **Pay Frequency**
- **Pay Type**
- **Regular** and **Overtime** rate if Employee is **Hourly** or **Annual Salary** for **Salaried** or **Commission Base** for **Commissioned** employees.

#### **Withholdings Tab**

- Enter the **Federal and State Exemptions** based on what the employee is claiming on the W-4 Form.
- If your city or county charges income tax, enter the **City Rate**. (NY City residents do not have to do this). If you are not sure about the city/county income tax, contact your city/county officials for more information.
- Fill up **other fields** as required.

**Step 5:** From the **Payroll** menu, select the **Auto Process Payroll Checks** and then select the **Auto Pay Payroll Checks** option. The program will automatically present one employee at a time. After typing in the hours, press the **Next** key to go the next employee. After all the employees are processed, you will be able to print the



**Payroll Worksheet** report and then print the **Payroll Checks**.

**Step 6:** Select the **Post Payroll** option to from the **Payroll** menu. This will post the payroll checks.

**Step 7:** At this point your Payroll processing is complete. You can print your Payroll reports from the **Reports** menu.

## How Do I Set Up and Use Job Tracking?

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**Step 1:** From the **Job** menu, select the **Setup** menu option. Check the **Activate Job Tracking** option and click on the **OK** button.

**Step 2:** From the **Job** menu, select the **Job Maintenance** menu option. Complete the fields for the job. At the very minimum, you should enter the information for the **Job ID** and the **Description** fields. Click on the **Save-F4** button to save the information. Repeat this **Step** for all your jobs.




**TIP!** The Job ID is a required field on all your transactions. Sometimes you may not want to enter in a Job ID for a transaction. For such situations, you can create a “dummy” Job ID like the number 99. You can then use the number 99 on all transactions on which you do not want to enter a Job ID.

**Step 3:** When you create an invoice in Order Entry, you will be required to enter a **Job ID**. When you post the invoice, the **Income** portion of the job will increase

**Step 4:** When you create an A/P Transaction or write a check via the Bank Manager, you will be required to enter a **Job ID**. When you post these transactions, the **Expense** portion of the job will increase.

**Step 5:** From the **Job** menu, select the **Job Profitability Statement** menu option. In the Job ID field, enter the **ID** of the job for which you wish to obtain the profit. Make sure you select the correct date range. Click on the **OK** button to print the report.

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 **Important Note:** Only **POSTED** transactions will appear on this report. If a transaction you had created does not appear on this report, then check to make sure that the transaction posted and it had the correct Job ID on it.

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## How Do I Enter Beginning Balances for Property Management?

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This section is designed to get you quickly up and running with Property Management. It will walk you through the steps of creating Buildings, Units, and Tenants. It will also show you how to enter the monthly rents and the previous balances for your tenants. If you have detailed questions about a specific screen, you may refer to the appropriate section in the Property Management chapter.

**Step 1:** From the **P/M** menu, select the **Setup** menu and then select the **Building Maintenance** option. In the **Building Maintenance** screen, at the very minimum type the **Building ID** and the **Building Name** for each of your buildings or apartments.

**Step 2:** From the **P/M** menu, select the **Setup** menu and then select the **Unit Maintenance** option. On the **Unit Maintenance** screen, at the very minimum type the **Building ID**, **Unit ID**, **Rent**, and the **Period** for which the rent is charged. Repeat this for all the units in each of your building(s).

**Step 3:** From the **P/M** menu, select the **Setup** menu and then select the **Tenant Maintenance** option. On the **Tenant Maintenance** screen at the very minimum type the **Tenant ID**, and the **Tenant Name**.

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 **Important Note:** If you wish to create a separate income statement for each building, you must type the **Building ID** (which this tenant will occupy) in the **Department** field. If prompted to add the Department, select **YES** and add the **Department ID**. For more details, please refer to **Tracking Income by Building** section in the **Property Management** chapter.

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**Step 4:** When you have completed the information on the tenant maintenance screen, click on the OK Button. You will be asked the following question – **Tenant saved, move in now?** If you wish to move the tenant into a unit, answer with a **Yes**. If you do not wish to move the tenant, answer with a **No**. You can always move a tenant in to a unit later by using the **Move Tenant In** menu option.

**Step 5:** If you had answered the move-in question with a **Yes**, you will be presented with a **Move Tenant In** screen. Complete all the fields on the screen. Make sure you type in the **Building ID** and the **Unit ID**, which this tenant will occupy.

**Step 6:** Next, you will be asked to enter **Recurring Charges**. An example of a **Recurring Charge** is **RENT**. You can enter the **Description**, **Amount**, **Period** and the **Next Due** date on which this charge is to be applied. Make sure you enter the date as the **next month's date**. We will enter any past balances for tenants in a later step. You can enter multiple charges for each tenant. To do this, simply press the **Next** button. When you have entered the **RENT** information for the tenant, press the **Save-F4** button.

**Step 7:** You will now be asked if you wish to receive a deposit from this tenant. If you wish to receive a deposit, answer with a **Yes**. If you do not wish to receive a deposit,

answer with a **No**. You can always enter a deposit later by using the **Enter/Edit Tenant Transactions** menu option.

**Step 8:** If you had answered the Deposit question with a **Yes**, the **Enter/Edit Tenant Transactions** screen will display now. Complete all the fields on the screen, including the deposit amount. When you click on the **Save-F4** button, you can print a receipt if required.

**Step 9:** Repeat **Step 3** to **Step 8** for each tenant.

**Step 10:** After you have saved all your tenants, you can now enter any balances that they owe from the past. To do this, select the **Enter/Edit Tenant Transactions** screen. Leave the **Transaction Number** empty and press **Enter**. Next, change the **Transaction Type** to **One-Time Charge**. Type the **Tenant ID**, the **Date** of the last charge owed, **Description** and the **Amount** owed. Press the **Save-F4** button. Repeat this process for all the tenants that owe past balances.



**TIP!** If the tenant had a **credit balance** from the past, then you can enter the amount as **Credit Adjustment**.

**Step 11:** At this point you can print your reports from the P/M **Reports** menu

## How Do I Set Up the TimeCard Module?

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The TimeClock is typically used in a network environment. However, you can also use it for a single employee with a single user version. To use the **TimeClock** function, you need to enable the **Security/Password** option.

To do this, select **File** from the upper left hand corner of your entry screen. Next, click on **Company Settings** and select the **Options** tab. Place a checkmark in **Enable Password Protection**.

If you have not already set up passwords for your employees, you can do that by selecting **User and Password Setup** from the **Company Settings** option.

Once you have completed the set up and the user logs in, the program automatically identifies them. The user can go to the **TimeClock** screen to clock in or to clock out.



**Important Note: If you will not be using this function, skip this section and go the next section.**

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The **TimeClock** option will work in one company only. If you have multiple companies, you will need to set up a new base company for **TimeCard**.

Here is the series of steps to set up the **TimeClock** functions:

- Step 1:** If you have multiple companies set up, make sure that you are logged into the company where you want to store the ClockIn or ClockOut hours for your employees. You can select the company from the **File > Open Company** option.
- Step 2:** From the **TimeCard** menu, select **Setup** and then select the **Timecard Setup** option. Set the default settings that apply to you. There are two important setting here. These are at the bottom of the **Timecard Setup** screen:
- **Synchronize Time:** When an employee clocks in or clocks out, the TimeClock needs to record the date and time. This information is obtained from your employee's local computer. To synchronize the times, enter the name of the server computer in the input field **Synchronize time...**



**Important Note:** If an employee changes the date or the time on their computer, they could manipulate their timecard entries. That is why we recommend that you synchronize the date/time on the employee's computer with another computer — usually the server. This synchronization is done automatically, each time the employee clocks in or out.

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**TIP!** If you do not know the name of the server, do the following: Go to the server computer and select **Start > Settings > Control Panel > Network icon**. When the Network properties display, click on the **Identification** tab. The name of the computer displays in the **Computer Name** text box.

- **Use This Company:** Select the company name that you will use to store the **TimeClock** entries for the employees when they clock in or clock out. You will find this aspect useful if you have multiple companies. It allows the employee to be working with any company and still use the **ClockIn/ClockOut** option to record their time in one location.

**Step 3:** From the **TimeCard** menu, select **Setup** and then select the **Employee Maintenance** option. Set up your employees here. The TimeCard program shares the employee file/database with the **Payroll** module.

If you also have the Payroll module installed, your employees' information will be available to the TimeCard module and you only need to use the **Employee Maintenance** screen for editing time-card-specific settings.

**Step 4:** For this step, log in as the system administrator. From the **File** menu, select **Company Settings** and then select **Company Setup**. Select the options tab and then check the **Enable Password Protection** checkbox. Click on the **Save-F4** button. Next, from the **File** menu, select

**Company Settings** and then select **User & Password Setup**. Click on the  button to add a new user.

If you have already added the users before, then you will select **Edit**. In the **Modules** tab, make sure that the **TimeCard** box is checked. Then click on the **TimeCard** tab and click on the options that the employee will be able to access within this module.

If an employee will be using the TimeClock screen to ClockIn or ClockOut, make sure that **TimeClock ClockIn/ClockOut** box is checked. In addition, you must type in the **Employee ID** for each employee from the **Employee Maintenance** option. This is necessary for the program to properly identify the employees when they clock in or clock out.

Your TimeClock setup is now complete. Your employees will now only need to do the following:

1. Start the **VersaPro 2001 Accounting** program.
2. Log in with their **User ID** and **Password**.
3. Select the **TimeCard** menu and then select the **TimeCard ClockIn/ClockOut** option.
4. Click on the **Clock In** or the **Clock Out** button at the bottom of the screen.



**Important Note:** If you have typed the server name in the **Synchronize time...** field in Step 2, the employee will see a black window displaying for a brief moment each time they click on the **Clock In** or the **Clock Out** button. This means the date/time on the employee's local computer is being synchronized with the server.

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# How Do I Enter Beginning Balances for Checkbook?

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To enter the starting balance for the checkbook click on the menu option **Bank**.

1. Click on the menu **Enter/Edit Checkbook**.
2. Choose **Deposit** from the drop down box as the **Transaction Type** and press **Enter**.
3. Enter the optional **Vendor** information. If no vendor is needed, press **Enter** until the cursor gets to the **Date** field. Enter the correct date and press **Enter**.
4. In the field with the word “**Amount**” on the left-hand side, you need to enter the amount of the beginning balance and press **Enter**.
5. In the **Memo** field, you can enter a memo if you would like to, and press **Enter**.
6. In the **Reference** field add a reference number if needed and press **Enter**.
7. In the **Checking Account** field, make sure that you have the right checking account number (from the chart of accounts) that you wish to have the deposit entered into and press **Enter**.
8. In the **Disbursement** field, enter the account number from which the money came from – such as account #31010 Owners Equity, or any other Capital/Equity account. Owner’s Equity would be an example of an Owner starting a company with their own money (out of pocket). Press **Enter** to continue.
9. Once you have completed filling out the form click on the **Save-F4** button.



You can repeat the steps above for any other checking accounts, savings accounts, or any other bank account that needs a beginning balance.



At this point, you have saved the transaction and updated you chart of accounts with a beginning balance.

10. Make a backup using the **Backup** button on the toolbar.
11. From the **Bank** menu, select the **Post Checkbook** menu option.
12. In the **Post Transactions to G/L to This Date...** field, make sure you type in the date for the month you want to post these transactions to G/L.
13. Click on the **OK-F4** button to post to the G/L module.

## How Do I Enter Beginning Balances for G/L Accounts?

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If you are using General Ledger, follow these steps:

1. **Enter, verify, and post** starting balance information in all the modules (like Bank Manager, Customers, Vendors, Inventory etc.) other than G/L. It is very important to verify and then post the information before going to the next step. The steps to enter information for each module are listed later on in this document.
2. After you have entered and posted information for the other modules, **print your G/L Balance Sheet and Income Statement.**

Often, because of the posting in step 1 above, these **balances may not match** your actual Balance Sheet or Income Statement. In such a situation you must make **Adjusting Journal Entries** to correct the account balances. You can make adjusting entries using the **Enter/Edit G/L Transactions** option in the **G/L** menu. You can enter G/L Transactions as follows:

3. From the main screen of the program, click on the **G/L** menu.
4. Select the **Enter/Edit G/L Transactions** option.
5. Once the G/L transaction screen opens, type **JE** in the **Journal Source** field and press **Enter.**



**TIP!** **Do not use AP, OE, PY, AR, CK, IV, or PO** in this field. These “codes” are reserved for use by the program exclusively.

6. Enter the **Journal Date** you want for this transaction and press **Enter**.
7. At this point, the cursor should now be in the “**Account ID**” column. Type in an account number (such as 11010 for checking). If you do not know the account number click on the **Browse-F3** button to view a list of accounts. (If you clicked on the **Browse-F3** button, select the account you wish to make the entry and press the **OK-F4** key or double click on the desired account).
8. After selecting the account, the account number should show up in the **Account ID** column. If it does then press **Enter**.
9. If the account appeared in the column and you pressed enter your cursor should now be in the description field. In this field, you may type the nature of the transaction such as the words “Beginning Balance”. You may abbreviate it by typing “Beg. Bal.”
10. Once you have entered your description, press **Enter** to move to the **Debit** column. (Pressing **Enter** again will take you to the **Credit** column.). Type in the **Amount** of the debit or credit followed by pressing **Enter**.
11. Move to the **Account ID** column on the next line down using your arrow keys on your keyboard (Or you can use the **Enter** key).
12. On this line, you make the offsetting entry to create the “in balance” situation. Please refer to a sample of a double-ended entry at the end of these steps.
13. Repeat steps 4 - 9 as necessary to enter beginning balances on the remainder of your accounts requiring a beginning balance.
14. Once you have completed filling out the form, click the **Save-F4** button.
15. At this point, you have saved the transaction and updated you chart of accounts with a beginning balance.
16. Make a backup using the **Backup** button.

### Sample double-ended entry:

Account	Account Name	Description	Debit	Credit
11010	Checking	Beginning Balance	\$1000	
31010	Owners Equity	Beginning Balance		\$1000
		Totals	\$1000	\$1000

### Commonly Used Terms in General Ledger

- **Debit:** Application of Money (+)
- **Credit:** Source of Money (-)

## How Do I Backup My Data Files?

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Data backup is a very important process. Not backing up data is like driving your vehicle without insurance. We recommend that you back up after each session of data entry or before posting. In addition, keep multiple sets of backup disks and rotate through these sets. Here is how you can back up your data.

1. Select the **File** menu.
2. Next, select the menu for **Data Utilities**.
3. Select the menu for **Backup Data Files**.
4. If you are backing up to a drive other than **A:**, change the drive letter and then click on the **OK** button.

## How Do I Restore My Data Files?

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1. Select the **File** menu.
2. Next, select the menu for **Data Utilities**.
3. Select the menu for **Restore Data Files**.
4. If you are restoring from a drive other than **A:**, then change the drive letter and then click on the **OK** button.

# How Do I Set Up Preprinted Forms?

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This program supports various styles of forms (Invoices, Checks and Statements). When you go to print any form like a check, you can select the appropriate **Form Style** at that time.

You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms.



**Important Note:** This program is designed to print on forms supplied by ZLand Forms only. You may have alignment problems with forms supplied from a different manufacturer. We guarantee compatibility only with forms supplied by ZLand Forms.

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Please refer to the on-line Forms Brochure included with the program for information on ordering forms **or FREE SAMPLES**. You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms. For placing an order or obtaining **FREE FORM SAMPLES**, ZLand Forms can be reached at

**(800) 2-BUY FORMS**

# How Does Reindexing Work?

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Just as you use the index at the back of this manual to quickly search for information, the program uses index files to locate your data.

Some times the index files can become corrupted due to a variety of reasons. Some of the most common reasons are rebooting, or shutting windows without exiting the program, hard disk problems, incorrect system set up (low RAM/memory), and so on. As a result, the program might give you an error message or not furnish correct information.

You can reindex as follows.

1. Click on the **File** menu.
2. Select the **Data Utilities** menu.
3. Next, select **Reindex Data Files** menu option.
4. Click on the **YES** button. This will reindex your data files.



**Important Note: Reindexing** should be done **once a month** if you are not putting in a lot of data. Reindexing should be done **once a week** if you are putting in a lot of data.

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## How Do I Print to the Correct Printer?

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You can select your printer in two ways:

1. Select the **Printer Setup** option from the **File** menu to bring up the standard Printer Setup window.
2. At the time of printing your reports, do the following:

**Step 1:** Select your report output to go to the Printer.

**Step 2:** A Printer Setup button is enabled at this point. Click on this **Printer Setup** button to select the printer.



**Important Note:** As this program uses the standard printer drivers that are available with Windows, refer to your Windows manual for more information on Printer Setup.

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## How Do I Send E-Mail?

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You can use the **Send Mail** option from the **File** menu to send mail to another user. The Send Mail option invokes the Microsoft

Exchange™ or the Microsoft Outlook™ program. In addition, you when you go to print most of your reports, you can send the report to Microsoft Exchange™ or Microsoft Outlook™ instead of your sending it to the printer. The report is sent as a text file attachment to your e-mail.

Please refer to your documentation supplied by Microsoft on using Microsoft Exchange™ or Microsoft Outlook™.



**Important Note:** You must have Microsoft Exchange™ or Microsoft Outlook™ installed and running to use this option within this program.

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