
Setting Up a New Company

Overview

After you have installed the program the next steps are as follows:

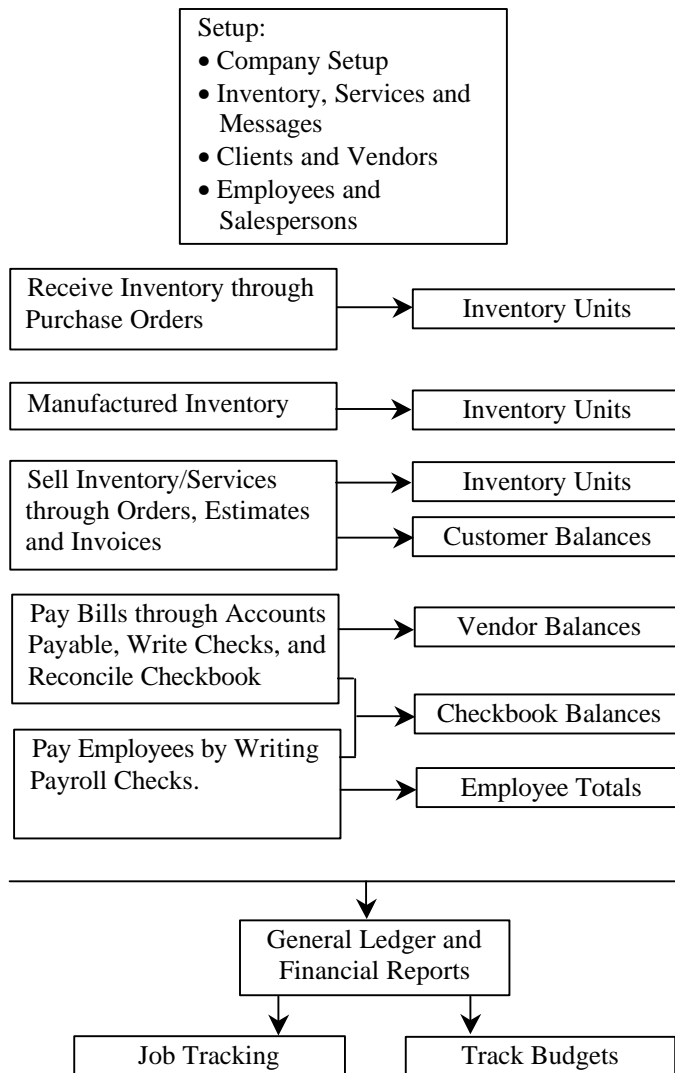
- Create a new company with the program – the program will automatically guide you through the steps of setting up a company.
- If you are upgrading from an older DOS/Windows version of our program, you can import your data.
- Enter your starting balances.

Each of these steps is explained in detail in the following sections.

System Flowchart

The following flowchart represents the flow of information in the system. The first step is the creation and set up of a new company. After the **Company Setup** you may enter your Inventory, Services, Messages, Customers, Vendors, Employees and Salespeople. You do

not have to set up these lists all at once. You can create these items as you go along. For example, you can add a customer, a salesperson, inventory and services on the fly while creating an invoice.



To get you started quickly; this program includes a **Smart Setup Assistant**. This Assistant guides you through the process of entering

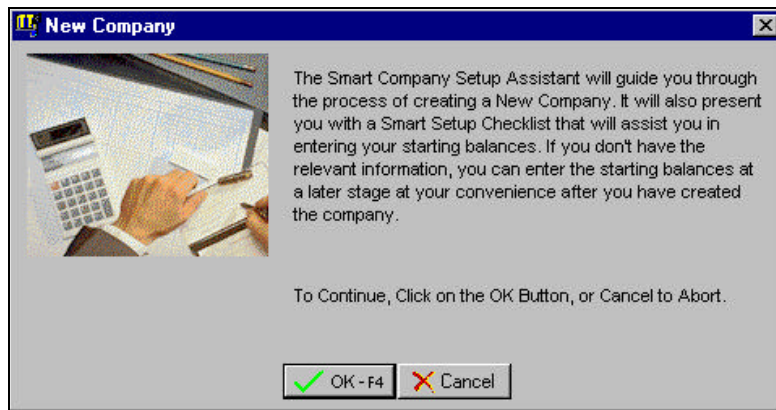
your starting balances. Each of these steps is explained in detail in the following sections.

In order to get up and running as quickly as possible, we recommended that you enter the starting balances for your customers and vendors as a balance forward amount. You can then maintain detailed transactions from that point.

Each module is seamlessly integrated with the rest of the system. For example, when you post an invoice, the program will automatically update the General Ledger accounts. All you have to do is to write the invoice just as you would have on paper. When you post the invoice, the program will automatically update the customer balances, inventory units on hand, cost of goods sold, checkbook for payments received, job tracking, sales commissions, and General Ledger.

Creating a New Company

To create a new company; select **New Company** from the **File** menu. If you are starting the program for the first time, this is automatically done for you. When you select this option, the **New Company** setup will appear. It will give you a brief summary of the process of creating a company. Click on **OK** to continue or **Cancel** to abort the process.



Required List of Items

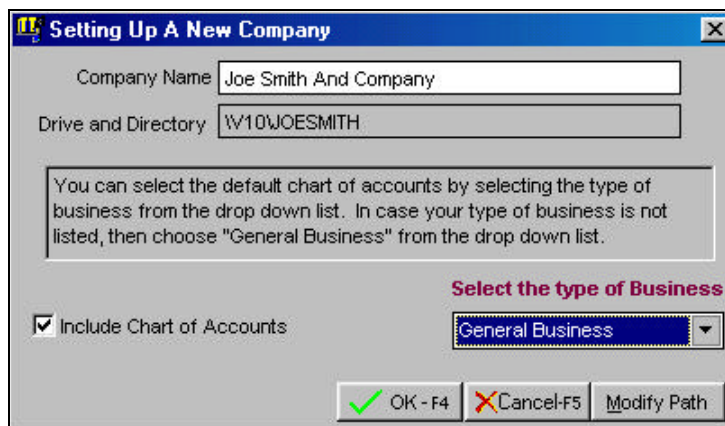
You should have the following information available when you create a new company:

- Company Name, Address, Company Federal and State ID
- Type of Business for selecting the predefined chart of accounts
- Lists like Customers, Vendors, Inventory, Services, Messages, Salespeople, Tenants, and Employees
- Starting Balances for Customers, Vendors, Inventory items, Tenants, and Employees



TIP! If you are upgrading from a previous version, the above lists will not be required. For more information on importing data from a previous version, refer to the [Importing Your Data](#) chapter.

The next screen that appears will ask you the name of the company. After you type in the name of the company, press the **Enter** key. The program will recommend a data drive and directory name. We suggest that you accept the default directory name.



Setting Up A New Company

Company Name: Joe Smith And Company

Drive and Directory: W10\JOESMITH

You can select the default chart of accounts by selecting the type of business from the drop down list. In case your type of business is not listed, then choose "General Business" from the drop down list.

Include Chart of Accounts

Select the type of Business: General Business

OK - F4 | Cancel - F5 | Modify Path

Important Note: It is important you understand the concept of directory names before you attempt to modify the recommended the data path. If you are installing the network version of this program, please refer to the [Installing the Network Version](#) section. In

addition, if you do decide to modify the path, make sure that you **DO NOT** direct it towards a floppy disk. A floppy disk is very slow, does not have the room to store your data, and is not a reliable method of storing data for daily use. If security is a concern, use the built-in password access to control user access. However, you can **backup** your data to a floppy drive.

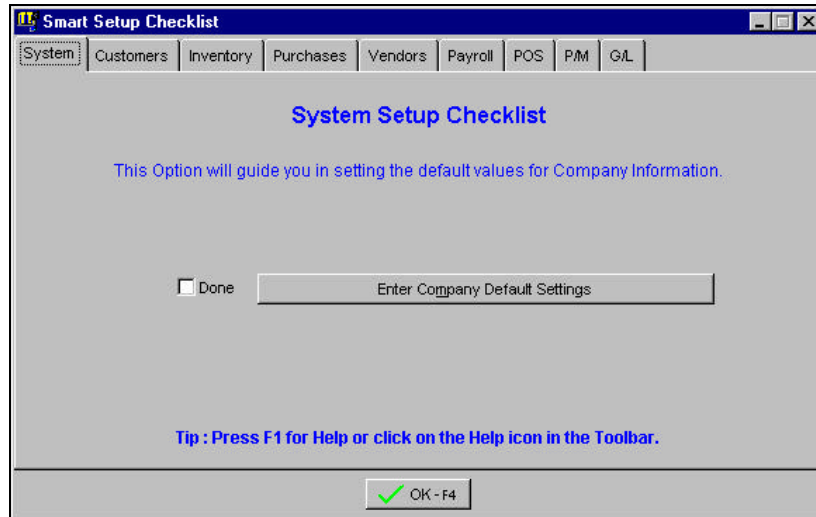
You can choose from a list of 170 business types. Select the **Type of Business** that most closely resembles your business activities. If you are not sure, select **General Business** as the **Type of Business**.

#	Preset Business Types	#	Preset Business Types
1	Accounting Firm	87	Golf Shop
2	Acupuncture	88	Government
3	Adjusters	89	Graphic Artist
4	Adoption Agency	90	Gun Shop
5	Advertising Agency	91	Hardware Store
6	Agriculture	92	Health Store
7	Air Cargo	93	Hobby Shop
8	Air-conditioning Service	94	Home Appliance Dealer
9	Aircraft Parts & Supplies	95	Home Repair
10	Airline	96	Hospital
11	Alarm Company	97	Hotel
12	Ambulance Service	98	Insurance Company
13	Amusement	99	Interior Decorator
14	Answering Service	100	Internet Service Provider
15	Antique Dealer	101	Janitorial Service
16	Appliance Dealer	102	Jewelry Store
17	Appraiser	103	Landscaping Service
18	Architectural Firm	104	Law Firm
19	Art Institute	105	Legal Company
20	Asbestos Removal	106	Limousine Service
21	Asphalt Parts/Supplies	107	Liquor Shop
22	Astrology Equipment	108	Locksmith Shop
23	Athletic Shop	109	Lumber Company

24	Attorney	110	Machine Shop
25	Auction Gallery	111	Manufacturing Company
26	Auto Dealers	112	Mattress Shop
27	Auto Repair Shop	113	Mattress Store
28	Bail Bonds	114	Medical
29	Bakery Shop	115	Men's Shop
30	Balloon Sales	116	Messenger Service
31	Bank	117	Motel/Hotel
32	Banquet Halls	118	Motorcycle Shop
33	Barber Shop	119	Moving Service
34	Bathroom Remodeling	120	Music Store
35	Battery Shop	121	Night Club
36	Beauty Salon	122	Non-Profit Organization
37	Bedroom Repair	123	Nursing Home
38	Bicycle Shop	124	Office Equipment
39	Billiard Shop	125	Optician
40	Boat Shop	126	Party supplies
41	Book Store	127	Payroll Company
42	Bridal Shop	128	Pest Control
43	Building Material Supplies	129	Pet Store
44	Burglar Alarm Co	130	Pharmacy
45	Carpet Cleaners	131	Photo Shop
46	Caterer	132	Photographer
47	Cellular Products	133	Physician
48	Cemetery	134	Plumbing Service
49	Chemical Manufacturing Company	135	Pool Maintenance
50	Chiropractic Services	136	Print Company
51	Church	137	Private Detective
52	Clothing Company	138	Private Investigator
53	Coffee Shop	139	Professional Practice
54	Computer Consulting	140	Property Management
55	Computer Data Processing	141	Radio Shop

	Service		
56	Computer Store	142	Real Estate
57	Concrete Services	143	Recycling Service
58	Construction Company	144	Religious Organization
59	Consulting Company	145	Remodeling Service
60	Copy Shop	146	Rental Company
61	Costume Shop	147	Restaurant Company
62	Craft Shop	148	Retail Company
63	Dance Instruction Studio	149	Service Company
64	Day Care Center	150	Shoe Store
65	Deck Repair	151	Sign Shop
66	Demolition Services	152	Ski Equipment Shop
67	Dental Clinic	153	Spa Equipment Shop
68	Disk Jockey	154	Sporting Goods Dealer
69	Distribution Company	155	Storage Company
70	Divers Shop	156	Surf Shop
71	Drilling Company	157	Tailoring Company
72	Driving School	158	Tax Services
73	Drug Store	159	Taxi Cab Company
74	Dry Cleaning Company	160	Telecommunications
75	Electric Shop	161	Theaters
76	Employment Agency	162	Tire Shop
77	Engineering	163	Towing Service
78	Entertainment Company	164	TV Shop
79	Fax Shop	165	Upholsterers
80	Financial Company	166	Veterinarian
81	Florist	167	Video Rental Company
82	Furniture Dealer	168	Water Store
83	Gas Station / Convenience Store	169	Wholesale
84	General Business	170	X-Ray Lab
85	Gift Shop		
86	Glass Shop		

After you click on the **OK** button, the program will create the data files for you. If you had checked the option to **Include the Sample Chart of Accounts** then the program will create the chart of accounts based on the **Type of Business** you have selected. After the data files for company have been created, you will be presented with a **Smart Setup Checklist**. This checklist will assist you in entering the starting balances.



The tab in the Smart Setup Checklist represents each module in the program. The tabs available on the screen are:

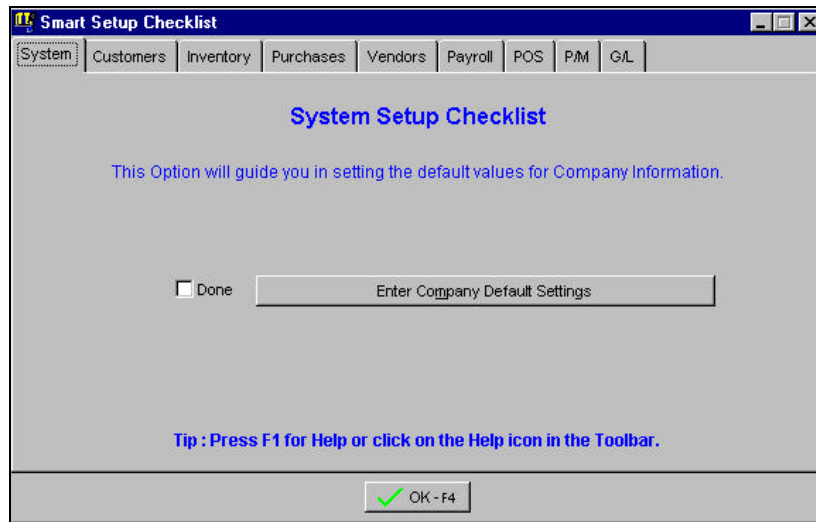
- **System** (Global settings for the Company)
- **Customers** (Customers and Order Entry)
- **Inventory**
- **Purchases** (Purchase Orders)
- **Vendors** (Accounts Payable)
- **Payroll** (Employees, Payroll Taxes, Deductions etc.)
- **POS** (Point Of Sale)
- **P/M** (Property Management)
- **Ledger** (General Ledger)



Important Note: The Smart Setup Checklist will only let you access the tabs for the modules you have installed.

System Checklist

The first tab displays the **System Setup Checklist**

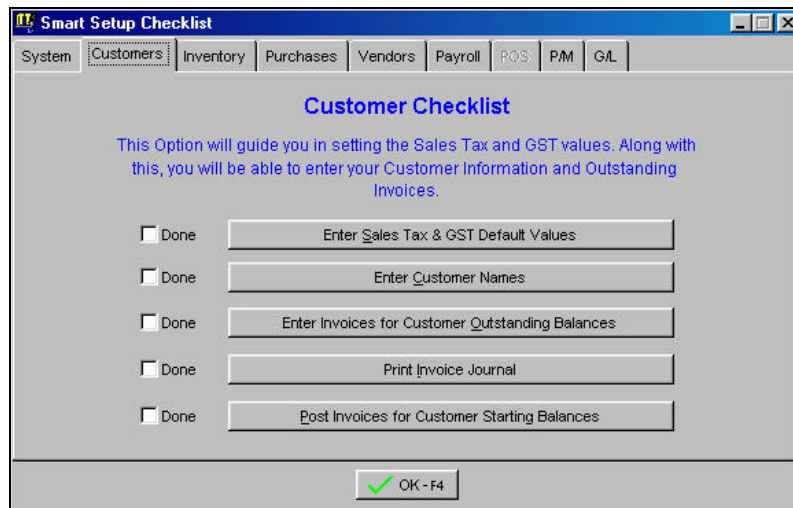


The **System Setup Checklist** will help you in setting up your company information, sorting, printers, and default G/L accounts. These global settings apply to the entire company.

The **Company Setup Screen** is used to set up your company name and address, default posting accounts, and configuration. For more information, please refer to the **Company Setup** section.

Customer Checklist

The second tab (**Customer**) displays the **Customer Checklist**.



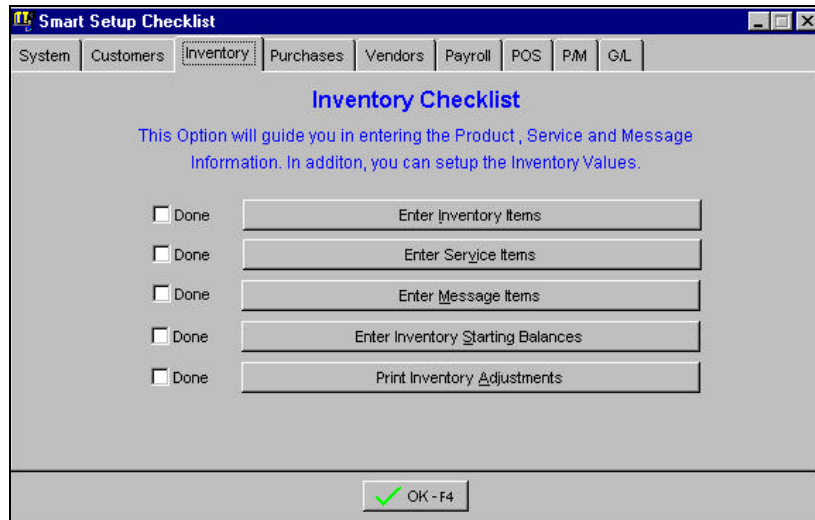
This screen will assist you in setting up your customers and entering their starting balances.

Set Up Option	Description
Sales Tax Setup	Sales Tax setup defines the sales tax rates, expense accounts (for sales tax on purchases) and liability accounts (for sales tax collected). For more information, refer to the <u>Sales Tax Maintenance</u> section.
Customer Setup	The next step is to enter the customer information. On this screen, you will be able to enter the customer defaults including Name, Bill To Address, Ship To Address, notes etc. For more information, refer to the <u>Customer Maintenance</u> section.

Set Up Option	Description
Enter Customer Balances	After you have entered your customer information, you can enter their starting balances as invoices. For more information on creating invoices, refer to the <u>Enter/Edit Invoices</u> section.
Print Invoice Journal	This report will let you verify if the starting balances were entered correctly. If you find an error go back and edit the previously entered invoice. You can run the Invoice Journal report from the O/E Module. For a sample of this report, refer to the <u>Invoice Journal Report</u> section.
Post Invoices	The final step for setting up customers is to post the invoices. Once posted these invoices will update the customer files with the correct balances. For more information, refer to the <u>Post Invoices</u> section.

Inventory Checklist

The third tab (**Inventory**) displays the **Inventory Checklist**. This screen will assist you in the set up of your inventory items, and the services that you provide.

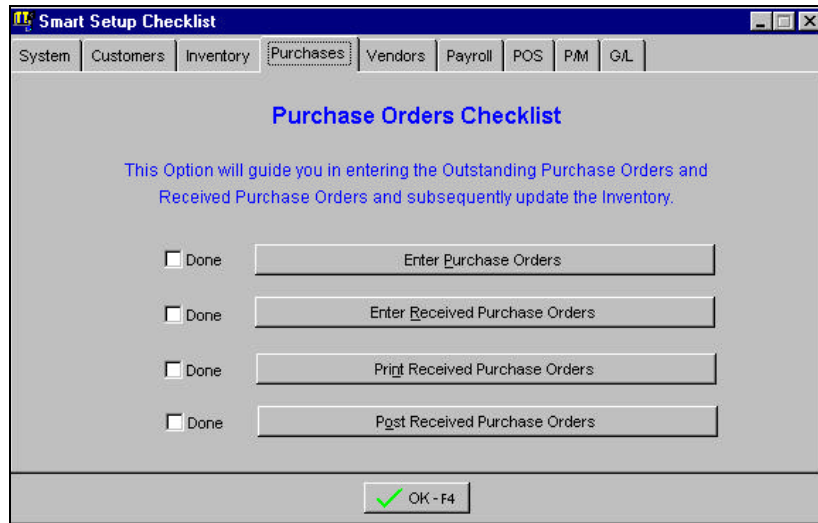


Set Up Option	Description
Enter Inventory, Services and Messages	<p>Use these option to enter:</p> <ul style="list-style-type: none"> • Inventory items that you stock. For more information, refer to the <u>Inventory Maintenance</u> section. • Services that you provide to your customers. For more information, refer to the <u>Service Maintenance</u> option. • Messages that you wish to print on invoices. For more information, refer to the <u>Message Maintenance</u> option.

Set Up Option	Description
Enter Inventory Starting Balances	<p>This Inventory Adjustment screen will assist you in entering the actual units already in stock for your inventory. For more information, refer to the <u>Inventory Adjustments</u> section. Once entered, inventory items will be updated with the correct balances.</p> <p>Note: For inventory that you have not yet received from your vendor(s), you will enter purchase orders in the Purchase checklist later.</p>
Print Inventory Adjustments	<p>This report will let you verify if the starting balances were entered correctly. If you find an error, go back, void the previously entered item, and enter a new transaction. For more information, refer to the <u>Print Inventory Adjustments</u> section.</p>

Purchases Checklist

The next tab (**Purchases**) displays the **Purchase Orders Checklist**. This screen will assist you in entering your open purchase orders.

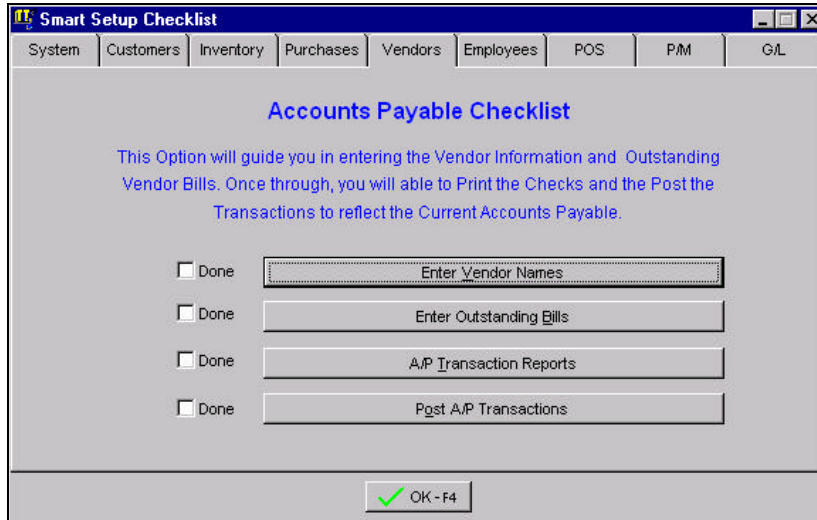


Set Up Option	Description
Enter Purchase Orders	Use this option to enter the purchase orders that you have already sent to your vendors using your previous system. For more information, refer to the <u>Enter/Edit Purchase Orders</u> section.
Enter Received Purchase Orders	Use this option to receive the purchase orders you had entered earlier. For more information, refer to the <u>Enter/Edit Received Purchase Orders</u> section.

Set Up Option	Description
Print Received Purchase Orders	This option will let you print your received purchase orders in order to verify that they were entered correctly. If you find an error, go back and edit the previously entered item. For more information, refer to the <u>Print Received Purchase Orders</u> section.
Post Received Purchase Orders	The final step for entering the received purchase orders is to post them. Once posted inventory items will be updated with the correct balances. For more information, refer to the <u>Post Received Purchase Orders</u> section.

Vendors Checklist

The next tab (**Vendors**) displays the **Accounts Payable Checklist**. This screen will assist you in entering your vendors and open bills that you need to pay.

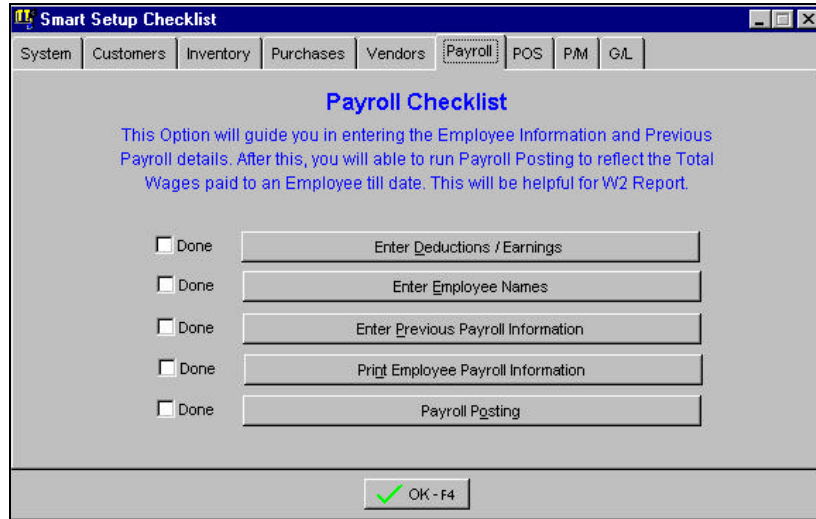


Set Up Option	Description
Enter Vendor Information	The first step is to enter the vendor information. On this screen, you will be able to enter the vendor defaults including Name, Address, Notes, etc. For more information on Vendor Maintenance, refer to the <u>Vendor Maintenance</u> section.
Enter Outstanding Bills	After you have entered your vendor information, you can enter the starting balances for your vendors as Accounts Payable Invoice Transactions. For more information, refer to the <u>Enter/Edit A/P Transactions</u> section.

Set Up Option	Description
Print A/P Transaction Report	This report will let you verify if the starting balances were entered correctly. If you find an error go back and edit the previously entered Accounts Payable Transaction. For more information, refer to the <u>A/P Transaction Report</u> section.
Post A/P Transactions	The final step for setting up vendors is to post the Accounts Payable Transactions. Once posted these transactions will update the vendor files with the correct balances. For more information, refer to the <u>Post A/P Transactions</u> section.

Payroll Checklist

The next tab (**Payroll**) displays the **Payroll Checklist**. This screen will assist you in the set up of your employees, and the payroll checks that have been issued to them.



Set Up Option	Description
Enter Deductions/Earnings	Use this option to set up the deductions and earnings information for your payroll. You can change the names for the deductions and the earnings. In addition, you can set up tax-deferred deductions. For more information, refer to the <u>Payroll Setup</u> section.
Enter Employee Information	On this screen, you will be able to enter the employee defaults including name, address, earnings etc. For more information, refer to the <u>Employee Maintenance</u> section.

Set Up Option	Description
Enter Previous Payroll Information	<p>After you have entered your employee information, you can enter the totals for the previous checks issued to your employees in the Enter/Edit Past Payroll Checks option. You can do one of the following:</p> <p>Option 1: Enter each individual check paid to the employee.</p> <p style="text-align: center;">Or</p> <p>Option 2: Enter one check that is the subtotal of all the checks paid in the current year.</p> <p>NOTE: If you chose Option 1, then you must enter one check per employee for each payroll period. You will then post the payroll, and then repeat the process for the next payroll period.</p> <p>For more information, refer to the <u>Enter/Edit Past Payroll Checks</u> option.</p>
Print Employee Payroll Information	<p>This report will let you verify if the checks were entered correctly. If you find an error go back and edit that employee transaction. For more information, refer to the <u>Payroll Worksheet</u> section.</p>
Post Payroll Information	<p>The final step in setting up your employees is to post checks. Once posted these transactions will update the employee files with the correct balances. For more information, refer to the <u>Post Payroll</u> section.</p>

POS Checklist

This tab (**POS**) displays the **Point of Sale Checklist**.

Set up Option	Description
Enter Media Code Information	Use this option if you want to set up Media Codes for your Invoices and Receipts. You can assign different codes to differentiate the types of media that you use to advertise your business or to identify the source your sales (such as region or type of sale). You can then track the results with the Media Code reports. For more information, see the Media Code Maintenance section.
Enter Receipts	Use this option to enter the Receipts that you have already processed using your previous system. For more information, refer to the Enter/Edit Invoices and Receipts section

Enter Invoices	Use this option to enter the Invoices that you have already processed using your previous system. For more information, refer to the <u>Enter/Edit Invoices and Receipts</u> section
Post Receipts and Invoices	Use this option to post the Invoices and Receipts that you just entered. (We suggest that you perform the following two verifications prior to posting). This will update the G/L. For more information, refer to the <u>Post Receipts and Invoices</u> section
Print Transaction Report	This report will allow you to verify that the transactions were entered correctly. If you find an error, go back and edit the corresponding transaction. For more information, see the <u>POS Transaction Audit Trail</u> section.
Print Register Summary Report	This report lets you verify the total dollar amounts received from the transactions you entered here, and breaks the totals down by type of payment (e.g., cash, check, Visa, etc.). For more information, see the <u>POS Register Summary Report</u> .

P/M Checklist

The P/M tab displays the **Property Management Checklist**.

Smart Setup Checklist

System Customers Inventory Purchases Vendors Payroll POS **P/M** G/L

Property Management Checklist

This Option will guide you through the process of setting up your Buildings, Units, and Tenants. In addition, you can enter the starting balances for your Tenants

<input type="checkbox"/> Done	Enter/Edit Buildings
<input type="checkbox"/> Done	Enter/Edit Units
<input type="checkbox"/> Done	Enter/Edit Late Fees
<input type="checkbox"/> Done	Enter/Edit Tenants
<input type="checkbox"/> Done	Enter Tenant Transactions
<input type="checkbox"/> Done	Print Tenant Transaction Report

OK - F4

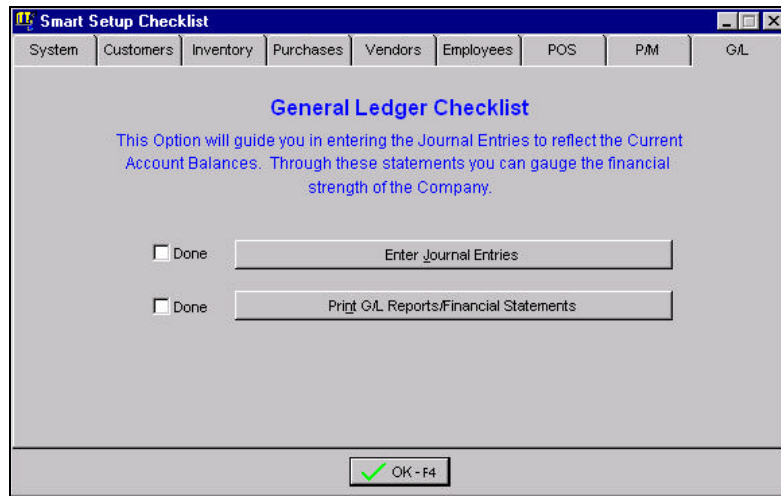
This screen will assist you in setting up your buildings, units, tenants, and entering their starting balances.

Set Up Option	Description
Building Maintenance	This option creates the buildings you manage. Each building will have units within it. Each unit may have one or more tenants associated with it. On this screen, you can enter the building address, accounts, and notes. For more information, refer the <u>Building Maintenance</u> section.

Set Up Option	Description
Unit Maintenance	After setting up the buildings, you can set up the units for each building. On this screen, you can enter rent, phone, maintenance information, and notes. For more information, refer to <u>Unit Maintenance</u> .
Enter/Edit Late Fees	Select this option if you charge late fees to your tenants. You can set up Late Fee Codes that you will use to charge late fees at a later point. For more information, refer to the <u>Late Fees</u> section.
Tenant Maintenance	The next step is to create new tenant information. On this screen, you will be able to enter the tenant information including Name, Address, Phone, notes, etc. For more information, refer to the <u>Tenant Maintenance</u> section. After you enter your tenant, the program will automatically let you move the tenant into a unit.
Enter/Edit Tenant Transactions	After you have entered your tenant information, you can enter the starting balances for your tenants as new transactions. For more information, refer to the <u>Tenant Transactions</u> section.
Print Tenant Transaction Report	This report will let you verify if the starting balances were entered correctly. If you find an error, go back and edit the relevant transaction. For more information, refer to the <u>Tenant Activity Report</u> section.

G/L Checklist

The next tab (**G/L**) displays the **General Ledger Checklist**. This screen will assist you in entering the starting balances for your chart of accounts.



While you were posting the starting balances in the other modules (tabs), the program was automatically creating and posting journal entries to the General Ledger.

The main purpose of the General Ledger Checklist is to help you ensure that starting balances for your chart of accounts are accurate. You should print the Income Statement and the Balance Sheet report first. These reports will tell you the current balances in the chart of accounts. At this point, you can make any necessary adjusting entries to correct chart of accounts balances.

Set Up Option	Description
Enter Journal Entries	Use this option to enter the balances for the chart of accounts. Usually your accountant can tell you the account balances. For more information, refer to the <u>Enter/Edit G/L Transactions</u> section.
Print G/L Reports	The Journal Register Report will let you verify if the transactions were entered correctly. If you find an error, go back and edit the incorrect transaction. For more information, refer to the <u>Journal Register</u> report.
Print Income Statement	This report will let you verify if the account balances are correct for the Income and Expense Accounts. If you find an error go back and create a new adjusting entry, post it and run this report again. For more information, refer to the <u>Income Statement</u> report.
Print Balance Sheet	This report will let you verify if the account balances are correct for the Asset, Liability, and Capital Accounts. If you find an error go back and create a new adjusting entry, post it and run this report again. For more information, refer to the <u>Balance Sheet</u> report.