
The File Menu

Overview

This section will discuss the options available in the **File** menu. The options listed in this menu are common to the entire accounting system.

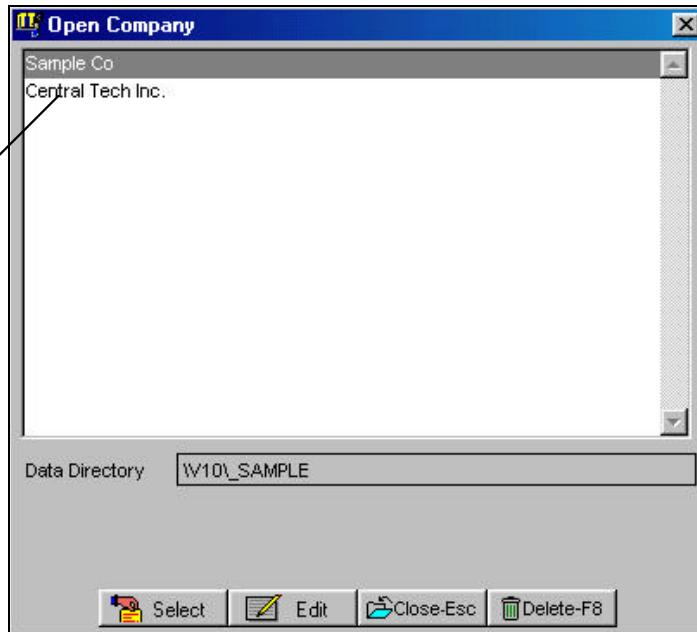
New Company

This screen will launch the **Smart Setup Assistant** that will allow you to create a new company. For a detailed description of this process, please refer to the section on **Setting Up A New Company**.

Open Company

You can use this screen to a company.

Double Click here
to select and open
the company



The following buttons are available on this screen

Select: Highlight the company you want to work with, and click on the **Select** button to activate it.

Edit: Click on this button to make changes to the company name for the existing company. This button will be disabled if you highlight the active company. You can change the name of the active company from the **Company Setup** option in the **File** menu.

Delete: When you click on this button, the program will (after you confirm) delete the company name from the list of companies. It will **not delete** associated data files for this company. This button will be disabled if you highlight the active company.

Cancel: This option will close the window without any changes.

How Do I Change the Data Directory?



Important Note: The data directory listed on this screen points to the folder (directory) that contains the data for this program. You cannot change this once a company has been created. If you had incorrectly entered the Data Directory name at the time of creating the company, you can change it as follows:

- Step 1:** From the **File** menu select the **Open Company** option and open any other company **except** the company whose **Data Directory** you wish to change.
 - Step 2:** From the **File** menu select the **Open Company** option and select (highlight) the company whose **Data Directory** you wish to change.
 - Step 3:** Next click on the **Delete** button and delete the company from the list.
 - Step 4:** From the **File** menu select the **New Company** option create the same company name that you had just deleted. Make sure you select the **Modify Path** button and type in the correct **Data Directory** name after typing the company name.
-

Company Settings

Company Setup

The **Company Setup** screen is used to set up your company name and address, default posting accounts and settings common to the entire company. There are two Tabs on the screen. We will discuss the options on each Tab below.

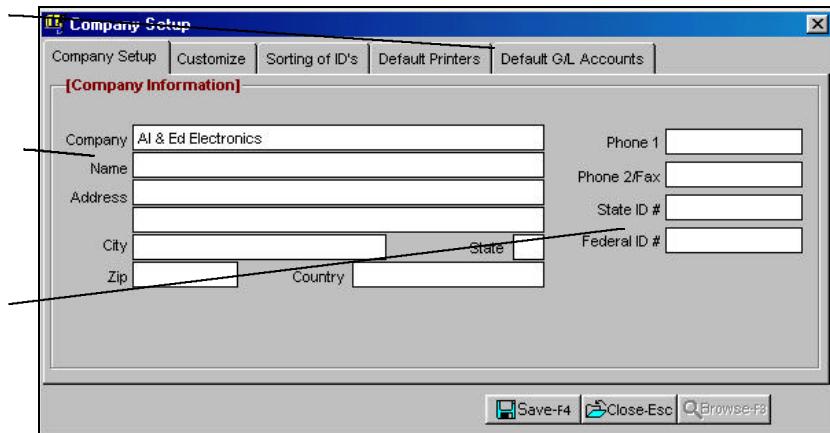
Company Setup

The settings for the **Company Setup** screen are discussed below:

These are default posting accounts.

The Company Name and address will print on reports.

These Tax IDs are used for Payroll reports.



Name: Enter the name of the company contact person. You can leave this blank if desired.

Address: Enter the address of your company. The information entered for the name and the address will be used by most of the reports, invoices, and statements in the system.

Phone1: Enter the phone number for your company.

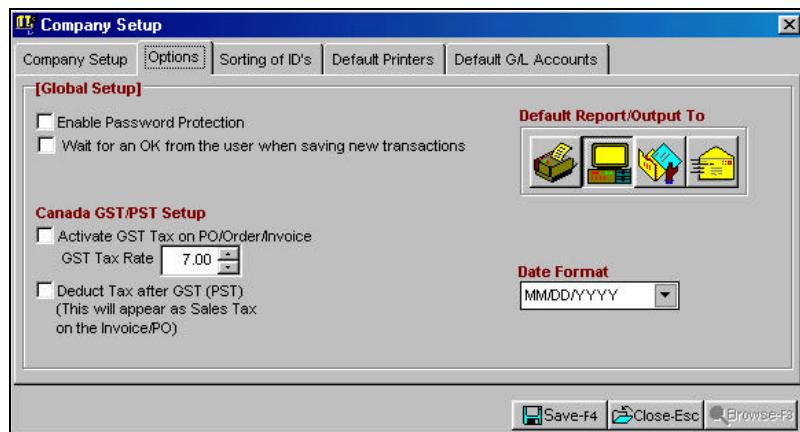
Phone2/Fax: Enter the Second Phone or the Fax Number for your company.

State ID Number: Enter your State Tax ID number here.

Federal ID Number: If an individual owns the company, enter the individual's Social Security number here. If the company has a Federal ID number, then enter it in this field.

Options

The settings for the **Options** screen are discussed below:



- **Enable Password Protection:** Check this box to enable password protection option. You can set up users and passwords in from the **File -> Company Settings – User & Password Setup** menu option.
- **Wait for OK when saving new transactions:** If this box is checked, then when saving the following new transactions, then the program will wait for you. When you click the **OK-F4**, then the message that says “Saving transaction number....” will be cleared from the screen. This applies to saving the following transaction types listed as follows:
 - Purchase Order
 - Received Purchase Order
 - Sales Order
 - Invoice
 - Invoice Return
 - A/R Transaction & Payments
 - A/P Invoice
 - A/P Payment
 - Property Management Transaction
 - G/L Transaction

This will allow the new transaction number to stay on the screen until you are ready for it to be cleared.

- **Activate GST Tax on PO/Order/Invoice:** This option enables the program to calculate the Goods and Services Tax (GST) for Canadian users. The default G/L posting account for GST Taxes are on the **Default G/L Accounts TAB** and are called **GST Expense and Liability Accounts**.
- **Deduct Tax After GST:** If you have PST tax in Canada, check this option to enable its calculation. The PST Tax will print as Sales tax on the invoice.
- **GST Tax Rate:** Enter the GST Tax rate in this field. The program includes the correct rate at the time of shipping.
- **Default Report/Output To:** Sets the default output device for printing forms and reports. You can select **Printer, File, Screen or E-Mail**.
- **Date Format:** You can select the date format based on the country you are in. As a default, the program is set to the US date format.



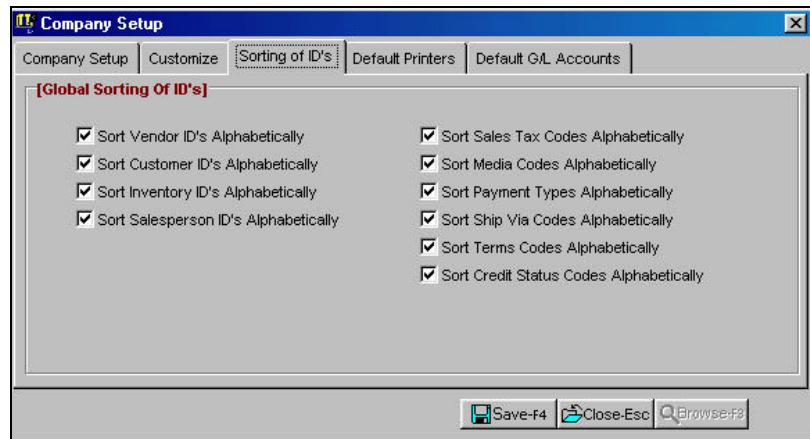
Important Note: Make sure that you select MM/DD/YYYY date format for USA.

Date Format	Sample Date	Actual Date Will Be Displayed As
MM/DD/YYYY	January 15, 1998	01/15/1999
YYYY.MM.DD	January 15, 1998	1999.01.15
DD/MM/YYYY	January 15, 1998	15/01/1999
DD.MM.YYYY	January 15, 1998	15.01.1999
DD-MM-YYYY	January 15, 1998	15-01-1999

Sorting of IDs

You can choose if IDs (like Vendor, Customer, Inventory etc.) are to be sorted Alphabetically or Numerically. If you check the box next to the IDs, then they will be sorted Alphabetically. If you want to sort the IDs numerically, then you can uncheck the appropriate box. These settings for sorting will affect both browsing and printing of the information

After you save and close the Company setup screen, you should reindex your files so that they are sorted in the correct order. For more information on Reindexing, please refer to [page 175](#).



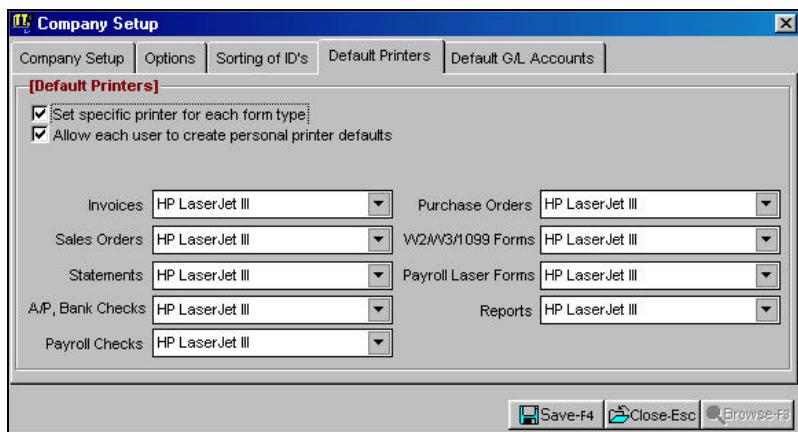
Use Alphabetical sorting if your IDs contain Alphabets (e.g. A, B, C, etc) and/or numbers (e.g. 1, 2, 3 etc.). Use Numeric sorting if your IDs contain numbers only (e.g. 1, 2, 3 etc.).

You can set the sorting status for the following IDs.

- Vendors
- Customers
- Inventory
- Salespeople
- Sales Tax
- Media
- Payment
- Ship Via
- Payment Types
- Ship Via
- Terms Codes
- Credit Status

Default Printers

There is a checkbox on this screen labeled as “**Set specific printer for each form type**”. If this is checked, then another checkbox will also appear, marked as “**Allow users to create personal printer defaults**”. This will allow you to choose which printer will print different types of forms.



If you have a single printer connected to your computer, then you should **not** check the “Set specific printer” checkbox. The program will continue to print to the Windows default printer as it always has.

If you have multiple printers connected to your computer or you have access to multiple printers across a network, then you can select a particular printer to be used for different types of printouts. The categories of printouts that are available are:

- Invoices
- Sales Orders
- Statements
- Accounts Payable and Bank Manager Checks
- Payroll Checks
- Purchase Orders
- W-2, W-3 and 1099 Tax Forms
- Payroll Laser Forms
- Reports

This is useful if, for example, you have a draft quality printer that you want to use for sales orders, a high-speed printer for reports and a high quality printer that you want to use for invoices, checks and tax forms. Instead of using “Printer Setup” from the File menu to choose your printer each time, you can set a default printer for each of these types.

In addition, if you allow users to set his or her own printer defaults, each individual user can set a default printer for each individual form. For example, your bookkeeper may want to use your common report printer for most accounting reports. But, she may want to use a printer located in her office to print payroll reports. With the user default option selected, your bookkeeper can select the correct printer for each payroll report and save that setting just for her.

To use this option mark the checkbox “Set specific printer for each form type.” If you want your users to be able to set their own individual defaults, then also mark the checkbox “Allow users to create personal printer defaults.” Next for each category of printouts, choose a printer from the drop-down list. This list will show you all of the printers that are available on this computer. In a network environment, this setting should be made from the Server computer. Click on the **Save-F4** button to save the settings.



Important Note: For this function to work correctly in a network environment, all users must have a connection to the printer names you specify on this screen. If you specify a default printer which a user does not have access to, then the user will see the words “Choose Printer” in the drop down list. If they print without selecting a printer from the drop down list, the output will be sent to the printer set as default in Windows.

When you go to print a form or report to the printer, you will see a drop-down box, which shows the default printer that will be used. You can override this default by choosing a different printer from the drop-down box.

If you have activated the ability for users to set their own defaults, then you will also see a small “save”  button next to the printer

name. This button has a picture of a diskette on it. If you want to use a different printer and save it as your default, then first select the printer you wish to use for this particular printout. Then, click on the small “save” button next to the printer name. Your individual setting will be saved. You can print the report or form by clicking on the OK button as usual.

Note that user defaults are saved based on the user ID that is currently logged into the accounting program. If you go to a different computer and log on using your ID, then all of your defaults will appear. If you use your computer, but log on with a different user ID, then your defaults will not appear. Instead, the defaults for the user ID that you used will appear.



Important Note: For this function to work correctly in a network environment all users must have a connection to the printer names you specify on this screen. If you specify a default printer which a user does not have access to, then the user will see “Choose

For example, let's say you setup a printer driver named “HP Laser III” on a workstation#1 and set it to be the invoice printer in the company setup screen. Also assume workstation#2 does not have a printer driver called ‘HP Laser III’. When a user on workstation#2 goes to print invoices, instead of defaulting to “HP Laser III”, the program will display the default printer name as “Choose Printer”. This will force the user to select an appropriate printer each time they print invoices on workstation#2. The solution to this is to install a printer driver called “HP Laser III” on workstation#2.

Default G/L Accounts

Account Information: This area requires you to enter the default accounts that will be used by the program. When you select **Posting** from any of the menus, these accounts are used to create posting entries in General Ledger. These accounts are listed below with the default account numbers from the Sample Chart of Accounts.

Company Setup		Options	Sorting of ID's	Default Printers	Default G/L Accounts
[General Ledger - Default Posting Accounts]					
Receivable Account	12010	Cash Account	11010		
Income Account	41010	Payable Account	21010		
Freight Income	42010	Discount on Purchases	42050		
Discount on Sales	52040	Freight Expense	52330		
Bad Debt Account	52320	G.S.T. Liability	24030		
Inventory Account	13010	G.S.T. Expense	54050		
Cost Of Sales Account	51010	Retained Earnings Account	31030		
Inventory Adjustment-Expense	52010	Profit/Loss Account	31020		
Inventory Adjustment-Liability	23030	(Do not enter the Retained Earnings Account No. for the Profit/Loss Account)			
Unpaid Credits Account	23060				
<input type="button" value="Save-F4"/> <input type="button" value="Close-Esc"/> <input type="button" value="Browse-F3"/>					



TIP! You may replace these account numbers with your own if needed. However, you **MUST** have an account for each field.

12010 – Receivable Account: This is an account of the type **Account Receivable** and is used by the Order Entry and Accounts Receivable and POS modules to post the sales, payment, and adjustment and finance charge amounts.

41010 – Income Account: This is an account of the type **Income** and is used as a default account when creating new Inventory items.

42010 – Freight Income: This is an account of the type **Other Income** and is used to post the freight amount from Order Entry and POS Modules.

52040 – Discount on Sales: This is an account of the type **Operation Expenses** and is used by the Order Entry and POS modules to post the discounts given.

52320 – Bad Debt Account: This is an account of the type **Operation Expenses** and is used by the A/R Transaction option to post Credit Adjustments.

13010 – Inventory Account: This is an asset account of the type **Inventory** and is used to post the amount for inventory sold (Order

Entry or POS modules) or purchased (Purchase Order module) or adjusted (Inventory module).

51010 – Cost Of Sales Account: This is an expense account type of **Cost Of Sales** and is used as a default account when creating new Inventory items.

52010 – Inventory Adjustment Expense: This is an account of the type **Operation Expenses** and is used by the Inventory Adjustment option to post adjustments to General Ledger when you **decrease** the Quantity in stock of an item.

23030 – Inventory Adjustment Liability: This is an account type of **Other Current Liability** and is used by the Inventory Adjustment option to post adjustments to General Ledger when you **increase** the Quantity in stock of an item.

23060 – Unpaid Credits Account: This is account of the type **Liability** This account is used by Order Entry to post refunds issued against return invoices. When a return invoice is created and then refunded using the Refund Amount field (and the payment method is marked to make a deposit into the Bank Manager checkbook) then the amount of the refund will be posted to the Unpaid Credits account. When the refund check is posted, this account will be cleared of the refund amount.

11010 – Cash Account: This is an account of the type **Cash** and is used by the Bank Manager to post to the General Ledger checking account. This will be the default account on all screens that require the Cash/Checking Account.

21010 – Payable Account: This is an account type of **Accounts Payable** and is used as a default account for all Accounts Payable Module postings.

42050 – Discount On Purchases: This is an account of the type **Other Income** and is used by the Accounts Payable module to post discounts taken on early payment of bills.

52330 – Freight Expense: This is an account type of **Operation Expenses** and is used by the Purchase Order module to post freight paid on Purchase Orders.

24030 – GST (Goods & Services Tax) Liability: This is an account of the type **Tax Liability** and is used to post the GST sales tax collected on Invoices.

54050 – GST (Goods & Services Tax) Expense: This is an account of the type **Tax Expenses** and is used by the Purchase Order to post GST Taxes paid.

31030 – Retained Earnings Account: This is an account of the type **Capital/Equity**. It is used on the G/L Balance Sheet and Trail Balance report to calculate the profit/loss earnings from the time your company was created until the closing of the last fiscal year.

31020 – Profit/Loss Account: This is an account of the type **Capital/Equity**. It is used by the G/L Balance Sheet and the Trial Balance report to calculate the Profit/Loss from the Income/Expense accounts.



Important Note: Make sure that you DO NOT ENTER the same account number for Retained Earnings and the Profit/Loss Account. Each account has a unique purpose in calculating your G/L Financial statements. These two accounts must be unique for the G/L balance sheet and trial balance reports to print correctly.

User and Password Setup

You can select the **Company Settings / User & Passwords** menu option to enter the users and passwords in the system. When you are ready to add a new user to the system just press the **New** button. Each user can be granted access to each individual module. In addition you can mark a user as a **System Administrator** so that the user has unlimited access to the system.



Important Note: Keep your passwords in a safe place. There is no way to recover a lost password.

You can add, edit, or delete a user if you meet **one** of the following conditions:

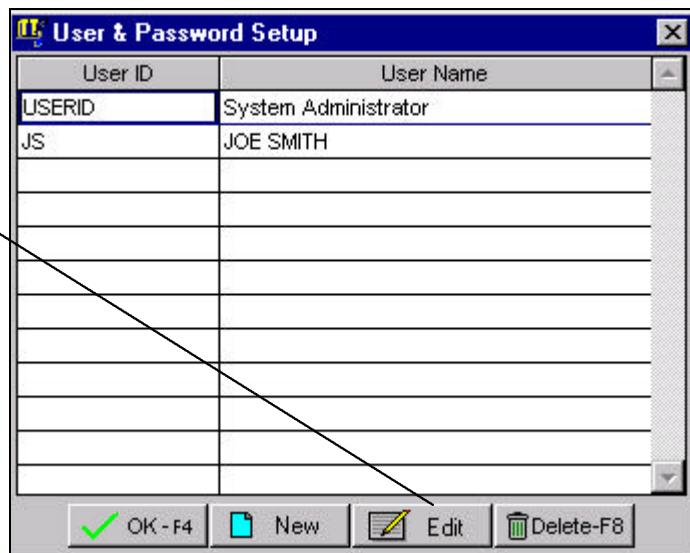
1. Password protection is **enabled** and you are marked as a System Administrator.
2. Password protection option is **disabled**.

If password protection is enabled, and you are not marked as a System Administrator, then you can only change your own password from the **User and Password Setup** option.

When you select the **User and Password** option, you will be presented with a list of users. The first column in the list will have the **User ID** and the second Column will have the **User Name**.

Click here to edit the highlighted user.

Click here to add a new user.



Enable Passwords

When you start the program for the first time, password protection is disabled. To enable password protection you must do the following:

- Step 1:** Make sure that the **User & Password** screen is closed.
- Step 2:** Select the **Company Settings / Company Setup** option from the **File** menu.
- Step 3:** Select the **Options Tab**.
- Step 4:** Check the box that states **Enable Password Protection**.
- Step 5:** Click on the **OK** button. The next time you start the program, you will be asked to enter the **User ID** and **Login Password**. You can enter following:

User ID: USERID

Password: ADMIN

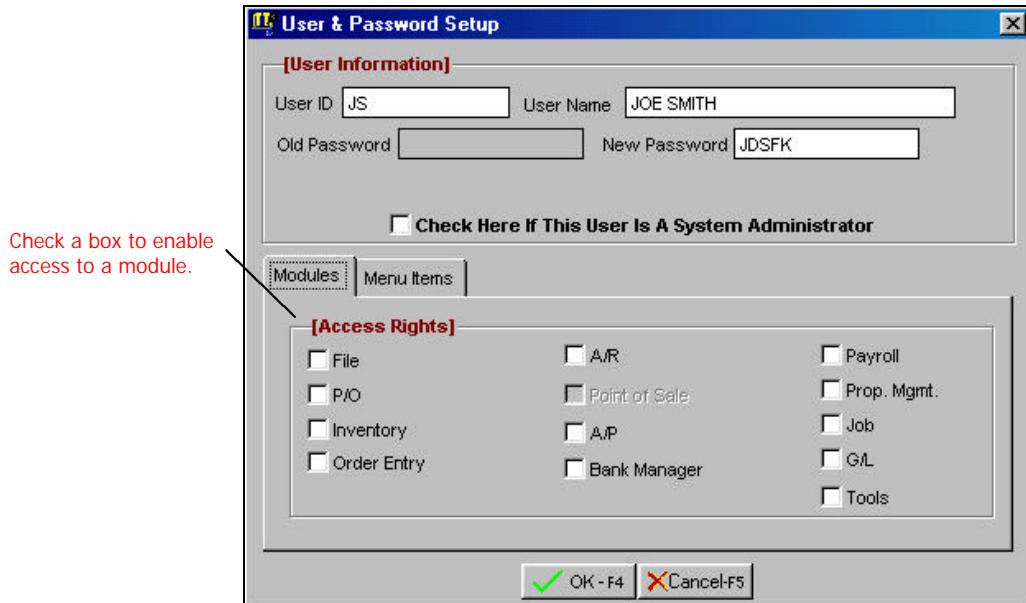
The above information is the **default password for the system administrator**. You can change this password.

Adding a New User

To **add** a new user, do the following:

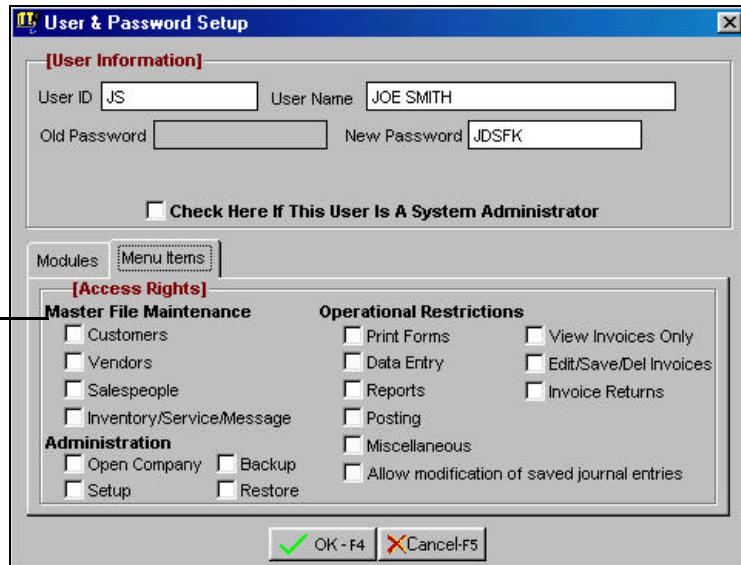
- Step 1:** Select the **User & Password** option from the **File / Company Settings** menu.
- Step 2:** Click on the **New** Button.
- Step 3:** Type in the User ID, User Name, Password, and select the security settings. Listed below is a detailed explanation of each option on this screen.

User ID:	Enter the User ID for this user. When you start the program, you will be asked to type in the User ID and Password. The User ID is used to determine the name of the user logging in. It will also determine what parts of the program the user can access in the system.
User Name:	Type in the name of the user.
Old Password:	If you are adding a new user, this field will be blank. If you are editing an existing user, the field will display the old password.
New Password:	Type in the password for the user. When the user is asked for the User ID, the password will also be required for confirmation.
System Administrator:	Check this option if the user will have the authority of a System Administrator. A System Administrator has access to all the options in the system. The System Administrator can also access and modify User and Password information for any other user.



Access Rights: If the user is a System Administrator, then the Access Rights for all the modules will be disabled. This is because the System Administrator has access to all options. If the user is not a System Administrator, you can individually enable or disable access to each module.

In addition you can limit access to menu options within a module. Each item discussed below, enables access to certain options in the modules the user can access.



Master File Maintenance

- **Customers:** Enable access to the customer maintenance screen
- **Vendors:** Enable access to the vendor maintenance screen
- **Salespeople:** Enable access to the salesperson maintenance screen
- **Inventory/ Service/ Message:** Enable access to the Inventory, Service, and Message entry screens from the Inventory module

Administration

Open Company: This will enable the user to access the Open Company option. Please note that the **System Administrator** is the only person that can create a **New Company**.

Setup: Enable access to **Setup Menu** within each module like O/E Setup, P/O Setup etc.

Backup: Enable access to backup data

Restore: Enable access to restore data

Operational Restrictions

Print Forms: This will allow the user to print forms like invoices, purchase orders, etc.

Data Entry: This will allow the user to access the data entry options in the module. An Invoice screen or a Checkbook screen is a data entry screen.

Reports: This will allow the user to print reports.

Posting: This option will allow you access to the Posting option in a module. This will not apply to those modules that do not have the Posting option.

Miscellaneous: The menu items affected by the “Miscellaneous” option are Smart Assistant, Smart Setup Checklist, Customize Toolbar, Activate System Toolbar, Notepad, Wordpad, Explorer, and System Editor.

Allow modification of saved Journal Entries: Enable access to modify a saved journal entry. You will still not be able to edit or delete postings from other modules.

View Invoices Only: The user can view an existing invoice, but cannot save or delete it. This applies only to Invoices, Invoice Returns, but not to Sales Orders.

Edit/Save/Del Invoices: This option will allow the user to **Edit**, **Save**, or **Delete** Invoices and Invoice Returns.

Invoice Returns: User can add, edit, and delete invoice returns.

Editing a User

Here are the steps to **Edit** an existing user:

- Step 1:** Select the **User & Password** option from the **File/Company Settings** menu.
- Step 2:** Click on the user you wish to edit.
- Step 3:** Click on the **Edit** Button. The User screen will be displayed. You can make any changes and click on **OK** to save or **Cancel** to abort.

Deleting a User

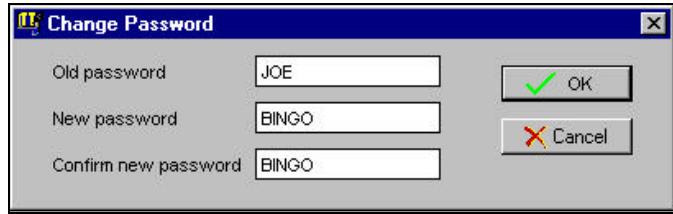
Here are the steps to **Delete** an existing user:

- Step 1:** Select the **User & Password** option from the **File/Company Settings** menu.
- Step 2:** Click on the user you wish to delete.
- Step 3:** Click on the **Delete** Button. Click on the **Yes** button to delete the user.

Changing Your Password

Here are the steps to **Change your Password**:

- Step 1:** Select the **User & Password** option from the **File/Company Settings** menu.
- Step 2:** If you are a System Administrator, click on the **Edit** button to edit a user. If you are not a System Administrator, you will see the following screen. This screen will let you change your existing password.



Step 3: Type in your old password. Next type in the new password two times to confirm the change. Press the **Enter** key. Click on **OK** to save or **Cancel** to Abort.

Data Utilities

Back Up Data Files

Why Should I Back up My Data?

Data backup is the only way to:

- Recover from a hard disk crash
- Recover from a damaged data file
- Recover from the loss of your computer/data in case of a disaster like an earthquake or a fire
- Undo the posting process
- And a host of other reasons

When Do I Back up My Data?

You should always back up your data before posting. In addition, you should back up before installing any program updates or after entering data in the system. We recommend that you back up on a daily basis.

How Do I Back up My Data?

To back up your data files:

Step 1: Select the **Backup** option in the **File/Data Utilities/Backup Data Files** menu.

Step 2: Place a **blank formatted disk** in the disk drive.

Step 3: Click on **OK** to continue.



Important Note: We recommend that you keep at least **three sets of backup disks** and use them cyclically.

Restore Data Files

When Do I Restore My data?

Typically you would need to restore your data:

- If you had a problem with damaged data
- You want to bring your data back to a certain point in time (as in the time of creating the backup).

How Do I Restore My Data?

To restore your data files from a previous backup:

Step 1: Select the **Restore** option in the **File/Data Utilities/Backup Data Files** menu.

Step 2: Place **Disk #1** of your previous backup in the disk drive.

Step 3: Click on **OK** to continue.



Important Note: Restoring data completely replaces your existing data with the data stored on the backup disk. We recommend backing up your existing data to a new disk before restoring old data.

Reindex Data Files

What Is an Index?

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.

Why Do I Need to Reindex?

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

When Do I Need to Reindex?

If you get an error message, or if information on reports or browse screens seems to be incorrect, you should Reindex your data files. It is advisable to Reindex your files usually before you post. This will not only ensure correct postings but also allows the program to quickly search and report correct information. Reindexing will never harm your data. You can Reindex as many times as you want to.

How Do I Reindex?

To Reindex your data files, select the **Reindex Data Files** option from the **File/Data Utilities** menu. Click on the **OK** button to start the indexing process. The program will inform you when Reindexing is complete.

Recalculate Balances

Normally, the system will automatically track balances for Clients, Vendors, Inventory, and General Ledger. You will need to use this option only if the balances are incorrect due to a system anomaly.



Important Note: Use this option only when advised by a Support Technician.

This program updates the following:

- Client Balances
- Vendor Balances
- Inventory Costing Information (LIFO/FIFO Stack)
- Inventory Maintenance for Units on PO, Unposted Returns, Dollars on Hand, Units on Back Order, and Committed fields

Import

If you are upgrading from our existing **DOS (Version 3.0 or higher)** or **Windows (Versions 3, 4 or 5 only)** version you will be able to import the data. If you have a windows version 9 or higher o

For more details, please refer to the chapter **Importing Your Data**.

Export

You can selectively export the contents of a data file using the Export wizard.

How Do I Use the Export Wizard



Important Note: Before you export your file, ensure that no other workstation is running the application on the network and that you do not have another copy of the application running on your local machine. We also recommend that you reindex the data and backup the data before exporting your file.

To export data using the Export Wizard, follow these steps.

Step 1: Choose **File, Data Utilities, Export**. The Export Wizard displays a list of files associated with each module.



Important Note: You can only export one file at a time.

Step 2: In the **Export Wizard**, select the file for export from the left pane. A red check appears next to the file in the left pane and the selected file name displays in the right pane. Click **Next**.

Step 3: The **Export to a File** window displays all the records of the selected file.



Important Note: If the file is empty, no records display and you cannot move to the next step.

You may export a selected set of data (either by records or by fields). Click **Options** and the **Field Picker** window displays the list of available fields and the scope of the export.

Scope applies to the records in the file. **All** will export all the records. **Next “n”** ($n =$ a number greater than 0) will copy the specified number of records starting from the current record. Current record is determined by the position of the cursor in the list. For example, if your cursor was on the 3rd record in the list and you entered 10 as the number, the next 10 records beginning with the

current record will be exported. **Record “n”** will export only the details of the specified record. The record number must be within the range 1 to the total number of records. **Rest** affects a range of records beginning with the current record and ending with the last record in the file. If you do not want all the fields to be exported, you can select the necessary and required fields by choosing from the list of all fields.

Select from the previously listed options, and click **OK** to return to the **Export to a File** window. Now, click **Next** to create your new file.

Step 4: A predefined list of seven file types is provided. Specify the type of file that best suits your export requirement. Type a file name or use the Browse button to specify the location of the file. Click **Next**.

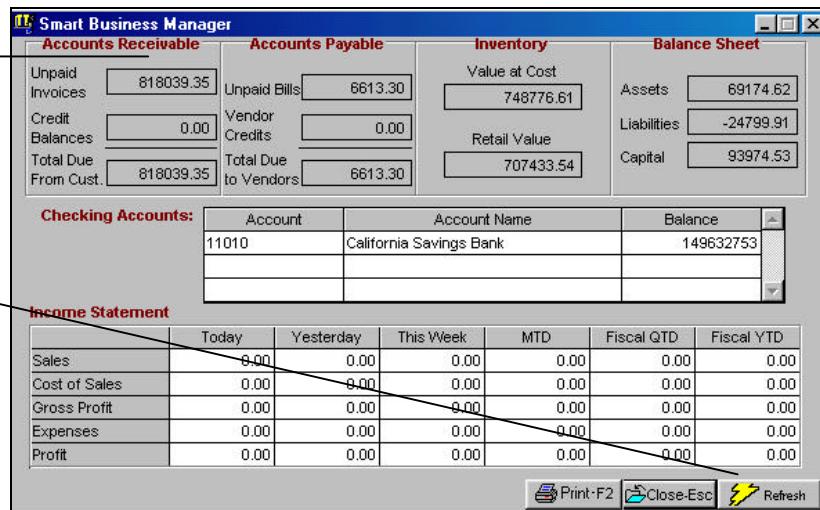
Step 5: Click **Finish** to export the data.

Smart Business Manager

The Smart Business Manager provides you with an instant and a real-time overview of your company's finances. This is an excellent tool that the owner or a manager of a business can use to manage the daily operations, without running dozens of reports.

Double Click on
any of these
sections to see
transaction
details that add
up to these
balances.

Click here to
recalculate
the balances
on this screen.



When you choose Smart Business Manager from the **File** menu, the program will calculate and display the following figures:

Accounts Receivable: Total of current outstanding invoices (including finance charges), total of all credit balances, and the overall Receivables total. To see the details of the Accounts Receivable transactions, just double-click on the “Accounts Receivable” section of the Smart Business Manager screen. Both posted and unposted transactions will be shown in these totals. The program will list the customers and their balances. You can further double-click on a customer to view the transaction list in customer maintenance. While you are in customer maintenance you can double-click on a summary transaction to view the transaction detail.

Accounts Payable: This is the total of current outstanding invoices, total of all credit balances, and the overall Payables total. To see the details of the Accounts Payable transactions, just double-click on the

“Accounts Payable” section of the Smart Business Manager screen. Both posted and unposted transactions will be shown in these totals. The program will list the vendors and their balances. You can further double-click on a vendor to view the transaction list in vendor maintenance. While you are in vendor maintenance you can double-click on a summary transaction to view the transaction detail.

Inventory: The current inventory value displays, as well as the retail value (based on each item’s selling price). To see the details of the inventory value, double-click on the “Inventory” section of the Smart Business Manager screen. Inventory value is updated only at the time of posting. Therefore, unposted transactions will not affect the inventory value. The program will list the inventory items and their “Dollars On Hand”. You can further double-click on an Inventory ID to view the Inventory Maintenance details.

Balance Sheet: This section displays only if you have the General Ledger module installed. To see the details of the Balance Sheet transactions, just double-click on the **Balance Sheet** section of the **Smart Business Manager** screen. This will show the current totals for your asset, liability and capital accounts. Only posted transactions will be included in these totals. The program will list the G/L Accounts and their balances. You can further double-click on an account to view the transaction list in account maintenance. While you are in account maintenance you can double-click on a summary transaction to view the journal entry detail. Further, on the journal entry, you can double-click on a line item to view the transaction detail.

Checkbook: The current balance of all checking accounts will display. Posted and unposted transactions will be reflected in this balance. To see the details of the Checkbook transactions, just double-click on the Checking Accounts section of the Smart Business Manager screen. While you are in account maintenance you can double-click on a summary transaction to view the journal entry detail. Further, on the journal entry, you can double-click on a line item to view the transaction detail.

Income Statement: This section will display only if you have the General Ledger module installed. The program will show your total revenues (sales), cost of sales (cost of goods sold), gross profit (revenue minus cost of goods sold), expenses and profit (gross profit minus expenses). To see the details of the Income Statement, just double-click on the “Income Statement” section of the Smart Business Manager screen. These totals will be shown for these periods:

- Today (transactions posted to GL with the current system date)
- Yesterday (transactions posted to GL with yesterday's system date)
- Week to Date (transactions posted to GL since the last Sunday. A week begins on Sunday and ends on Saturday)
- Month to Date (transactions posted to GL during the current month)
- Fiscal Quarter to Date (transactions posted to GL in the current fiscal quarter, based on the periods set up in GL Setup)
- Fiscal Year to Date (transactions posted to GL during the current fiscal year based on the account periods defined in GL Setup)

Only posted transactions will be included in these totals. When you double click anywhere in the Income Statement box, the program will list the G/L Income and Expense accounts and their balances. You can further double-click on an account to view the transaction list in account maintenance. While you are in account maintenance you can double-click on a summary transaction to view the journal entry detail. Further, on the journal entry, you can double-click on a line item to view the transaction detail.

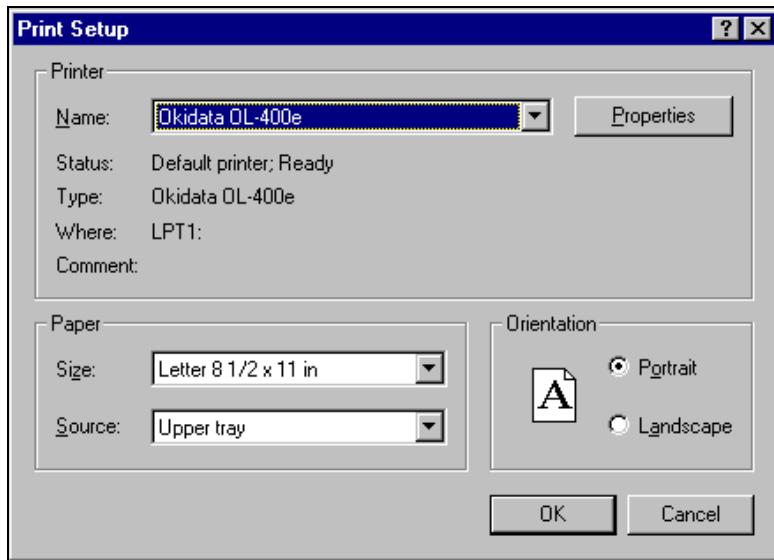
All of these totals are calculated when the Smart Business Manager screen is displayed. To update the values, click on the **Refresh** button.

To print the Smart Business Manager in a report format, click **Print**.

Printer Setup

You can select this option to bring up the standard Printer Setup window.

Click here to select another printer or a FAX printer for your Reports, Invoices P/O's etc.



This window will allow you to set up your printer, or select the printer you want to print to. As this program uses the standard printer drivers that are available with Windows, refer to your Windows manual for more information on Printer Setup.

Send Mail

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™ program. This option is available in Windows 95 and higher versions, and Windows NT only.

In addition you when you go to print most of your reports, you can send the report to Microsoft Exchange™ instead of your sending it to the printer. Currently formatting of the reports is not supported in the e-mail program.

You will need to reformat the fonts once the report is in the e-mail program. Please refer to your Windows 95 documentation on using Microsoft Exchange™.

A **Important Note:** You must have Microsoft Exchange™ installed and running directly from Windows 95/Windows NT to use this option within this program.

Log Out

If you have enabled password tracking, you can **Log Out** of the system to prevent unauthorized access to the accounting system.

In addition you can use this feature to switch between “a logged-on user” and a “new user” on the same terminal. For example if you are on a Terminal, you can have one user Log Out and another user Log In without quitting the accounting program.

To **Switch Users** do the following:

Step 1: Select the **Log Out** option from the **File** menu.

Step 2: The following **User Login** screen will be displayed.



Step 3: Type in the User ID and Password for the new user.



Important Note: The Log Off option is disabled if passwords are not enabled from the **Company Setup / Customize** screen.

Exit

This option will exit the program and return you back to Windows.



Important Note: Always use the **Exit** option in the **File** menu to close the program. If you re-boot, or shut the computer off while the program is running you could damage your data or index files. If such a situation should occur, use the **Reindex** option in the **File** menu to recreate the index files. Another safe way to exit the program is to click on the **Exit** icon.
